



Hislop College 2019-20 Online Admission Procedure at a Glance

Start

- Visit www.admission.hislopcollege.ac.in

Step 1

- Create Student Profile (through Step 1-A to Step 1-F)

1

1-A

- Profile (Scanned copy of Passport size Photograph)
- Phone No. of Student & Parent is compulsory (to SMS user ID & Password)

1-B

- Address (Permanent, Local, Parent's office)

1-C

- Academic (Details of Last Institute, Board/University, Marks, No. of Attempts, etc)

1-D

- Other Details (Physical Handicap, Allergy, Identification mark, etc.)

1-E

- Documents (**Refer to the list of Documents**)

1-F

- Undertaking (Scanned signature of Parent & Student)

Step 2

- Apply for Admission (Select Stream, Course, Subjects)

Step 3

- Display of Merit List on College Website

Step 4

- Admission Offer from College to Merit Listed students through email & sms

Step 5

- Physical Verification of Documents by the Admission Committee, Hislop College.

Step 6

- Payment of Fees

Step 7

- Confirmation of admission
- (College Identity Card to be collected from office)



**HISLOP COLLEGE, NAGPUR ONLINE
ADMISSION PROCEDURE
List of Documents for Admission -2019-20**

Step No.	Original Scanned Documents Required
1-A	Coloured Passport size photograph (1mb) in jpg/jpeg/png format
1-E	Documents to be in jpg, jpeg, png or pdf formats (1mb)
	For M.S. Board students: <ul style="list-style-type: none"> • Student Aadhar card • Father's/mother's Aadhar card • Caste Certificate (If applicable)
	For Other than M. S. Board students: <ul style="list-style-type: none"> • Student Aadhar card • Father's/mother's Aadhar card • Caste Certificate (If applicable) • Migration Certificate • Eligibility Certificate <p>(In case migration & eligibility certificates are not issued, the acknowledgement receipt of Application for Migration & Eligibility Certificate can be uploaded. This can be replaced later for Confirmation of Provisional Admission)</p>
	For Christian students: Baptism Certificate along with above mentioned documents.
	For Sports Quota students: District/State/National/International Sports Certificate(s) along with above mentioned documents.
1-F	Signature of parent & student (1mb) in jpg/jpeg/png format
2	<ul style="list-style-type: none"> • Mark list of Qualifying Exam (X /XII/ Final Year whichever is applicable) • Leaving Certificate • For students having gap in education: Gap Certificate



Hislop College, Nagpur

DETAILED ONLINE ADMISSION PROCEDURE FOR SESSION 2019-20

For Hislop College Online Admission, the student has to go through the following procedure:

Step 1: Create Student Profile

Step 2: Apply For Admission

Step- 1: Create Student Profile

Creation of student profile has been divided into 6 steps.

1-A: Profile

1-B: Address

1-C: Academic

1-D: Other Details

1-E: Documents

1-F: Undertaking

1-A: Profile

In profile tab following details have to be provided:

- Student's Full Name
- Father's Name
- Mother's Name
- Student's Aadhar Card No.
- Father's/Mother's Aadhar Card No.
- Gender
- Date Of Birth
- Contact No. & Email address
- Profile Photo
- Caste / Religion Details, etc.

Note:

- It is Compulsory to enter one authentic mobile no. of Student and one of the parents' (Father/Mother). Verify the mobile nos. with OTP received on the respective mobile phones.
- With a click on Save button, the student profile will be created. Login credentials will be sent on student mobile no. and Student Email Address.
- Profile Photo must be a Passport Size Photo
- Student Mobile No. And Email Address, should be authentic, as the same will be used for communication and sending the login credentials.
- Parent's Mobile no. Father / Mother is compulsory

1-B: Address

In the address tab following details have to be provided:

- Permanent Address
- Local Address
- Office Address Of Parent

Note:

- Permanent Address & Local Address is compulsory.

1-C: Academic

In the Academic tab following details have to be provided:

- Details of Board / University last attended. (Maharashtra Board / Nagpur University. And Other Board / University. Please select proper Board / University option)
- Details of Last Institute attended. (Hislop/Other, Last Institute Hislop or Other institute)
- Attempts. (Mention no. of attempts to clear last Class).
- Marks: Marks Obtained
- Marks out of

1-D: Other Details

In the Other Details tab following details have to be provided:

- Whether any Physical disability/handicap Identification mark
- Any Allergy
- If yes then Physician's contact details (so that college can contact in case of emergency).
- Income of parent, etc.

Note:

All Fields are non compulsory, if not applicable then can directly click on Save and proceed further.

1-E: Documents

The student has to upload the scanned copy of the following documents in this tab:

- Student's Aadhar Card
- Father's / Mother's Aadhar Card
- Caste Certificate (If applicable)
- Baptism Certificate (For Christian Students)
- District/State/National/International Sports Certificate (For Sports Students)
- Migration Certificate(If Board is Other than MS Board then)
- Eligibility Certificate(If Board is Other than MS Board then)

Note:

In case Migration Certificate not received, Student can upload acknowledgement receipt of Application Migration / Eligibility certificate. This can be replaced later, when originals are received

1-F: Undertaking

- This tab has 2 declarations, need to select the checkbox.
- Upload the scanned Image of Student's signature.
- Upload the scanned Image of Parent's Signature.

After clicking on Save on undertaking form, system will be directed to Admission Application Process.

Step-2: Apply For Admission

In Application for Admission, there are 4 sections:

- a) Course Selection
- b) Subject Selection
- c) Previous Class Subject Marks
- d) Documents Upload

a) Course Selection:

Select following options:

1. Level Of Course (Junior / Degree / PG)
2. Stream (Arts / Commerce / Science)
3. Course
4. Class
5. Medium (In Case Of Arts Senior)
6. Group (Maths / Bio Groups in Case Of Science UG)

After Course Selection step, Subject list, Previous class subject marks and documents list will be loaded in respective sections.

b) Subject Selection:

In this section subjects which are compulsory will be shown text mode. Optional subjects are given for students choice in the Drop Down (the student can choose from listed subjects in the Drop Down)

c) Previous Class Subject Marks (Applicable only for Science Students):

In this section, student has to enter the marks secured in the previous class for specific subjects.

Note:

The list of subjects is loaded, for the marks update. For every subject listed, the student needs to provide Marks Obtained and Marks out of.

d) Documents:

This section will list documents required for Admission in selected course.

- X class Mark List
- XII class Mark List
- Leaving certificate
- Documents marked (*) are compulsory.
- If year of passing, in academic details is not equal to current year, then student has to upload the Gap Certificate.

Note:

- Till the documents are verified and approved, student can change the uploaded document. Once the document has been approved by Admission Committee, then document cannot be changed.

After Application is successfully submitted the following process will take place:

- Merit List will be displayed on College website.
- Admission offer from College to Merit listed/Eligible students through email/SMS will be sent.
- Physical verification of documents will be done by the Admission Committee before the confirmation of Admission.
- Online Payment of fees has to be done.
- Confirmation of Admission