



MANOHARBHAI SHIKSHAN PRASARAK MANDAL'S

**MAHATMA GANDHI ARTS, SCIENCE &
LATE NASARUDDINBHAI PANJWANI COMMERCE COLLEGE**

ARMORI Dist. Gadchiroli (M.S.) 441 208

Re-accredited by NAAC 'A' with 3.02 CGPA

Online Registration (User Manual)

**Only for B.Sc., B.A., B.Com., B.Sc (H/S)-I Year
&
M.Sc. & M.A -I Year Students**

Dear Students,

Welcome to **Mahatma Gandhi College, Armori....**

We are happy to help you here.....for Online Registration Process of the Institution.

- ❖ First of all you have to visit our official website of the institution www.mgcollegearmori.ac.in and
- ❖ Then after you have to click on **Online Admission** link (<https://enrolonline.mastersofterp.in/CollegeHome/Index/MGC>)
- ❖ Then after, for getting registration for UG-I & PG-I Year courses click on **Register Now Button...** and follow the registration process.
- ❖ After getting username and password on your registered mobile no...Sign In using given credentials.

After Successfully login.....

Fill all the mandatory fields marked with * and Non-Mandatory Fields also to submit complete data to the institution.

1. Personal Information: -

- a. **Basic Course:** - Choose options from dropdown menu.
 - i. **Choose B.Sc (B) Course: - For (Computer Science & Microbiology Subject)**
- b. **Course:** - Choose options from dropdown menu.
- c. **Title:** - Choose options from dropdown menu.
- d. **Last Name/Surname:** - Write your Surname in Capital Letters.
- e. **First Name:** - Write your First Name in Capital Letters.
- f. **Middle Name:** - Write your Middle Name in Capital Letters.
- g. **Last Name/Surname (Local Language):** - Write your Last Name in Marathi Language.
- h. **First Name (Local Language):** - Write your First Name in Marathi Language.
- i. **Middle Name (Local Language):** - Write your Middle Name in Marathi Language.

- j. **Gender:** - Choose option from dropdown menu.
- k. **Mobile No:** - Write your Working Mobile no.
- l. **Email ID:** - Write your Working e-mail address
- m. **Date of Birth:** - Enter your Correct Date of Birth (Mention on TC)
- n. **Place of Birth:** - Write your Place of Birth (As mention on TC)
- o. **Nationality:** - Choose option from dropdown menu
- p. **Religion:** - Choose option from dropdown menu
- q. **Caste Category:** - Choose option from dropdown menu
- r. **Caste:** - Choose option from dropdown menu
- s. **Minority:** - If belongs to Minority Category Tick on check box.
- t. **Marital Status:** - Choose option from dropdown menu
- u. **Mother Tongue:** - Choose option from dropdown menu
- v. **Blood Group:** - Choose option from dropdown menu
- w. **Mother Name:** - Write your Mother Name (As mention on TC)
- x. **Father First Name:** - Write Your father first name
- y. **Father Middle Name:** - Write Your father middle name
- z. **Father Last Name:** - Write Your father last name
- aa. **Father Occupation:** - Choose Correct option (**if not found choose other**)
- bb. **Social Reservation:** - Choose option from dropdown menu
- cc. **Physical Disable:** - Choose Correct option (**if not found choose other**)
- dd. **Aadhar No (UIDAI):** - Write your correct 12 digits Aadhar No (As mention on TC)
- ee. **PRN No:** - PRN no is the Registration no given by the respective University, if your previously enrolled in university. This no is mentioned in your Marksheet (it is not mandatory for Fresh Candidates.)
- ff. **Family Annual Income:** - Write your family annual income
- gg. **Voter ID:** - Write your correct voter id no given by Election Commission of India.
- hh. **Student Saaral ID:** - Write your correct Saaral ID (As mention on TC).
- ii. **Medium of Instruction:** - Choose option from dropdown menu

Then at Last Click on [Save and Next Button](#)

2. **Address Details:** -

In Address details fields all fields are mandatory. Write your correct address including (County, State, District, Taluka, City/Village and Pin-code).

Note: - Click on check box if, Permanent address is as same as Corresponding Address.

Then at Last Click on [Save and Next Button](#)

3. Last Qualifying Exam Details: - (For Merit List) (Fill Carefully)

- a. **Last Exam Name:** - Choose correct option from dropdown menu
- b. **School/College Name:** - Write Your Last School or College Name
- c. **Year of Passing:** - Write Your Year of Passing Examination
- d. **Passing Certificate No:** - Write your Passing Certificate No (Mention in Marksheet)
- e. **Total Marks:** - Write Your Total Marks obtained in Examination
- f. **Obtained Marks:** - Write your Total obtained marks in Examination
- g. **Subject Wise Marks:** - Write Subject wise marks (Obtained marks & Total Marks) in chart. (**Note: Do not enter marks for not applicable subject.**)

Then at Last Click on [Save and Next Button](#)

4. Educational Details: -

- a. **Exam Name:** - Ex. HSC, SSC, B.A. B.Sc etc.
- b. **Board/University:** - Ex. Nagpur, Amravati etc.
- c. **School/College:** - Write Your School/College Name
- d. **Year of Admission:** - Write your year of admission of respective examination.
- e. **Date of Passing:** - Choose your examination date of passing
- f. **Year of Passing:** - Choose your examination passing year
- g. **Exam seat No/Roll No:** - Write your correct examination roll no/seat No.
- h. **Passing Certificate No:** - Write your Examination Passing certificate No.
- i. **Obtained Marks:** - Write your Total obtained marks in Examination
- j. **Total Marks:** - Write Your Total Marks obtained in Examination
- k. **Percentage:** - Percentage calculates automatically
- l. **Result:** - Write Pass of fail
- m. **Credit earned:** - Enter credit earned, if applicable
- n. **CGPA:** - Enter total obtained CGPA (For UG)
- o. **Grade:** - Enter obtained grade in Examination

Note:

- 1. Add Necessary or Required Educational Details.**
- 2. All above information is available on your respective examination Marksheet/Score Card)**

Then at Last Click on [Save and Next Button](#)

5. Documents Details: -

- a. **HSC Marksheet:** - Upload original scan copy of HSC Marksheet
- b. **TC:** - Upload Original scan copy of TC
- c. **Caste Certificate:** - Upload original scan copy of Caste Certificate
- d. **Domicile Certificate:** - Upload original scan copy of Domicile Certificate

Note:

- * Please select valid image file (e.g. JPG,JPEG,GIF,PNG,PDF)
- * maximum file size 200 kb

6. Photo & Signature Details: -

- a. **Photo:** - Upload your passport size photo
- b. **Signature:** - Upload your Signature

Note:

- * Uploading Photo & Sginature are mandatory.
- * Please select valid image file (e.g. JPG,JPEG,GIF,PNG,)
- * maximum file size 200 kb

7. Payment Method: -

- a. **Online Payment:** - if you want to paid your fee online, online payment facility will be provided in the system.
- b. **Offline Payment:** - if you want to paid your fee offline, visit to our institution and paid your fees in counter.

8. Confirmation of Application: -

- a. **View Application:** - Preview your application and check it out your complete filled data.
- b. **Confirm Application:** - By clicking **Confirm**, you agree to the [Terms and Conditions](#) set out by this site, including our Cookie Use.

Note:

- Please click on Confirm Application button for final registration.
- You cannot update application once confirmed.

9. Verification and Submission of Application: -

- a. **Verification by Admission Committee:** - First of all your application was scrutinize by admission committee. Then after your admission will be confirm, if admission committee recommend your application.
- b. **Submission of Application:** - after confirmation of your admission by the committee, attach all the mandatory documents in hardcopy along with the application.

**Admission Committee
M. G. College, Armori**



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Online Fees Payment (User Manual)

- ❖ **STEP 1:** - Visit our official website www.mgcollegearmori.ac.in and click on **Online Fees payment** tab.

OR

Type www.feepayr.com in your browser to open online payment gateway.



- ❖ **STEP 2:** - Select **Pay Fees** and Institution type **College** from dropdown menu.
- ❖ **STEP 3:** - Enter your **mobile no or e-mail ID** which was registered with our institution.
- ❖ **STEP 4:** - After entering mobile no or e-mail ID your will receive an **OTP**. Then enter your OTP to login.
- ❖ **STEP 5:** - After login in you can see fees details in pdf.
- ❖ **STEP 6:** - Click on **Pay Now** button.
- ❖ **STEP 7:** - You can see various payments gateway options.
 - **Credit/Debit Card:** - You can pay your fees using Credit/Debit Card.
 - **Net Banking:** - You can pay your fees using Net Banking
 - **UPI ID:** - you can pay your fees using UPI ID (**Phone Pay, BHIM APP, Google Pay etc.**)
- ❖ **STEP 8:** - After successfully payment take a receipt of fees payment and keep it safe.

FAQ: -

Q. Which fees you can pay using Online Fees payment?

Ans: - You can pay, Various Fees. For example

1. **Admission Fees, Prospectus Form Fees, online registration fees.**
2. **Miscellaneous/Clearance fees, Dues**
3. **Tuition Fees, Other Fees, Laboratory Fees.**
4. **Examination Fees etc.**
5. **Any other fees**