

## Instructions for Online Admission 2019-21

1. Submission of application form for admissions 2019-21 is ONLINE through the College website( [www.siescoms.edu](http://www.siescoms.edu) ).
2. Go to home page you will find button / link for “Online admission form -Academic Year 2019-20” in the “Admissions” tab.

**Home Page** → **Admissions** → **Online admission form-Academic Year 2019-20**

3. Detailed Instructions sheet for filling online application is attached -Annexure-1.
4. Once GD-PI schedule is announced, student will get an alert by SMS and e-mail. Student have to take print out of Application form (from student login) and Admit card (send through e-mail)
5. On the day of GD-PI student have to bring a hard copy of application form and admit card along with documents (past academic certificates) at the venue.
6. If selected, the students will informed through SMS and e-Mail. The same will also be displayed on the website in form of Merit list.
7. Merit list will be prepared based on information provided by the students. The correctness of information is therefore responsibility of the student.
8. Discrepancy, if any should be brought to the notice of the Registrar-Mr. R. Chandrasekar at 022-61083402/02227708333
9. After the form and documents are duly verified by the college, students are required to pay the college fees at the designated cash counter or through online payment from student’s login.
10. In case of any discrepancy between information filled in the application and original documents the application will stand null & void.
11. Only after payment of fees, the admission is secured for the student.
12. In case of any dispute, decision of the Director/Registrar shall be final and binding on the student.
13. The student may periodically visit the institute website for updates relating to admission, reopening of the College for the next Academic Year and other details.

## Instructions & Prerequisites for applying online

- Candidates must have a scanned copy / image (Format :JPG, PNG) of the following before proceeding for applying online:
  - Mark-sheets of previous academic examinations (10th, 12th and Graduation)
  - Recent passport size photograph (against light background) of candidate
  - Signature of candidate on white background only
- You will require your mobile handy for online application. Only **ONE MOBILE NUMBER** can be used by a candidate for online registration.
- “\*” Indicates a mandatory field . **DO NOT** use the refresh or the back button on the browser (or the associated hot-keys). You may only use **blue buttons** provided on the page to navigate

## Instructions for seeking admissions to PGDM, PGDM (PM) and PGDM (BM)

Visit website [www.siescoms.edu](http://www.siescoms.edu) and click on button “Online Admission” at the admissions page

1. The admission portal is best viewed in latest versions of 'Mozilla-Firefox' & 'Google-Chrome' internet browsers
2. All Candidates must first create an account by clicking on '**New Candidate Registration**'
3. Fill-in basic information to create your account as student for admission for year 2019-21
4. You can create a unique Username and Password that you need to remember, every time you Log-in to the admission portal
5. Do not use an easy username & password, do not share these with others - your info on this portal is confidential & important
6. Click on '**Create Account**'. You will see a pop-up confirming your registration
7. You will receive Mobile verification code on your registered mobile number and you will receive all future communication on this registered mobile number
8. You will be redirected to “Candidate Login page”. Now use your username and password to proceed further After this follow instructions given on the screen
9. Candidates already registered in this admission system can proceed with login details.
10. Candidate shall fill/review/edit all information on each page ensuring correctness of furnished data
11. The data to be provided by the student includes relevant personal details as well as the options of Courses desired in order of preference
12. Candidates should upload good quality scanned copy of all required documents to avoid rejection
13. Candidate will have chance to edit any furnished information only till GD-PI Schedule is announced.

14. Only after uploading & verifying all required information & documents, form needs to be printed for submission in the college
15. Student can opt for online payment using net banking, Credit and Debit card.
16. In case, student wants to make offline payment (payment at college counter), they can do with DD in the name of "SIES College of Management Studies". Once Payment done student will be allowed to fill the form further.
17. For help contact SIES College of Management studies on working days during office hours at (022) 6108 3425/6108 3430.