



SOPHIA COLLEGE FOR WOMEN (EMPOWERED AUTONOMOUS)

Notice regarding Admission form filling for the SYBSc. Class
Academic year 2025-2026

Please **read all the instructions**, to avoid delay in form submission. Please NOTE the last date and the time.

FORM SUBMISSION: The Online Admission form filling portal is now open to students to fill the SYBSc. Admission form. The portal will remain open till **Monday, 12th May 2025.**

FEE PAYMENT – the portal will remain open till **Tuesday, 20th May 2025**

DOCUMENTS NEEDED:

1. Scanned photo – file size should not be more than 500 KB. **Format: JPEG, JPG or PNG. Please ensure that you have cropped it to remove any other background;**
2. Scanned signature – file size should not be more than 300 KB; Format: JPEG, JPG or PNG
3. Scanned copy of AADHAR Card – file size should not be more than 200 KB; format JPEG/ JPG/PNG/PDF/GIF

FEE:

To be paid online

SYBSc. Fee for the academic year 2025-2026: **Rs. 13,421/-**

SYBSc. Fee (Foreign Nationality) for the academic year 2025-2026: **Rs. 51,105/-**
(Students who have taken admission in the First Year through the international student desk have to pay their fees as a foreign national)

ELIGIBILITY FOR ADMISSION

A student who has less than 12 credits in either Semester I OR/AND Semester II is not eligible to fill the SYBSc. admission form.

Choices for SYBSc. Major and Minor Courses

<u>Subject opted in FYBSc.</u>	<u>SYBSc. Major and Minor Choice</u>
Chemistry / Microbiology / Zoology	Chemistry Major and Microbiology Minor OR Chemistry Major and Zoology Minor OR Microbiology Major and Chemistry Minor OR Microbiology Major and Zoology Minor
Chemistry / Microbiology / Physics	Chemistry Major and Microbiology Minor OR Microbiology Major and Chemistry Minor
Chemistry / Microbiology / Maths	Chemistry Major and Microbiology Minor OR Microbiology Major and Chemistry Minor
Chemistry / Life Science / Statistics	Chemistry Major and Life Science Minor OR Chemistry Major and Statistics Minor OR Life Science Major and Chemistry Minor OR Life Science Major and Statistics Minor
Chemistry / Life Science / Physics	Chemistry Major and Life Science Minor OR Life Science Major and Chemistry Minor
Life Science / Zoology / Maths	Life Science Major and Zoology Major

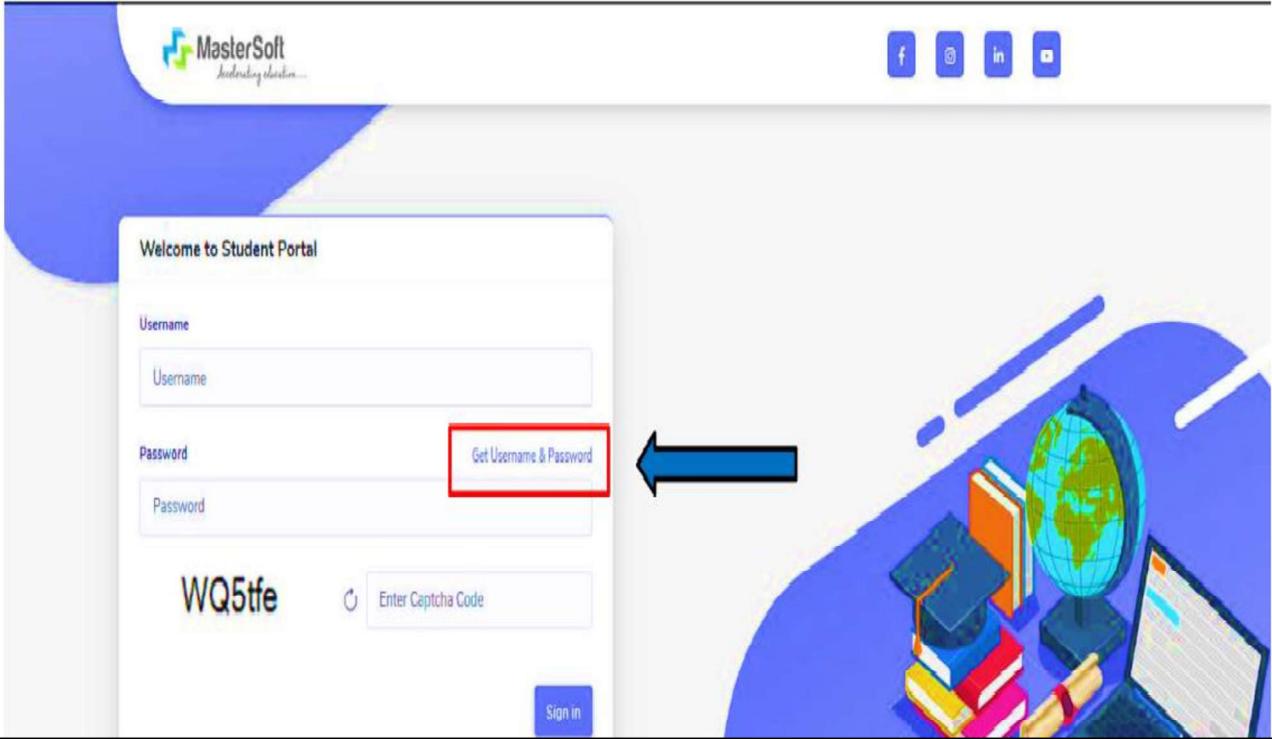
ONLINE ADMISSION FORM FILLING PROCESS:

- Click on <https://cimsstudentnewui.mastersofterp.in/>
- Click on 'Get Username and Password'

Click on <https://cimsstudentnewui.mastersofterp.in/> to visit **Student Portal**

Enter your Username and Password and Login into the System

If you don't have your login credential click on the "Get Username and Password" button given on the screen to retrieve the same.



The screenshot shows the MasterSoft Student Portal login interface. At the top left is the MasterSoft logo with the tagline 'Accelerating education...'. To the right are social media icons for Facebook, Instagram, LinkedIn, and YouTube. The main content area features a white login form titled 'Welcome to Student Portal'. The form includes fields for 'Username' and 'Password', a 'Get Username & Password' button (highlighted with a red box and a blue arrow), a captcha code 'WQ5tfe' with a refresh icon and the text 'Enter Captcha Code', and a 'Sign in' button at the bottom right. The background of the page is blue with an illustration of a globe, books, and a laptop.

- Enter your Registered mobile number/ Registered Email.
- Click on **Send Password**

Get Username and Password ×

Password will be send on registered mobile number or email id!

Mobile Email

Enter registered mobile number

Enter Captcha Code

Send Password

- Student receives an OTP that will be the password

- After getting the password, enter the Username, Password and Captcha, then click **Sign in**.

Welcome to Student Portal

Username

Username

Password

Get Username & Password

Password

1ARt5c

Enter Captcha Code

Sign in

Terms of Use

Home

What to do if there is a problem with filling the online admission form:

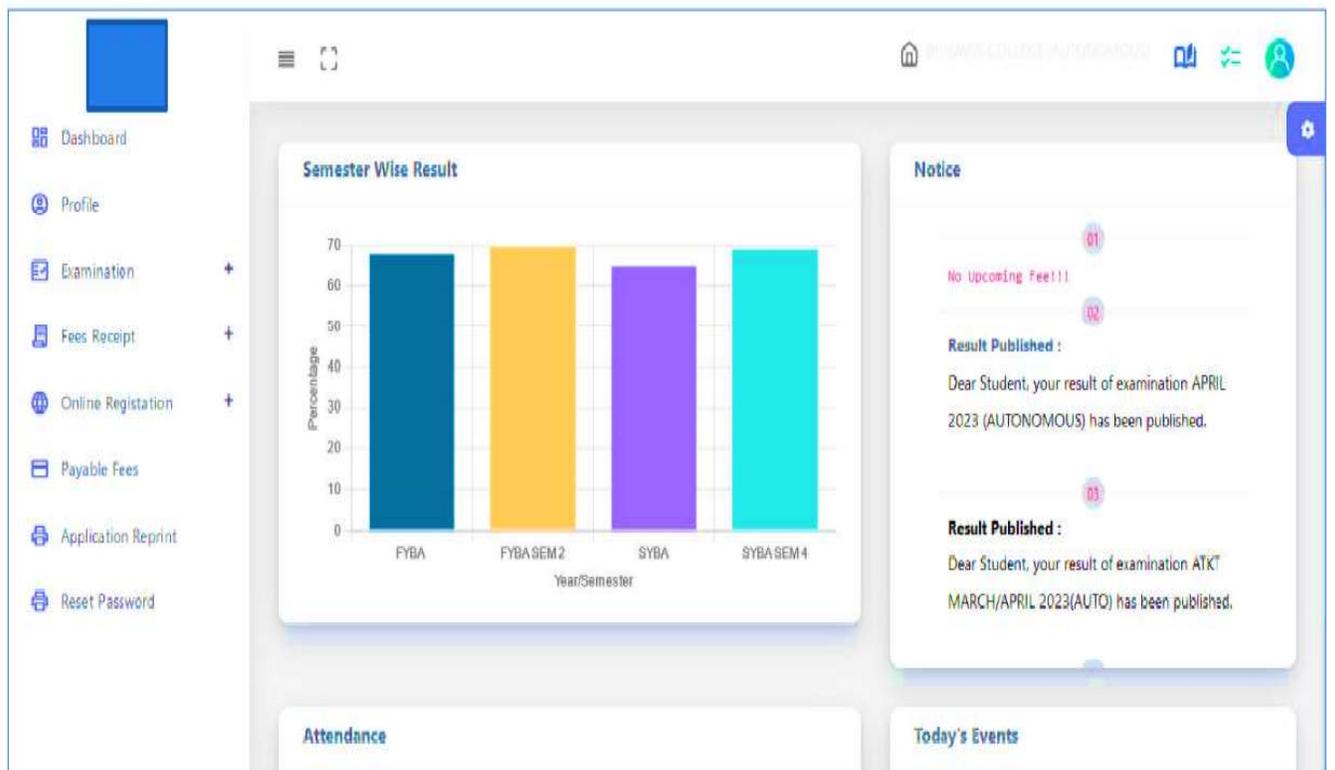
- In case a student has changed her mobile number or in case any student does not receive an OTP or has any other form filling issue, she can **send an email** to: admission2025@sophiacollege.edu.in.
- Students must use only the official emailending with edu.in
- In the subject line of the email type: Problem with the SYBSc. Admission. Students must mention their name, mobile number and roll number in the email.

Dashboard

STUDENT DASHBOARD



As you can see this is your student dashboard where you can check semester-wise **Results**, **Important Notices**, **Attendance Records**, etc. You will be able to see **Menu Bar** with different pages which is present on the **Left-Hand Side** of the screen to navigate through different pages of the software



- Click on the **Online Registration** Option tab on the left-hand side of the screen, all the sub menus will open up

To start the form filling process, click on the **Online Registration Option** present on the left-hand side of the screen.

The screenshot shows a student dashboard. On the left is a sidebar menu with the following items: Dashboard, Profile, Examination, Fees Receipt, Online Registration (highlighted with a red box and a blue arrow pointing to it), Payable Fees, and Application Reprint. The main content area features a 'Semester Wise Result' bar chart and a 'Notice' section. The bar chart shows the following data:

Year/Semester	Percentage
FYBA	68
FYBA SEM 2	70
SYBA	65
SYBA SEM 4	69

The 'Notice' section contains three items:

- 01: No Upcoming Fee!!!
- 02: Result Published : Dear Student, your result of examination APRIL 2023 (AUTONOMOUS) has been published.
- 03: Result Published : Dear Student, your result of examination ATKT

- Click on **Personal tab** to start filling the form

As you click on the **Online Registration Option** present on the left-hand side of the screen, All the Sub menus will open up. Click on **Personal Tab** to Start Filling out the form

Year/Semester	Percentage
FYBA SEM 1	50
SYBA SEM 3	20

Personal Details

- 1) Enter your personal details if they are missing/ or have changed. **It is mandatory to update your personal information as the information will be linked to your Identity card.**
- 2) Please enter your **PERSONAL** email in the Email ID slot. Please delete the domain ID if it is there.
- 3) **Regarding Academic Bank of Credit No. which is mandatory:**
Students who have already generated their ABC Ids number please do not generate it once again, please fill the same number in the column.

Generate ABC IDs through one of the options:

Option A

- 1) Click on www.abc.gov.in
- 2) Click on 'My Account', on the right hand side
- 3) Click on 'Student'
- 4) For new user: Click on "Sign up for Meri Pehchan"
- 5) Enter Mobile Number, you will get OTP on registered mobile number.
- 6) Fill all necessary details and click on 'verify'.
- 7) Student will get ABC ID.

Option B

- 1) Click on www.digilocker.gov.in
- 2) 'Sign in' to Digi locker using mobile number or Aadhar card number
- 3) Go to Search Document
- 4) Go to Education Section
- 5) Search for ABC ID widget
- 6) Click on widget to generate and download ABC ID
- 7) Student will get ABC ID

Students who have registered earlier and who have their ABC ID need not register again.

4) Permanent Address – Fill the complete address, i.e. name of building, flat no., road name, city, state, pin code.

Personal Details		
Title :	First Name :	Middle Name :
<input type="text" value="MS"/>	<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Middle Name"/>
Last Name/Surname :	*Student Full Name beginning with Surname (MARATHI) :	* Gender :
<input type="text" value="SYBA TEST 2024"/>	<input type="text" value="Enter name in English (UNICODE)"/>	<input type="text" value="Please select gender"/>
*Mobile No :	* Phone No :	*Email ID :
<input type="text" value="Enter Mobile No."/>	<input type="text" value="Enter Phone No."/>	<input type="text" value="Enter Email ID"/>
* Date of Birth :	* Place of Birth :	* State of Birth :
<input type="text" value="Enter Date of Birth"/>	<input type="text" value="Enter Place of Birth"/>	<input type="text" value="Enter State of Birth"/>
* Marital Status :	* Mother tongue :	* Blood group :
<input type="text" value="Please select marital status"/>	<input type="text" value="Please select mother tongue"/>	<input type="text" value="Please select blood group"/>
* Academic Bank Credit (ABC) No. :		
<input type="text" value="Enter Academic Bank Credit No."/>		

- Click on **Parent, Guardian & Nominee Details** then enter the correct information.

Personal Details

Parent,Guardian & Nominee Details

* Mother's Name :

* Mother's Contact No :

* Mother's Occupation :

* Mother's Email ID :

* Father's Name :

* Father's Contact No :

*Father's Occupation :

*Father's Email ID :

Local Guardian's Name :

Local Guardian's Contact No :

Other Details

[Save & Next](#)

- Click on **Other Details**, enter correct details
- Click on **Save and Next**

Personal Details

Personal Details

Parent,Guardian & Nominee Details

Other Details

* Caste Category :	Caste :	* Nationality :
<input type="text" value="Please select caste category"/>	<input type="text" value="Please select caste"/>	<input type="text" value="Please select nationality"/>
* Religion :	Divyangjan :	Divyangjan Percentage :
<input type="text" value="Please select religion"/>	<input type="text" value="NOT APPLICABLE"/>	<input type="text" value="0"/>
*Aadhaar No :	Total Family Member :	* Annual Family Income :
<input type="text" value="Aadhaar No."/>	<input type="text" value="Enter Total Family Member"/>	<input type="text" value="Enter Annual Family Income"/>

[Save & Next](#)

- Enter your **address details**
- Click on **Save and Next**

Permanent Address

* Country	* State	* District
<input type="text" value="Please select Country"/>	<input type="text" value="Please select State"/>	<input type="text" value="Please select District"/>
* City	* Permanent Address (Flat No.,Bldg No.,Street No.,Plot No.)	* House Number
<input type="text" value="Please select City"/>	<input type="text" value="Enter Permanent Address"/>	<input type="text" value="Enter House No."/>
* Pin Code		
<input type="text" value="Enter Pin Code"/>		

Enter your **Local address details** and click on ‘Save and Next’ (In case your Permanent and local address is same, then just click on Same as Permanent Address and click on ‘Save and Next’)

Same as Permanent Address

* Country	* State	* District
<input type="text" value="Please select Country"/>	<input type="text" value="Please select State"/>	<input type="text" value="Please select District"/>
* City	* Local Address (Flat No.,Bldg No.,Street No.,Plot No.)	* House Number
<input type="text" value="Please select City"/>	<input type="text" value="Enter Local Address"/>	<input type="text" value="Enter House No."/>
* Pin Code		
<input type="text" value="Enter Pin Code"/>		

Upload your photograph and signature.

Please ensure that you have cropped it to remove any other background.

Click on **Save and Next**

The screenshot shows a web form with two main sections: '*Student Photo' and '*Student Signature'. Each section contains a blue 'Upload' button and a placeholder icon with the text 'No image.' below it. At the bottom of the form, there is a light blue banner with a bell icon and the text: 'Valid formats are **JPG, JPEG, PNG** and max size of the file should not exceed **500 KB** for Photo and **300 KB** for Signature .'. Below the banner are two buttons: 'Back' and 'Save & Next'.

Select Aadhar Card option and upload a scanned copy of your Aadhar card (Please note that your name mentioned on the Aadhar card should be visible to read) and click on ‘Save and Next’.

The screenshot shows a web interface for document upload. On the left, the 'Select Documents' section contains a dropdown menu labeled '*Select Document' with 'Please Select' as the current selection, a 'Browse...' button, and an '+ Add' button. A light blue notification box at the bottom of this section states: 'Valid formats are JPG, JPEG, GIF, PNG, PDF and max. size of the file should not exceed 200 KB.' On the right, the 'Document List' section features a table with three columns: 'Name', 'Download', and 'Delete'. The table is currently empty. At the bottom center of the interface, there are two buttons: 'Back' and 'Save & Next'.

Select Screenshot of ABC ID option and upload the image of your ABC Id registration No. (Please note that your name and Id No. should be visible to read) and click on ‘Save and Next’.

Select Documents

*Select Document

*SCREENSHOT OF ABC ID

*Upload File

Browse...

+ Add

Valid formats are **JPG, JPEG, GIF, PNG, PDF** and max size of the file should not exceed **200 KB**.

Document List

Name	Download	Delete
------	----------	--------

Back Save & Next

Subject Details:

Subject preferences will be according to the main subjects of FYBSc. Students must indicate one preference of Major and one preference of Minor by clicking on 'ADD'. it will appear as shown below:

* Marked Is Mandatory !

Online Registration -> Major Subject

If you change major preference(s), Your other category selected preference(s) will remove!

* Medium / Instruction Medium :

ENGLISH

* Major Group :

Please Select

+ Add

1 CHEMISTRY CHEMISTRY MAJOR

Remove x

Back Save & Next

Online Registration -> Major Subject

* Medium / Instruction Medium :

ENGLISH

* Major Group :

CHEMISTRY- Preference 1

You can add 1 total preference(s).

* Subject Category :

MINOR

You can add 1 MINOR preference(s).

* Discipline :

Please Select

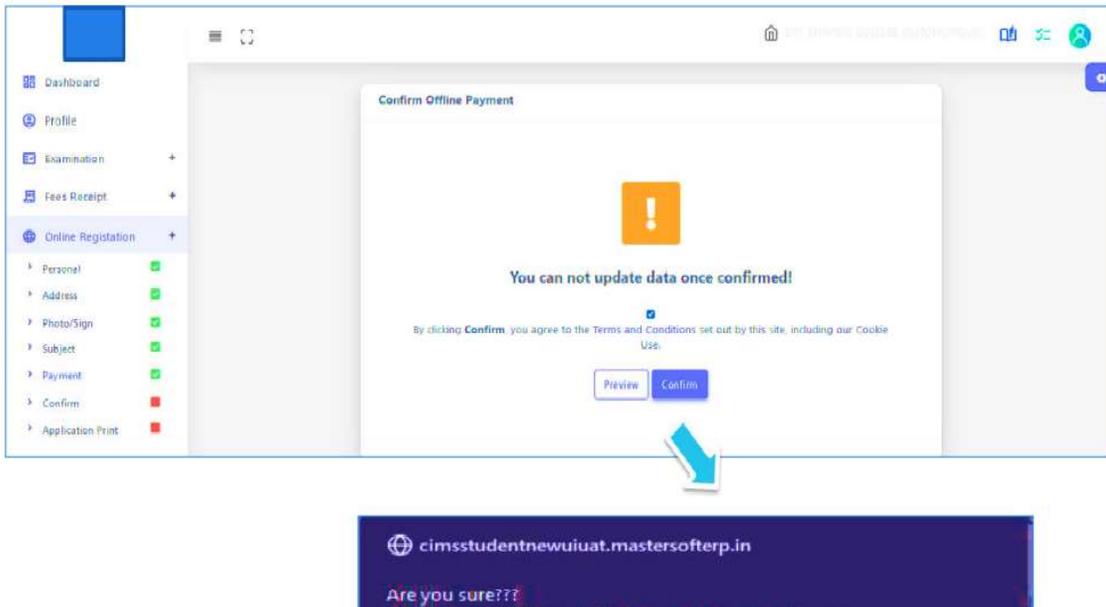
+ Add

1 Please Select MICROBIOLOGY ZOOLOGY

Subjects Remove

Verification of the filled form

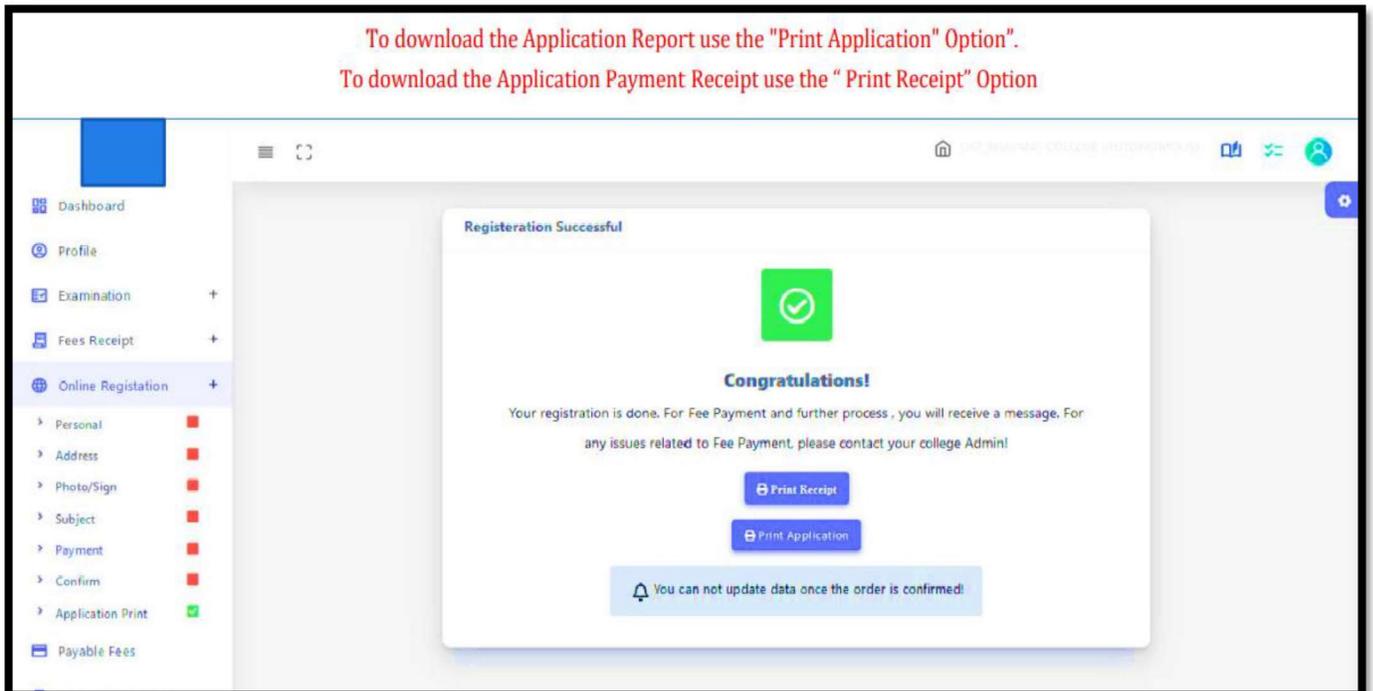
Please verify the details you have entered by generating a preview report to ensure their accuracy. Please note that after confirmation, **you won't be able to update or edit the data**. Once you are certain that the entered details are true and correct, click on the **"Confirm"** button.



Click on Print Application

Download and save your application on your device

To download the Application Report use the "Print Application" Option".
To download the Application Payment Receipt use the "Print Receipt" Option



Online Process of Payment of College Fees

The College Fees have to be paid online only on feepayr.com

Please note that the student can pay the fees only after verification of the form and after she receives an SMS on her registered mobile number / registered email to pay the fees. **Please note that students should not try to pay the fees before receiving the SMS to pay.**

What to do if there is a problem with the online fee payment process :

A student having any difficulties/technical issues with regard to the online college fee payment process can send an email to the following email id:

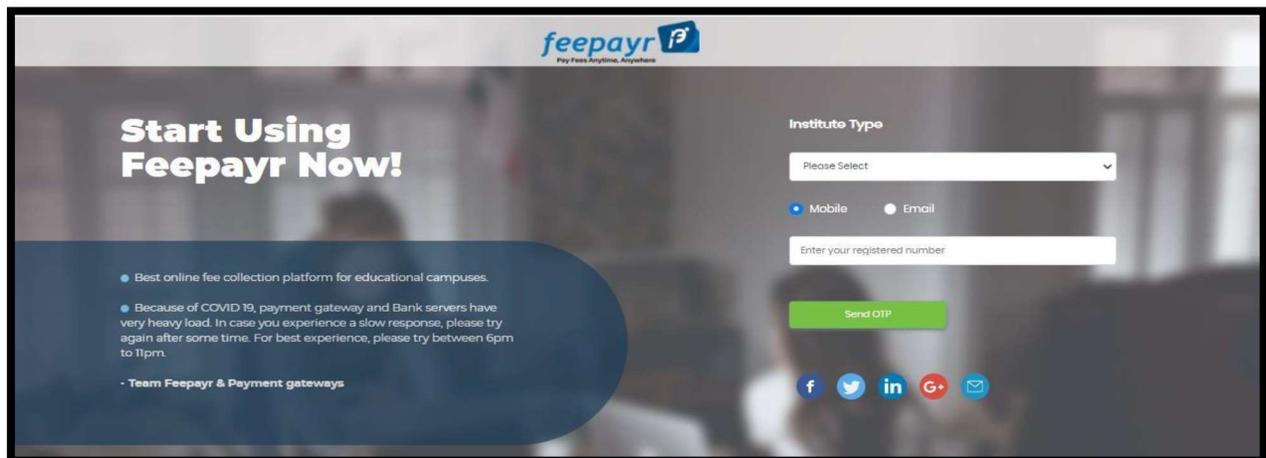
support@omniware.in

Steps for online Payment of College Fees:

Step 1: Go to www.Feepayr.com

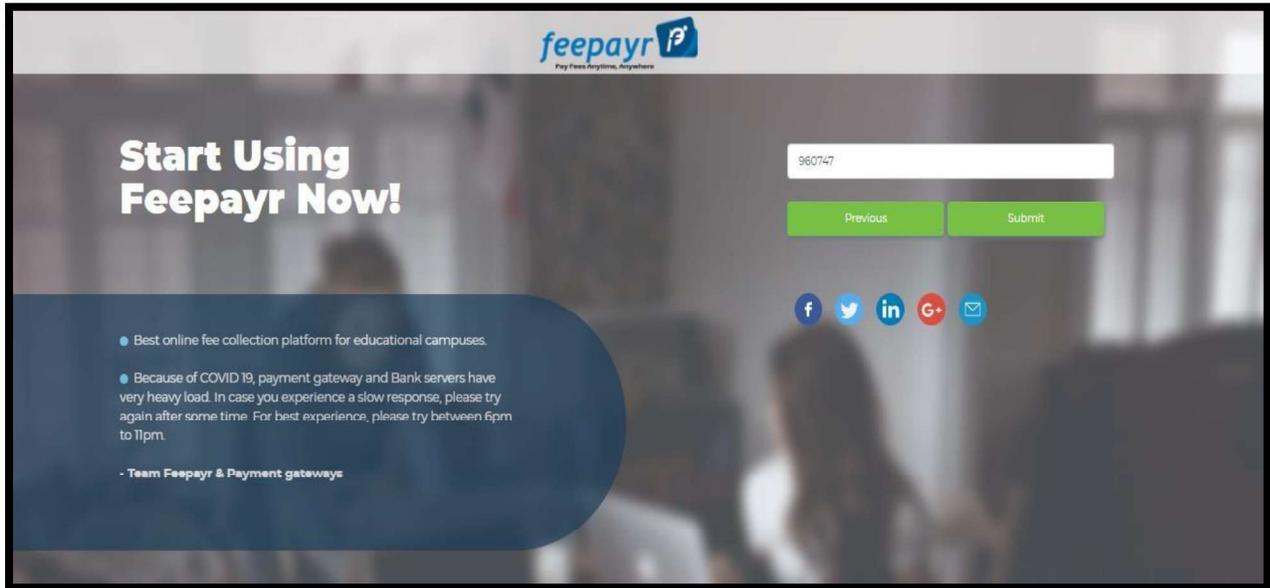
Step 2: Select Institute Type -----> College

Enter Registered Mobile Number and Click on Send OTP

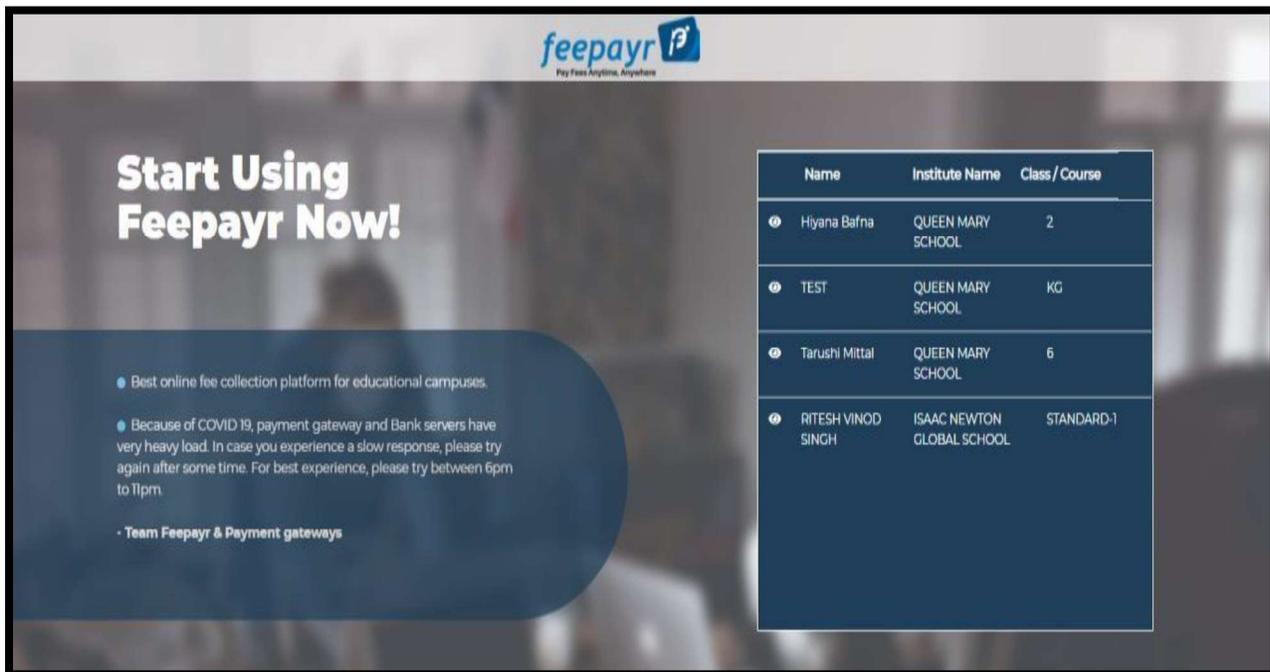


The screenshot shows the Feepayr website interface. At the top, the logo reads "feepayr" with the tagline "Pay Fees Anytime, Anywhere". The main heading is "Start Using Feepayr Now!". Below this, there are two bullet points: "Best online fee collection platform for educational campuses." and "Because of COVID 19, payment gateway and Bank servers have very heavy load. In case you experience a slow response, please try again after some time. For best experience, please try between 6pm to 11pm." At the bottom left, it says "- Team Feepayr & Payment gateways". On the right side, there is a form titled "Institute Type" with a dropdown menu set to "Please Select". Below the dropdown are radio buttons for "Mobile" (selected) and "Email". A text input field is labeled "Enter your registered number". A green "Send OTP" button is positioned below the input field. At the bottom right, there are social media icons for Facebook, Twitter, LinkedIn, Google+, and Email.

Step 3: After Receiving the OTP, enter it and click on Submit Button



Step 4: Check your name and Click on your name



Step 5: Check your Applicable Fees and click on Pay Now Button

The screenshot shows the feepayr portal interface for Queen Mary School. The user is logged in as 'TEST' and is online. The main content area displays two informational notes and a table of fees. The table has columns for ACTION, FEES TYPE, COURSE, TOTAL BALANCE, CURRENT DUE, and CURRENT APPLICABLE. A row for 'Admission Fee' for 'KG' course shows a total balance of 10, a current due of 10, and a current applicable amount of 10.00. A 'TOTAL PAYABLE' row shows 10.00. A green 'Pay Now' button is located below the table.

ACTION	FEES TYPE	COURSE	TOTAL BALANCE	CURRENT DUE	CURRENT APPLICABLE
<input checked="" type="checkbox"/>	Admission Fee	KG	10	10	10.00
TOTAL PAYABLE					10.00

Step 6: Click on Proceed to Payment and Pay using Different Payment Modes

The screenshot shows the same feepayr portal interface as in Step 5, but with a white dialog box overlaid in the center. The dialog box contains the text 'You are paying : 10.00 Rs.' and two buttons: 'Proceed to Payment' (green) and 'Cancel' (yellow). The background content is dimmed.

You are paying : 10.00 Rs.

Proceed to Payment Cancel

AXIS BANK | EASYPAY

AXIS BANK CMEF TRUST- QUEEN MARY SCHOOL PRE PRIMARY SECTION A/C

Studentid: 2253797 Mobilenumber: TEST
 studentname: 8169871129 Amount: 10

URN: 8205705R
 (SAVE FOR FUTURE REFERENCE)

Terms and Conditions:
 I accept the Terms and Conditions contained herein that shall apply to any person using the services of Easypay provided by Axis Bank for making payments through an online payment gateway service. Each User is therefore deemed to have read and accepted these Terms and

Payment Options
 INTERNETBANKING CREDITCARD/DEBITCARD

Activate Windows
 Go to Settings to activate Windows

After successful payment of fees, Save the Receipt on your device for your reference

N.B. In case of unforeseen circumstances, there may be changes in the admission process and the same will be communicated to you.

Students are requested not to wait till the last date and final minute to complete this process.

If the fees are not paid and there is no communication from the student regarding the reason for the delay, the student will be deemed to have withdrawn her application for admission. In such circumstances the student's admission will stand cancelled, notwithstanding the fact that the student filled and submitted the form. The onus of timely communication and fee payment rests on the student.

Date: 8th May, 2025

A.P. Patil
 (Dr. Anagha Tendulkar Patil)
 Principal