

NAGINDAS KHANDWALA COLLEGE

(AUTONOMOUS)

Guidelines for Online Admission Process for SY AND TY ALL COURSES - Academic Year 2021-2022

Note:

- 1) **There is no offline admission.**
- 2) **Please keep your scanned Passport size Photograph, and Signature ready for upload. Do Not Upload Selfies in Photo.**

ADMISSION PROCESS STEPS :

Step 1	Visit website: https://cimsstudent.mastersofterp.in/ Use Laptop or Desktop to access website. All features are not available via Mobile.
Step 2	For Login Credentials, if you already know Username and Password use that or else Click on Get Username and Password. Enter your registered Email ID. After this you will get your login credentials via email.
Step 3	From the left-hand side menu click on “ Online Registration ”.
Step 4	Edit Personal Details and Click on ‘Save & Next’
Step 5	Edit Address Details and Click on ‘Save & Next’
Step 6	Edit Photo and Signature Details and Click on ‘Save & Next’
Step 7	Check your “Exam Details “ and Click on ‘Save & Next’
Step 8	Select Subject Preference for your Next Year, click on ADD and click on ‘Save & Next’
Step 9	Please upload the mentioned documents
Step 10	Check form filled by Clicking on PREVIEW button, go back and make changes if required. IF no changes click on CONFIRM button.
Step 11	Click on “ Print Application ” button. After taking the print out the student and parent should sign at the end of the admission form at the place provided and submit it along with the required documents to the college after lockdown and the college start functioning normally after the lockdown.

For admission related queries contact via email: dgadm@nkc.ac.in In Subject Line mention Problem Keywords (Login, Exam, Result, Admission etc).*NO SUBJECT LINE --> NO REPLY* Please mention your student id, name, course, year and mobile number.

Dr. (Mrs.) Ancy Jose
Principal