ADMISSION PROCESS - ACADEMIC YEAR 2023-24

Stage 1: Registration Process

STEP 1: Click on the link https://enrollonline.co.in/Registration/Apply/ssmmp to do the **Registration process.**

STEP 2: Register on the registration portal with the details as Username, Password, Active Mobile number and Email id(if present). Then Click on "Register" Button

Click on "Register" after filling the details.

STEP 3: **Username & password** created by you will be sent on your mobile number & email id.

STEP 4: Click on the **"Go to Login" button** and do Login with the **credentials(Username and Password) sent on registered mobile number.**

Click on "Go to Login"

Fill USERNAME & PASSWORD.
Then Click on "Login"

STEP 5: After login, select

- For 11th Commerce : **"JUNIOR COLLEGE"**
- For First Year BA/BBA/BCom/BSc/BSc(CS) : **"UNDER GRADUATE"**
- For First Year MA / MCom : **"POST GRADUATE"**

from the drop down present on the screen and Click **"Continue"** to proceed further.

STEP 6: Enter **personal, academic details, upload passport size photo and signature, choose the respective course for which you want to apply, do subject selection and upload all relevant documents** (10th / SSC Mark Sheets, 12th /HSC Marksheet, Aadhar Card, Leaving Certificate and Caste Certificate as per applicable) as per file size and formats given above.

STEP 7: Pay the **admission processing fee Rs. 300/-** and applicable transaction charges online. (all amount non-refundable)

STEP 8: **Complete the registration by tick-marking on terms and conditions and pressing the Confirm Registration button.(You can preview your registration form here before clicking on Confirm Registration button**)

STEP 9: In the next screen, you can print/download a copy of the registration form and a copy of payment receipt. Keep both copies with you for future reference, not to be submitted to college until notified so.(You may sign out of the session here.)

STEP 10: **Candidate can apply for Stage#2 after confirmed registration.**

Stage 2: Registration Form Verification Process & Fee Generation

(By College Office Staff only)
- Form submitted by the candidate will be verified by college office staff.

Stage 3:Admission Fee Payment & Document Submission Process

After Verification of Registration Form submitted by candidate, candidate will receive Text Message regarding **Form Verification and Course Fee.**

- The Candidate will confirm their admission after **Paying the Admission fee** by **offline** (in College Office) or by **online** mode (link given in the text message).

*NOTE
- **While Filling The Form Candidate Should Ensure Internet Connectivity.**
- For Payment/Transaction Related Queries, Email us on transactions@siddhivinayakcollege.org [Mention Full Name, Class, Transaction Date, Transaction Id (If Received)]