This manual consist of steps to be followed in following cases

A. Steps to Check whether applicant's name is listed in merit list or not.
B. Steps to confirm admission once applicant's name is listed in merit list
C. Steps to confirm admission once if any student has already admitted in any one course and applicant's name is listed in merit list for other course
D. In case student want to do NEFT or Off- Line Payment

Kindly scroll down to read them

A. Steps to Check whether applicant's name is listed in merit list or not.

1) Applicant can check his/her name available in the merit list or not can go on given link http://vivacollege.in/merit_check_deg/

2) Enter form number and click on submit button.

3) If applicant don't remember Form number Then Click on above link http://vivacollege.in/FY_Degree/index.aspx , Enter Username and password ,Click on Login and Click on 7th Step, Here as shown in figure you will able to check the form no.
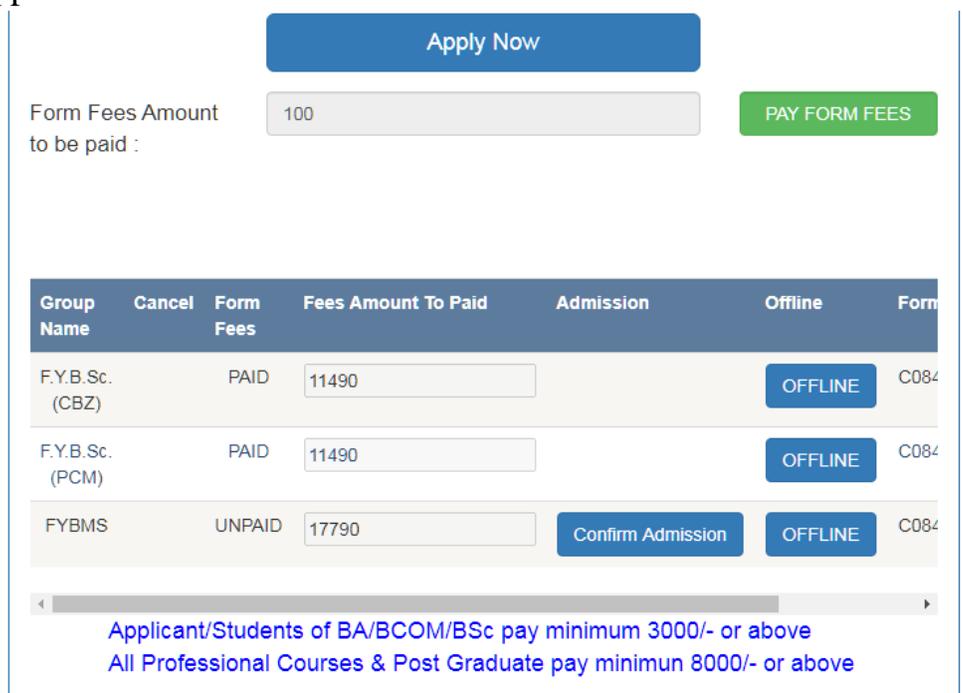
Apply Now

| Form Fees Amount to be paid : | 100 | | PAY FORM FEES |

FORM NUMBER

Form Fees	Fees Amount To Paid	Admission	Offline	Form No	Admission status
PAID	11490	Confirm Admission	OFFLINE	C0840149	--
PAID	11490	Confirm Admission	OFFLINE	C0840206	--
UNPAID	17790	Confirm Admission	OFFLINE	C0840154	--

Applicant/Students of BA/BCOM/BSc pay minimum 3000/-
All Professional Courses & Post Graduate pay minimun 8000/-

B. Steps to confirm admission once applicant's name is listed in merit list

1. Once applicant name has appeared in merit list and again go to login, Enter Username Password and click on Login, Go to to Step 7, "Apply Courses". Applicant will able to see following kind of image, and find the **Confirm Admission** in front of the course for which the applicants name has appeared in merit List.

Group Name	Cancel Form Fees	Fees Amount To Paid	Admission	Offline	Form
F.Y.B.Sc. (CBZ)	PAID	11490		OFFLINE	C084
F.Y.B.Sc. (PCM)	PAID	11490		OFFLINE	C084
FYBMS	UNPAID	17790	Confirm Admission	OFFLINE	C084

Applicant/Students of BA/BCOM/BSc pay minimum 3000/- or above
All Professional Courses & Post Graduate pay minimun 8000/- or above

2) If Applicant want to take admission want to do payment through online then click on **Confirm Admission** button.

3) Once Applicant will click on **Confirm Admission** button then page will be redirected to ATOM payment gateway, where different Online Payment modes are available. Applicant has to select appropriate mode and make complete Online Payment process.

4) Once Online Payment process will be done *successfully* applicant will receive the receipt.

5) If online Payment Process is done and amount is deducted from applicants a/c and still you are getting Unsuccessful receipt, because of some technical error admission not get confirmed then student shall wait for 2-3 working days if amount credited to college account then admission get confirmed automatically and receive message and student will get confirm admission button However if amount not credited to college account and return to student account then student shall try one more time to confirm their admission.

C. Steps to confirm admission once if any student has already admitted in any one course and applicant's name is listed in merit list for other course

1) If student has already took admission to any course and as his/her name has appeared in merit list and want to transfer in respective course and want to make online payment then click on **Confirm Admission** button as shown in following figure .

But you have Already taken admission for course F.Y.B.Sc. (CBZ),
Do you want to tranfer the admission for course FYBMS?
Amount Dedcution : 17790 - 5000 = 12790
Amount To Pay:

	12790

PAY	Cancel

Group Name	Cancel	Form Fees	Fees Amount To Paid	Admission	Offline	Forn
F.Y.B.Sc. (CBZ)		PAID	11490		OFFLINE	C084
F.Y.B.Sc. (PCM)		PAID	11490		OFFLINE	C084
FYBMS		UNPAID	17790	Confirm Admission	OFFLINE	C084

10) Student only needs to pay difference amount and once Online Payment done successfully student will receive receipt and admission is done.

1. Click on Bank Payment Slip button then,

2. Student will able to see following figure where student will enter the Amount to Pay and click on Confirm button.

3. Then Bank Payment Slip (Challan) in which all details are filled as shown in following figure.

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Parents's copy Challan Slip Valid upto: 17 August 2020 till 2:00 pm

                    Vasai Vikas Sahakari Bank Ltd

Branch _____

Paid into the credit of V.W Thakur Charitable Trust
VIVA COLLEGE OF ARTS,COMMERCE AND SCIENCE

Current A/C no:011110100006003

Date:_____

Name of Student :AISHWARYA SANTOSH MAYEKAR

Class : FYBMS

Student id/form no:C0840

Rs 17790
Rupees in Word: SEVENTEEN THOUSAND SEVEN HUNDRED AND NINETY ONLY

Cashier/Clerk:


Note : You can Submit Fee in any Vasai Vikas Sahakari Branch Ltd
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4. Student has to go to any nearest Vasai Vikas Sahakari Bank Branch and fill pay-in slip and pay Fee and then stamped receipt must be uploaded. Or Student can make NEFT payment.

5. Once payment is done pay-in slip's photo to be uploaded as shown in following figure, on verification by concerned authorities only admission will be provisionally confirmed.

   To upload photo Click on Bank Payment Slip and then Click on Choose File and then Click on Upload Receipt.

OFFLINE PAYMENT
Amount To Pay:

17790

Confirm **Cancel**

Group Name	Cancel	Form Fees	Fees Amount To Paid	Admission	Bank Payment Slip
FYBMS		PAID	17790	Confirm Admission	Bank Payment Slip

Choose File No file chosen

Upload Receipt

Activa