

## **GUIDELINES FOR FILLING F.Y.B.ED. ADMISSION FORM FOR 2020-21**

- Note: -**
1. Please provide clear passport size photograph. Please do not upload selfies.
  2. Please provide clear picture of your signature (On a plain white paper, sign with black/blue pen, scan and upload.)
  3. \* Marked Fields are mandatory.
  4. Keep all the necessary documents ready for uploading in JPG/Pdf format
  5. If an asked QUESTION/FIELD is NOT APPLICABLE to you, Write 'NA' in the response space. DO NOT KEEP THE RESPONSE SPACE EMPTY.
  6. Once the Admission form is confirmed, no changes can be made.

Step 1	Click on the: - <a href="https://enrolonline.mastersofterp.in/CollegeHome/Index/HJCE">https://enrolonline.mastersofterp.in/CollegeHome/Index/HJCE</a>
Step 2	After the link is opened, Click on Register Now Enter your Email id, contact number, create your own Username and Password and then Click on Submit You will receive SMS regarding successful registration with Username and Password.
Step 3	Read the instructions carefully and then click on Continue to proceed.
Step 4	After Clicking on Continue, it will show up menu option for form filling
Step 5	Enter your proper and correct personal data, and Click on 'Save and Next'
Step 6	Fill up the address details and click on save and next.
Step 7	Please enter the details carefully. and click on save and next
Step 8	Upload all the required documents and click on save and next
Step 9	Upload your Photograph and Signature and click on save and next.
Step 10	Click on Pay Now button to pay the registration fees and complete the registration process.
Step 11	After Payment is Successful you will receive Confirmation of Registration.
Step 12	Click on PREVIEW button to check whether all the details entered by you in the form are correct. Please make the necessary corrections, if any, and Click on Confirm Application
Step 13	After completing the Registration Process, Click on Print Application to take copy of the Admission form. Click on the Print Receipt to take the copy of Registration Payment receipt.
Step 14	Submit the Printed Admission Form and Registration Payment Receipt along with copies of uploaded documents to the college authorities.

### **PAYMENT PROCESS**

Step 1	After College level verification and confirmation of your Registered Admission Form, you shall receive SMS for making payment of fees.
Step 2	Please Click on the Link <a href="https://www.feepayr.com/">https://www.feepayr.com/</a> for Payment of Fees.
Step 3	Enter your registered mobile number on which you will receive an OTP.
Step 4	Enter the OTP and proceed ahead 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 home page → payment history → detail receipt → print. Also, the receipt will be sent to your registered email id.
Step 7	Admission will be confirmed only when you make the payment of Fees.
Step 8	Submit one copy of the Fees Payment Receipt to the college authorities.

### **IMPORTANT NOTE: -**

In Queries regarding payment issue, where payment is deducted but still show "PAY NOW" option again,

1. Refresh the page by pressing (CTRL + F5) Or wait for Next 24 hrs.
2. Do not make multiple transactions