Do's & Don't of Online Admission Form

- **Keep Photo & Document Ready before filling Online admission form.** Keep all Student Photo/Sign and Mother/Parent/Guardian Photo and documents required by College ready in IMAGE OR PDF Format and its size should be below 500 Kbs. Student Photo/Sign and Mother/Parent/Guardian Photo should Image only. How to reduce size of document/photo for upload:
    - Take photo of all above compulsory document in your Mobile phone.
    - Select all photo taken, Send to one contact person on Whatsapp App.
    - Ask the contact person to whom you sent all photos to forward all photos to you back.
    - Go to Photo Gallery on your phone, In "Whatsapp Images" folder you will get reduced sized photo of all compulsory document. Use the same photos from "Whatsapp Images".
- **If filling online admission form through Mobile phone** than all Student Photo/Sign and Mother/Parent/Guardian Photo and documents softcopy should be selected from phone memory not from Google drive.

Degree College Admission Link - https://spnd.pssm.in/degree

Step 1 - How to login to fill online admission form

Note:

1. For FY/SY/TY new Admission - Kindly purchase prospectus along with username and Password from college.

2. For 1st/2nd Year Degree College students of 2023-2024 seeking admission in 2nd/3rd Year Degree College 2024-2025 – Your last year Roll No is your Username & Password for eg – If student Roll NO was 2001 than USERNAME is 2001 & Password is 2001

| Username |
| Password |

🔓 Forgot username or password?

Login

Important Note - If you are existing student of College and you are login as per your Roll No than after login check your Full name on Dashboard to confirm that you are logged into correct account.

Step 2 - Dashboard

Form No: 24251245

Class:
Course Code:
PRN NO:

00%

Profile Status

Fill Your Profile

Incomplete

Academic Details

Incomplete

Upload Documents

Incomplete

Select Your Course

Incomplete

Important Note - Start filling your from starting from Fill your profile

Step 3 - Fill Your Profile

If you don't have surname enter (.) dot.

Surname	Student First Name	Father's / Husband's First Name
👤 Last Name	👤 First Name	👤 Father First Name

Mother First Name	Date Of Birth	Place Of Birth (As per Leaving Certificate)
👤 Mother First Name	📅 01-01-1970	👤 Place of Birth

Name as per 12th marksheet	Earning members in the family	Total No. of Family Members (including yourself)
👤	👤	👤

Mobile Number should be Active & In Use as SMS of Application approval, fees payment, etc.. will be sent on this mobile number.

Student Mobile	Father Mobile	Mother Mobile
📞 Student Mobile No	📞 Father Mobile No	📞 Mother Mobile No

Email	Gender	Mother Tongue
📞 Email	🔘 FEMALE	📋 Select Mother Tongue ▾

Occupation of	Occupation	Annual Income
📋 -- Select -- ▾	📋 -- Select -- ▾	₹ Guardian Income

Monthly Income	Aadhar Number	DIVYANG (Special Need / Any Challanged Condition)
₹ Guardian Monthly Income	🪪 Aadhar Number	📋 -- Select -- ▾

Important Note - Start filling your details in fill your profile tab

Step 3 - Fill Your Profile continue....

Kindly check Profile photo & signature. If not proper then upload again.

Student Photo for ID CARD

Choose File | No file chosen

Please select proper passport size photo Only with White Background (Latest Photo) - "NO SELFIE" (Only JPG or PNG file (Size less than 500 KB))

Student Signature for ID CARD

Choose File | No file chosen

Only JPG or PNG file (Size less than 500 KB)

Father Photo

Choose File | No file chosen

Please select proper passport size photo (Latest Photo) - "NO SELFIE" (Only JPG or PNG file (Size less than 500 KB))

Mother Photo

Choose File | No file chosen

Please select proper passport size photo (Latest Photo) - "NO SELFIE" (Only JPG or PNG file (Size less than 500 KB))
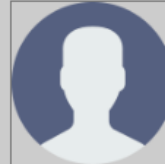
SAVE

Important Note – upload student photo & sign and Father & Mother photo in image format under 500 Kb and click on Save button. Photo & Sign preview will show when file is selected if image is not showing than you have to upload proper photo or sign

Step 4 - Academic Details

Education Details

Degree Semester I Details	**Update**
Degree Semester II Details	**Update**
Degree Semester III Details	**Update**
Degree Semester IV Details	**Update**

SAVE & PROCEED

Important Note – If you are taking admission in SY Degree fill Degree Semester I & Degree Semester II details. If you are taking admission in TY Degree fill Degree Semester I/II/III/IV details

Step 4 - Academic Details continue..

Important Note – If you are passed in all subject without select Pass under tab Pass or ATKT and fill details as per marksheet or ledger

Step 4 - Academic Details continue..

Degree (Semester I) Details

Select Board/University

🏛 SNDT WOMENS UNIVERSITY ⌄

Select College Name

🏛 SMT. P.N. DOSHI WOMENS COLLEGE ⌄

Pass or ATKT

📅 ATKT ⌄

No. of ATKT

📇 1

SAVE & UPDATE

Important Note – If you have ATKT in particular semester than select ATKT under tab Pass or ATKT and enter no of ATKT in that semester.

Step 5 – Upload documents

Upload Documents

Degree First Year Marksheet (Semester I)* ✅

| 👤 | Choose File | No file chosen |

Only PDF/JPG/PNG file (Size less than 500 KB)

Degree First Year Marksheet (Semester II)* ✅

| 👤 | Choose File | No file chosen |

Only PDF/JPG/PNG file (Size less than 500 KB)

Degree Second Year Marksheet (Semester III)* ✅

| 👤 | Choose File | No file chosen |

Only PDF/JPG/PNG file (Size less than 500 KB)

Degree Second Year Marksheet (Semester IV)* ✅

| 👤 | Choose File | No file chosen |

Only PDF/JPG/PNG file (Size less than 500 KB)

Transfer Certificate
(If Student Admission from Other College)

| 👤 | Choose File | No file chosen |

Only PDF/JPG/PNG file (Size less than 500 KB)

Caste Certificate ✅
(If Student Admission in Reserve Category)

| 👤 | Choose File | No file chosen |

Only PDF/JPG/PNG file (Size less than 500 KB)

Income Certificate
(If Student Admission in Reserve Category)

| 👤 | Choose File | No file chosen |

Only PDF/JPG/PNG file (Size less than 500 KB)

Domicile Certificate
(If Student Admission in Reserve Category)

| 👤 | Choose File | No file chosen |

Only PDF/JPG/PNG file (Size less than 500 KB)

Important Note – Upload all required document in IMAGE OR PDF format. Size of Image or pdf should be below 500kb otherwise it will not upload. Any document with "*" is compulsory without uploading this document form will not move ahead.

Step 6 – Select Course

Select Your Course

Select Class

| TYBA ˅ | Submit |

Important Note – Click on Submit

Step 6 – Application Form

Class submitted successfully!

Form No: 24251250
MOHITE SUDESH PATIL LAXMI
Class: TYBA
Course Code:
PRN NO:

100%

Profile Status

Fill Your Profile
Completed

Academic Details
Completed

Upload Documents
Completed

Select Your Course
Completed

Print Application Form

Important Note – Application form is generated on Dashboard