

# Fatıma College

### (Autonomous)

College with Potential for Excellence Re-Accredited with 'A' Grade by NAAC 94th Rank in India Ranking 2019 (NIRF)

#### **HOW TO APPLY?**

#### **SUBMISSION OF APPLICATION: THROUGH ON-LINE MODE ONLY**

- 1. Candidates seeking admission to Fatima College are required to apply on-line mode only.
- 2. Log on to link in the Home page <a href="www.fatimacollegemdu.org">www.fatimacollegemdu.org</a> and navigate to the link "Apply on-line admission 2019".
- 3. Read the prospectus and instructions carefully.
- 4. The procedure for filling application on-line given below.
- 5. The candidate should acquaint / herself with all requirements with regard to filling up the application on-line.
- 6. Incomplete application and application with false details will be rejected.
- 7. For any up-to-date information Fatima College website\_ <a href="www.fatimacollegemdu.org">www.fatimacollegemdu.org</a> may be checked from time to time.

### **APPLICATION FEES**

- Application fees of Rs. 100 /application for UG course and Rs. 150/-for PG course to be paid by the candidate using online payment mode.
- No other mode of payment will be accepted.
- Applications received without the application fee as mentioned above will not be accepted.

### **BEFORE FILLING THE FORM**

- 1. It is the responsibility of the candidate to read these instructions and to ensure completeness of the application forms. An incomplete form will be summarily rejected.
- 2. Create an email id if you do not have one. All communications will be sent by email only. It is your responsibility to ensure that the email id is correct.
- 3. You must scan and keep ready a soft copy of your photograph, Plus Two attested result sheet (for UG), Five semester mark sheets (for PG), Community certificate, Sports certificates (if applying under sports quota), Letter from the current Parish Priest (for RC and RCD candidates).
  - **Specification for photograph:** Recent colour passport size photograph with light background, JPEG format not exceeding 100 KB and not below 10 KB.
  - **Specification for other certificates:** The size of the scanned certificates should not exceed 100 KB
- 4. Please note that Application cum Registration Fee for each course will have to be paid.
- 5. **Please note the application number on your forms.** Quote this for any enquiry that you may have and when communicating in all further correspondence.

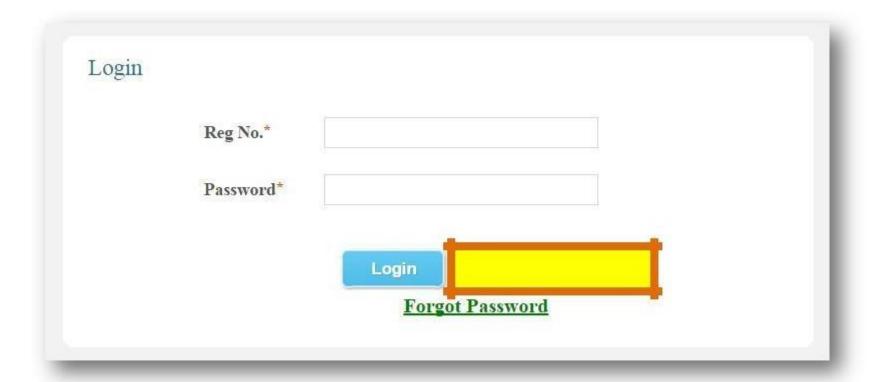
- 6. **Entrance test** will be conducted on **April 29, 2019 at 10.a.m.** for the following PG Courses:
  - M.A. English
  - M.A. Tamil
  - M.A. Economics
  - M.Sc. Physics &
  - M.Com.
- THE INFORMATION PROVIDED ON THE APPLICATION FORM WILL BE TAKEN AS FINAL
- NO CHANGES WILL BE PERMITTED
- STEPS TO FILL THE ON-LINE APPLICATION FORM
  - Register as new User and select the COURSes yOU want to apply.
  - 2. Make payment for application through online
  - 3. Login Using User name and password sent to your email and mobile.
  - 4. Fill Profile details.
  - 5. Enter your marks.
  - 6. Upload needed documents and save it.
  - 7. Visit College website time-to-time for information.
  - 8. Visit College website and your Login Page Status for latest UPDATES about your application.
  - For Additional Applications enter YOUR already registered
    Login page.

#### **GUIDELINES TO APPLY**

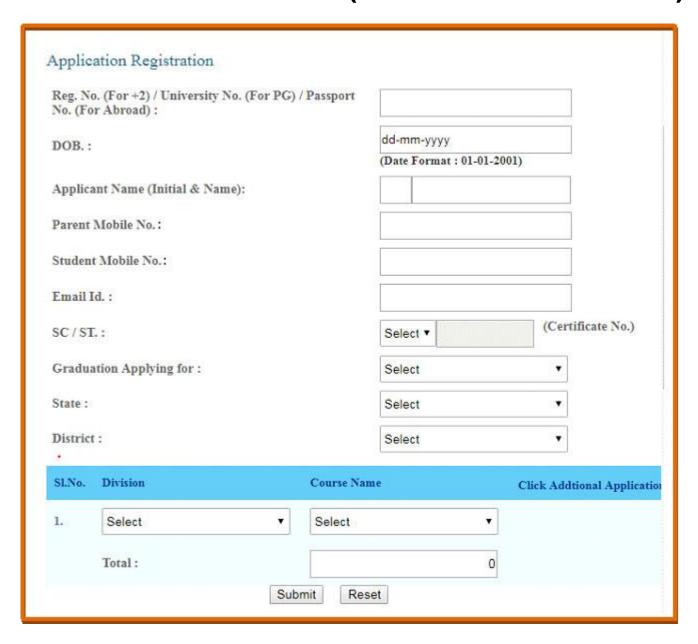
- 1. VISIT THE WEBSITE: www.fatimacollegemdu.org
- 2. CLICK Apply On-Line Admission 2019.



# 3. CLICK ON NEW REGISTRATION.



# 4. APPLICATION REGISTRATION (FILL ALL THE DETAILS).



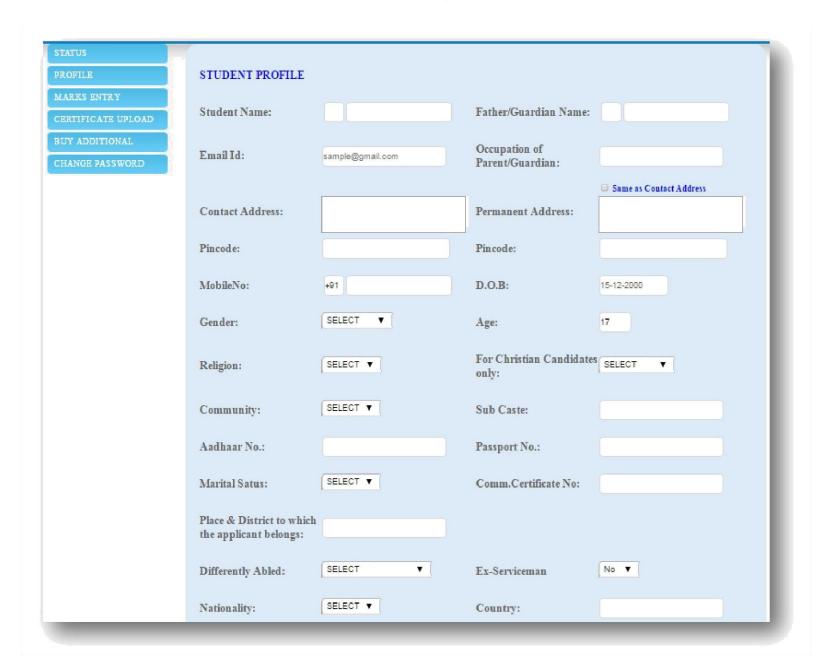
- 5. SELECT THE COURSE(S) & CLICK SUBMIT.
- 6. MAKE YOUR PAYMENT THROUGH ONLINE MODE
- 7. CHECK YOUR MOBILE / EMAIL FOR YOUR LOGIN USERNAME & PASSWORD.

8. i) Visit the Website: www.fatimacollegemdu.org, Click Apply On-Line Admission - 2019

OR

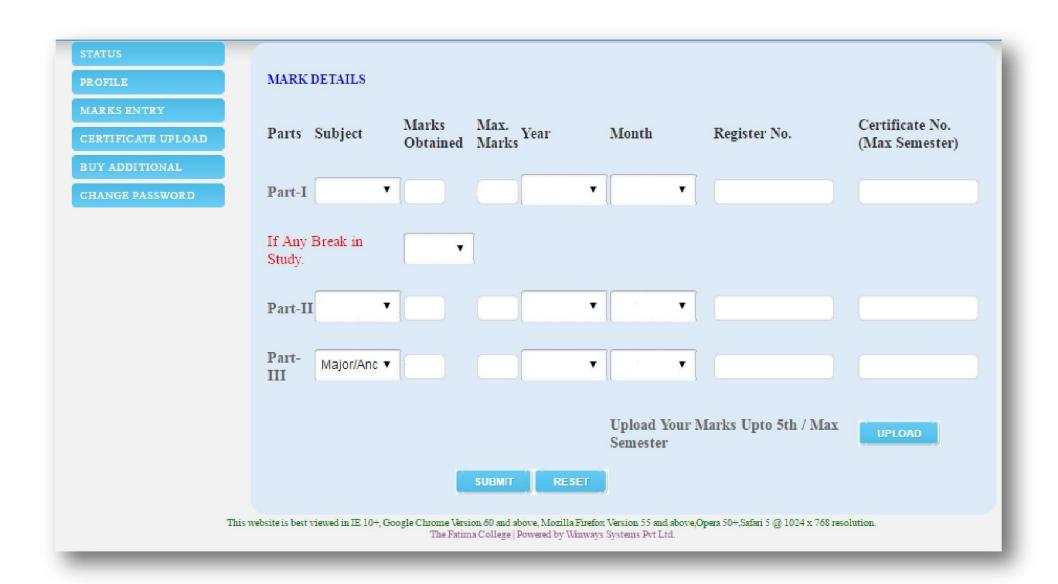
- ii) Visit the Website: http://fatimacollegemdu.org/fatima\_preadm/login\_adm.php
- 9. TO LOGIN INTO YOUR ACCOUNT: GIVE YOUR USERNAME & PASSWORD & CLICK LOGIN.

## 10. CHOOSE PROFILE TO ENTER YOUR DETAILS.

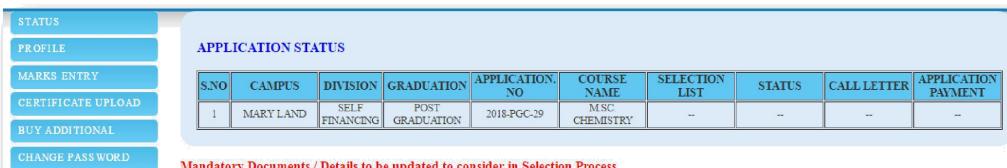


Annual income of the parent:	
Father/Guardian Mobile No:	+01
Mother/Guardian Mobile No:	+91
Do you apply under Sports Quota:	SELECT ▼
Are you a first generation learner?	No ▼
Do you need hostel accommodation?	SELECT ▼
Are you of Tamil origin from Andaman Nicobar Islands?	No ▼
Name & Location(Dist)of School Last Studied:	
Whether the school is located at:	Rural ▼
Year of Completion of Higher Secondary/Equivalent Course:	
Medium of instruction in the School:	
Are you in NSS/NCC/SPORTS person?	SELECT ▼ SELECT ▼
Medium of study	SELECT ▼
Photo Upload:	UPLOAD
SUBMIT RESET	

# 11. ENTER THE DETAILS OF MARKS & UPLOAD THE CERTIFICATE(S)



- 12. UPLOAD ADDITIONAL CERTIFICATE(S) IF NEEDED (COMMUNITY, **SPORTS)**
- 13. IF YOU WANT TO APPLY FOR ADDITIONAL COURSE(S), CLICK BUY **ADDITIONAL.**
- 14. VISIT STATUS MENU FREQUENTLY TO VIEW THE APPLICATION STATUS.



Mandatory Documents / Details to be updated to consider in Selection Process

S.No.	Details Required	Status
1	Profile	Updated
2	Mark Details	Updated
3	Mark Sheets Upload	Uploaded
4	Other Certificates Upload	Uploaded

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