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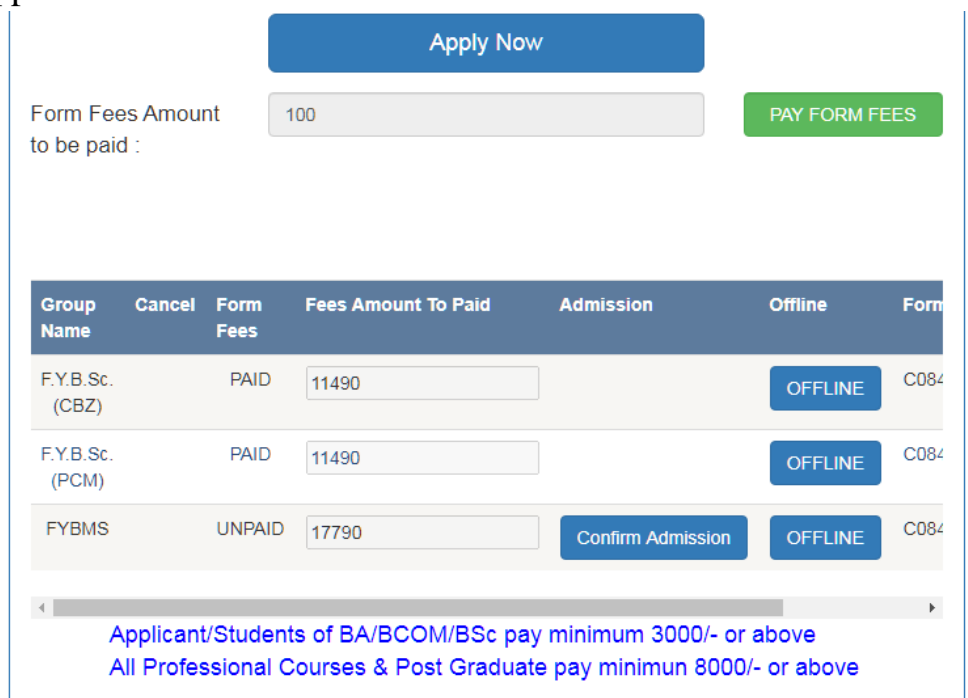
B. Steps to Confirm admission once applicant's name is listed in merit list

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.

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	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

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 offline button then, student has to submit Fee in College Account as shown in following image, Either student can submit it in any near by Vasai Vikas Sahakari Bank Branch and stamped receipt must be uploaded . Or Student can make NEFT payment and its successful transaction's photograph has to be uploaded , on verification by concerned authorities only admission will be provisionally confirmed.

Account Name: VIVA College of Arts,Commerce & Science
Account Number: 011110100006003
IFSC Code: VVSB0000011
BANK NAME: Vasai Vikas Sahakari Bank Ltd
Branch: Bolinj,Virar West

Photo

Choose File | No file chosen   Upload Photo

Visit to any nearest Vasai Vikas Sahakari Bank. Submit Fee and upload Stamped receipt or make payment by NEFT.