## STEPS TO REGISTER AND APPLY FOR ADMISSION THROUGH ONLINE

Online Payment Link: https://pay.hcaschennai.edu.in:5002/onlineregistration

If you are a fresh Candidate or going to Register for the first Time then do the following steps:

Already Registered User can login with their User ID and Password (Check your registered mail id for login credentials)

1. Click on Click here to Register tab



2. <u>Tick</u> the Check box before proceeding for registration

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	<ol> <li>4. Applic</li> </ol>	cants can cneck their applicatio	n status in our College website us	ing their application refere	ince number.					^	
	5. Applic	ants must upload their original	certificates for verification.								
	6. Selec	ted applicants will receive a co	nfirmation Email along with the det	ails of course fee.							
	7. Selec	ted applicants are requested to	pay Admission and Registration fe	ee along with the Tuition f	ees to confirm the seat.						
	8. Origir	nal Certificates verification date	venue and time will be intimated t	hrough Email/SMS/Colleg	je website.						
	9. After filling up the details, applicants are required to pay the application cost of Rs.300/										
	10. Application fee will not be refunded .										
	The College has the right to reject applications that are										
	•	Incomplete									
	•	Incorrect/have wrong information	n								
	•	Lacking required documents									
	•	Received without the payment	of application fee.								
	Any furt	her queries may be sent to the	following e-mail address: admissio	on@hcaschennai.edu.in.							
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	and und	erstood the instructions for app	lying and getting admission into Hi	ndustan College of Arts 8	Science.						
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- 3. Click on <u>Proceed to Online Registration Form</u> (must fill the details where it is marked as mandatory (\*))
  - I. Choose your respective Course Type and Course (to apply for different courses you have to register and apply for each course separately)
  - II. Enter your basic details as asked in the form
  - III. Enter valid mobile number and click on Verify Mobile No
  - IV. You will get an OTP to your Registered Mobile No, enter that OTP and Click on Submit OTP
  - V. Enter valid e-mail id
  - VI. Once all details given, Click on Submit & Pay



- VII. You will be navigated to confirmation details page where the given data will be displayed,
  - a. If you found any detail which is given as wrong you can edit it by clicking on <u>Back</u> button and you can edit and then should click on <u>Submit & Pay</u> button again
  - b. If all given details are correct then should **tick** the **check box** before **I** Agree then click on <u>Confirm</u> button

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		<ul> <li>Padur, Kelambakkam (OMR), Rajiv Gandhi Salai, Chennai - 603 103.</li> </ul>	<ul> <li>No:115/1, 2nd Floor, Kamaraj Avenue, 2nd Street, Adyar, Near Bharath School, Chennai - 600 020.</li> </ul>			
For any queries Conta	act Us + 044 69034444	+ 044 6903 4444 / + 044 - 2747 4671 / + 044 - 2747 5249	<ul> <li>+ 044 - 2446 9714 / 2446 9715</li> <li>+91 9789885555</li> </ul>			
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VIII. You will get your transaction details, if you wish you can take printout of the transaction made by clicking on <u>**Print**</u> button, else click on <u>**Proceed to**</u>

## **Application Form**

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	Application Date	09/04/2021		
	Application No	202104091036317487		
	Applicant Name	RAM		
	Father Name	KUMAR		
	Course	B.Sc. Computer Science		
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- IX. You will be now directed into Application portal, You will be now notified with your Registration status and if Registration is done properly an ApplicationNumber will be generated, here you need to complete 5 (five) stages
  - a. Registration (which will be done already)
  - b. Application form
  - c. Mark Sheet Entry
  - d. Document Upload
  - e. Fee Payment

To fill the Application form click on **<u>Complete Application Form</u>** button

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X. Enter all the required details, then click on **<u>Submit</u>** button

You will get a notification on application submission there you should click on <u>GO TO</u> <u>DASHBOARD</u> button



XI. Your application form status will be notified and you can enter either your mark details by clicking on <u>Mark Entry Form</u> or Upload required Documents by clicking on <u>Upload Document</u>

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For any queries Contact Us + 044-2747 4671	Mark	Entry Form Upload Documents Activate Windows Go to Settings to activate Windows
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XII. If you click on <u>Mark Entry Form</u> → then enter all your required mark details as asked in the form (ensure that you enter the correct mark details since the mark details submitted cannot be edited again) then tick the check box before <u>I Agree</u> and then click on <u>Submit</u> button

Select	Subject	Other Subject	Max Marks	Marks Obtained 11th	No.of Attempts 11th	Marks Obtained 12th	No.of Attempts 12th	
	Tamil		200	150	1	150	1	
	English		200	150	1	150	1	
	Science		200	150	1	150	1	
	Social Studies		200	150	1	150	1	
	Mathematics 🗸		200	150	1	150	1	
			Total Marks	750		750		
				Agree				

XIII. After Submission of Mark entry details you will be notified there click on <u>GO TO</u> <u>DASHBOARD</u>

## XIV. Now click on Upload Documents

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Verify Email	Applica	tion Number : 6078342	20				
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Read the instructions to upload documents carefully then **tick** the check box before **I have read and understood the instructions for uploading my documents**, then click on **Proceed** button

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	1. All documents are mandatory for verifying your eligibility for the course requested for.							
	2. Applicants must upload the following scanned images:							
	<ul> <li>Applicant's color passport size photograph in JPG/JPEG format of maximum 50 KB</li> <li>Applicant's solar passport size photograph in JPG/JPEG format of maximum 20 KB</li> <li>Parent's/Guardian's signature in JPG/JPEG format of maximum 20 KB</li> <li>Community Certificate (except OC and 'Other' categories) in JPG/JPEG/GIF format of maximum 300 KB</li> <li>For UG applicants, attested copies of the 10th &amp; 12th(also 11th in case of TNSB) downloaded mark statements in PDF/JPG/JPEG format of maximum 300 KB</li> </ul>							
	3. Uploading of wrong/irrelevant/illegible documents will lead to the rejection of your application form.							
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Select the type of Document to be Uploaded  $\rightarrow$  then click on <u>browse</u>, choose the required document from its destination then click on <u>Upload</u> button (repeat the steps till all required documents get uploaded), then click on <u>Go to Dashboard</u> button

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If your submitted Application is still in **Verification Process** then you cannot be able to pay or view **Fee Payment** stage, it will be enabled only if your application is been verified and approved by the Admission committee after checking your eligibility and uploaded details.

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## https://pay.hcaschennai.edu.in:5002/onlineregistration

Once you have registered you can now login by using your Application number and password

You can check your application status in your admission portal.

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XV. Once your Application is been Verified and Approved you will gt confirmation SMS & Mail and also you will be notified in dashbord like shown below

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Now you will be able to pay your fee by clicking on <u>Fee Payment</u> button

Read the instructions carefully before making payment and **tick** the check box before I have read and understood the instructions for fee payment then click on <u>Proceed</u> button

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	Before	making	j fee paymen	t please	read and follo	v the s	steps given below									
	STEP 1															
		Applicar	nt can pay Rs.	. 300 for a	applying online.											
	•	Proceed	d to Step 2, if t	he applic	ant has passed	Class	s 12th (or) wants to r	eserve a seat of	his/her	choice (if eligible).						- 1
	STEP 2	2														
	•	Pay Rs.	6000, for regi	stration 8	admission cha	rges.										
	•	lf you fa	il Class 12th E	Examinat	ion, the amount	will be	e refunded, less proc	essing charges.								
	<ul> <li>Proceed to Step 3, if you have passed Class 12th Examination or when the results are published.</li> </ul>															
	STEP 3	3														
	•	Pay half	f of the first se	mester t	uition fee* or full	year ti	tuition fee**.									
		The rem	aining half of t	the first se	emester tuition fe	e has t	to be paid in College	at the time of Cei	rtificate V	/erfication and receivi	ng Admit Car	d.				
		Tuition	tion fee payme	nt entitles	s you to get a dis	count (	of 5% in your luition	ree.	ocult to	oncuro confirmed a	dmission					
		Applica	nt is request	ed to un	load Provision	al 12ti	th Standard Mark S	atement duly a	esuit to	by the Head of the	Institution :	and Transfer				
	c	ertifica	te after the n	esults a	re published.			atomont daily o								
	•	Paymer	nt can be mad	de throu	gh Debit/Credi	t Card	d or Net Banking.									
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Payment for Admission and Registration fee is mandatory to book or confirm your seat

	Select	Fee Type Registration Fee	Fee Amount 2625.00	Minimum Amount 2625.00	Pending Amount 2625.00	Enter Amount 2625.00	
	Ø	Admission Fee	3375.00	3375.00	3375.00	3375.00	
		Tuition Fees	35000.00	17500.00	35000.00	0.00	
ueries Cont	Total An tact Us + 044-	nount : 6000.00	Discount Amoun	nt : 0.00 If you pay full amount get disco	unt 5%. Cancel	Activate Wind	øws 📣

If you wish you can pay Tuition fees  $\rightarrow$  tick the check box before Tuition Fees, pay entire tuition fees or make partially payment as by your convenience

Tick the check box if you make full payment on tuition fee and to get **5% discount** on tuition fees, then click on **Pay** button

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Select	Fee Туре	Fee Amount	Minimum Amount	Pending Amount	Enter Amount			
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	Admission Fee	3375.00	3375.00	3375.00	3375.00			
	Tuition Fees	35000.00	17500.00	35000.00	35000.00			
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		Pay		Cancel				
ueries Contact Us + 044-	2747 4671				Activate Wi	ndows		

Click on **Confirm** button as shown in Payment Confirmation Details page

Γ	Payment Confirmation	on Details				
	Fee Туре	Fee Amount	Minimum Amount	Pending Amount	Entered Amount	
	Registration Fee	2625.00	2625.00	2625.00	2625.00	
	Admission Fee	3375.00	3375.00	3375.00	3375.00	
	Tuition Fees	35000.00	17500.00	35000.00	35000.00	
	Total Amount : 4	1000.0 Discount	Amount : 38950.00 Confirm	Back		

Once Payment done you can take print of your transaction details by clicking on **<u>Print</u>** button

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	Bank Reference No	IP210991029871		
	Amount Paid	38950.00		
	Payment Status	SUCCESS		
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	Campus Address	Admission Office		
	Padur Kelambakkam (OMR)	No:115/1 2nd Floor Kamarai Avenue		

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Else click on **Back to Dashboard** button

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Once fee payment done you will get admission number and confirmation SMS and Mail and also will display in dashboard for successful provisional admission.

You can check your APPLICATION STATUS using your Login ID and password

XVI. If you have any Query you can click on <u>Register Query</u> option at the top right next to Dashboard option then register your query and click on Submit button

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You can check your **Query Status** in register query page

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