Guidelines for Online Application and Fee Payment Process for Academic Year 2020-2021

Note: - Please keep your scanned Passport size Photograph (colour photo on white background), and signature (with black ball pen on white paper) ready for upload.

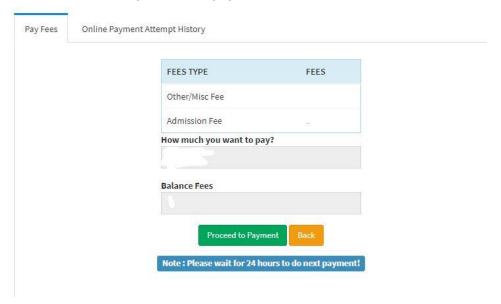**Do Not Upload Selfie and full profile photo in Photo link.**

	APPLICATION FILLING PROCESS
Step 1	Click on the URL: -https://cims.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 link" listed in the student's dashboard.
Step 6	Your personal data, as recorded during last year admission will appear. This parameter is editable for changes if any desired by the student. (for e.g. address and mobile, Aadhar Number etc.) and Click on 'Save Next'
Step 7	Upload Photo, Signature and Click on Save & Continue (for signature use a plain paper and with the black pen put your signature and scan it with the help of your mobile scanner app. Cam scanner or clear scanner)
Step 8	Select your subject preference if applicable & Click on Add button. Note : This is not applicable to students having all compulsory subjects.
Step 9	Accept the terms and submit your registration form.
Step 10	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.
	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 the payment

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If student wants to make the part payment of fees,

Guidelines for Part payment of Admission Fees

1) Login with your Registered Mobile Number(RMN)
2) Click on "**Pay Now"** as shown below:
3) Enter amount in "**How much you want to pay**" field.

4) Click on "**Proceed to Payment"**

IMPORTANT NOTE
1. To update student mobile number for student login, send email to **degree@nkc.ac.in**. Queries will be resolved within 1 or 2 working days.
2. For any technical support regarding payment gateway or student portal problem, contact : 8689888501 between 10.00 a.m. and 1.00 p.m. on working days.
   Email id : **nkcadmission@gmail.com**