Admissions

Admission Form

Path: Website→ Admissions Info→ Apply Now

➢ Step 1: Generate Registration Number

➢ Step 2: Personal Information

➢ Step 3: Address Information

➢ Step 4: Program Details

➢ Step 5: Academic Information

➢ Step 6: Work Experience Details

Step 1 – Generate Registration Number

Step 2 – Personal Information

Your Name will appear as below in All University Documents. Please change First Name and Last Name if you wish to.
Student Name: GOPI CHWAL

Ms.	Gopi	Chwal
	* Enter as per final mark-sheet:	* Enter as per final mark-sheet:

Salutation	Fathers First Name	Fathers Last Name

Salutation	Mothers First Name	Mothers Last Name

25/09/1984	Gender

Marital Status	Spouse Name

Adhar Number	Blood Group

Category	Nationality

Domicile

NEXT

NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

Step 3 – Address Information

Shipping Address

Your study kit, ID Card and Fee Receipt will be shipped on the below Address

Pin Code	*	House No./ Name	*	Street Name
Locality Name/Village		City	*	State
Country	*	Nearby Landmark	*	Shipping Address
STD		Phone Number		5846825684
mans15487@gmail.com	*	Alternate Email		

Billing Address

Is Billing Address Same as Shipping Address?

○ Yes   ○ No

Permanent Address

○ Same As Billing Address   ○ Same As Shipping Address   ○ New Address

BACK   NEXT

NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

Step 4 – Program Details

Choose a Program

○ Certificate Programs   ○ Diploma Programs   ○ Post Graduate Diploma Programs

| Diploma in Financial Management | ⬍ | * | Choose Eligibility Criteria | ⬍ | * |

| Delhi – Mayur Vihar Ph 1 | ⬍ | * | Self Learning Material ? | ⬍ | * |

| Defence Personnel ? | ⬍ | * |

Any Course Done from (NGA–SCE) *

○ Yes   ○ No

| Course Name | ⬍ | * | Year Of Passing | ⬍ | * |

| Month Of Passing | ⬍ | * |

BACK   **NEXT**

Step 5 – Academic Information

SSC / 10th

Percentage *	Name Of Board *
Year Of Completion *	Name Of School *

XII/HSC

Percentage *	Name Of Board *
Year Of Completion *	Name Of School *
Stream *	

Graduation

Bachelor Degree Name	Specialization
College Name	University Name
Bachelor\'s Degree Percentage	Graduation Degree Mode
Years Of Completion	

BACK   **NEXT**

Step 6 – Work Experience

Work Experience

--None--   *   Reason for not working   ▼ *

BACK   **SUBMIT**

Work Experience

1-3 Years   *   Industry   *

Current Company   *   Department   *

Designation   *

BACK   **SUBMIT**

NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

Step 7 – Preview Page

Step 8.a. – Print Form

DECLARATION

I hereby declare that the information furnished by me in the Admission form is true and correct to the best of my knowledge. I am aware that my candidature and/or admission at NGA-SCE (January2018) and subsequent process can be cancelled unilaterally by NMIMS at any stage if the information furnished by me is found to be incorrect and in such a case all the fees paid by me will be forfeited and will not be refunded to me.

DATE | None | Preview

PLACE

Step 8.b. –Payment Page

01182850282

Select a Payment Amount

Payment For

○ 1200.00 Registration   ○ 23200.00 Registration   ○ 42700.00 Registration
                          + Admission   + Admission(Annual)

Mode of Payment

Select a mode of payment   ○ Online   ○ Demand Draft

MAKE PAYMENT   **PRINT FORM**

Prior to confirmation at any stage candidate can opt for Annual or PG all Sem payment if only one Sem fee or Annual Fee payment is done.

Step 9.a – Transaction Advice (Registration Payment)

Date: 28-10-2017

SVKM'S
NMIMS
Deemed-to-be UNIVERSITY

PAYMENT ACKNOWLEDGEMENT RECEIPT

GSTIN: 27AABTS8228H1Z8

Receipt Number: SDLR-17000000023

Registration No: 01182850282

Name: Gopi Chwal

Receipt Date: 28-10-2017

State: Maharashtra

Program: DFM

Year: 2018

Session: January

Demand Draft	Transaction Date	Mode	Amount	CGST(9%)	SGST(9%)	Total Amount
124578	28-10-2017	Demand Draft	Rs.1017	91.50	91.50	Rs.1200.00

Payment is successful and total amount paid is Rs. 1200

Disclaimer: Payment is subject to realization.

(This is a computer generated acknowledgment hence no need of Signature).

Note: Kindly personally submit the copy at the Information Center.

Important Note: It is compulsary to carry all the original documents at the time of admission for verification at IC

NMIMS GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION

Step 9.b – Transaction Advice (Admission Payment)

Date: 28-10-2017

SVKM'S NMIMS
Deemed-to-be UNIVERSITY

PAYMENT ACKNOWLEDGEMENT RECEIPT

Registration No: 01182850282

Name: Gopi Chwal

Receipt Date: 28-10-2017

State: Maharashtra

Program: DFM

Year: 2018

Session: January

Demand Draft	Transaction Date	Mode	Total Amount
SCBLR3744,23897	28-10-2017	Demand Draft	Rs.41500.00

Payment is successful and total amount paid is Rs. 41500

Disclaimer: Payment is subject to realization.

(This is a computer generated acknowledgment hence no need of Signature).

Note: Kindly personally submit the copy at the Information Center.

Important Note: It is compulsary to carry all the original documents at the time of admission for verification at IC

Admission flow in SFDC

Lead is created when the mandatory details (i.e. Name, Email id, Mobile number, Program, City and Authorized Enrolment partner) are filled by the student via Get in touch or Complete form

Lead follow up activity is done by LC/IC and accordingly the Lead Status is updated in SFDC

When the Admission form (Complete form) is filled completely the Lead Status gets updated to "Registration form Filled"

When the payment is made the Lead Status is changed to "Registration/Admission fee paid"

When the registration payment is approved by Finance team the Lead gets converted to "Accounts" and "Opportunity"

Admission flow in SFDC

On Account when the mandatory documents gets uploaded in SFDC, approval process is initiated

↓

Documents are either approved / disapproved and accordingly the Account status gets updated

↓

Once the payment and documents are approved & Email/Mobile is verified the admission gets confirmed and student number gets generated

↓

Confirmed students data is then pulled from the system by respective departments and further processing of Study kit dispatch, activating Portal Access, etc. starts

Admission – Stages

At Account level all the student details i.e. Personal, Address, Program, Educational, Work Experience, etc. and softcopy of the Documents provided are maintained

Student Status maintained at Account level:

- ✓ **"Registered"** – When documents are not uploaded
- ✓ "**Admission form and document submitted"** – When all the mandatory documents are uploaded either first time or re-submitted
- ✓ **"Document Disapproved"** – When documents are disapproved
- ✓ "**Admission form and document Approved"** – When documents are approved
- ✓ **"Admission form and document Provisional"** – When documents are provisionally approved
- ✓ **Confirmed** – When documents and Payment is approved

At **"Opportunity level"** the Payment details related to the respective Semesters are maintained

Stage maintained at Opportunity level:

- – "**Registration Done**"– When only registration fee is paid and approved.
- – "**Payment made**"– When any kind of payment other than registration payment is made i.e. Admission, late fee, program change, additional fee, etc.
- – "**Pending payment**"– When late fee, additional fee, etc. is yet to be paid.
- – "**Closed**"– When admission payment is made and approved but document approval is pending
- – "**Closed won**"– When all the payments and documents are approved (New Student) and when all the payments are approved (Re-registration)
- – "**Closed won- Re-registration pending**" – When payment made in earlier Semester's but re-registration is not done (only applicable to Re-Reg students)

Checklist- Collection of documents

Category	Acceptable Documents
Photo ID proof	PAN card, Aadhaar Card, Passport, Election Card, Driving Licence.
10th Document	Mark sheet / Certificate / School leaving certificate mentioning clearance.
12th Document	Mark sheet / Certificate / College leaving Certificate mentioning clearance.
Degree Documents	Mark sheet / Certificate / Provisional Certificate from University / Provisional Certificate from College stating completion of course.
Diploma Documents	Mark sheet / Certificate / Provisional Certificate from College stating completion of course.
Work Experience Documents	Work Experience Certificate / Appointment letter with recent salary slip or appraisal letter / If owns Business then Companies registration proof (Inception letter/companies Pan card/etc.) clearly stating 2 year duration.
Aadhaar Card	Aadhaar Card or Undertaking in absence of Aadhaar Card.
Defence Document	Army Personnel ID card, Letter from the Authority, Smart card, Canteen Card, etc.
Relationship Document	Dependent card, Any ID proof which shows relationship, etc.

Documents uploaded should be mandatory verified by the IC with the original documents.

Document disapprovals: Different scenarios

Issue	Solution
Photograph upload	➢ Recent Photographs should be provided ➢ Utilise the entire space provided ➢ Always upload formal, front profile, high resolution coloured photograph with plain background ➢ DO NOT UPLOAD SELFIES
Scanned Documents	➢ Scanned documents should be clearly viewable ➢ Mark sheets / certificates should be completely scanned with Board / University name, logo, authorized signatories signature and designations ➢ For Work Experience documents should be completely scanned with Company Name, Logo and Authorised signatories signature and designation. ➢ Student / IC attestation should be completely scanned
Photograph Mismatch	IC should call for all the possible ID proofs from the candidates if they are themselves not able to match the photograph provided and the photograph available on the ID proof provided.

Document disapprovals: Different scenarios

Issue	Solution
Details Mismatch	If details are different on different documents then supporting documents like 10th document, School Leaving Cerificate, Affidavit, etc. can be provided which clarifies the details. Eg. DOB, Father Name, Mother Name, etc.
Name Change	Documents which can be submitted for name change due to marriage: ➢ Passport with both pages where candidate's Father, mother, spouse name is mentioned (If passport is in after marriage name) ➢ PAN card with Father Name (If PAN card is prepared in after marriage name) ➢ Marriage Certificate ➢ Name change Gazette copy/Affidavit If there is change in First name then Gazette copy/Affidavit is mandatory.
Additional Documents	In case of Lateral admission availed by candidates in BE/BTech/etc. then submission of Diploma document along with the degree documents is mandatory.

Document disapprovals: Different scenarios

Issue	Solution
Work Experience Documents	➢ Complete 2 years of work experience should be provided. ➢ Authorized Personnel's signature and designation is mandatory on the work experience letter. ➢ In case where experience letter is not available Appointment letter along with recent Salary slip/Appraisal letter will be required. ➢ In case where Candidate has his own business, Companies registration proof (Inception letter/companies Pan card/etc.) showing 2 years is required.
Student & IC attestation	Students attestation, ICs Stamp and Signature should be in blue ink.

Student Communication: Various Stages

New Admission

Lead Level

➢ Registration Number Generation

➢ Email ID verification: Email

➢ Mobile Number verification: SMS

➢ Form filled but payment not made

➢ Registration Payment approved

➢ Registration and First Instalment payment approved (if opted for Instalment)

Account Level

➢ Verification link goes in every mail at Account level

➢ When Documents are disapproved

➢ If Document and Payment is approved but admission is not confirmed as email id/mobile number is not verified

➢ For payment after all the documents are approved

➢ For payment of late fee

➢ When late fee is waived off

➢ Admission Confirmation & Student Number Generation

Student Communication: Various Stages

Re-registration

➢ Re-registration Form Submitted (with Program change and IC change if opted at the time of re-registration)

➢ Re-registration payment made (with Program change and IC change if opted and payment made)

➢ Re-registration payment approved

Validity Extension

➢ Validity Extension applied

➢ Validity Extension payment made

➢ Validity Extension payment approved

AEP Reports: SFDC

Path: SFDC→ Reports→ Reports for IC's

Reports	Purpose
Jan 2018 – All Account Summary	Summary of all the candidates registered for Jan 2018 drive at different stages on account level
Jan 2018 – SEM 1 Students	List of Students confirmed for Semester 1 for Jan 2018 drive
Jan 2018 – SEM 2 Students	List of students whose Re-registration for Semester 2 is confirmed for Jan 2018 drive.
Jan 2018 – SEM 3 Students	List of students whose Re-registration for Semester 3 is confirmed for Jan 2018 drive
Jan 2018 – SEM 4 Students	List of students whose Re-registration for Semester 4 is confirmed for Jan 2018 drive
Email / Mobile not verified – January 2018	List of candidates whose Email ID/ Mobile number is not verified

AEP Reports: SFDC

Path: SFDC→ Reports→ Reports for IC's

Reports	Purpose
Jan 2018 - SEM 2 Re-Reg pending	List of students who are eligible for Re-registration for Semester II in Jan 2018 but have not yet re-registered
Jan 2018 – SEM 3 Re-reg pending	List of students who are eligible for Re-registration for Semester III in Jan 2018 but have not yet re-registered
Jan 2018 – SEM 4 Re-reg pending	List of students who are eligible for Re-registration for Semester IV in Jan 2018 but have not yet re-registered

Scope of Improvement

➤ Program Counselling

➤ Details entered on the form should be crosschecked by the IC prior uploading the documents

➤ IC should check that the document and the eligibility criteria opted by the student matches

➤ If there are documents which are incomplete or not as per the requirement of the University then the revised/alternative documents should be called from the candidate and only then correct and proper documents should be uploaded

➤ Complete and proper scanning / photocopy of the documents should be done

➤ Documents uploaded at the time of approval are the documents which are to be attached and forwarded along with the Hardcopy form.

➤ Documents forwarded along with the Hardcopy form should be the ones which bears Students and ICs original attestation and not the print of the documents uploaded in SFDC.

Re-registration Form

Path: Website→ Admissions Info→ Re-register→ Re-register July 2014 and After

RE – REGISTRATION

Note: Kindly check Mobile Number, Email Address and choose option for delivery of self Learning Material.

Student Information

77215000085	2
Test2 Das	Female
12/1/2017	Post Graduate Diploma in Banking and Finance Management
Mumbai – Mira Road East	ww;wewe,wewe,wewe, wewe, Goa, 784512, Other
2143122423	sagar.phadtare93@gmail.com
Self Learning Material	

Want to change Information Center

Select an Option   ○ Yes   ○ No

Want to change program

Select an Option   ○ Yes   ○ No

SUBMIT   LOGOUT

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Re-registration Form

- All the students registered in Semester I in Jan 2014 and will download and fill up the Re-registration form and submit it along with the Demand Draft in favour of SVKM's NMIMS, payable at Mumbai to the IC. The downloadable Re-registration form is available on the School's website distance.nmims.edu in the link Re-registration for students enrolled Pre July 2014 in the Re-register link available under the Admissions link.

- All the Student who registered for Semester I in July 2014 or after will re-register online to the prospective/successive semester by filling up the online Re-registration form available on the School's website distance.nmims.edu in the link Re-registration for students enrolled July 2014 and after in the Re-register link available under the Admissions link.

Re-registration Form

- Students registered for Semester I in or after July 2014 can pay the Re-registration fees via different modes of payment available i.e. Online payment or Demand Draft in favor of SVKM's NMIMS, payable at Mumbai.

- Student will take the print of the Re-registration form, Transaction advice (put his/her signatures wherever applicable on Re-registration and Transaction Advice)and submit the same at the Information Center.

- Student can opt for Program Change and Authorized Enrolment Partner change at the time of Re-registration.

- Student will not be allowed to change the Program / Information Center in between the Semesters.

- Student can request for change of Program only at the time of Re-registration:

  1. Diploma student can request for change of specialization only at the time of Re-registration to Semester II.

  2. Post Graduate Diploma student can request for change of specialization only at the time of Re-registration to Semester II and / or Semester III.

Validity Extension Form

Path: Website→ Admissions Info→ Extend your Validity→ Extend your Validity (button)

VALIDITY EXTENSION

Note: Validity Extension

Student Information

Student No

77213000167

Student Name

Diploma Validity

Information Center

Mumbai - Mira Road East

Mobile Number*

8855775544

Email Address*

sagar.phadtare93@gmail.com

Batch Name

JUL2013

Do you want to extend validity by 6 months ?

Select an Option   ◯ Yes   ◯ No

Validity Extension

- Diploma and PG Diploma students can extend the validity of their registration only by 6 month and 1 year respectively in continuation with the existing validity of the program for which they are registered.

- Students registered in Jan 2014 and prior can request for extension of validity of their registration by forwarding a request to ngasce@nmims.edu and once approved can submit the DD amounting to Rs. 1000/- along with the approval mail to the Information Center which will be further forwarded by IC to LC.

- Students registered in July 2014 and after can apply online via the Extend you validity link available under Admissions Info tab on the website and making payment of applicable fees i.e. 50% of their tuition fees.

- Students registered in July 2014 and after can apply for this facility only with 2 months from the expiry of their validity and not later.

- Once the validity of registration period is extended a new ID card will be issued to the student with the updated validity period on it and Student portal / Exam portal access will be activated.

Exit Policy

- Exit Policy can be opted by:
  - Post Graduate Diploma student after successfully completing Semester I & II
  - Advanced Certificate program students after successfully completing Semester I

- Student will have to forward an email to ngasce@nmims.edu requesting for the exit.

- Students opting for exit will be awarded:
  - Post Graduate Diploma student – Diploma in General Management
  - Advanced Certificate Program student – Respective Certificate program completion Certificate

- Students who have already made payment for future semester/s will not be refunded any fees if they apply for discontinuation of the program.

Course Waiver (Lateral Admission)

- Diploma and / or Post Graduate Diploma students who completed their program can take Lateral Admission to Post Graduate Diploma Program by availing Course waiver policy in same or different specialization.

- CDM/COM/CWM students registered in July 2017 who successfully completed their program can take Lateral Admission to ACDM/ACOM/ACWM respectively by availing course waiver policy.

- Students should apply waiver only within 2 years of successful completion of the earlier program.

- Diploma Students who have completed their program, if applying for Lateral admission will be directly admitted to the Second Semester.

- CDM/ COM/ CWM Students who have completed their program, if applying for Lateral admission to ACDM/ ACOM/ ACWM respectively will be directly admitted to the Second Semester.

- Post Graduate Diploma students who take an exit from the program after completing one year (DGM) applying for Lateral admission will be directly admitted to Third Semester of the new program.

Course Waiver (Lateral Admission)

- Post Graduate Diploma students who have completed their program, if applying for Lateral admission will be directly admitted to Third Semester of the new program.

- No fee and time waiver will be given. The then existing fee structure will be applicable.

- Students will have to submit all the required documents for admission as per the eligibility criteria opted.

- Course waiver is not applicable for Project (Semester IV).

- Student's admission will be treated as fresh admission and all the policies applicable to the New students will be applicable to them.

Thank You