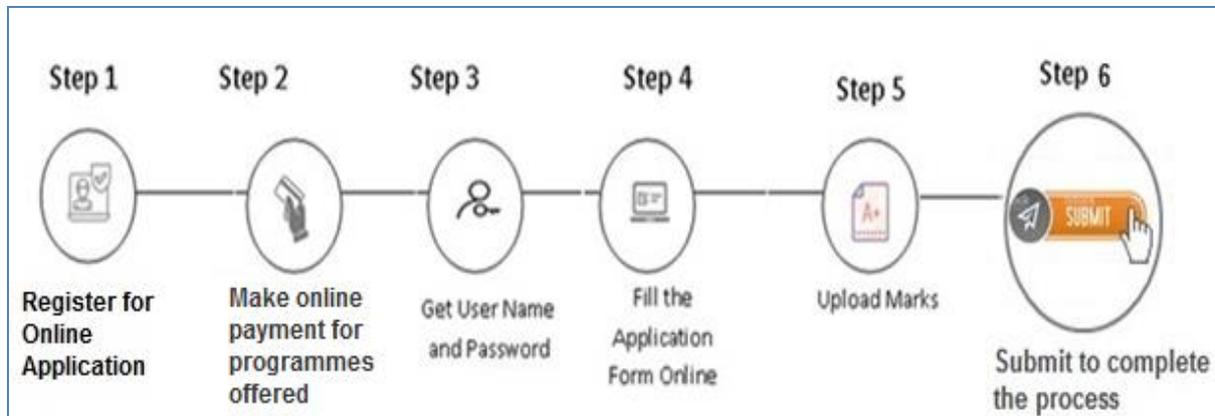


## General Instructions for filling up the MBA/PGDMFS Online Application Form



### **Step 1:**

Visit [Online Application](#) page to apply and choose “PG Programmes” to apply. In the PG admission window, select ‘**Click to Register**’ and fill the details in the [registration](#) Window to register.

### **Step 2:**

Select the Programme(s) of your interest carefully (MBA/PGDMFS) from the **Program Selection Window** and make **Payment** for the Programme(s) applied to complete the registration process. Once the payment is completed, you will receive e-Mail/SMS in your registered e-Mail id/Mobile number with your application details.

### **Step 3:**

After registration, you will receive **Username** and **Password** as registration confirmation message.

### **Step 4:**

**Sign In** to your account to fill the [Application Form](#) online and **Save** the details.

### **Step 5:**

Enter your educational qualification details - 10<sup>th</sup>, 12<sup>th</sup>, UG degree and MAT/TANCET (if you have already cleared). **Upload** your mark statements as a single PDF.

### **Step 6:**

Once all the details in Educational Qualifications are entered, **Submit** the same. Once submitted you can't login again. So check all the entries before submitting the application.

### Sign In Tips

- ✚ Default **Username** is **Aadhar Number** of the student and **Password** is **Date of Birth** of the student in **ddmmyyyy** format. (*ex: if Date of Birth of the student is 29/04/2003 then the password is 29042003*). **Password can be changed as per your requirement**

### Application Fee Details

- 1) The application form will be registered only when the applicant has paid the relevant application fee. This fee must be paid only online through the applicant's Dashboard.
- 2) When the applicant has successfully submitted the registration fee online, they are advised to keep records of the **payment's transaction ID, Credit Card/Debit Card/UPI and Date of transaction** as proof for future reference received through registered e-Mail Id. Further, the applicants are advised to complete the process well before the deadline in order to avoid any last-minute glitches.
- 3) The candidates have to bear the bank transaction charges for remitting the fee online. The actual bank transaction charges will be displayed in the payment gateway page after candidates chooses the mode of payment.
- 4) The cost of applying for MBA **Program** is Rs. 505/- and PGDMFS is Rs. 105/-

### Technical Instructions

- ✚ Make sure that your **popup-blocker** is disabled and click on the make payment button and complete the transaction.
- ✚ If any problem in payment/save, press **ctrl+shift+del** ->clear data and try again
- ✚ In case of payment gateway problem or system showing payment pending or failure, the student should check her **registered email for confirmation** and then attempt a re-initiation of payment after 10 minutes to avoid double debit or wrong debit.
- ✚ Till the college payment gateway receives the confirmation of payment, the registration of a new account will not be through. In that case of failure of payment, the student should approach the bank for reverting the wrongly debited amount.

### Other Instructions

- ✚ All documents/certificates should be uploaded in .pdf format only.
- ✚ **For any assistance in filling the online form for MBA/PGDMFS application, Reach us at,**



+91 422 4295860,



+91 989 436 1111



[admissions@grgsms.ac.in](mailto:admissions@grgsms.ac.in)

[initha@grgsms.ac.in](mailto:initha@grgsms.ac.in)

---

- 1) To register for Online Application – choose, **Click to Register**

The screenshot shows the website header with the GRG logo and the college name. Below the header, there is a navigation bar with the text "Online Application for New Admission for PG 2021 - 2022". The main content area is divided into two sections. On the left, there is a video player titled "Peek into PSGRKCW" with a play button and a "Watch on YouTube" link. On the right, there is a login form with fields for "User Name" and "Password", a "Sign In" button, and links for "Reset Password?" and "Forgot Password?". Below the login form, there is a "Not registered?" link and a "Click to Register" button, which is highlighted with a yellow arrow. At the bottom, there is a footer with the text "Reach Us at..." and social media icons.

- 2) In **Registration for Online Application: PG 2021-2022** Window, Start filling the details

The screenshot shows a registration form titled "Registration for Online Application : PG 2021-2022". The form has a blue header with a close button. Below the header, there is a section titled "Instructions for filling Online Application". The form contains several input fields: "Student Name" (with a yellow arrow pointing to it), "Student Aadhar Number", "Mobile Number" (with a "+91" prefix), "Email ID", and "Date of Birth (DD/MM/YYYY)". At the bottom of the form, there is a "Click to Continue" button.

3) Follow the instructions to fill the details

The screenshot shows a registration form titled "Registration for Online Application : PG 2021-2022". The form is titled "Instructions for filling Online Application". It contains the following fields and values:

Field	Value	Annotation
Student Name <small>(Name followed by Initial As per 10th Std, 11th Std / SSLC Mark Sheet)</small>	RADHA M	No. 1
Student Aadhar Number <small>(Aadhar Number will be your User Name)</small>	888811112222	No. 2
Mobile Number <small>(All Intimations will be sent to this No.)</small>	+91 9442631911	No. 3
Email ID <small>(All Intimations will be sent to this Email ID.)</small>	kavithasviims@gmail.com	No. 4
Date of Birth (DD/MM/YYYY) <small>(As per 10th Std, 11th Std / SSLC Mark Sheet)</small>	25/11/2000	No. 5

At the bottom of the form is a blue button labeled "Click to Continue".

**No. 1 - Student Name** – Name Should be as per the 10<sup>th</sup> Mark Sheet (Note – Dot should be Avoided before Initial only space to be allowed between Name and Initial) (Example – NAME <Space> INITIAL)

**No. 2 – Student Aadhar Number** should be provided (considered as Username)

**No. 3 – Active Mobile Number** where further information's will be sent to this number only

**No. 4 – Active e-Mail Id** where further Intimation will be sent to this Email

**No. 5 – Student Date of Birth** in DD/MM/YYYY Format (DDMMYYYY considered as Password)

After completing the details, choose **Click to Continue**.

4) **Programme** selection window will appear. Student can apply for desired number of Programme(s) at a time.

✚ Students to select the relevant programme (MBA/PGDMFS) from the options listed

## Programme Selection Window

Registration for Online Application : PG 2021-22

Student Name : **RADHA M** Student Aadhar No : **888811112222**

Select the Programme(s) as per your interest from the list given below :-

Stream	Self Finance Programme...	Aided Programme(s)	Currently Selected Programme(s)
All	<input checked="" type="checkbox"/> Tick the Programme	<input checked="" type="checkbox"/> Tick the Programme	MBA
Arts	<input type="checkbox"/> M.A.English [SF]	<input type="checkbox"/> M.A.English	
Commerce	<input checked="" type="checkbox"/> MBA	<input type="checkbox"/> M.A.English History	
Management®	<input type="checkbox"/> MCom	<input type="checkbox"/> MSc Botany	
Science	<input type="checkbox"/> MSc Chemistry [SF]	<input type="checkbox"/> MSc Chemistry	
	<input type="checkbox"/> MSc CS		
	<input type="checkbox"/> MSc DA		
	<input type="checkbox"/> MSc Geno & Syn Bio*		
	<input type="checkbox"/> MSc IT		
	<input type="checkbox"/> MSc Maths		
	<input type="checkbox"/> MSc Physics		
	<input type="checkbox"/> MSc Zoology		
	<input type="checkbox"/> PGDMFS		

® Offered by GRG School of Management Studies.  
\* Subject to Bharathiar University Affiliation

Payment Type

Applicant Name : **RADHA M**

Total Application(s) 1 No(s) Cost : **505.00**

Payment Type:

I Agree with Payment Gateway Terms and Conditions.

**Make Payment**

- ✚ Currently Selected Programme(s) list will get automatically populated as you choose program of your interest
- ✚ Student Name and Application Cost for the selected programme(s) will appear automatically
- ✚ Choose the relevant **Payment Type – Credit Card / Debit Card / UPI**
- ✚ Select, **I Agree with Payment Gateway** and choose **Terms and Conditions**. Read the Payment Gateway Terms and Conditions carefully
- ✚ Choose, **Make Payment** to pay for the application. Choose your payment type and click **Make Payment** to generate application

5) After Completing the Payment, **Registration Successful Message** with Login ID (Username) and Password will get displayed.

- ✚ A **no-reply mail** to registered e-Mail Id with Program(s)/Application details and Link to application will be sent automatically on successful Registration.
- ✚ The Student can start filling the application using **Next** or Logout

**Registration Successful**

**Registration successful and details forwarded to your registered e-Mail.**

Your User Name :

Your Password :

**Please keep this for your further Reference**

**Please start filling the application**

6) The student can view the Programme(s) Applied in the Programme(s) Applied Menu and,

← → ↻ online.psgkrkw.ac.in/pg/pgCourseApplied.aspx ☆ 📄 🗄


PSGR Krishnammal College for Women


Registration for Online Application : PG 2021-22

Student Name : **RADHA M**      Student Aadhar No : **888822221111**

Programme(s) Applied
Main Application
Educational Qualifications

Click here to apply for more Programme(s)
Go to Main Application
Logout

Programme(s) Applied				
S.No	Application No	Programme Name	Date Applied	Stream
1	21WSPG00004	MBA	18/05/2021 12:56 PM	Management

Enjoying autonomy since 2004, th

📌 To apply for additional Program(s), can choose **Click here to apply for more Programme(s)** (or)

📌 To fill the application, can continue with **Go to Main Application** Window, (or) **Logout**

7) **Signing in with Username and Password**

Welcome to **PSGRKCW**

User Name  Username is Student Aadhar Number

Password  Password is student Date of Birth (DDMMYYYY)

[Sign In](#)

[Reset Password](#)

Kindly give  
User Name : Student Aadhar No.  
Password : Date of Birth (DDMMYYYY) / Password  
for Login Purpose

8) **Reset Password** – To Reset Password OTP will be sent to registered Mobile Number.

Online Application for New Admission for PG 2021 - 2022

**Reset Password of User Account**

User Name

Password  ←

**Send OTP for confirmation**

9) **Forgot Password**, OTP will be sent to registered Mobile Number.

Online Application for New Admission for PG 2021 - 2022

**Forgot Password of User Account**

User Name

**Send OTP for confirmation**

*PSGRKCW Wishes a Successful Registration!*





PSGR Krishnammal College for Women

Student Name : XXXXX M Student Aadhar No : 11112223333

Programme(s) Applied ← Main Application +2 Marks Details

**Programme(s) Applied** – already applied Programme(s) will automatically get displayed

Programme(s) Applied Main Application Educational Qualifications

Click here to apply for more Programme(s) Go to Main Application Logout

Programme(s) Applied				
S.No	Application No	Programme Name	Date Applied	Stream
1	21WSPG00004	MBA	18/05/2021 12:56 PM	Management

Click on Main Application

Student Name : RADHA M Student Aadhar No : 88822221111

Programme(s) Applied Main Application ← Educational Qualifications

Programme(s) Applied

விண்ணப்பிக்கும் பாடப்பிரிவுகள் MBA

1,2,3 Student Name, Gender and Date of Birth will automatically get displayed from Registration window

1. Student Name

மாணவரின் பெயர் RADHA M

2. (உரிய கட்டத்தில் ✓ செய்யவும் / ✓ In the relevant box)

Gender / பாலினம்

ஆண் Male  பெண் Female  திருநங்கை Transgender

3. Date of Birth (DD/MM/YYYY)

பிறந்த தேதி (DD/MM/YYYY): 25/11/1998

4. Choose **Nationality** Provided in the list

4. Nationality

எந்த நாட்டை சேர்ந்தவர்:

- INDIA
- BRITISH
- FRANCE
- INDIA
- MALAYSIA
- PAKISTAN
- SOUTH KOREA
- SRI LANKA
- UNITED ARAB

5.a. Choose **Religion**

from the List

**5(a). Religion**

மதம்: Hindu ▼

5.b.Type the student **Caste**

**5(b).Caste**

ஜாதி

6.Select **Community** as per the List Given

**6. Community**

இனம்:

- BC
- BCM
- MBC
- SC
- SCA
- ST
- OC
- DNC
- BCC

7. Select the **State** of domiciled as per the list

**7. State to which domiciled**

வசிக்கும் மாநிலம் :

- Manipur
- Meghalaya
- Mizoram
- Nagaland
- Odisha
- Punjab
- Rajasthan
- Sikkim
- Tamil Nadu

8. Student Aadhar Number (12 Digit) will automatically get displayed

8. Student Aadhar No.	
மாணவியின் ஆதார் எண்.	111111111111

9. Specify YES if you are **First Graduate in the Family** (Or) Specify NO

9. Are you a First Graduate in the family?	
உங்கள் குடும்பத்தில் முதல் பட்டதாரி நீங்களா?	<input type="radio"/> Yes (ஆம்) <input checked="" type="radio"/> No (இல்லை)

10(a) ,10(b) and 10(c) Enter **Father Name and Mother Name or Guardian Name**

10(a). Name of Father	10(b). Name of Mother	10(c). Name of Guardian (If Applicable)
தந்தை பெயர்	தாயாரின் பெயர்	பாதுகாவலர் பெயர்

11(a) , 11(b) and 11(c) Enter 12 Digit **Aadhar Number of Father and Mother or Guardian**

11(a). Father Aadhar No.	11(b). Mother Aadhar No.	11(c). Guardian Aadhar No.
தந்தை ஆதார் எண்.	தாயாரின் ஆதார் எண்	பாதுகாவலர் ஆதார் எண்

12 (a), 12(b), 12(c) Enter Occupation of Father and Mother or Guardian

12(a). Father Occupation	12(b). Mother Occupation	12(c). Guardian Occupation
தந்தை தொழில்	தாயாரின் தொழில்	பாதுகாவலர் தொழில்

13(a), 13(b), 13(c) Enter Annual Income of Father and Mother or Guardian

13(a). Father Annual Income	13(b). Mother Annual Income	13(c). Guardian Annual Income
தந்தை வருமானம்	தாயாரின் வருமானம்	பாதுகாவலர் வருமானம்

14. Enter **Father/ Mother/Guardian Mobile Number**

14. Father / Mother / Guardian Mobile No.	
தந்தை / தாயாரின் / பாதுகாவலர் கைப்பேசி எண்.	+91

15. Enter **Mobile Number to Which (SMS) will be sent will automatically get displayed**

15. Mobile Number to which intimations (SMS) will be sent	
குறுஞ்செய்தி அனுப்பப்படும் கைப்பேசி எண்.	+91 9442631911

16. Specify Yes - if the **Student is Physically Challenged**, otherwise specify No

16. 14. Whether the applicant is physically challenged if yes, indicate type what is the percentage? (Certificate to be submitted during Admission)	
விண்ணப்பதாரர் உடல் ஊனமுற்றோரா (ஆம் எனில் எந்த வகை ஊனம் மற்றும் சான்றிதழ் சமர்ப்பிக்கப்பட வேண்டும்)	<input type="radio"/> Yes (ஆம்) <input checked="" type="radio"/> No (இல்லை)

If yes, mention the details

**16. Whether the applicant is physically challenged if yes, indicate type what is the percentage? (Certificate to be submitted during Admission)**

விண்ணப்பதாரர் உடல் ஊனமுற்றோரா (ஆம் எனில் எந்த வகை ஊனம் மற்றும் சான்றிதழ் சமர்ப்பிக்கப்பட வேண்டும்)

Yes (ஆம்)  No (இல்லை)

Percentage(%) of disability (ஊனத்தின் சதவீதம்)

Please enter the details (விவரங்களை குறிப்பிடவும்)

17.Specify Yes - if the Student is a **Daughter of Ex-Service Man**, otherwise specify No

**17. Are you a Daughter of Ex-serviceman of Tamilnadu origin? (Certificate to be submitted during Admission)**

நீங்கள் தமிழ்நாட்டை சேர்ந்த முன்னாள் ராணுவத்தினரின் மகளா? (ஆம் எனில் சான்றிதழ் சமர்ப்பிக்கப்பட வேண்டும்)

Yes (ஆம்)  No (இல்லை)

18.Specify Yes - if the Student is of **Tamil origin from Andaman Nicobar Island** (refer the Instructions Provided), otherwise specify No

**18. Are you of Tamil origin from Andaman Nicobar Island? (Certificate to be submitted during Admission)**

அந்தமான் நிக்கோபார் தீவுகளின் தமிழினத்தை சேர்ந்தவரா? (ஆம் எனில் சான்றிதழ் சமர்ப்பிக்கப்பட வேண்டும்)

19.Specify Yes - if the Student got **Distinction in Sports/NCC/NSS**, otherwise specify No

**விளையாட்டு / தேசிய மாணவர் படை / நாட்டு நலப்பணித்திட்டம் பெற்ற சிறப்புகள்? (ஆம் எனில் சான்றிதழ் சமர்ப்பிக்கப்பட வேண்டும்)**

Yes (ஆம்)  No (இல்லை)

If Yes, enter the details

**விளையாட்டு / தேசிய மாணவர் படை / நாட்டு நலப்பணித்திட்டம் பெற்ற சிறப்புகள்? (ஆம் எனில் சான்றிதழ் சமர்ப்பிக்கப்பட வேண்டும்)**

Yes (ஆம்)  No (இல்லை)

Please enter the details (விவரங்களை குறிப்பிடவும்)

20.Specify Yes - if the Student requires **Hostel**, otherwise specify No

**20. Whether Hostel Required?**

விடுதி தேவையா?

Yes (ஆம்)  No (இல்லை)

## 21 (a) and (b) Postal and Permanent Address

21(a). Postal address for communication	21(b). Permanent Address
அஞ்சலக முகவரி <span>Copy to Permanent Address &gt;&gt;</span>	நிரந்தர முகவரி
<input type="text"/>	<input type="text"/>
State (மாநிலம்): <input type="text" value="Select"/>	State (மாநிலம்): <input type="text" value="Select"/>
Pin Code <input type="text"/>	Pin Code <input type="text"/>

## 22. Specify your Hobbies/Interests

22. Hobbies / Interests
பொழுதுபோக்குகள் / ஆர்வங்கள் <input type="text"/>

- After Completing the Main Application Form, You can **Save** the Application or you can give **Save & Logout**.

<input type="button" value="SAVE"/>	<input type="button" value="SAVE &amp; LOGOUT"/>
-------------------------------------	--

- After **Saving** the form, the following message appears.

18. Whether Hostel Required? விடுதி தேவையா? <input checked="" type="radio"/> Yes (ஆம்) <input type="radio"/> No (இல்லை)	<div style="border: 1px solid blue; padding: 5px; text-align: center;"><b>Information</b> <b>Updated Successfully</b> <input type="button" value="OK"/></div>
---	---

## USER GUIDE – EDUCATIONAL QUALIFICATIONS

### 1. Click on Educational Qualifications

PSGR Krishnammal College for Women

Registration for Online Application : PG 2021-22

Student Name : RADHA M Student Aadhar No : 888822221111

Programme(s) Applied Main Application Educational Qualifications

### 2. Fill in the Educational Qualification Details

1. SSLC, HSC, Degree, Other Diploma or certificate Courses
2. Institution (in which you studied)
3. Board/University Name
4. State in which you studied
5. Marks Obtained
6. Total Marks
7. Percentage/CGPA (as applicable)
8. Year of Passing

EDUCATIONAL QUALIFICATIONS DETAILS							
Qualification	Institution	Board / University	State	Marks obtained	Total Marks	% / CGPA	Year obtained
SSLC / 10th	SSLC / 10th Institit	SSLC / 10th Boar	SSLC / 10th State				
HSC / 12th	HSC / 12th Institur	HSC / 12th Board	HSC / 12th State				
Degree	Degree Institution	Degree University	Degree State				
Other Qualificatio	Other Dearee Inst	Other Dearee Uni	Other Dearee Sta				

After entering all details click Save

EDUCATIONAL QUALIFICATIONS DETAILS							
Qualification	Institution	Board / University	State	Marks obtained	Total Marks	% / CGPA	Year obtained
SSLC / 10th	GHSS	STATE	Tamil Nadu	480	500	96	
HSC / 12th	HSC / 12th Institur	HSC / 12th Board	HSC / 12th State				
Degree	Degree Institution	Degree University	Degree State				
Other Qualificatio	Other Degree Inst	Other Degree Uni	Other Degree Sta				

Save

### 3. Enter MAT/TANCET details (if you have already written the entrance examination)

- 1, Exam (MAT, TANCET – already filled)

2.Type month in words (DEC, FEB ...),

3.Year

4.Composite Score

5.Regn.No

If you have not written any entrance so far, skip this entry.

FOR MBA APPLICANTS ONLY				
Exam	Month	Year	Composite score	Regn.No
MAT	Month	Year	Score	

Once entered click Save

FOR MBA APPLICANTS ONLY				
Exam	Month	Year	Composite score	Regn.No
MAT	JAN	2021	571.50	1641023d
TANCET	Month	Year	Score	

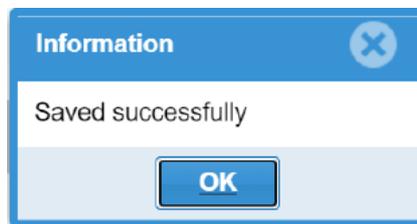
**Save**

4) Enter the following details **Semester wise** and save each semester

- 1) Choose the relevant **Core/Allied/Elective** in the **Subject Tab**
- 2) Enter the respective subject in the **subject entry**
- 3) Enter the marks obtained in the **Marks tab**
- 4) Enter the maximum marks in **Max Mark tab** by default 100
- 5) Enter **No. of Attempts** attempted by default is 1

SEMESTER 1									
Subject 1:	<b>1</b>	Subject Entry	<b>2</b>	Marks	<b>3</b>	Max Mark	<b>4</b>	No.of.Attempts	<b>5</b>
Subject 2:		Subject Entry		Marks		Max Mark	100	No.of.Attempts	1
Subject 3:		Subject Entry		Marks		Max Mark	100	No.of.Attempts	1
Subject 4:		Subject Entry		Marks		Max Mark	100	No.of.Attempts	1
Subject 5:		Subject Entry		Marks		Max Mark	100	No.of.Attempts	1
Subject 6:		Subject Entry		Marks		Max Mark	100	No.of.Attempts	1
Subject 7:		Subject Entry		Marks		Max Mark	100	No.of.Attempts	1
Subject 8:		Subject Entry		Marks		Max Mark	100	No.of.Attempts	1
Subject 9:		Subject Entry		Marks		Max Mark	100	No.of.Attempts	1
Subject 10:		Subject Entry		Marks		Max Mark	100	No.of.Attempts	1

**Save Semester 1 Marks**



**Note:**

**Students from UG Arts & Science Degree** – Enter upto 6 semesters (if 6<sup>th</sup> semester marks not received during the time of application enter till 5 semesters and submit all 5 semester mark statements as a single file of size 2 MB) *can leave semester 7 and semester 8*

**Students from UG Engineering Degree** –Enter upto 8 semesters (if 8<sup>th</sup> semester marks not received during the time of application enter till 7 semesters and submit all 7 semester mark statements as a single file of size 2 MB)

5. After saving the semester wise marks, the **Summary** automatically gets displayed for the details entered by the student.

SUMMARY		
Grand Total marks	<input type="text" value="423"/>	Max Grand Total Marks
		<input type="text" value="600"/>
		Overall Percentage
		<input type="text" value="70.5"/>
Total Marks Obtained except (English and Language)	<input type="text" value="285"/>	
Total Max Marks except (English and Language)	<input type="text" value="400"/>	
Percentage of Marks except (English and Language)	<input type="text" value="71.25"/>	

6) Upload mark statements as a **single PDF** with maximum size of **2 MB**

**Upload Mark Statement File (Optional)**

Mark Statement:

**File should be pdf & size less than 2 MB.**

Click **Browse** and select file from your computer then click **Upload**. (*Consolidate all the semester mark statements as a single file of maximum size 2 MB and upload*)

7) Read and Accept the **Undertaking and Disclaimer** by choosing the check boxes and click **Submit**

**UNDERTAKING BY THE CANDIDATE**

I have gone through the prospectus and the Rules & Regulations of the Institute. I declare that all the above information provided by me on this application form and supporting documents are correct to the best of my knowledge and belief. In case of any change in the given information, I will notify the same to the institute immediately. If the information is found incorrect at any stage, I will be responsible for the same and the Institute may take action as deemed fit.

**DISCLAIMER**

Instances of provision of incorrect information detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and admission shall be cancelled by PSGRKCW/GRG School of Management Studies. If such instances go undetected during the current selection process but are detected in subsequent years, such disqualification will take place with retrospective effect.

[Submit](#)

**Note:** "Submit" will be the final submission. Till submit any number of corrections can be carried out. After submit, Application will be considered for selection process. If the student wants to **apply for Additional Application** or **finds any Corrections** after Submit then need to contact the following numbers and send mail for the respective changes. Hence, students are asked to completely check the application before submission.



+91 422 4295860,



+91 989 436 1111



[admissions@grgsms.ac.in](mailto:admissions@grgsms.ac.in)  
[initha@grgsms.ac.in](mailto:initha@grgsms.ac.in)

---

*PSGRKCW Wishes a Successful Submission!*

