



Chikitsak Samuha's
S.S. & L.S. Patkar College of Arts & Science
and
V.P. Varde College of Commerce & Economics

Online Application Process Manual

About Online Application :

From the academic year 2015-16, **Patkar College** is offering the facility of '**Online Application Process**' for the admission in **First Year of Self Financed** programmes.

The idea behind the '**Online Application Process**' is to provide an online mechanism through which applicants can directly apply to various Self Financed programmes through single login.

The candidate has to fill in the personal and academic details online. The admission process will be done as per the University rules.

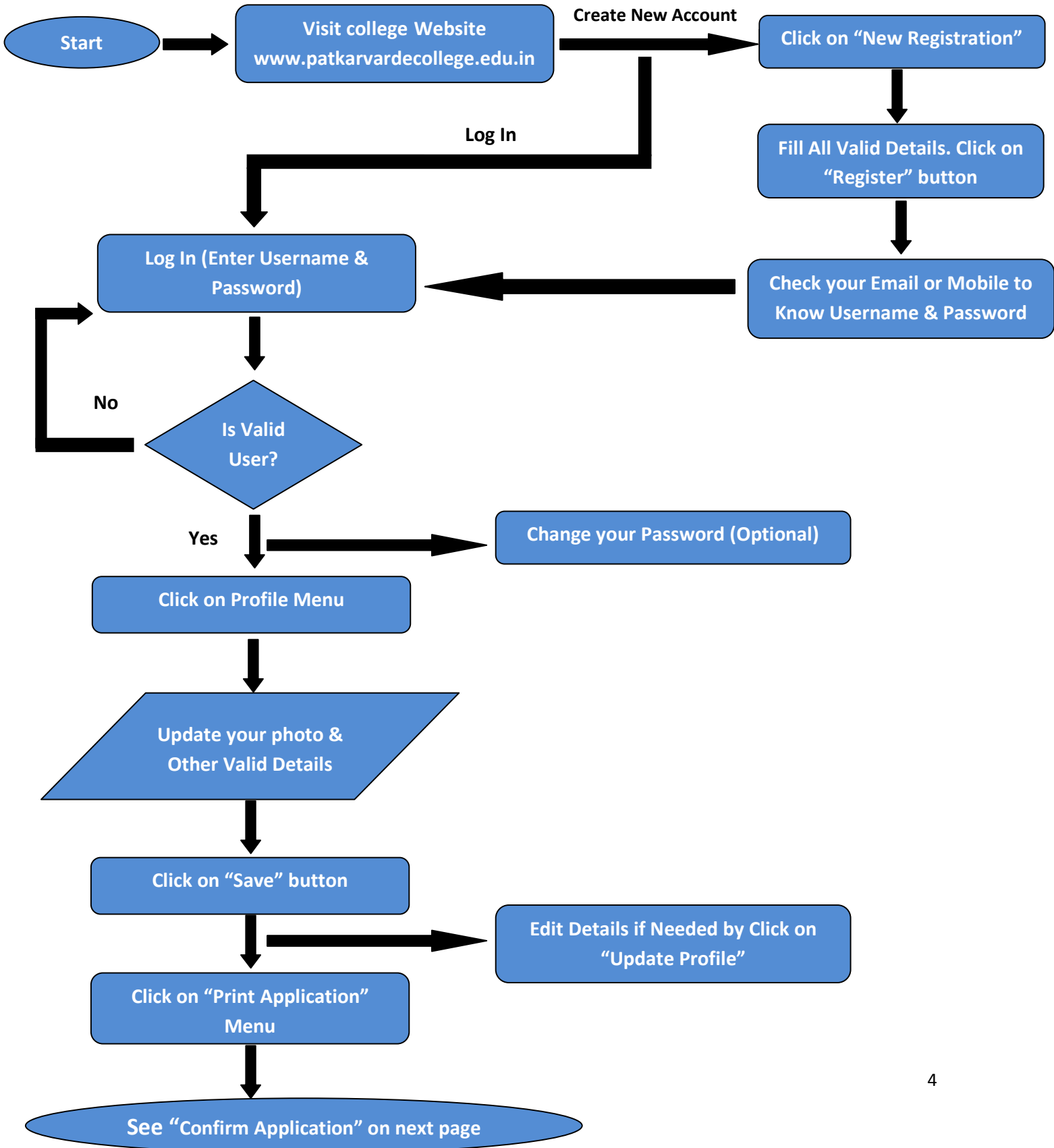
The admission status can be viewed online time to time.

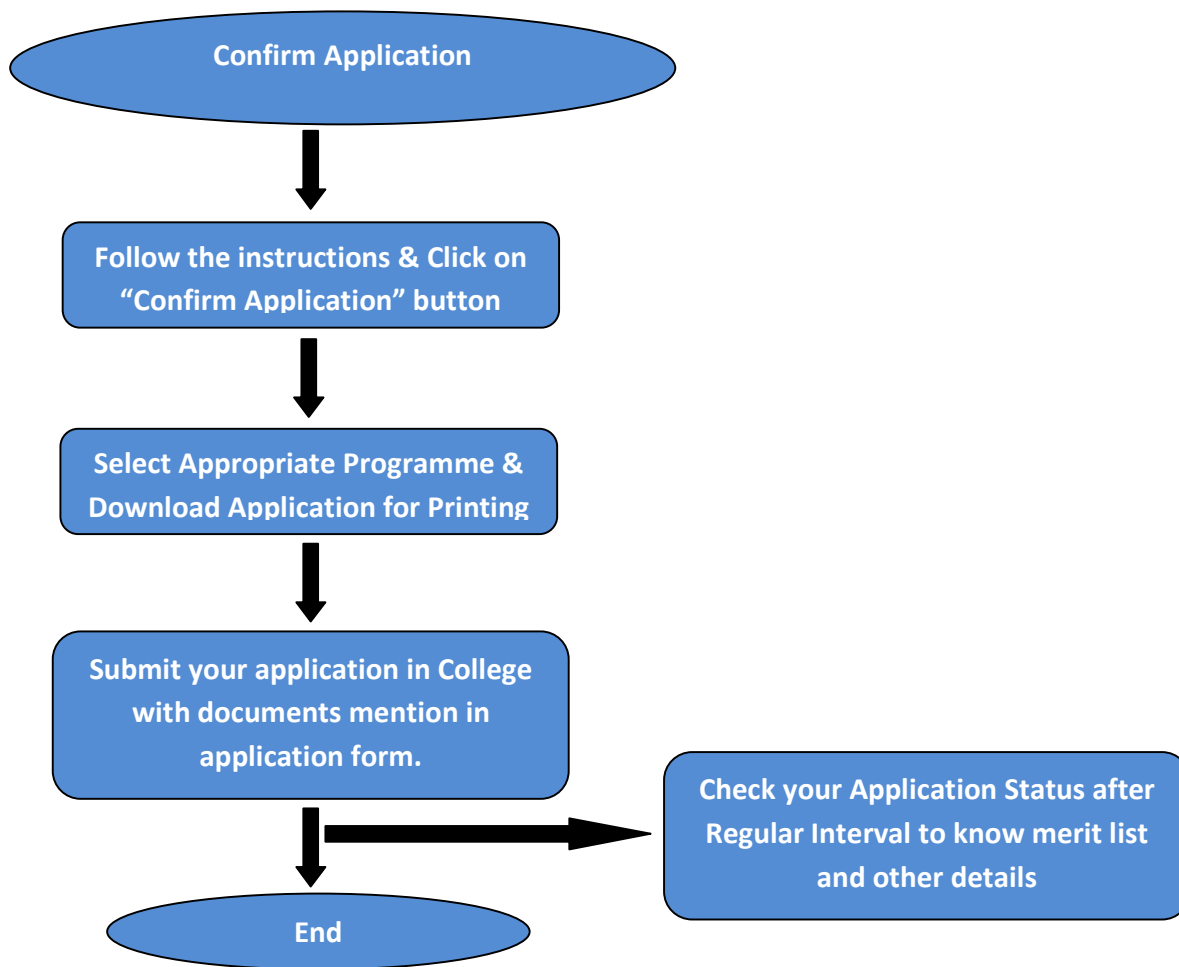
Documents required to fill application:

Before you register and start filling the online application form, please ensure that you have following details -

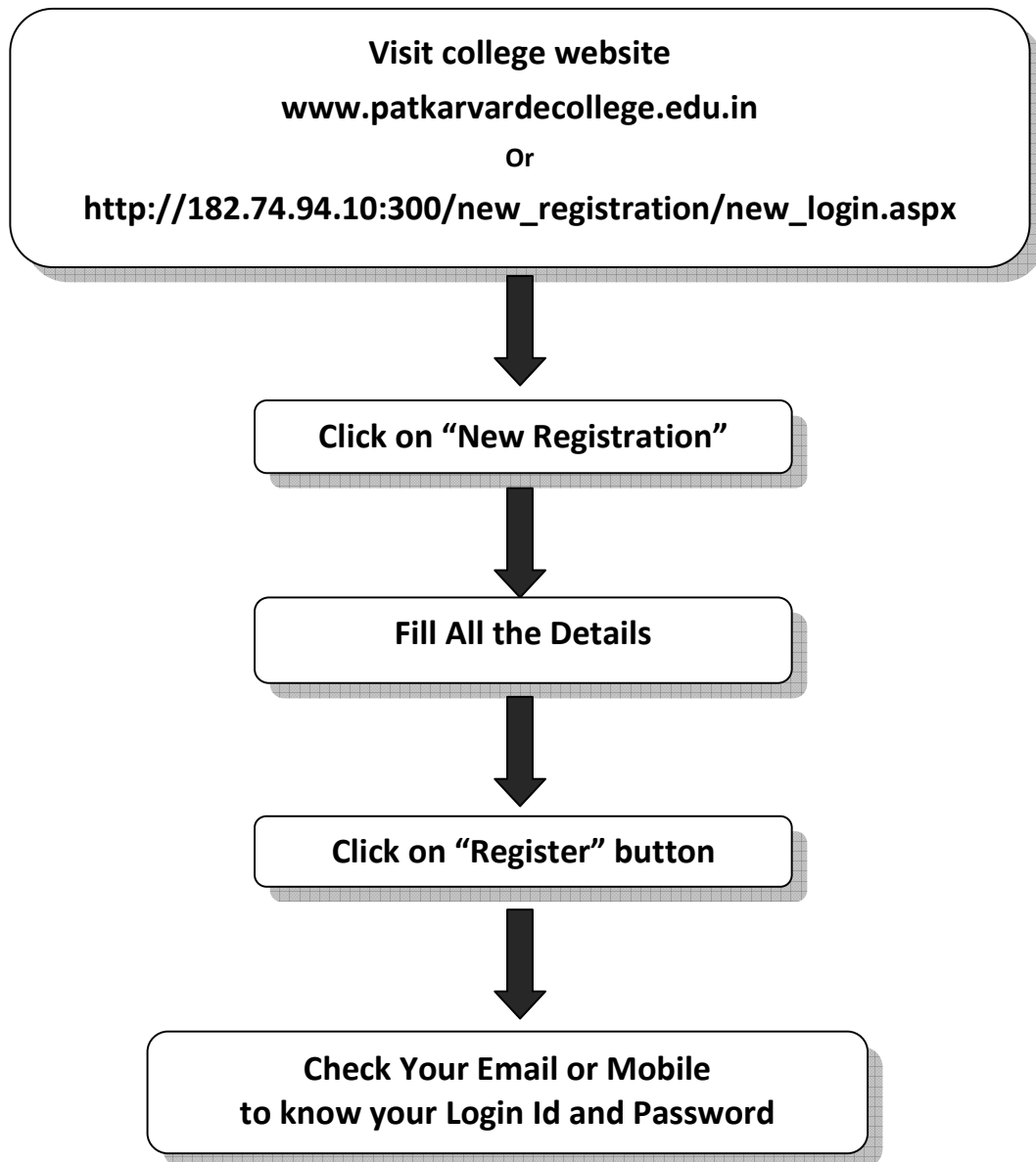
1. Copy of the Online Application form of University of Mumbai.
2. Valid Mobile number
3. Valid email id
4. Scanned image of your recent (within last 3 months) passport size coloured photograph with the size of **5kb** to **20kb** in **jpg** format.
5. Statement of marks of 10th Standard.
6. Statement of marks of 12th Standard.

Online Application Process:





Steps for New Registration :



New Registration:

Open Link http://182.74.94.10:300/new_registration/new_login.aspx or Visit College website – www.patkarvardecollege.edu.in → Click on “New Registration” → Enter Valid Details → Click on “Register” button to register

Login Id and Password will be sent to your Email Id and Mobile Number.

Log In

The screenshot shows the 'Log In' page with the following elements:

- User Name:
- Password:
- Log In button
- Forgot Username & Password link
- Annotation: A blue box labeled '1. Click Here' with a downward arrow pointing to the 'New Registration' link.

New Registration

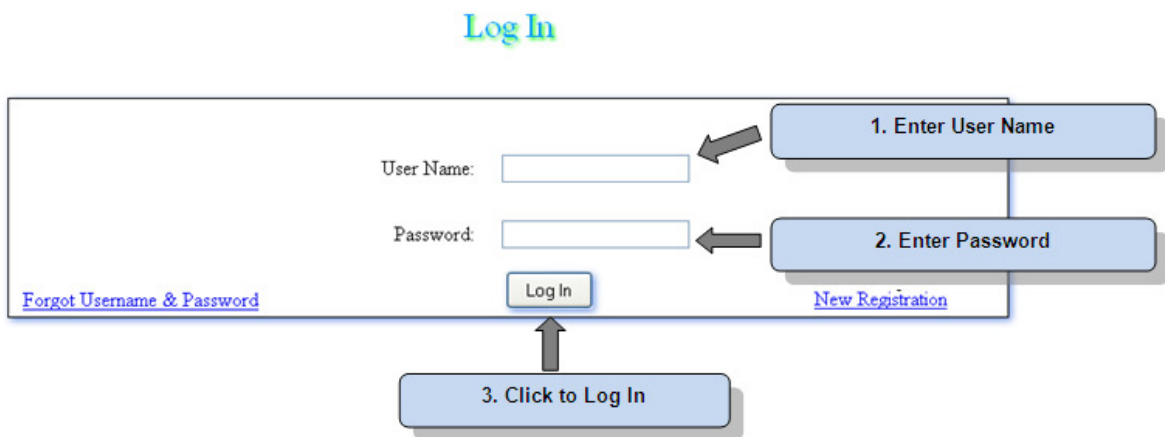
The screenshot shows the 'New Registration' page with the following elements and annotations:

- Annotation: '2. Enter Last Name / First Name / Middle Name Respectively as per H.S.C. Result' with an arrow pointing to the 'Applicant's Full Name' section.
- Applicant's Full Name section: Last Name, First Name, Middle Name (all fields). Note: 'Applicant's name should match with H.S.C. marksheet'.
- Annotation: '3. Select Gender' with an arrow pointing to the Gender section.
- Gender section: Gender Male Female
- Date of Birth section: Date of Birth dd/mm/yyyy. Annotation: '4. Enter Date of Birth' with an arrow pointing to the date field.
- Mobile No. section: Mobile No. . Annotation: '5. Enter working mobile number' with an arrow pointing to the mobile number field.
- Email Id section: Email Id . Annotation: '6. Enter working Email ID' with an arrow pointing to the email field.
- Annotation: '7. Click Here to Register' with an arrow pointing to the Register button.
- Reset button
- Note: 'Note - User name and password will be sent to above mobile number and email id. Please provide working mobile number and email id, as it will be used for future communication also.'

Login:

Open Link http://182.74.94.10:300/new_registration/new_login.aspx Or

visit www.patkarvardecollege.edu.in. Provide your Login Credentials (**User Name & Password**) to enter in the System. **User Name** and **Password** will be sent to your Email Id and Mobile Number after successful “**Registration**”. After Login you can change your Password.



Forgot Username/Password:

Login Page → Click on “Forgot Username & Password “ → Enter Email ID → Click on “Submit” Button

Log In

The screenshot shows a login form with the following elements:

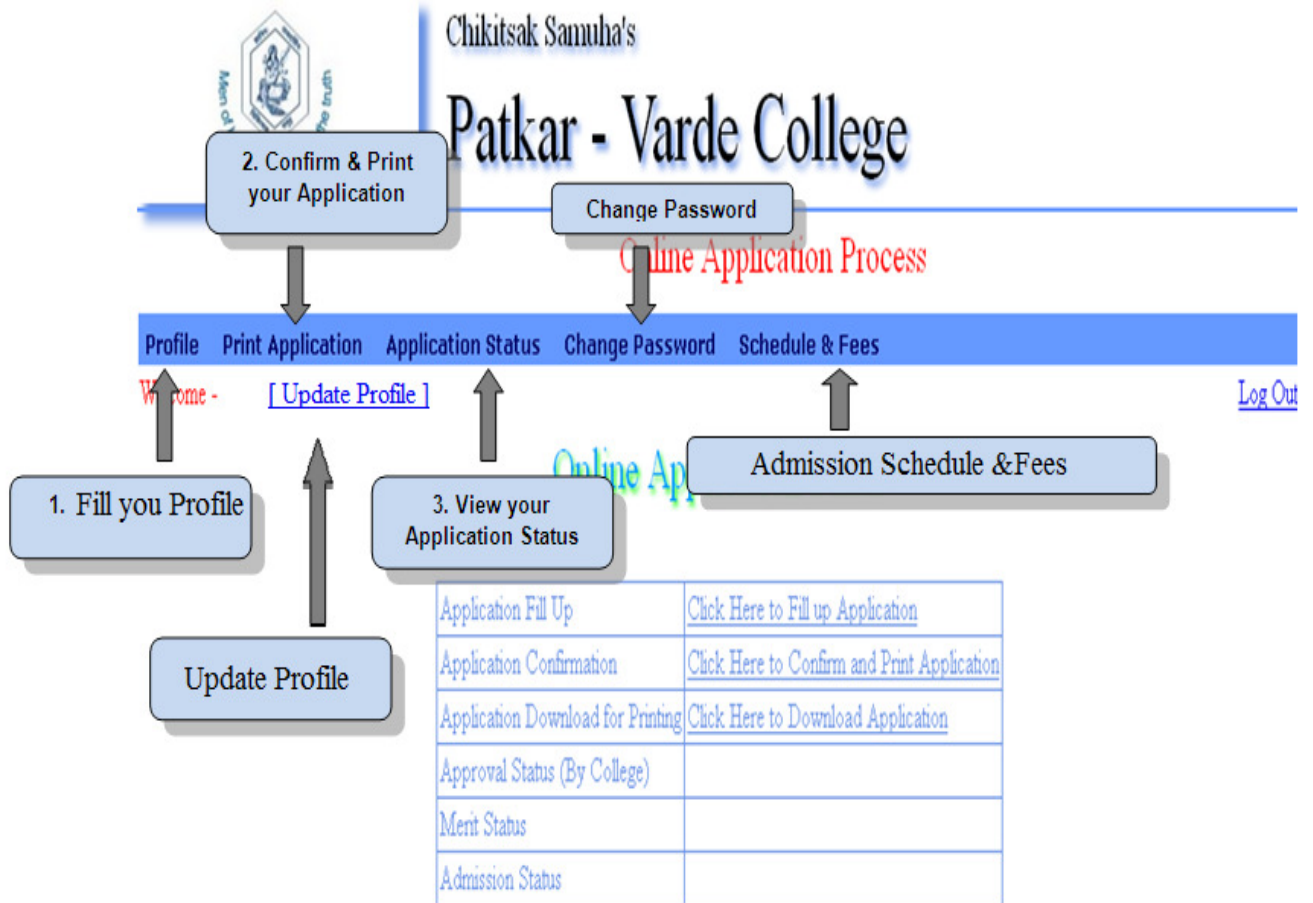
- A blue button labeled "1. Click here" with a downward arrow pointing to the "Forgot Username & Password" link.
- Input fields for "User Name:" and "Password:".
- A "Log In" button.
- A link for "New Registration" on the right side.

Forgot Password

The screenshot shows the forgot password process with the following elements:

- An input field labeled "Enter your email -" with a blue button "2. Enter your valid Email ID" pointing to it from the right.
- A "Submit" button below the input field, with a blue button "3. Click to Get your Username & Password" pointing to it from below.

Home Page:



Change Password:

Change Password → Enter Old Password → Enter New Password → Retype New Password → Click on “Save” button.

Change Password

* Old Password ← 1. Enter Old Password

* New Password ← 2. Enter New Password

* Retype Password ← 3. Retype New Password

Save Clear

4. Click to Change Password

Fill your Profile:

Profile Menu → Click on “Update Photo” button → Select your photo of 5kb-20kb (.jpg) and click on “Upload Photo” → Fill your “Personal Details” → Click on “Next” button or “Contact Details” tab → Fill your “Contact Details” → Click on “Next” button or “Academic Details” tab → Fill your “Academic Details” → Select Programme to apply and enter “University Online Application Number” → Click on “Save” button to save details.

2. Enter Personal Details

* indicates compulsory fields
Applicant's name should match with H.S.C. marksheet

Personal Details | Contact Details | Academic Details

Photograph

* Application No. : Religion :

* Cast Category : Category for Admission :

* First Name : Middle Name :

* Last Name : Mother's Name :

* Date of Birth : * Gender : Male Female
dd/mm/yyyy

Home Phone No : * Mobile No :

1. Upload your Photo

3. Enter Contact Details

Personal Details | **Contact Details** | Academic Details

* indicates compulsory fields

Address 1 :	<input type="text"/>	Address 2 :	<input type="text"/>
City :	<input type="text" value="Mumbai"/>	Pin Code :	<input type="text"/>
State :	<input type="text" value="Maharashtra"/>		
Alternative Mobile No. :	<input type="text"/>	Alternative Mobile No. 2 :	<input type="text"/>
Other Contact No. :	<input type="text"/>	E-mail ID :	<input type="text" value=""/>
Father's E-mail ID :	<input type="text"/>	Mother's E-mail ID :	<input type="text"/>

4. Enter Academic Details

Personal Details | Contact Details | **Academic Details**

* indicates compulsory fields

S.S.C. Details

* Marks Out of :	<input type="text" value="550"/>	* Marks Obtained :	<input type="text" value="0"/>	Converted Marks :	<input type="text" value=""/>	<input type="text" value="out of 550"/>
------------------	----------------------------------	--------------------	--------------------------------	-------------------	-------------------------------	---

H.S.C. Details

* College Name :	<input type="text"/>	* Select Stream :	<input type="text" value=""/>			
* Select Board :	<input type="text" value=""/>					
* Month of Passing :	<input type="text" value="FEBRUARY"/>	* Year of Passing :	<input type="text" value="2015"/>	* Number of Attempts :	<input type="text" value="1"/>	
* Marks Out of :	<input type="text" value="600"/>	* Marks Obtained :	<input type="text" value=""/>	Converted Marks :	<input type="text" value=""/>	<input type="text" value="out of 600"/>
Any other details :	<input type="text"/>			C.E.T Marks :	<input type="text"/>	

Select Programme to apply

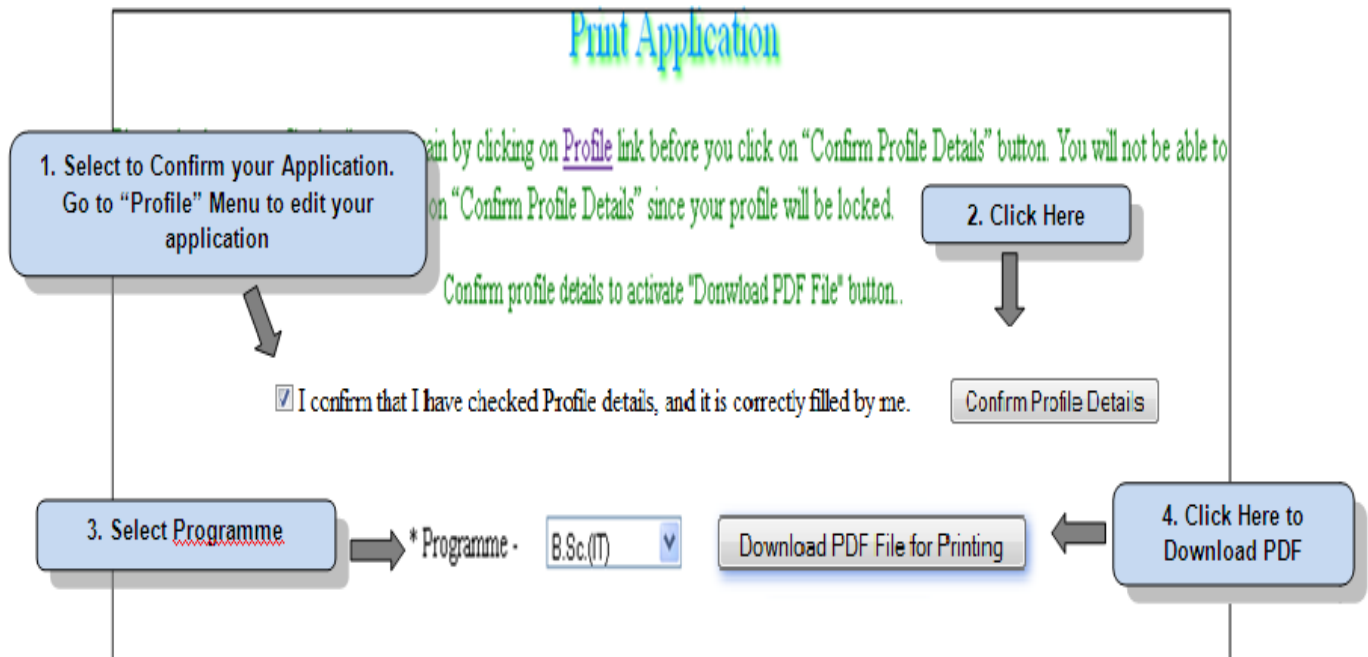
B.Sc.(IT) B.Sc.(CS)

Online Application No. (Application Form Number printed on University Form)

<input type="text"/>
<input type="text"/>

Print Application:

Print Application → **Select Check Box** (I confirm that I have checked Profile details, and it is correctly filled by me) → **Click on “Confirm Profile Details” button** → **Select Programme to print** → **Click on “Download PDF File” button**



Admission Schedule and Fees:

Click on “**Schedule & Fees**” menu. It will display information related to **Merit List** and **Fees**.

Admission Schedule and Fees			
Admission Schedule			
Merit List No.	Merit List Date	Admission Date	Admission Time

Admission Fees	
Programme	Fees