



**College of Social Work  
(Autonomous)**

**Nirmala Niketan,**

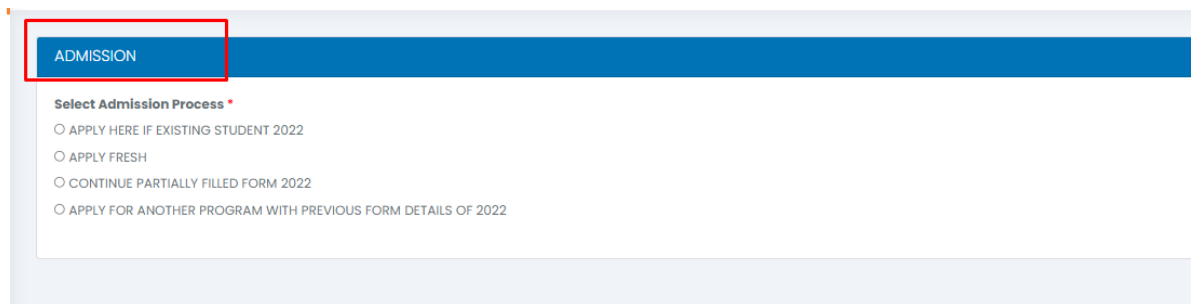
**Affiliated to the University of Mumbai  
38, New Marine Lines, Mumbai - 400020.**

**Online Admission Application Manual  
for Master of Social Work (MSW)**

This manual is for the online admission application for MSW programme of College of Social Work (Autonomous), Nirmala Niketan. It provides the steps to be followed along with pictorial representations.

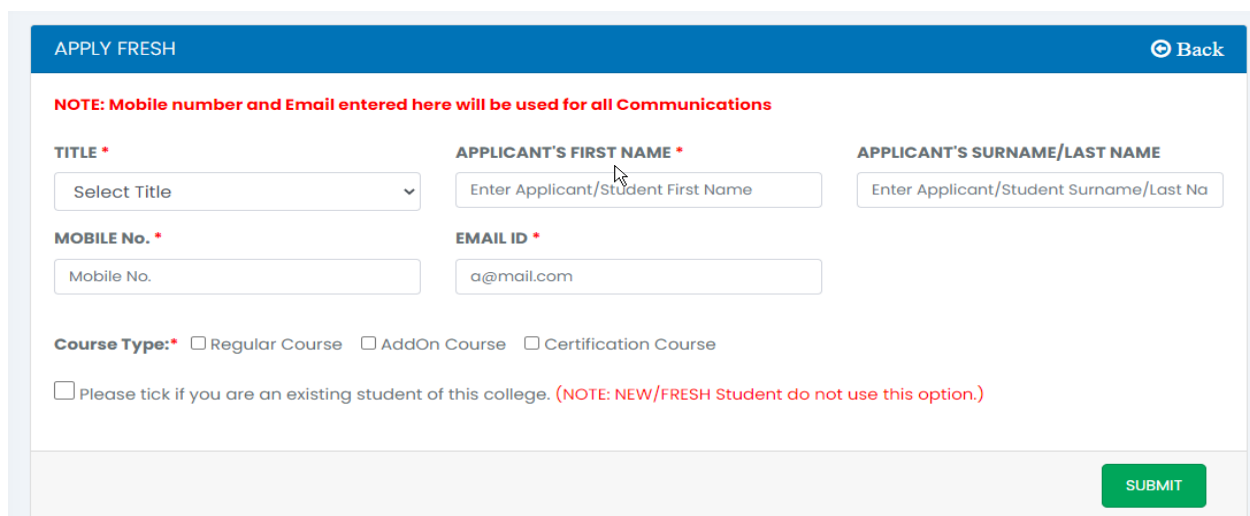
Students applying for MSW first year should select the option of ‘Apply Fresh’ under the tab ‘Admission’.

If the form is not filled completely in one go, the applicant can go back to the partially filled form to complete. To edit the partially filled form, you can select ‘Continue Partially Filled Form 2022’ option.



The screenshot shows a web interface with a blue header bar containing the word 'ADMISSION' in white, which is highlighted with a red rectangular box. Below the header, the text 'Select Admission Process \*' is followed by four radio button options: 'APPLY HERE IF EXISTING STUDENT 2022', 'APPLY FRESH', 'CONTINUE PARTIALLY FILLED FORM 2022', and 'APPLY FOR ANOTHER PROGRAM WITH PREVIOUS FORM DETAILS OF 2022'.

Once the applicant selects, ‘Apply Fresh’, following window will appear -



The screenshot displays the 'APPLY FRESH' form. At the top, there is a blue header with 'APPLY FRESH' and a 'Back' button. A red note states: 'NOTE: Mobile number and Email entered here will be used for all Communications'. The form contains several input fields: 'TITLE \*' (a dropdown menu), 'APPLICANT'S FIRST NAME \*' (a text box), 'APPLICANT'S SURNAME/LAST NAME' (a text box), 'MOBILE No. \*' (a text box), and 'EMAIL ID \*' (a text box). Below these are checkboxes for 'Course Type: \*' with options 'Regular Course', 'AddOn Course', and 'Certification Course'. A final checkbox is labeled 'Please tick if you are an existing student of this college. (NOTE: NEW/FRESH Student do not use this option.)'. A green 'SUBMIT' button is located at the bottom right.

Fill the **BASIC INFORMATION TAB** by entering **Name**, **Mobile Number** and **Email-Id**. And Click on **SUBMIT**. Once this is submitted, the **OTP** will be sent **ONLY** to the **email id of the applicant**. Kindly note that OTP will NOT be sent via SMS.

**Note:** Please enter valid email id and phone number, as it can be future used for forget password/applying to another course.

Please Note Your Form  
Number and Password For  
Future Use.

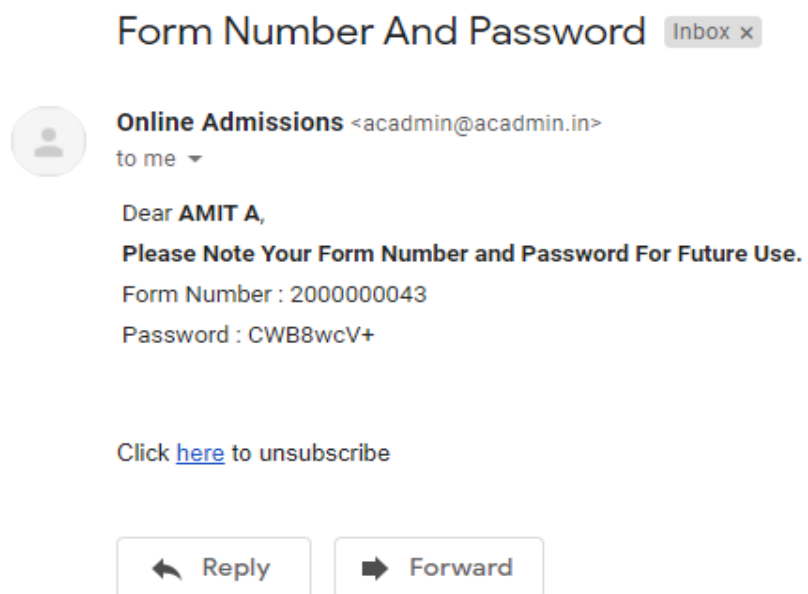
Form Number : 2000000043

Password : CWB8wcV+

NEXT

Note down the **Form Number** and **Password**. And Click “**NEXT**”.

**Form Number and Password will be sent to entered Email Id.**



**SCREENSHOT OF  
EMAIL.**

If Student have filled the form partially, then the student can continue the form filling from where he/she has left.

Click “Continue Partially Filled Form”

Enter “Form Number”

Enter “Password”

Click “Submit”

Now Fill “PROGRAM/CAMPUS”

Select “After 10<sup>th</sup> Class” for Jr. College.

Select “UNDER GRADUATE” for Degree College.

Click on “**Select/Change (Course + Subject Combination)**”

To select Course and Academic Year.

SELECT PROGRAM AND CAMPUS

PROGRAM APPLYING FOR

LEVEL : \*

☒ After 10th Class ☐ Under Graduate

SELECT PROGRAM

FY Bachelor of Commerce - (B. Com)

Select/Change (Course + Subject Combination)

\*Denotes mandatory field

Click on “**Select Discipline to View / Choose Programs**” to select Branch

Click in “**Select Academic Year**”.

Select Program

Select Discipline to View / Choose Programs \*

Select Branch

Select Program \*

Select Course

Select Academic Year \*

Select Academic Year

Save Details

Click “**Select Program**” to select Course

Click “**SAVE**”

Click “**Details**” to check Eligibility.

Select Subjects from Subject Group Name. (Only Available for Courses with Elective Subjects.)

**Click Here to Select Subjects**

Select Program \*

Bachelor of Arts - (B.A) ▼

Select Academic Year \*

FY ▼

	Sr No.	Subject Group Name
SEMESTER 1:		
☑	1	LANGUAGE <input type="checkbox"/>
☑	2	COMPULSORY SUB <input checked="" type="checkbox"/>
☑	3	OPTIONAL SUB <input type="checkbox"/>
SEMESTER 2:		
☑	1	LANGUAGE <input type="checkbox"/>
☑	2	COMPULSORY SUBJECT <input checked="" type="checkbox"/>
☑	3	OPTIONAL SUBJECT <input type="checkbox"/>

Save

Details

Click “**SAVE**”

Select “**NATIONALITY**”.

Select “**ADMISSIONCATEGORY**”

The form contains two dropdown menus at the top. The first is labeled 'NATIONALITY' with a red underline and an arrow pointing to it from the text above. The second is labeled 'ADMISSION CATEGORY' with a red underline and an arrow pointing to it from the text above. Below these is a section for 'HOSTEL ACCOMODATION' with radio buttons for 'Yes' and 'No'. An arrow points to the 'Yes' radio button from the text below. To the right of these fields is a blue button labeled 'SAVE & CONTINUE'.

Select “**HOSTEL ACCOMODATION**”

Note: For Student who are filling SY/TY Form, please use below tab.  
(Not for new admission)

Click “**Here**” for Existing Student.

The form shows a checkbox with the text 'Please tick if you are an existing student of this college. (NOTE: NEW/FRESH Student do not use this option.)'. An arrow points to the checkbox from the text above.

By Enter number and validating it, All your previous record with the college will be filled in the FORM.

The form shows the 'HOSTEL ACCOMODATION' section with 'Yes' and 'No' radio buttons. Below it is a checkbox labeled 'Please tick if you are an existing student of this college. (NOTE: NEW/FRESH Student do not use this option.)' which is checked. Below the checkbox is a text input field labeled 'UNIQUE ID/ACADMIN ID/ AADHAR CARD NUMBER \*'. An arrow points to this field from the text above. To the right of the input field is a green button labeled 'Validate'. Below the input field is a blue button labeled 'SAVE & CONTINUE'.

Enter “**Aadhar Number or Unique Id or AcadmId**” Here

Click “**Validate**”

System will check whether your data is present or no.

Note: You will find unique ID in your ID card, mobile app login or you may contact the Institute for the same.

Click on “**SAVE & CONTINUE**”

The screenshot shows a registration form interface. On the left is a vertical sidebar menu with five items, each in a blue circle with a number: 1 BASIC INFORMATION, 2 PROGRAM/CAMPUS, 3 PERSONAL DETAILS, 4 EDUCATION DETAILS, and 5 FAMILY INFORMATION. The 'PERSONAL DETAILS' item (3) is highlighted with a red rectangular border. To the right of the sidebar is the main form area, which is currently displaying the 'PERSONAL' section. This section includes a 'GENDER' label above a dropdown menu showing 'Select Gender', and a 'CATEGORY' label below it. A blue box labeled 'PERSONAL' is positioned above the dropdown. A black arrow points from a text box on the right to the 'PERSONAL' section. The text box contains the instruction: 'CLICK ON “PERSONAL DETAILS” TO FILL THE DETAILS'. At the top of the main form area, the text 'Calendar Session' is visible.



Enter all the Personal Details.

**PERSONAL DETAILS**

\*Denotes mandatory field

**GENDER**  
Select Gender ▼

**MARITAL STATUS**  
Select ▼

**MOTHER TONGUE**  
Mother Tongue

**DATE OF BIRTH**  
03/05/2019

**CATEGORY**  
Select Category ▼

**CASTE**  
Select Caste ▼

**SUB-CASTE**  
Sub-Caste

**RELIGION**  
Select Religion ▼

**BLOOD GROUP**  
Select Blood Group ▼

**FULL NAME (Name As Per Last Qualifying Examination Marksheet)**  
FULL NAME (Name As Per Last Qualifying Examination Marksheet)

**FULL NAME (In Devnagri Form)**  
[Translate Your Name In Devnagri Format From here, and Copy-paste the Content In the Given Textbox Below.](#)

Full Name (In Devnagri)

To convert name into Devnagri Format “[Click Here](#)”.

Here you have to enter your full name in Devnagri format. We have provided you a [link](#), which takes you to the new tab, where you can enter your name and generate the Devnagri format text. Upon getting the text in Devanagari format kindly copy paste it in the box here.

In the section of sub caste the candidates are expected to write their sub caste as per their caste / leaving / transfer certificate. Kindly mention NOT APPLICABLE if there is no sub caste

After Filling All the Details Click “**SAVE And CONTINUE**”

CORRESPONDENCE ADDRESS <small>FOR ALL COMMUNICATION RELATED TO YOUR ADMISSION</small>	PERMANENT/NATIVE ADDRESS <small><input type="checkbox"/> SAME AS CORRESPONDENCE ADDRESS</small>
<b>ADDRESS: *</b> <input type="text" value="Correspondence Address"/>	<b>ADDRESS:</b> <input type="text" value="Permanent Address"/>
<b>COUNTRY: *</b> <input type="text" value="Select Country"/>	<b>COUNTRY:</b> <input type="text" value="Select Country"/>
<b>CITY: *</b> <input type="text" value="Enter City"/>	<b>CITY:</b> <input type="text" value="Enter City"/>
<b>PIN No: *</b> <input type="text" value="Enter Pincode"/>	<b>PIN No:</b> <input type="text" value="Enter Pincode"/>
<b>Do you suffer from any chronic ailment or disability</b> <input type="text" value="Select Option"/> <input type="text" value="Select Disability"/>	
<b>Have you ever been suspended, dismissed or put on academic probation or warning at any school or college?</b> <input type="text" value="Select Option"/>	
<b>AADHAR CARD No</b> <input type="text" value="Enter Aadhaar Card No"/>	
<div>Save And Continue</div>	

- 2 PROGRAM/CAMPUS
- 3 PERSONAL DETAILS
- 4 EDUCATION DETAILS
- 5 FAMILY INFORMATION
- 6 UPLOAD DOCUMENTS

Click “**EDUCATION DETAILS**” And Fill the Details.

Enter All “**Class X**” Details Below.

Check this Option if Results are not yet Declared.

CLASS 10 (X)

**Note:** Students appearing for board exams in **2020** can enter **0000** in all the mandatory fields where details are required from Admit Card.

Result Not Declared? ☐

BOARD \*

Select Board ▼

OTHER BOARD NAME

Other Board Name

BOARD ROLL No/ SEAT No \*

Roll No

PASSING YEAR \*

Select Year ▼

PASSING MONTH \*

Select Month ▼

NUMBER OF ATTEMPTS\*

Number Of Attempts

FIRST ATTEMPT YEAR

Select Year ▼

FIRST ATTEMPT MONTH

Select Month ▼

MEDIUM OF INSTRUCTIONS\*

Select Medium ▼

IN-HOUSE APPLICANT?

☐

INSTITUTE NAME\*

Institute Name

CITY

City

PIN / ZIP CODE

Pin Code

UDISE No. \*

Enter UDISE No.

OVERALL GRADE\*

Overall Grade

Enter All “**Class 12<sup>th</sup>**” Details Below

Check this Option if Results are not yet Declared.

CLASS 12 (XII)/DIPLOMA

NOTE FOR CLASS XI/XII  
Note: Students appearing for board exams in 2022 can enter 0000 in all the mandatory fields where details are required from Admit Card.

Result Not Declared? ☐

BATCH/STREAM \*  
Batch Name

BOARD\*  
Select Board

OTHER BOARD NAME  
Other Board Name

SEAT No\*  
Seat No

PASSING YEAR\*  
Select Year

PASSING MONTH\*  
Select Month

NUMBER OF ATTEMPTS\*  
Number Of Attempts

FIRST ATTEMPT YEAR  
Select Year

FIRST ATTEMPT MONTH  
Select Month

MEDIUM OF INSTRUCTIONS\*  
Select Medium

IN-HOUSE APPLICANT?  
☐

INSTITUTE NAME\*  
Institute Name

CITY \*  
City

PIN / ZIP CODE \*  
Pin Code

OVERALL GRADE\*  
Overall Grade

TOTAL MARKS OBTAIN\*  
Marks Obtain

OVERALL TOTAL MARKS\*  
Overall Total Marks

AGGREGATE PERCENTAGE\*  
0.00

UDISE No. \*  
Enter UDISE No.

MARKING SYSTEM \*  
Select Marking

Save and Continue

Enter All “**GRADUATION**” Details Below.

GRADUATION DETAILS

NAME OF DEGREE\*  
Degree Name

MEDIUM OF INSTRUCTIONS\*  
☐ ENGLISH ☐ GUJARATI ☐ HINDI ☐ MARATHI ☐ URDU

SUBJECT OF SPECIALIZATION  
Subject Of Specialization

DURATION OF DEGREE\*  
Select Duration

DISCIPLINE  
Select Discipline

MODE OF STUDY  
☐ FullTime ☐ PartTime ☐ Correspondence

GRADUATION YEAR ATTENDED\*  
☐ PURSUING ☐ COMPLETED  
From :  
From Year To Year

UNIVERSITY ENROLLMENT No./PRN No. \*  
Enrollment No

IN-HOUSE APPLICANT?  
☐

After Filling All the Details Click “**SAVE And CONTINUE**”

- 3 PERSONAL DETAILS
- 4 EDUCATION DETAILS
- 5 FAMILY INFORMATION
- 6 UPLOAD DOCUMENTS
- 7 PAYMENT

CLICK “**FAMILY INFORMATION**” TO  
FILL ALL THE DETAILS.

Enter All “**Family (Father/Mother) Information**” Details Below.

Calendar Session: 2020 | 2020 - 2021 ▼ Form No: 200000003

### FAMILY INFORMATION

\*Denotes mandatory field

#### FATHER DETAILS

☒ (Unchecked if Single Parent is Applicable)

FULL NAME: \*

AGE:

EMAIL:

MOBILE No:

QUALIFICATION N:

#### MOTHER DETAILS

☒ (Unchecked if Single Parent is Applicable)

FULL NAME: \*

AGE:

EMAIL:

MOBILE No:

QUALIFICATION N:

Enter All “**Sibling Information**” Details Below.

**SIBLINGS DETAILS**

**TOTAL NUMBER OF SIBLINGS \***

ENTER SIBLINGS DETAILS

**FULL NAME**

**INSTITUTE NAME**

**SIBLING NO**

**ADMISSION No/GR No**

**CLASS STUDYING IN**

**VIEW SIBLINGS DETAILS**

Sr.No	No Of Siblings	Full Name	Institute Name	Admission No/GR. No	Class Study In	Delete

After Filling All the Details Click “**SAVE And CONTINUE**”.

- 4 EDUCATION DETAILS
- 5 FAMILY INFORMATION
- 6 **UPLOAD DOCUMENTS**
- 7 PAYMENT
- 8 FINISH

Click **“UPLOAD DOCUMENTS”** and fill all the Details.

Note: Photo Should not be max. than 500KB in size.

UPLOAD PHOTO & MARKSHEET

(FORMAT SHOULD BE JPG, GIF, PNG, JPEG, BMP AND MAXIMUM FILE SIZE UPTO 30 KB)

\*Denotes mandatory field

STUDENT PHOTO

STUDENT SIGNATURE

Choose File

No file chosen

Choose File

No file chosen

Click On **“CHOOSE FILE”** to Upload Photo.

After Uploading All the Photo Click **“SUBMIT”**.

6 UPLOAD DOCUMENTS

7 PAYMENT

Click "**PAYMENT**"

8 FINISH

Click Here to "**Agree Terms and Conditions**".

PAYMENT INFORMATION

\*Denotes mandatory field

You have completed the entry of necessary details for the online form and you are left with the following:

1. Accept the Terms and conditions for Admissions.
2. The cost of application form is INR ₹ 0.

**Terms and Conditions for admission :** [ [Click here to read and agree to Terms and Conditions \\*](#) ]

☐ I hereby certify that the information given in the Application (all relevant forms) is complete and accurate. I understand and agree that the misrepresentation or omission of facts will justify the denial /the cancellation of admission or expulsion \*



FOR OFFLINE PAYMENT TOKEN WILL BE PROVIDED BY THE INSTITUTE.

SELECT “**Offline Payment**”

☐ Online Payment ☒ Offline Payment

Token Number

Submit

Click “**SUBMIT**”

Enter “**Token Number**” Provided by Institute.

FOR ONLINE PAYMENT.

Select “**Online Payment**”

☒ Online Payment ☐ Offline Payment

Click on **PAYMENT GATEWAY**  
Assigned by Institute

Note:

1. Candidates are to wait for few seconds after making the online payment. It might take some time to generate the receipt. Do not refresh or leave the page since your form might not get submitted completely if the receipt is not generated.
2. Print the payment receipt if required else you may skip this step.

Print the “**FORM RECEIPT**”

PRINT FORM RECEIPT

PRINT

College of Arts, Science & Commerce

APPLICATION NO: 24	FORM NO: 2000000034
FULL NAME: A AMIT	
(ACADEMIC YEAR/COURSE/BATCH) : FY Bachelor of Science in Information Technology - (BSc-IT) (₹ 0.00)	
PAYMENT MODE: OFFLINE	TRANSACTION ID: -
REGISTRATION DATE: 04/06/2020	AMOUNT PAID: 0

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*Congratulations! You have successfully filled your admission form and made the payment of the form successfully.*

*Proceed to the last tab the 8th tab which is called as FINISH and obtain your final admission form.*

*The form is on the next tab, please click on the FINISH tab to get your final printout of the form.*

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7 PRINT RECEIPT






8 **FINISH**

Click on “**PRINT**” to print the Form

Click “**FINISH**”

**PRINT**

REGISTRATION DATE: 04/06/2020 ACADEMIC YEAR: 2020 | 2020 - 2021 FORM NO.: 2000000 APPLICATION NO.: 24

**College of Arts, Science & Commerce**  
FY BSc-IT

**PERSONAL INFORMATION**

SURNAME/LASTNAME: A	FIRST NAME: AMIT	FATHER NAME: -
MOTHER NAME: -	MIDDLE NAME: -	DATE OF BIRTH: 03/05/2019
MOBILE NO: 9999999999	EMAIL ID: VILTIGUYDA@ENAYU.COM	ADMISSION CATEGORY: General / Regular
GENDER: Male	AADHAR CARD NO: 989845454544	RELIGION: Hindu
CATEGORY: General / Open	CASTE: - SUB-CASTE: -	NATIONALITY: INDIAN
MOTHER TONGUE: -	MARITAL STATUS: -	BLOOD GROUP: B+
NAME AS PER LAST QUALIFYING EXAMINATION MARKSHEET: EFEFSD		
FULL NAME IN [DEVNAGRI SCRIPT]: -		
CORRESPONDENCE ADDRESS:	FWEFWE	
CITY: FWEFWE	PINCODE: 123456	COUNTRY: INDIA

**Note: Print the FORM and keep extra copies of Printed Form.**