

**Guidelines for Online Application Process Junior College**  
**Academic Year 2020-2021**

**Note: - Please keep your scanned Passport size Photograph, signature & required documents ready for upload. Do Not Upload Selfies in Photo**

**APPLICATION FILLING PROCESS**

Step 1	Login with received username and password on registered mobile number.
Step 2	Please read guidelines properly for your help in form filling process.
Step 3	Enter your personal details and Click on 'Save Next'
Step 4	Enter Address details like Residential & Permanent Address and Click on 'Save Next'
Step 5	Enter Last Qualifying Exam Details(10 <sup>th</sup> ) and Click on 'Save Next'
Step 6	Upload required documents and Click on 'Save Next'
Step 7	Select your subject group which you required and Click on 'Save Next'
Step 8	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.)
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 <a href="https://www.feepayr.com/">https://www.feepayr.com/</a>
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 on go to Home page → Payment History→ Detail Receipt → Email receipt on Registered Email Id.
Step 7	Admission will be confirmed only when you make the payment

**IMPORTANT NOTE**

- For Queries on Admission Process – (strictly between 10 am to 5.00 pm)
 

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