

# BS-MS Admission Form

## Overview

For admission in BS-MS following is the process through Online Application Form.

## Pr-requisite for BS-MS Admission

1. Create the Academic Batch and Academic batch term from Academic Masters.
2. Create Admission Offer from Admission Masters.
3. Create the fee pattern, fee installments and demand the fee through fee module.
4. Create document names from Admission Document screen and map with admission offer.

## Uploading the Applicants

From admin portal, admin has to upload the applicants details with their JAC Application number. Following are the steps:-

1. Click on BS-MS upload tab and download the sample file.
2. Enter the details in the sample file.
3. Select Admission Year and Admission Offer. (Fig 1)
4. Upload the sample file and click on “GO” button. This will save the details of applicants in ERP. For reference screenshot is attached

The screenshot shows the 'BSMS upload' tab in the IISER Mohali admin portal. The breadcrumb trail is 'Home / Admission / Online Applications Received / BSMS upload'. A navigation sidebar on the left includes links for Placement, Summer Internship Selection Process, QB, Health Center, Campus, Other Selection Process, Student Registration, Admission, and Academics. The main content area features a breadcrumb trail, a back arrow, and a legend indicating that an 'i' icon denotes mandatory fields. A blue instruction box states: 'This screen can be used to upload student Jack Application data. Please Select which data you want to upload.' Below this, a red heading reads 'PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE STARTING THE DATA UPLOAD PROCESS :'. The instructions are: '# File to be uploaded must be in MSeXcel 97-2003 format. Download Sample Template: [Download icon]'; '# If the sheet contains all the columns in exactly similar order as shown in the Sample Template a). Select Admission Year and Admission Offer. b). Browse the file and click on go button and data will be uploaded.'; and '# For update Existing student data in bulk, a). Two Unique Column must be there (Application No./Email Id). b). Unique column(Application No.) must be the first coulmn of excel. c).Date should be in the format of dd/MM/YYYY.' At the bottom, there are two dropdown menus: '\*Admission Year: 2019-20' and '\*Admission Offer: BS-MS Online Application Form'. Below these is an 'Upload Jac File' section with a 'Choose file' button, a text input field containing 'data (8).xls', and a 'GO >>' button.

Fig – 1



Application/Channel Name	Category	DOB(dd/MM/YYYY)	Gender	Email	Phone
6545 JEE	Manchit	General	20/04/1992 Male		1234567890
7656 SCB	rakhi	General	21/04/1992 Female		5678901234

Fig-2

## Online Application Form

After uploading the data, applicants can login the application form through the link <http://iiserm.campuslabs.in/OnlineApplicationBSMS.action>.

1. The uploaded email id will be their registered email id and their JAC Application number will be password as shown in sample file above. Through these details applicants will be login as shown in (fig-3).

Welcome to Online Application Form for  
**BS-MS Dual Degree Program**  
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

Applying For: BS-MS Online Application Form

Email Id: rakhi@mail.com

Captcha: U8axd4

Type the above words. Letters are not case-sensitive.

Please provide password

Password: \*\*\*\*

**SIGN IN**

Students @ INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

Last Date and Time of Form Submission:  
BS-MS Online Application Form: [31/07/2019 - 12:00 AM 1

Fig-3

2. After login, applicants can fill their details and submit the form. First page is of personal information as shown in fig-4 & 5.

Welcome rakhi@mail.com Logout

i \* indicates mandatory fields

**Personal Information**

\*Academic Year : 2019-20  
\*Semester : Semester01

Choose file Testimage.jpg ?

\*Attach Photo : ( Allowed Extension [ .jpg , .jpeg ] , [ Size <= 100 KB ] )  
**Please upload passport size photograph with minimum 60% face coverage.**



\*Application No. : 7656

\*First Name : rakhi ?

Middle Name : ?

\*Last Name : Sawant ?

\*Date of Birth : 21/04/1992 (dd/mm/yyyy)

\*Gender :  Male  Female

\*Nationality : Indian ▾

\*Category : General ▾

\*Religion : Hindu ▾

If Other(Religion), please specify:

\*Blood Group: B- ▾

Fig-4

\*Aadhar Card No :

\*Date of Joining   (dd/mm/yyyy)  
(Usually the date of registration):

\*Channel :

\*Emergency Phone No:

(Note: Emergency Contact No. should be reachable at all times)

**PARENTS DETAILS:**

\*Father's Name :

\*Father's Contact No :

\*Father's Email :

\*Mother's Name :

\*Mother's Contact No :

\*Mother's Email :

Home Landline :

Office Landline :

**LOCAL GUARDIAN DETAILS (IF ANY):**

Guardian's Name :

Guardian's Contact No :

Guardian's Email :

Guardian Landline No :

Fig-5

3. Enter the address details as permanent address and correspondence address as shown in fig-6

**Permanent Address:**

\*Address :  Chars: 247 ?

\*Country :  ?

\*State :  ?

\*City :  ?

Other City, please specify:  ?

\*PIN :  ?

\*Mobile :  ?

\*E-mail :  ?

---

**Correspondence Address:**  (Check if same as the above else click on expand button [ ? ] to fill)

Address :  Chars: 246 ?

Country :  ?

State :  ?

City :  ?

Fig-6

4. After clicking on save button, next page is of qualification details as shown in fig-7. After entering the details click on save button.

**Help** Welcome rakhi@mail.com **Logout**

**Admission Form**

**Note:**  
 1) Academic details are required to complete your Application.  
 2) Originals of Mark sheets, Rank certificates, etc. must be produced at the time of interview.

**Qualifying Exam Details**

**SSC:**

\*Name Of Institution :  ?

\*Name Of Board :  ?

\*Month And Year Of Passing :  ?  ?

\*Percentage Marks :  ? (up to 2 decimals)

---

**10+2:**

\*Name Of Institution :  ?

\*Name Of Board :  ?

\*Subjects :  ?

\*Month And Year Of Passing :  ?  ?

\*Percentage Marks :  ? (up to 2 decimals)

Fig-7

5. Next page is for document upload and declaration as shown in fig-8 & 9.

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI**

  
IN PURSUIT OF KNOWLEDGE

**Help** Welcome rakhi@mail.com Logout

**Admission Form**

**Note:**  
1) Please Attach at Least 1 document .

**Documents Upload :**

Documents to be Submitted :(Please tick and attach the specified Documents.)

Select	Document Name	Attach Scanned Copy
<input checked="" type="checkbox"/>	Category Certificate	<input type="button" value="Choose file"/> 3456_Categor...ate (8).pdf
<input checked="" type="checkbox"/>	Class XII marksheet	<input type="button" value="Choose file"/> 4321_Class X...eet (2).pdf
<input type="checkbox"/>	Class XII pass certificate	
<input type="checkbox"/>	Class X marksheet	
<input type="checkbox"/>	Class X pass certificate	
<input type="checkbox"/>	hall Ticket	
<input type="checkbox"/>	Offer Letter	
<input type="checkbox"/>	Proof of Date of birth	
<input type="checkbox"/>	Proof of Photo ID	

\*Have You Uploaded All The Listed Documents :  ▾

\*Request For Hostel :  ▾

Fig-8

6. Select online payment option and save as shown in fig-8.

I have sought admission to the Hostel with the consent of my Parents/Guardian.  
I have read the Rules for Hostel residents and I shall abide by all the rules and other regulations of the Institute and instructions issued from time to time by the Warden/Dean(Students)/other competent authority of the Institute and shall clear all my hostel dues regularly.

**Accept the Terms and Conditions**

**Undertaking regarding not possessing motorized vehicles on IISER Mohali Campus :**

I hereby declare that as per the rules of the Institute, I will not possess and/or drive any motorized vehicle inside IISER Mohali Campus.  
I am aware that in case I violate this rule, disciplinary action can be taken against me.

**Accept the Terms and Conditions**

**Undertaking for Anti Ragging in IISER Mohali :**

**1.** Being admitted to Indian Institute of Science Education and Research, Mohali, I have read the copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), available in IISER Mohali website. (<http://www.iisermohali.ac.in/rules/deanstudentsoffice/rules-and-regulations>)  
I have carefully read and fully understood the provisions contained in the said Regulations.

**2.** I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

**3.** I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

**4.** I hereby solemnly aware and undertake that

**a)** I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

**b)** I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

**5.** I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the timing being in force.

**6.** I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that , in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

**Accept the Terms and Conditions**

**Online Payment :**

\*Proceed For Online Fee Payment :

[Note: Your registration number will be generated if you pay your fee online]

You have selected the option to make online fee payment. You are required to do transaction to pay your Academic Fee Online through PayU. Please login again to do the payment after final submission.

Fig-8

7. After clicking on save button preview page will be there. From this page applicant can edit the details and after that submit the form. Once form is submitted applicant will not be able to edit the form.

**Note:**

 \* indicates mandatory fields

**1) Form will only be submitted after clicking on Submit. Please note that you will not be able to change any details after that.**

**Personal Information**Academic Year : **2019-20**Semester : **Semester01****Applicant's Photo**Form Serial No. : **133745**Application No. : **7656**Submitted On : **08/07/2019**First Name : **rakhi**

Middle Name :

Last Name : **Sawant**Date of Birth : **21/04/1992**Gender : **Female**Nationality : **Indian**Category : **General**Religion : **Hindu**Blood Group : **B-**Pin : **123456**Mobile : **1234567890**Email : **rakhi@mail.com****Correspondence Address**Address : **address 2**Country : **India**State : **Delhi**City : **chanakyapuri****SSC Exam Details**Name of Institution : **abc**Name of Board : **cbse**Month and Year of Passing : **Jun2014**Percentage Marks : **89.00****10+2 Exam Details**Name of Institution : **abc**Name of Board : **cbse**Subjects : **Phy chem maths english**Month and Year of Passing : **Sep2016**Percentage Marks : **91.00****Upload Documents**Document Name : **Category Certificate**Document Name : **Class XII marksheet****EDIT****Submit**

Fig-9

## Online Application Fee Payment

1. After submitting the form applicant have to login again for online payment. Before online payment fee should be demanded by admin. After login applicant have to click on 'pay online' button as shown in fig-10.



The screenshot displays a user interface for the online application form. At the top, it says "Welcome to Online Application Form for INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI". The user is identified as "Welcome rakhi@mail.com" with a "Logout" link. The user's details are listed: "User Id : rakhi@mail.com", "Name : rakhi Sawant", "Application No : 7656", "Form Serial No : 133745", and "Submission Date : 08/07/2019". The status is "2019-20/BS-MS Dual Degree Program( Selected )". There are two links: "Download Report PDF" and "Download Zip File for Hostel Registration", both with question mark icons. A prominent blue "PAY ONLINE" button is centered at the bottom. The footer mentions "Powered by Camnus Labs".

Welcome to Online Application Form  
for  
**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI**

Welcome rakhi@mail.com Logout

User Id : rakhi@mail.com  
Name : rakhi Sawant  
Application No : 7656  
Form Serial No : 133745  
Submission Date : 08/07/2019  
Status : 2019-20/BS-MS Dual Degree Program( Selected )

Download Report PDF ? Download Zip File for Hostel Registration ?

**PAY ONLINE**

Powered by Camnus Labs.

Fig-10

2. After that applicant have to click on "Pay Now" button for online payment.(Fig-11)

**Student Name : rakhi Sawant**

**Payment Date : 08/07/2019**

**Admission Year : 2019-20**

**Batch Code : 2019-20/BS-MS Dual Degree Program**

**Fee Type : Regular Fees**

**Total Due Amount : 30000**

**Paying Amount (INR) :**

**Payment Terms : Credit Cards/ Domestic Debit Cards : 1 % (per transaction) + service tax.**

[Pay Now](#)

Fig-11

3. After applicant pay the fee, admin have to verify the fee transaction. After verification applicant will become student and roll number will be generated automatically. (Fig-12)

Seat Reservation
Fees Collection
Advance Payment
% Fee refund
Disciplinary Fine
Fine Collection
Notice/Reminders
Bulk Fee Exemption
More >>

Home / Fees / Fees Collection / List - Verify Online Fee Payments

←
\* Indicates mandatory fields

Academic Year : 
 Batch Code :

From Date : 
 To Date : 
 Fees Type :

\*Current Status : 
 Mode Of Payment : 
 Transaction Id : 
GO >>

											Total : 1	
Select	Sl No.	Roll No.	Name	Program Name	Transaction Id.	Transaction Date	Transaction Ref No.	PG Name	Fee Type	Online Fees Paying Type	Amount	Transaction Status
	1		rakhi Sawant	2019-20/BS-MS Dual Degree Program	607420417	08-07-2019 03.04.021 PM		PayU	COURSE		30000.0	Transaction Incomplete

Fig-12

4. If applicant has not paid the fee online then from activate admission screen in selection process, admin can activate the admission for that applicant after collecting the required fee amount as offline and then enter the fee details from fee collection screen. (Fig-13)

Home / Admission / Selection Process / Activate Admission

← 🔍 📄 🖨️ 📧

📘 \* indicates mandatory fields

\*Admission Year: 2019-20

\*Admission Offer: BS-MS Online Application Form

\*Admission Center: IISER Mohali - Indian Institute of Science Education & Research Mohali

Counselling Center: --All--

Program: 2019-20/BS-MS Dual Degree Program

\*Applicant ID: --Select Applicant--

Activated Applicant List											
Sl. No.	Applicant ID	Roll No	Name	Category	Address	Email	Status	Administration Status	Hostel Status	Fees Status	
1	3456	MS19231	MS19231 Preeti Rana	General		rana.preeti1@gmail.com	Active	Completed	Pending	Completed	
2	4321	MS19002	MS19002 Tanvi Rani Uppal	SC	test address, Tirap, Arunachal Pradesh, India- 567765	tanvi@mail.com	Active	Completed	Pending	Pending	
3	4321	MS19003	MS19003 Dfsdf Khurana	SC	VPO Nuran Khera Tehsil Gohana, Gohana, Haryana, India- 132001	rachi@mail.com	Active	Completed	Pending	Pending	
4	6545	MS19006	MS19006 Manchit Verma	General	jhjdhfjkj, Chandni Chowk, Delhi, India- 123456	manchit@mail.com	Active	Completed	Pending	Completed	

Fig-13

5. After verification of fee, two mails will be sent to student. One for fee verification and other for ERP login account. As shown in fig-14 and 15. By login in the ERP account student will be able to download the fee receipt.

Online Payment Verified ➤ Inbox x

**support@campuslabs.in**  
to 14nntiwari, me ▼

**Fee Type: Academic Fee**

Dear Student,

This is to inform that your Online Fee payment has been verified by the Institute. Please take a print copy of the corresponding receipt from your ERP account.

For Academic Fee Receipt : Click **"My Fee Details" - Payment History**  
For Mess Fee Receipt : Click **"Mess Fee Online Payment" - Payment History**

Thanks,  
ERP Support Team  
IISER Mohali

**Disclaimer:** This is an auto generated mail. Please do not reply. The contents of this e-mail and any attachment(s) are confidential and intended for the named recipient(s) only.

Fig-14

## Your Account Details for 'IISERM ERP System' Σ Inbox x



**support@campuslabs.in**

to 14nntiwari ▾

Dear Aa Mm,

Welcome to 'IISERM ERP System'.

Your Login for IISERM ERP System has been created. Your login details are

Login Id : [14nntiwari@gail.co.in](mailto:14nntiwari@gail.co.in)

Password : welcome462

You may go to following URL to access IISERM ERP System

Kindly change password at your first login.

Thanks & regards

Campus Labs Administrator

Fig-15