

## GUIDELINES FOR FORM FILLING FOR ADMISSION 2020-21

- Note: - 1. Please provide clear passport size black and white photo. Please do not upload selfies**  
**2. Please provide clear picture of signature (for signature a plain paper and with the black pen put your signature and scan it with the help of your mobile)**  
**3. \* Marks Fields are mandatory to be filled**  
**4. Please Keep also the necessary documents ready for uploading in JPG/Pdf format**  
**5. Once the form is confirmed no changes can be done**

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| Step 1  | Click on the: - <a href="https://enrolonline.mastersofterp.in/CollegeHome/Index/NKCC">https://enrolonline.mastersofterp.in/CollegeHome/Index/NKCC</a>  |
| Step 2  | After link is opened, Click on Register Now<br>Enter your Email id, contact number, create your own Username and Password and then Click on Submit<br>You will get a SMS regarding successful registration with Username and Password. |
| Step 3  | Read the instructions carefully and then click on Continue to proceed.   |
| Step 4  | After Clicking on Continue and it will show up menu option for form filling  |
| Step 5  | Enter your proper and correct personal data, and Click on 'Save Next'  |
| Step 6  | Fill the address details and click on save and next.   |
| Step 7  | Enter your Last Qualifying Exam Details (Third Year). (Please enter the details carefully).and click on save and next  |
| Step 8  | In the Educational details kindly enter your (Third Year) BCom / B.A. / BSc. details and click on save and next.   |
| Step 9  | Upload all the required documents and click on save and next   |
| Step 10 | Fill the Subject by selecting subject or subject group and click on save and next.   |
| Step 11 | Upload Photo and Signature and click on save and next.   |
| Step 12 | Click on Pay Now button to do the registration amount payment.   |
| Step 13 | After Payment is Successful you will get Registration confirmation.  |
| Step 14 | Click on PREVIEW button to check all the details entered by you in the form are correct. If any correction is there then please do the necessary changes and Click on Confirm Application  |
| Step 15 | After Complete Process is done, Click on Print Application to take copy of the form filled also click on the Print Receipt to take the copy of Payment receipt   |

### **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<br><a href="https://www.feepayr.com/">https://www.feepayr.com/</a>  |
| 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.<br>Also, the receipt will be sent to your registered email id.             |
| Step 7 | Admission will be confirmed only when you make the payment   |

**\*\*\*\*\*ONCE THE FORM IS CONFIRM NO CHANGES WILL BE DONE\*\*\*\*\***

#### **IMPORTANT NOTE: -**

In Queries regarding payment issue, where payment is deducted but still show "PAY NOW" option again,

1. Refresh the page by pressing (CTRL + F5) Or wait for Next 24 hrs.
  2. **(Do not make multiple transactions)**
- For any technical support contact via email: [mis.mumbai@iitms.co.in](mailto:mis.mumbai@iitms.co.in)  
Content of the email should be:
    1. Registration number, username and password of the User.
    2. Applying for which course, Query the user is facing, Contact Number.