Rizvi Education Society's
Rizvi College of Arts, Science & Commerce.
Admission Manual
Guidelines for SY & TY Admissions 2021-22

Important Note:
1. **Please keep your scanned Passport size Photograph, and signature ready for upload. Do Not Upload Selfies in Photo.**
   Size of Photo is 500 kb and size of Signature is 300 kb
2. **Fill the anti-ragging Form by clicking on this link: -** (please enter form link)
3. **Mention the Documents**
   Size of the document is 200 Kb

APPLICATION FILLING PROCESS	
Step 1	Click here to go to online admission portal:- https://cimsstudent.mastersofterp.in/
Step 2	For Login Credentials, Click on Get username and Password.
Step 3	Enter your registered mobile no. After this you will get your login credentials via SMS.
Step 4	Once Logged in, Student Dashboard will be visible on the left-hand side.
Step 5	Click on "Online registration" listed in the Menu. Then click on "Personal Details" in dropdown and start filling the details. Once completed click on "Save and Next"
Step 6	Enter your address details and then click on "Save and Next"
Step 7	Upload Photo, Signature and Click on "Save & Next" (for signature use a plain paper and with the black pen put your signature and scan it with the help of your mobile.) Size of Photo is 500 kb and size of Signature is 300 kb
Step 8	In Subject details Page, Select Medium ---> Select Subject Group --->Click on Add ---> Then click on "Save and Next"
Step 9	Upload the Necessary Document without fail. After uploading the required documents, click on "Save and Next" Size of the document is 200 kb
Step 10	Click on "Pay now" and do the necessary payments
Step 11	After successful Payment, Accept the terms, then verify your application form by clicking on "Preview" button, then make the necessary changes if applicable. Then click on "Confirm" on your registration form. ONCE THE FORM HAS BEEN CONFIRMED IT CANNOT BE UPDATED.

Step 12	After taking the print out the student as well as 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.

B. PAYMENT PROCESS	
Step 1	After verification and confirmation of your registration details, you shall receive a SMS for Payment of fees.
Step 2	Please Click on the Link below mentioned link for Fees Payment https://www.feepayr.com/
Step 3	Enter your registered mobile number on which you will receive an OTP
Step 4	Enter the OTP and proceed for payment. Payment of fees, as appeared in the box, can be Made using Credit / Debit Card, Net banking etc. as shown on the payment gateway.
Step 5	A confirmation message will be displayed after successful payment of fees.
Step 6	To view/ print the receipt: Click go to home page → payment history→ detail receipt → print. Also, the receipt will be sent to your registered email id.
Step 7	Admission will be confirmed only when you make all Demand payment