



Instruction for online Admission 2018-2020

1. This year, submission of application form for admission is ONLINE through College website(www.siescoms.edu) . On home page you will find button / link for “Online admissions”
2. Instructions for Online Application are provided overleaf.
3. The students will take a printout of the Admit Card and present themselves for GD-PI as per the schedule notified on the College website.
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 thru e-mail) On the day of GD-PI student have to bring all this along with documents at the venue.
5. If selected , then students name will appear in Merit list and simultaneously will be informed through SMS and e-Mail.
6. Merit list will be prepared based on data provided by the students. The correctness of data is therefore responsibility of the student.
7. Discrepancy if any should be brought to the notice of the Registrar in-charge of the Institute.
8. Student whose name appear in the merit list, should print the application form and bring it to the institute office, along with all original documents. After verification of all the documents and checking of the application form, the student will be able to admission fee. Fees can be paid online through net banking, credit card and debit card. For off line fee payment student can bring Demand draft favouring **SIES College of Management Studies** and through RTGS/NEFT.
9. After the form is so checked by the staff on duty the students should pay necessary fees at the designated fee counter or thru online payment in students login.
10. Only after payment of fees, the admission is secured by the student.
11. In case of any dispute, decision of the Director/Registrar shall be final and binding on the student.
12. 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 (Xth, XIIth, 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 and click on button “Online Admission”
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. The data to be provided by the student includes relevant personal details as well as the options of Courses desired in order of preference
14. Candidates should upload good quality scanned copy of all required documents to avoid rejection
15. Candidate will have chance to edit any furnished information only till GD-PI Schedule is announced.

16. Student can opt for online payment using net banking, Credit and Debit card.
17. In case, student wants to make offline payment (payment at college counter), they have to submit printed form along with DD favouring **SIES College of Management Studies** or through NEFT/RTGS
18. For help contact SIES College of Management studies on working days during office hours at (022) 6108 3425/2400 or email at **admissions@siescoms.edu**