



**College of Social Work
(Autonomous)**

Nirmala Niketan,

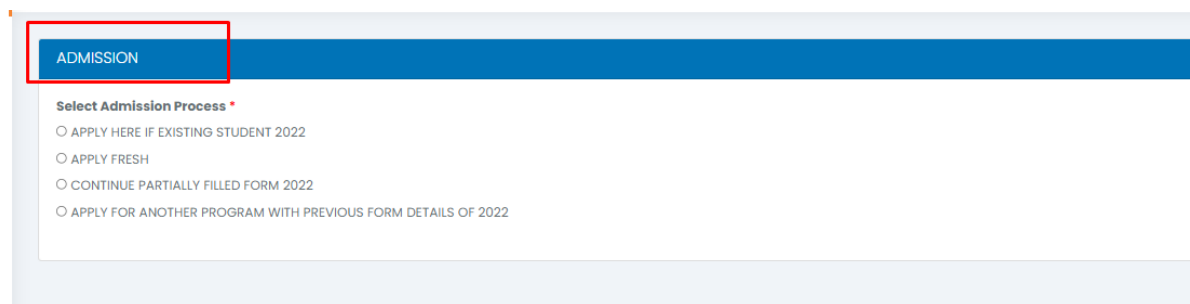
**Affiliated to the University of Mumbai
38, New Marine Lines, Mumbai - 400020.**

**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.

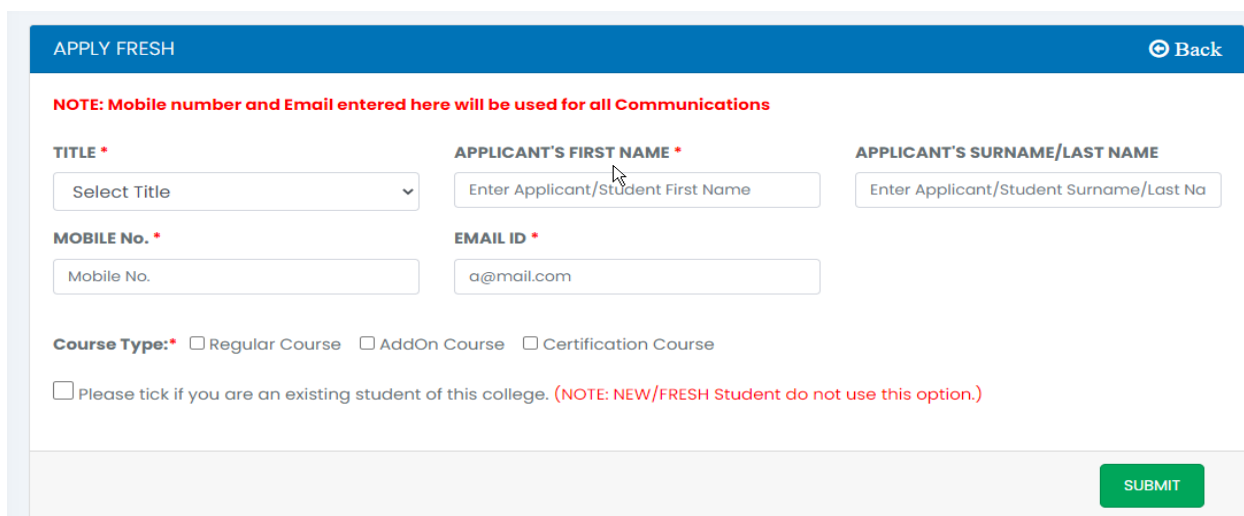
Students applying for MSW first year should select the option of ‘Apply Fresh’ under the tab ‘Admission’.

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 2025’ 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, a blue header bar has 'APPLY FRESH' on the left and a 'Back' button on the right. Below the header, a red note states: 'NOTE: Mobile number and Email entered here will be used for all Communications'. The form contains several input fields: 'TITLE *' with a dropdown menu showing 'Select Title'; 'APPLICANT'S FIRST NAME *' with a text box containing 'Enter Applicant/Student First Name'; 'APPLICANT'S SURNAME/LAST NAME' with a text box containing 'Enter Applicant/Student Surname/Last Na'; 'MOBILE No. *' with a text box containing 'Mobile No.'; and 'EMAIL ID *' with a text box containing 'a@mail.com'. Below these fields, there 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 of the form.

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.

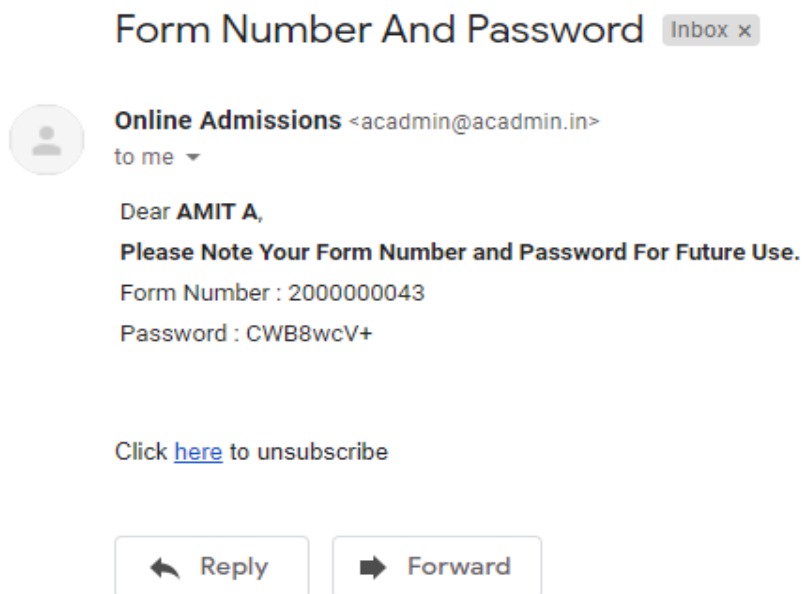
Form Number : 2000000043

Password : CWB8wcV+

NEXT

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

Form Number and Password will be sent to the 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 10th 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 Ye

Save Details

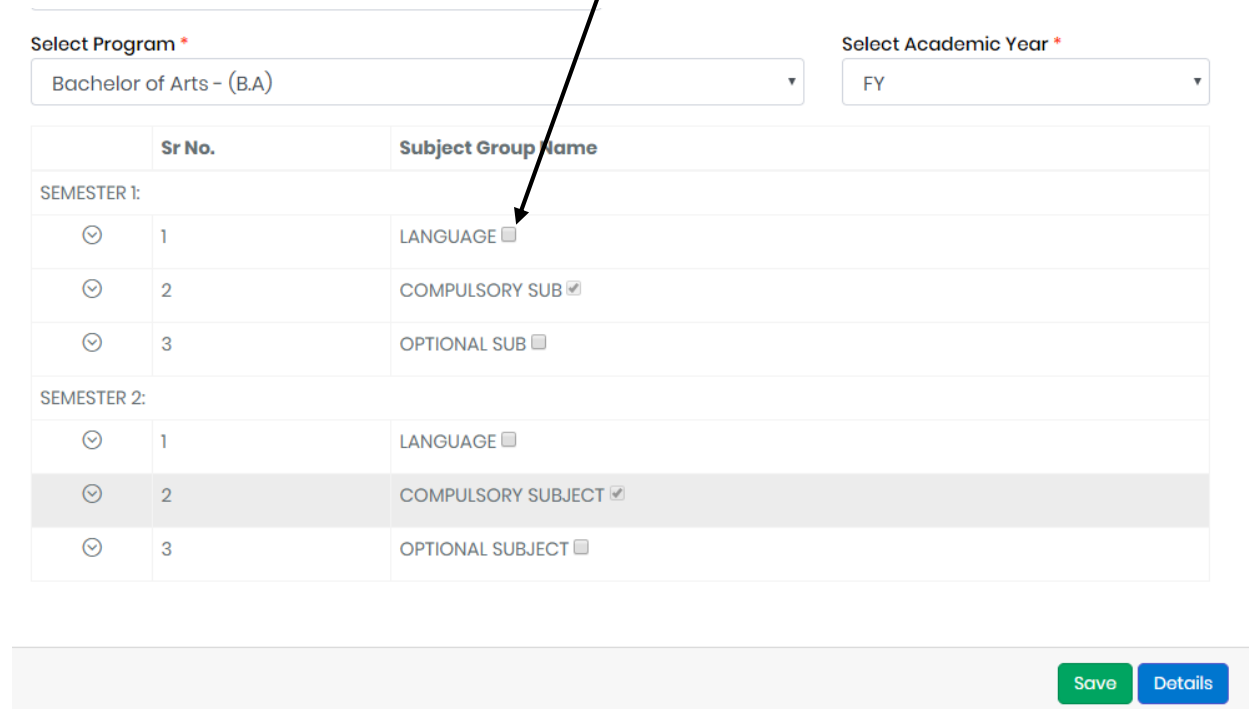
Click “**Select Program**” to select Course

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



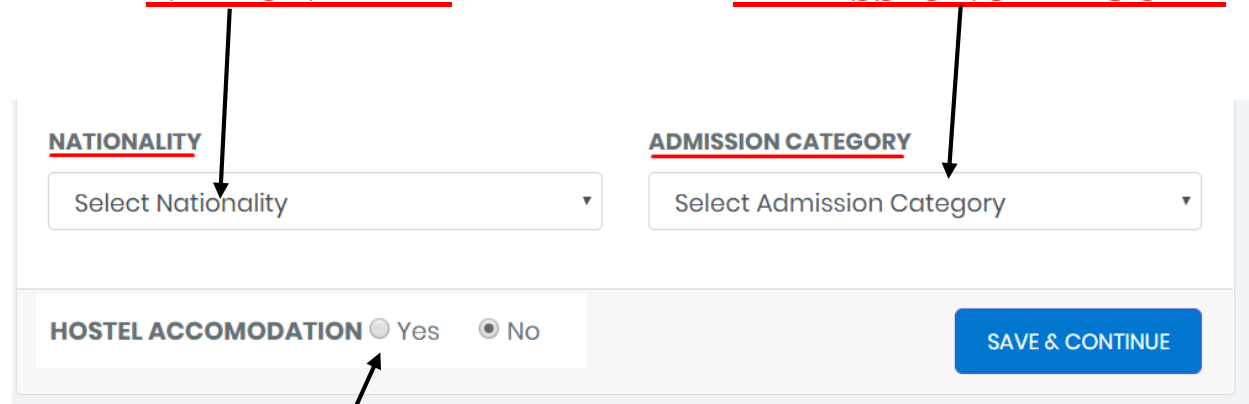
	Sr No.	Subject Group Name
SEMESTER 1:		
☑	1	LANGUAGE <input type="checkbox"/>
☑	2	COMPULSORY SUB <input checked="" type="checkbox"/>
☑	3	OPTIONAL SUB <input type="checkbox"/>
SEMESTER 2:		
☑	1	LANGUAGE <input type="checkbox"/>
☑	2	COMPULSORY SUBJECT <input checked="" type="checkbox"/>
☑	3	OPTIONAL SUBJECT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

Save Details

Click **“SAVE”**

Select **“NATIONALITY”**.

Select **“ADMISSIONCATEGORY”**



NATIONALITY
Select Nationality

ADMISSION CATEGORY
Select Admission Category

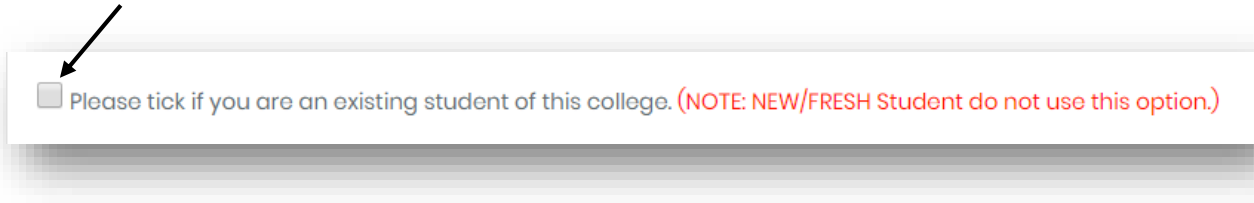
HOSTEL ACCOMODATION ☒ Yes ☐ No

SAVE & CONTINUE

Select **“HOSTEL ACCOMODATION”**

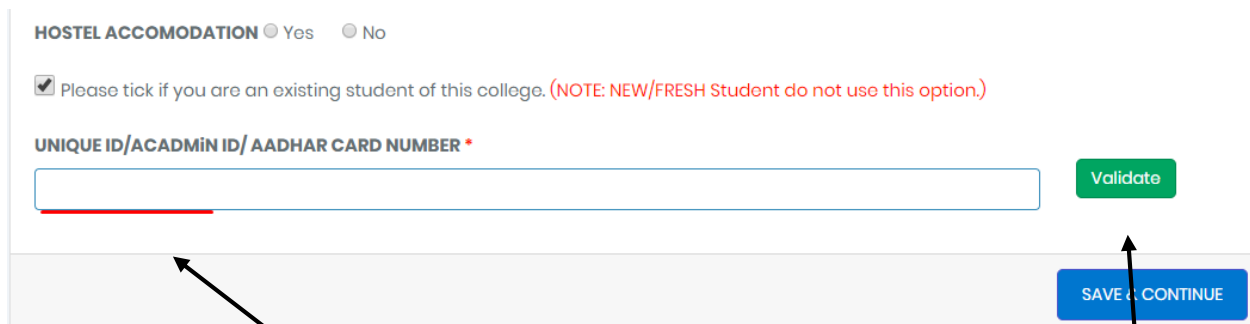
Note: For Student who are filling SY/TY Form, please use below tab.
(Not for new admission)

Click “Here” for Existing Student.



☐ Please tick if you are an existing student of this college. (NOTE: NEW/FRESH Student do not use this option.)

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



HOSTEL ACCOMODATION ☐ Yes ☐ No

☒ Please tick if you are an existing student of this college. (NOTE: NEW/FRESH Student do not use this option.)

UNIQUE ID/ACADMIN ID/ AADHAR CARD NUMBER *

Validate

SAVE & CONTINUE

Enter “Aadhar Number or Unique Id or AcadminId” 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”

OF RITTS, OUTLINE & COMMITTEE

1 BASIC INFORMATION

2 PROGRAM/CAMPUS

3 PERSONAL DETAILS

4 EDUCATION DETAILS

5 FAMILY INFORMATION

Calendar Session

PERSONAL

GENDER

Select Gender

CATEGORY

CLICK ON “PERSONAL DETAILS” TO FILL THE DETAILS

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.

After Filling All the Details Click “[SAVE And CONTINUE](#)”

CORRESPONDENCE ADDRESS	PERMANENT/NATIVE ADDRESS
FOR ALL COMMUNICATION RELATED TO YOUR ADMISSION	<input type="checkbox"/> SAME AS CORRESPONDENCE ADDRESS
ADDRESS: * <div>Correspondence Address</div>	ADDRESS: <div>Permanent Address</div>
COUNTRY: * <div>Select Country</div>	COUNTRY: <div>Select Country</div>
CITY: * <div>Enter City</div>	CITY: <div>Enter City</div>
PIN No: * <div>Enter Pincode</div>	PIN No: <div>Enter Pincode</div>
Do you suffer from any chronic ailment or disability <div>Select Option</div> <div>Select Disability</div>	
Have you ever been suspended, dismissed or put on academic probation or warning at any school or college? <div>Select Option</div>	
AADHAR CARD No <div>Enter Aadhaar Card No</div>	
<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 2023 can enter 0000 in all the mandatory fields where details are required from Admit Card.

Result Not Declared? <input type="checkbox"/>			
BOARD * <input type="text" value="Select Board"/>	OTHER BOARD NAME <input type="text" value="Other Board Name"/>	BOARD ROLL No/ SEAT No * <input type="text" value="Roll No"/>	PASSING YEAR * <input type="text" value="Select Year"/>
PASSING MONTH * <input type="text" value="Select Month"/>	NUMBER OF ATTEMPTS* <input type="text" value="Number Of Attempts"/>	FIRST ATTEMPT YEAR <input type="text" value="Select Year"/>	FIRST ATTEMPT MONTH <input type="text" value="Select Month"/>
MEDIUM OF INSTRUCTIONS* <input type="text" value="Select Medium"/>	IN-HOUSE APPLICANT? <input type="checkbox"/>	INSTITUTE NAME* <input type="text" value="Institute Name"/>	
CITY <input type="text" value="City"/>	PIN / ZIP CODE <input type="text" value="Pin Code"/>	UDISE No. * <input type="text" value="Enter UDISE No."/>	OVERALL GRADE* <input type="text" value="Overall Grade"/>

Enter All “**Class 12th**” Details Below

Check this Option if Results are not yet Declared.

CLASS 12 (XII) DIPLOMA

NOTE FOR CLASS 12/XII
Note: Students appearing for board exams in 2025, must 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 :
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 *

No Of Siblings

ENTER SIBLINGS DETAILS

FULL NAME

Full Name

INSTITUTE NAME

Institute Name

SIBLING NO

Sibling Number

ADMISSION No/GR No

Admission No/GR. No

CLASS STUDYING IN

Class Study In

Add

VIEW SIBLINGS DETAILS

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

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

4 EDUCATION DETAILS

5 FAMILY INFORMATION

6 **UPLOAD DOCUMENTS**

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

7 PAYMENT

8 FINISH

Note: Photo should not be more 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
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="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 ONLINE PAYMENT.

Select “**Online Payment**”

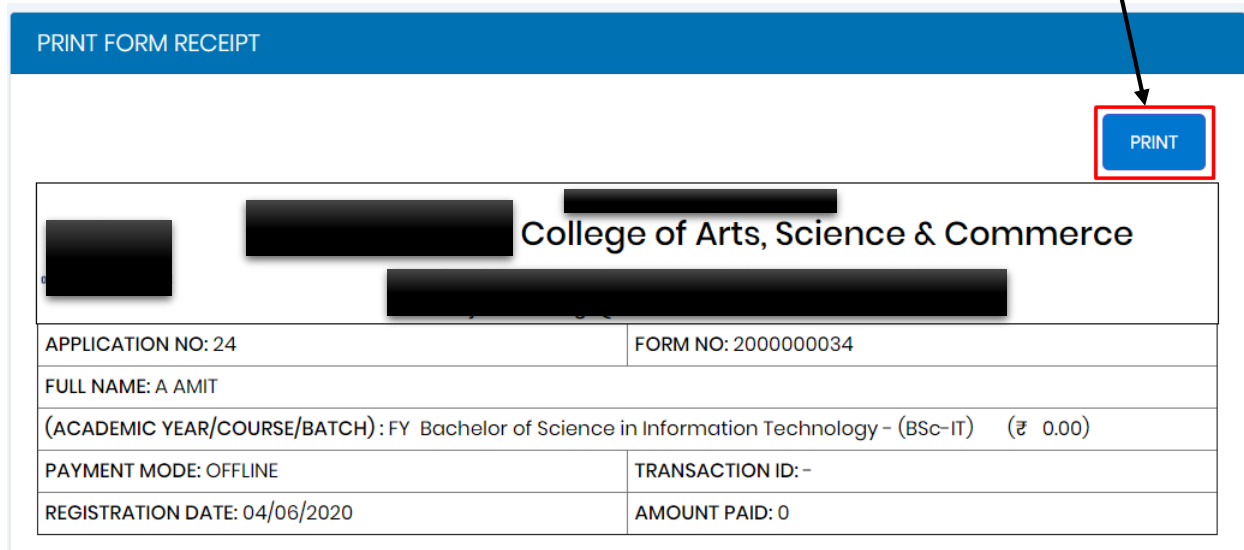


☒ Online Payment ☐ Offline Payment

Click on **PAYMENT GATEWAY**
Assigned by Institute

Note: Print the payment receipt if required else you may skip this step.

Print the “**FORM RECEIPT**”



PRINT FORM RECEIPT

PRINT

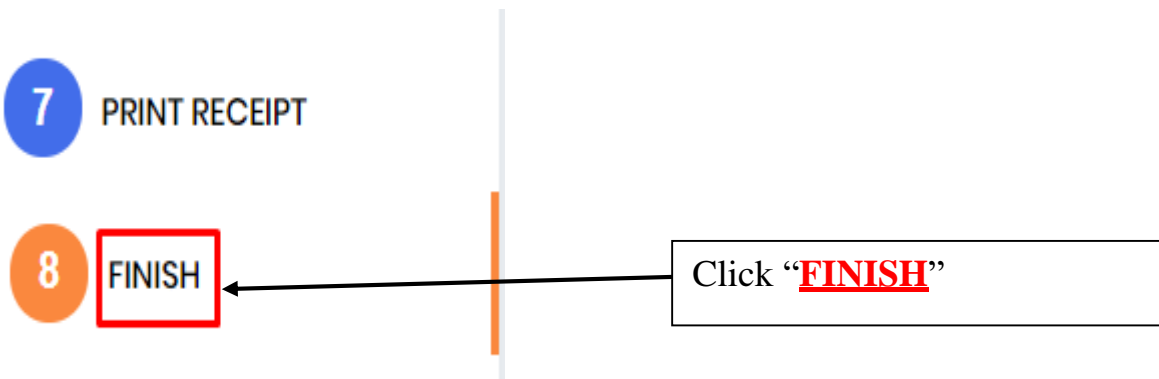
College of Arts, Science & Commerce

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

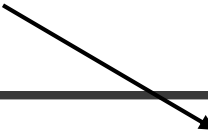
Congratulations! You have successfully filled your admission form and made the payment of the form successfully.

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.








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




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: 	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	STATE: FWEFWE	COUNTRY: INDIA

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