

# 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

The screenshot shows the registration page of the Hindustan College Online Application Portal. The page is titled "Dear Applicant," and includes a welcome message for the academic year 2021-22. It provides information about the college's history and accreditation. On the right side, there is a login section for "Already Registered Applicant" with fields for "Applicant ID" and "Password", a "Login" button, and a "Forgot Password" link. Below the login section, there are buttons for "New Applicant Registration" and "Click here to register". At the bottom, there is a contact number "044 69034444" and a section for "Programmes Offered".

2. **Tick** the Check box before proceeding for registration

The screenshot shows the instructions page for the registration process. It lists ten steps for applicants, including checking application status, uploading certificates, receiving confirmation emails, paying fees, and original certificate verification. It also lists reasons for application rejection: incomplete information, incorrect/wrong information, lacking required documents, and not paying the application fee. At the bottom, there is a checkbox for "I have carefully read through the prospectus, instructions and eligibility criteria for applying in the desired programme offered by the College. I have read and understood the instructions for applying and getting admission into Hindustan College of Arts & Science." and two buttons: "Proceed to Online Registration Form" and "Back".

3. Click on **Proceed to Online Registration Form** (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**

Student Online Registration Form

Registration Application Form Mark Sheet Entry Document Upload Fee Payment

Registration Form

Course Type \* UG Course \* B.Sc. Computer Science

Applicant Name \* RAM Father's/Mother's/Guardian Name \* KUMAR

[Note: Enter name as per +2 mark sheet. Name followed by initials. Eg. RAM S]

DOB \* 07/17/1991 Gender \*  Male  Female  Transgender

Mobile No \* 7904946158 **Verify Mobile No** Enter OTP Submit OTP Email \* divyamanogaran.hits@gmail.com

State \* Tamil Nadu Pincode \* 603103

For any queries Contact Us + 044-2747 4671

How do you know about our college? \*

Select Advertisement

10:13 AM 4/9/2021

Course Type \* UG Course \* B.Sc. Computer Science

Applicant Name \* RAM Father's/Mother's/Guardian Name \* KUMAR

[Note: Enter name as per +2 mark sheet. Name followed by initials. Eg. RAM S]

DOB \* 07/17/1991 Gender \*  Male  Female  Transgender

Mobile No \* 7904946158 **Verified** Email \* divyamanogaran.hits@gmail.com

State \* Tamil Nadu Pincode \* 603103

How do you know about our college? \*

Paper Advertisement

Application Fee to Pay : **Rs. 250/- Only**

For any queries Contact Us + 044-2747 4671

Submit & Pay Back

10:21 AM 4/9/2021

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

Email	divyamanogaran.nits@gmail.com
State	Tamil Nadu
Pincode	603103
How do you know about our college?	Paper Advertisement

**Total Amount to Pay : Rs. 300 /- Only**

I Agree

**Confirm** **Back**

**Campus Address**  
Padur, Kelambakkam (OMR),  
Rajiv Gandhi Salai,  
Chennai - 603 103  
+ 044 6903 4444 / + 044 - 2747 4671  
/ + 044 - 2747 5249  
+91 9962275666

**Admission Office**  
No.115/1, 2nd Floor, Kamaraj Avenue,  
2nd Street, Adyar, Near Bharath School,  
Chennai - 600 020.  
+ 044 - 2446 9714 / 2446 9715  
+91 9789885555  
hcasadmin@gmail.com

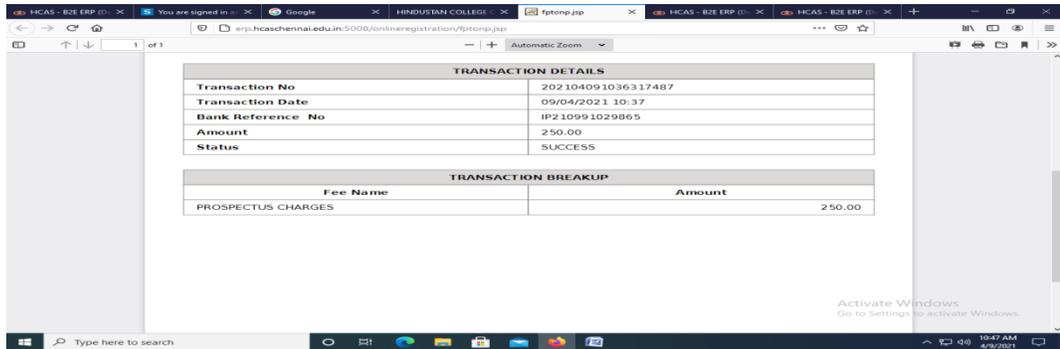
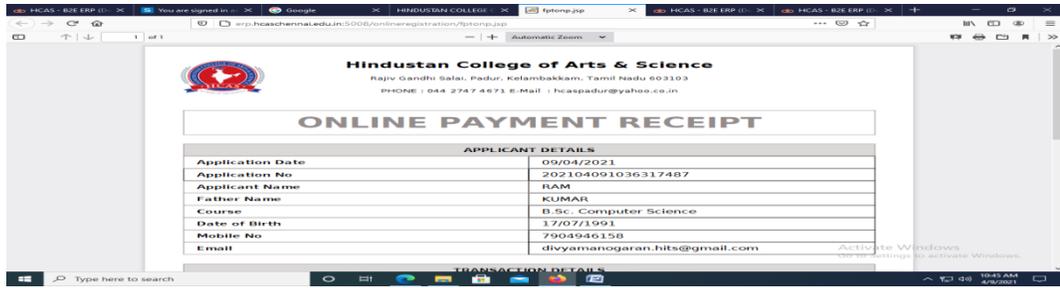
- VIII. You will get your transaction details, if you wish you can take printout of the transaction made by clicking on **Print** button, else click on **Proceed to Application Form**

Transaction Date	16/04/2021 14:59
Bank Reference No	IP211061030081
Amount Paid	300.00
Payment Status	<b>SUCCESS</b>
Prospectus in English	<a href="#">Click here to Download</a>
Prospectus in Tamil	<a href="#">Click here to Download</a>

**Proceed to Application Form** **Print**

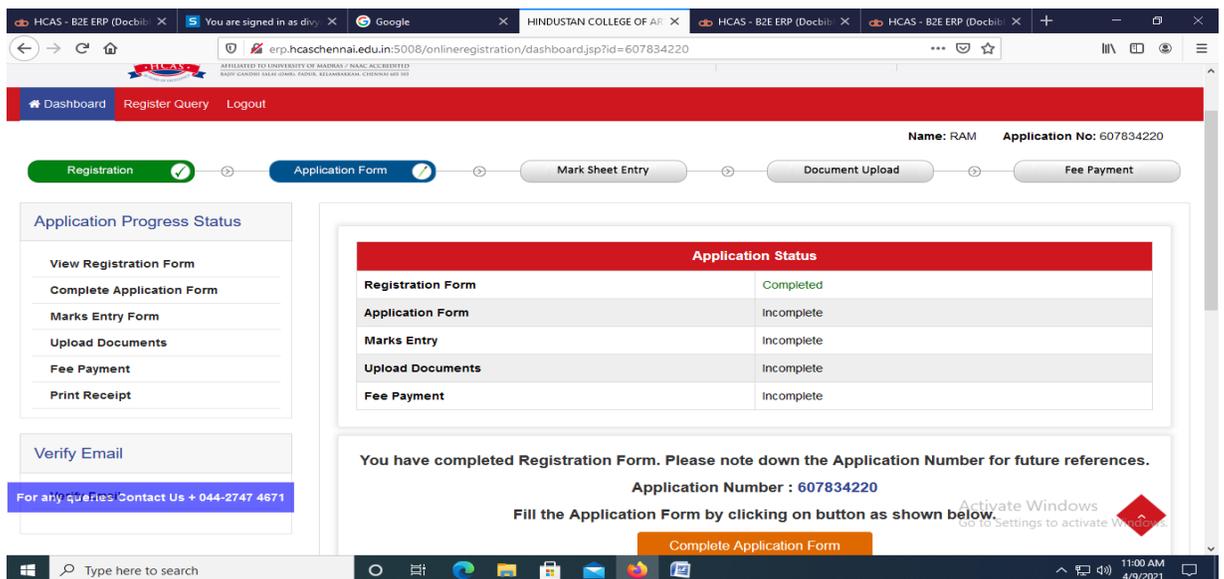
**Campus Address**  
Padur, Kelambakkam (OMR),  
Rajiv Gandhi Salai,  
Chennai - 603 103

**Admission Office**  
No.115/1, 2nd Floor, Kamaraj Avenue,  
2nd Street, Adyar, Near Bharath School,  
Chennai - 600 020.



- 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 **Application Number** will be generated, here you need to complete 5 (five) stages
- Registration (which will be done already)
  - Application form
  - Mark Sheet Entry
  - Document Upload
  - Fee Payment

To fill the Application form click on **Complete Application Form** button



X. Enter all the required details, then click on **Submit** button

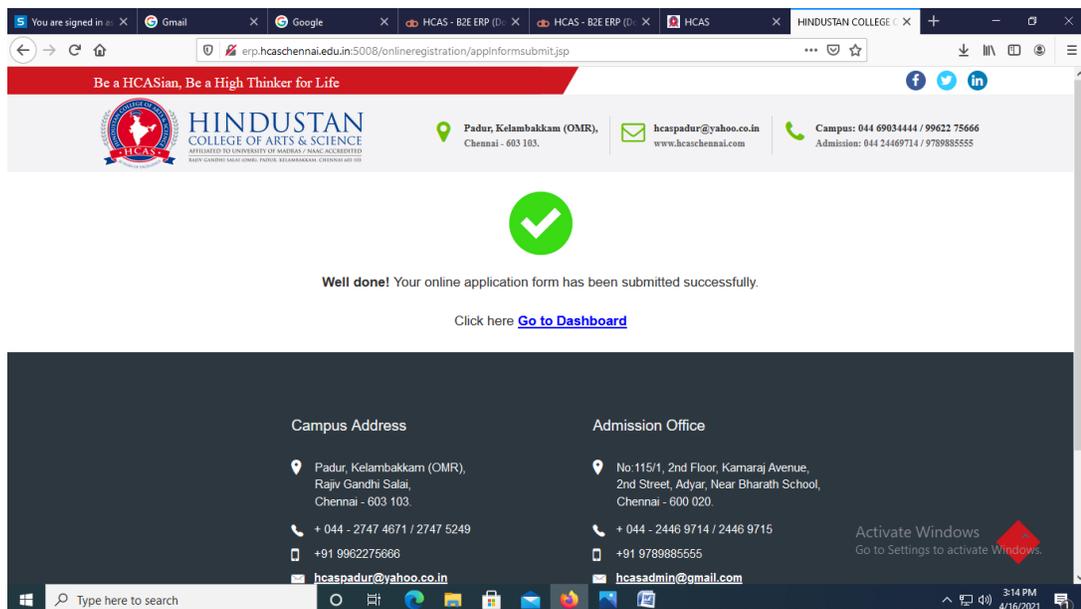
The screenshot shows a web browser window with the URL [erp.hcaschennai.edu.in:5008/online/registration/applicationform.jsp](http://erp.hcaschennai.edu.in:5008/online/registration/applicationform.jsp). The form contains the following fields and options:

- District\***: Kanchipuram
- State\***: Tamil Nadu
- +2 Total Marks\***:  600  1200
- Other Details**
  - Seeking Admission In Any Quota**: Siblings
  - Yes**  **No**
  - Differently - Abled**:  **Yes**  **No**
  - Tamil Origin From Andaman & Nicobar\***:  **Yes**  **No**

At the bottom of the form are two buttons: **Submit** (red) and **Back** (orange).

Below the form, the footer contains contact information for the Campus Address (Padur, Kelambakkam (OMR), Chennai - 603 103) and the Admission Office (No.115/1, 2nd Floor, Kamaraj Avenue, Chennai - 600 020). The footer also includes the text "For any queries Contact Us + 044-2747 4671" and "Activate Windows Go to Settings to activate Windows."

You will get a notification on application submission there you should click on **GO TO DASHBOARD** button



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

The screenshot shows a web application interface with a progress bar at the top indicating the following steps: Registration (Completed), Application Form (Completed), Mark Sheet Entry (Current Step), Document Upload, and Fee Payment. On the left, there is a sidebar with links for 'View Registration Form', 'View Application Form', 'Marks Entry Form', 'Upload Documents', 'Fee Payment', and 'Print Receipt'. The main content area displays the 'Application Status' table:

Application Status	
Registration Form	Completed
Application Form	Completed
Marks Entry	Incomplete
Upload Documents	Incomplete
Fee Payment	Incomplete

Below the table, a message states: "You have completed Application Form. Please note down the Application Number for future references. Application Number : 607834220. Your Application has been Submitted and Verification In Progress. Enter Mark Entry Form/Upload Documents by clicking on button as shown below." There are two buttons: "Mark Entry Form" and "Upload Documents".

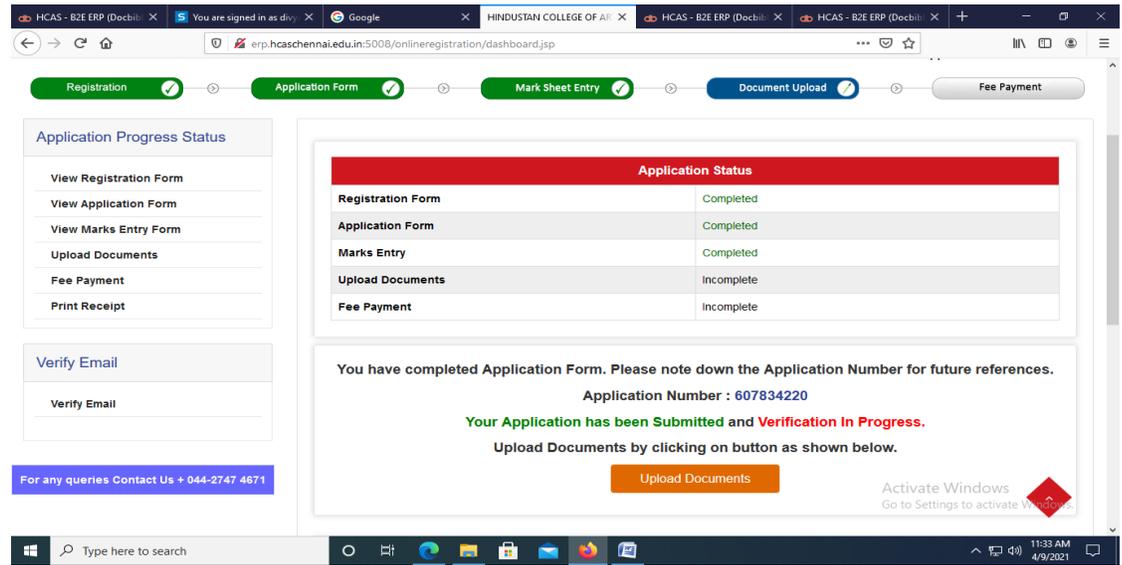
- XII. If you click on **Mark Entry Form** → then enter all your required mark details as asked in the form (ensure that you enter the correct mark details since the mark details submitted cannot be edited again) then tick the check box before **I Agree** and then click on **Submit** button

The screenshot shows the 'Mark Sheet Entry' form. It features a table with columns for 'Select', 'Subject', 'Other Subject', 'Max Marks', 'Marks Obtained 11th', 'No. of Attempts 11th', 'Marks Obtained 12th', and 'No. of Attempts 12th'. The table contains rows for Tamil, English, Science, Social Studies, and Mathematics, each with a checkbox in the 'Select' column. A 'Total Marks' row shows 750 for both 11th and 12th grades. Below the table, there is a checkbox labeled 'I Agree' and a red 'Submit' button.

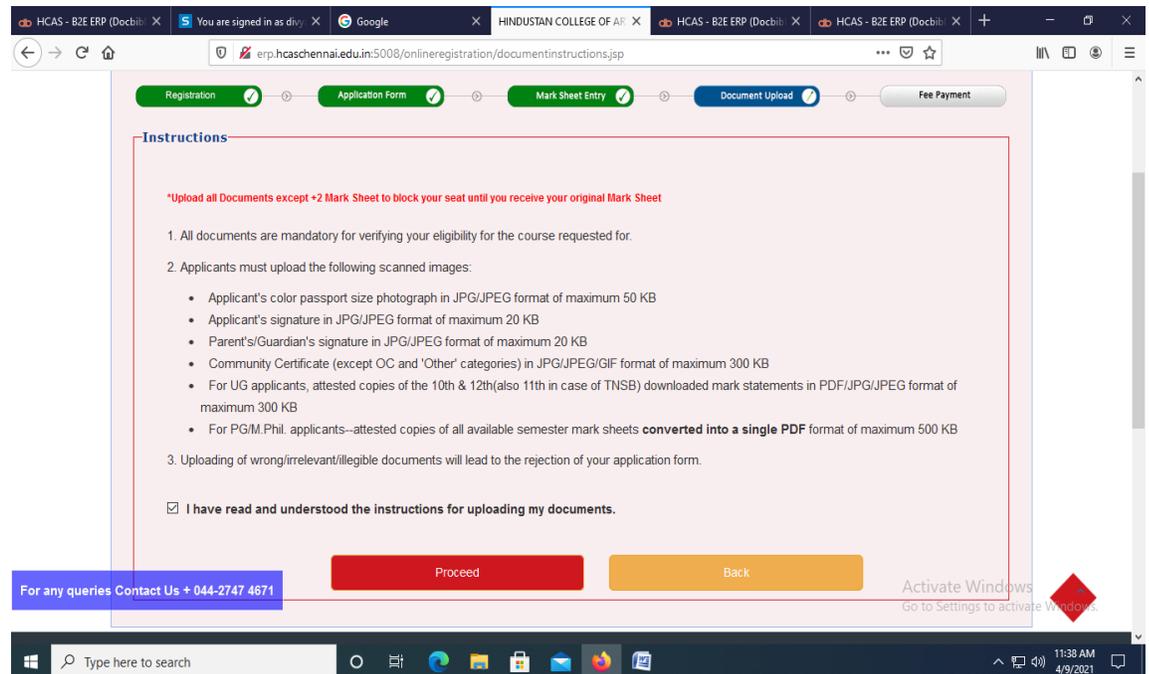
Select	Subject	Other Subject	Max Marks	Marks Obtained 11th	No. of Attempts 11th	Marks Obtained 12th	No. of Attempts 12th
<input type="checkbox"/>	Tamil		200	150	1	150	1
<input type="checkbox"/>	English		200	150	1	150	1
<input type="checkbox"/>	Science		200	150	1	150	1
<input type="checkbox"/>	Social Studies		200	150	1	150	1
<input type="checkbox"/>	Mathematics		200	150	1	150	1
			Total Marks	750		750	

- XIII. After Submission of Mark entry details you will be notified there click on **GO TO DASHBOARD**

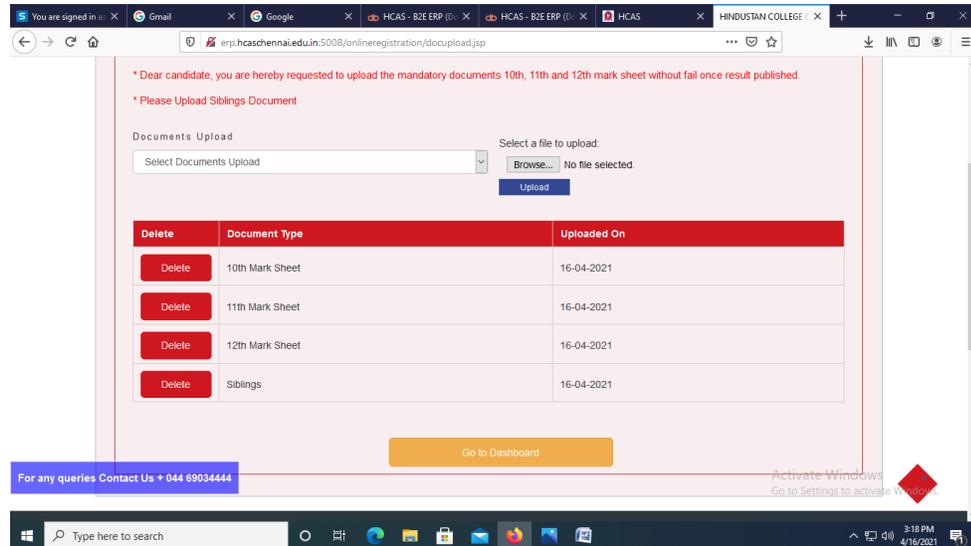
XIV. Now click on **Upload Documents**



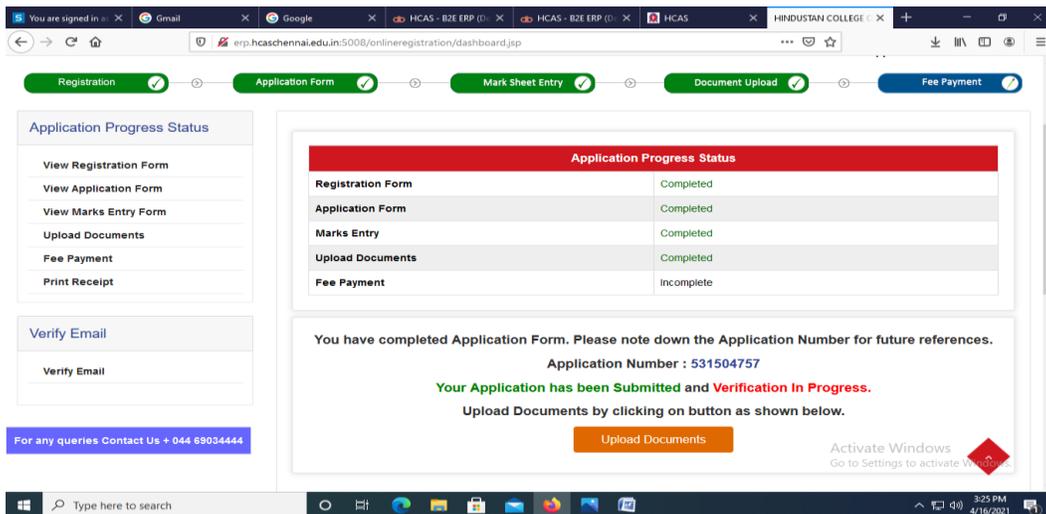
Read the instructions to upload documents carefully then **tick** the check box before **I have read and understood the instructions for uploading my documents**, then click on **Proceed** button



Select the type of Document to be Uploaded → then click on **browse**, choose the required document from its destination then click on **Upload** button (repeat the steps till all required documents get uploaded), then click on **Go to Dashboard** button



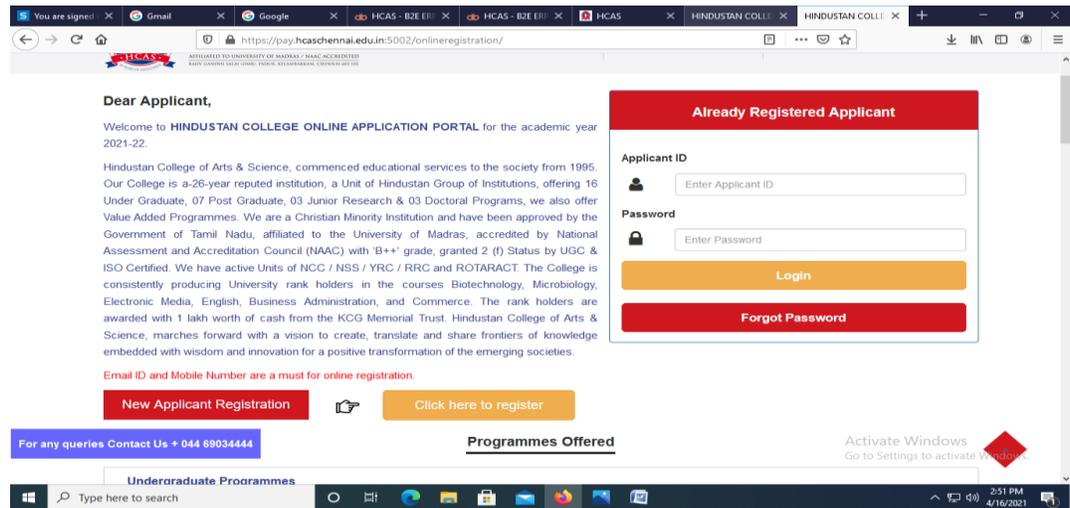
If your submitted Application is still in **Verification Process** then you cannot be able to pay or view **Fee Payment** stage, it will be enabled only if your application is been verified and approved by the Admission committee after checking your eligibility and uploaded details.



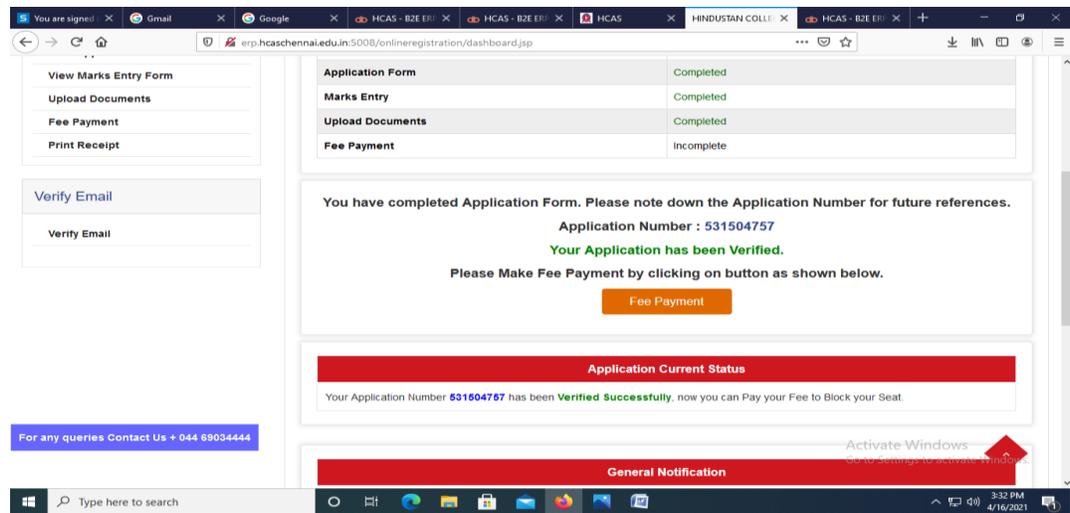
<https://pay.hcaschennai.edu.in:5002/onlineregistration>

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.

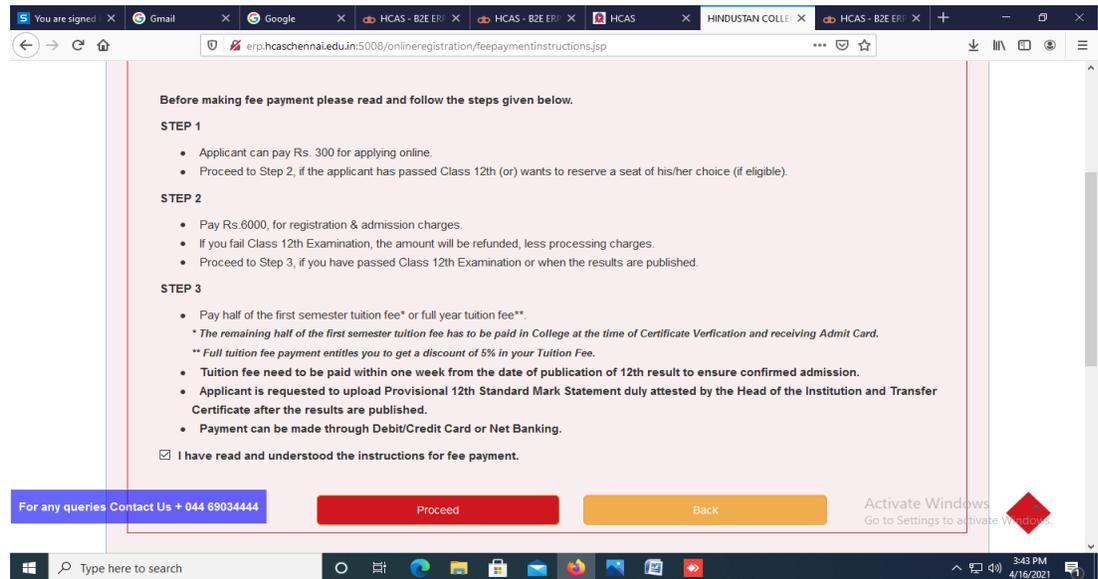


XV. Once your Application is been Verified and Approved you will get confirmation SMS & Mail and also you will be notified in dashboard like shown below

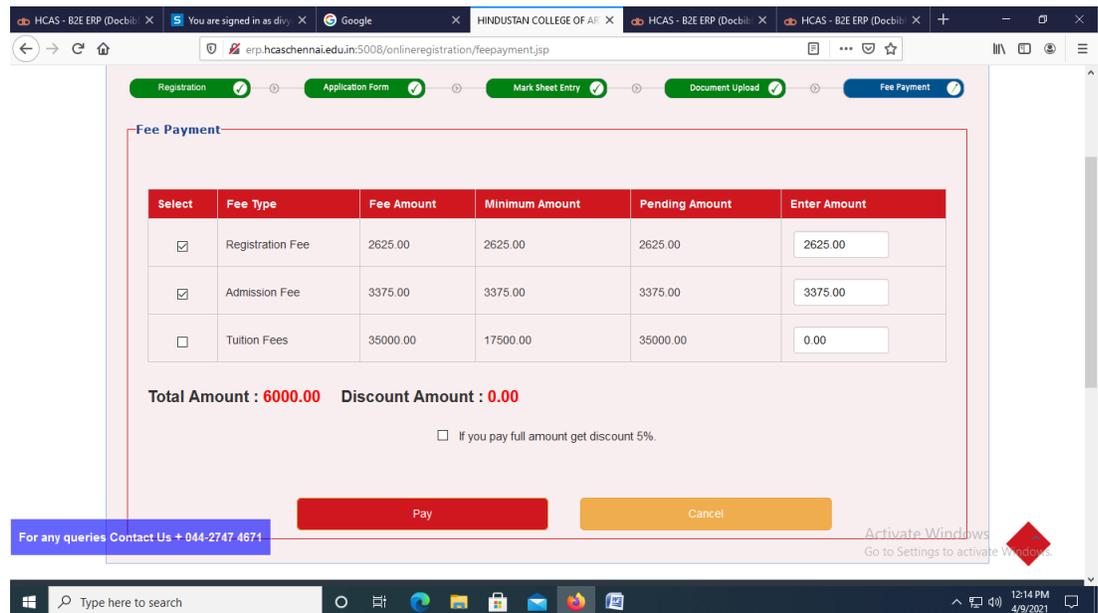


Now you will be able to pay your fee by clicking on **Fee Payment** button

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 **Proceed** button

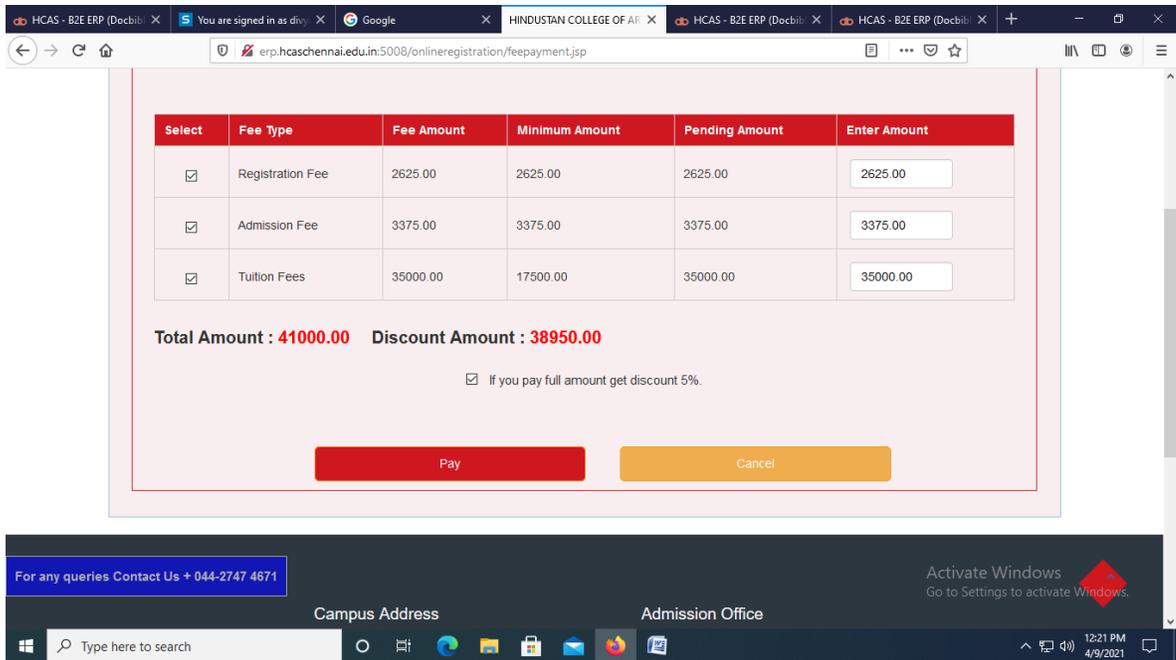


Payment for Admission and Registration fee is mandatory to book or confirm your seat

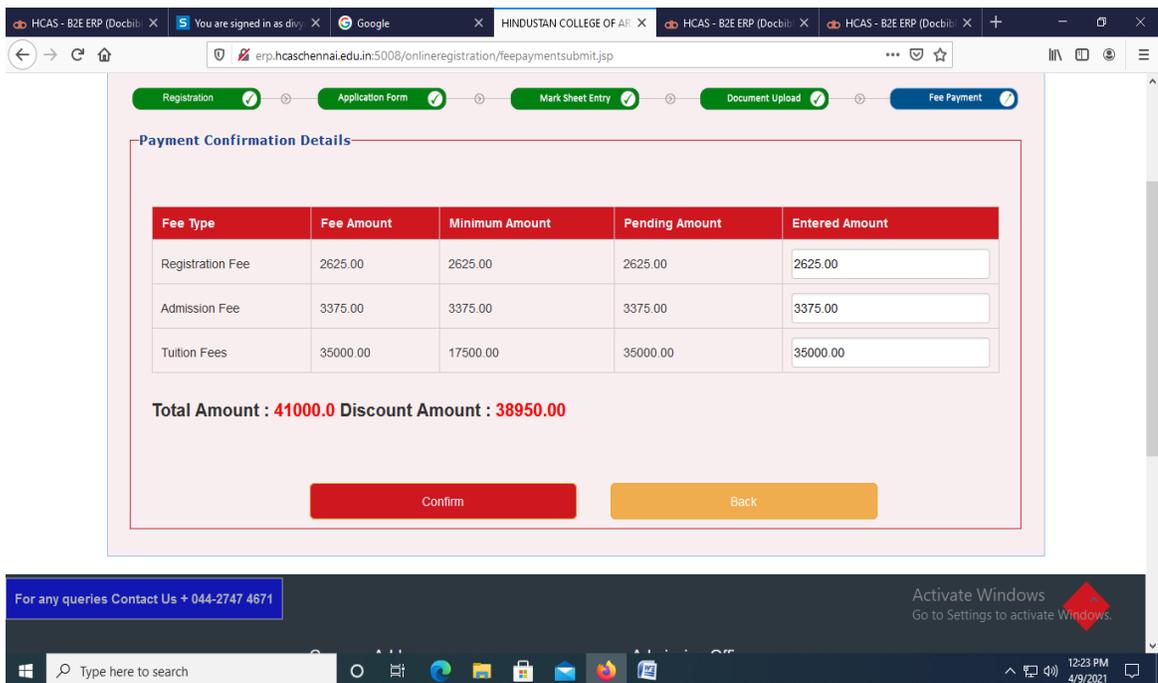


If you wish you can pay Tuition fees → tick the check box before Tuition Fees, pay entire tuition fees or make partially payment as by your convenience

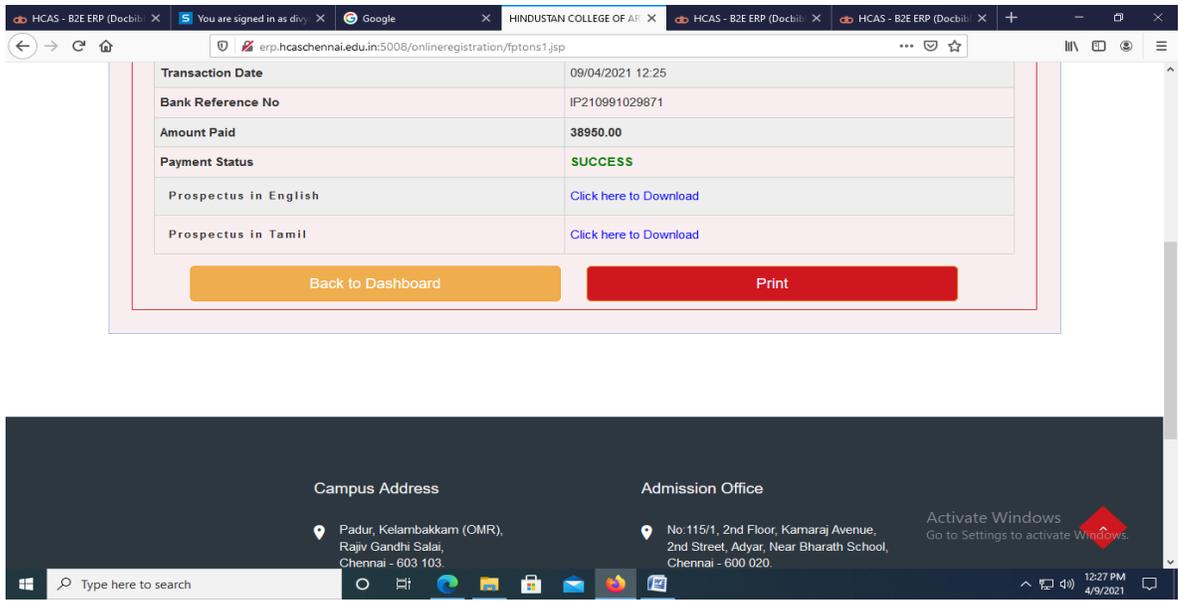
Tick the check box if you make full payment on tuition fee and to get **5% discount** on tuition fees, then click on **Pay** button



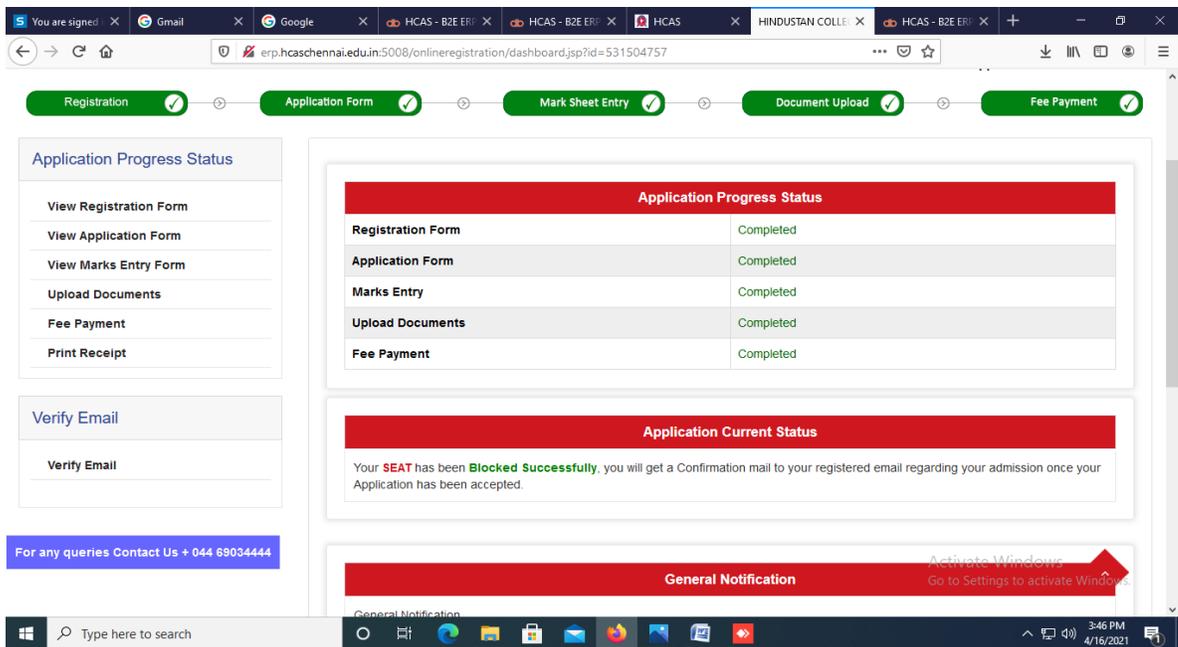
Click on **Confirm** button as shown in Payment Confirmation Details page



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



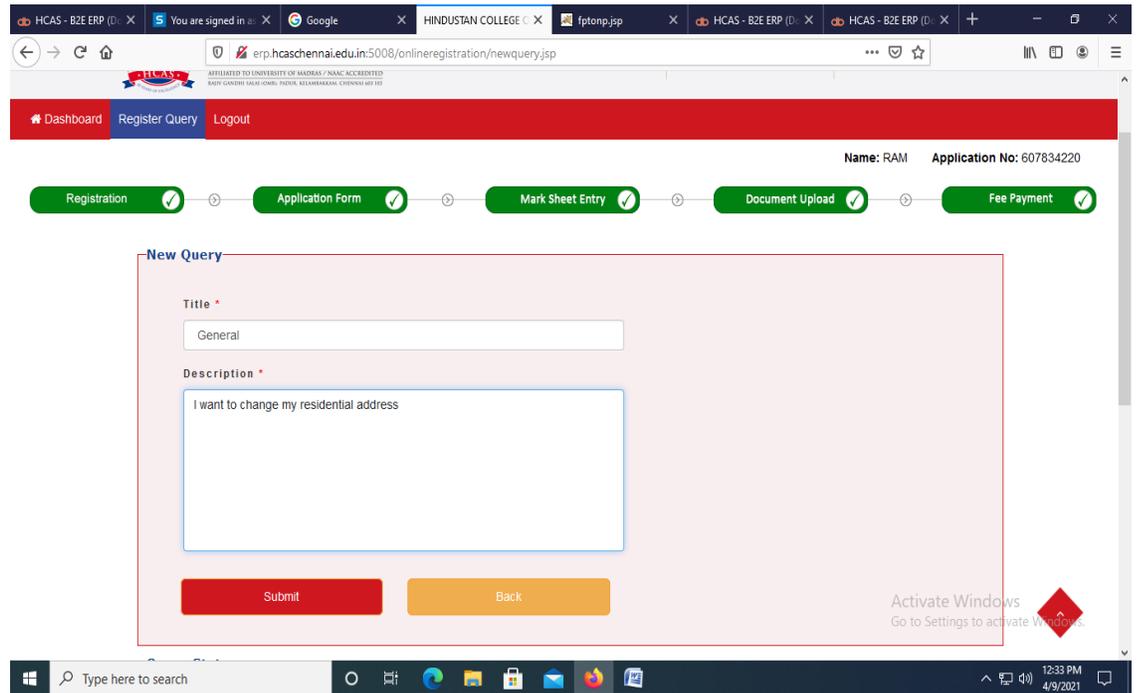
Else click on **Back to Dashboard** button



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 **Register Query** option at the top right next to Dashboard option then register your query and click on Submit button



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

HCAS - B2E ERP (0) x You are signed in as x Google x HINDUSTAN COLLEGE x fptonp.jsp x HCAS - B2E ERP (0) x HCAS - B2E ERP (0) x

erp.hcaschennai.edu.in:5008/online/registration/newquery.jsp?error=Register Query Submitted Successfully!

Submit Back

Register Query Submitted Successfully!

**Query Status**

I want to change my residential address  
User: 09/12/2021 12:35

**Campus Address**  
Padur, Kelambakkam (OMR),  
Rajiv Gandhi Salai,  
Chennai - 603 103.  
+ 044 - 2747 4671 / 2747 5249  
+91 9962275666  
hcaspadur@yahoo.co.in  
www.hcaschennai.edu.in

**Admission Office**  
No.115/1, 2nd Floor, Kamaraj Avenue,  
2nd Street, Adyar, Near Bharath School,  
Chennai - 600 020.  
+ 044 - 2446 9714 / 2446 9715  
+91 9789885555  
hcasadmin@gmail.com  
www.hcaschennai.edu.in

Activate Windows  
Go to Settings to activate Windows.

Type here to search

12:37 PM  
4/9/2021

HCAS - B2E ERP (0) x You are signed in as x Google x HINDUSTAN COLLEGE x fptonp.jsp x HCAS - B2E ERP (0) x HCAS - B2E ERP (0) x

erp.hcaschennai.edu.in:5008/online/registration/newquery.jsp?error=Register Query Submitted Successfully!

**Description \***

Enter Description

Submit Back

Register Query Submitted Successfully!

**Query Status**

I want to change my residential address  
User: 09/12/2021 12:35

Ok come and change once college Opens  
HCAS: null

Activate Windows  
Go to Settings to activate Windows.

Type here to search

12:39 PM  
4/9/2021