



# Instruction for online Admission MMS 2018-2020

1. This year, submission of application form for admission is ONLINE through College website( [www.siescoms.edu](http://www.siescoms.edu) ) . On home page you will find button / link for “Online admissions-MMS”
2. After the form is so checked by the staff on duty the students should pay prospectus fee at the designated fee counter thru DD in the favour of **SIES College of Management Studies**.
3. Only after payment of fees, the admission is secured by the student.
4. In case of any dispute, decision of the Director/Registrar shall be final and binding on the student.
5. The student may periodically visit the 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 (X<sup>th</sup>, XII<sup>th</sup>, and Graduation)
  - Passport size recent photo (against light background) of candidate
  - Signature of candidate, on white background only
- You will require your mobile handy for online application. Only a single mobile number can be used by a candidate for registration online
- “.” 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(Pharmaceutical Management)/PGDM(Biotechnology Management)

1. Visit website [www.siescoms.edu](http://www.siescoms.edu) and click on button “Online Admission-MMS”
2. The admission portal is best viewed in latest versions of 'Mozilla-Firefox' & 'Google-Chrome' internet browsers
3. All Candidates must first create an account by clicking on 'New Candidate Registration'
4. Candidates already registered in this admission system can proceed with login details
5. Fill-in basic information to create your account as student for admission for year 2018-20
6. You can create a unique Username and Password that you need to remember, every time you Log-in to the admission portal
7. Do not use an easy username & password, do not share these with others - your info on this portal is confidential & important
8. Click on ‘Create Account’. You will see a pop-up confirming your registration
9. You will receive Mobile verification code on your registered mobile number and you will receive all future communication on this registered mobile number
10. You will be redirected to “Candidate Login page”. Now use your username and password to proceed further
11. After this follow instructions given on the screen
12. Candidate shall fill/review/edit all information on each page ensuring correctness of furnished data
13. Candidates should upload good quality scanned copy of all required documents to avoid rejection
14. For help contact SIES College of Management studies on working days during office hours at 022-6108 3425/2400