

APPLICATION FORM

USER MANUAL FOR DAVAR'S SECRETARIAL COLLEGE

SCREEN : APPLICATION FORM

TYPE : TRANSACTION

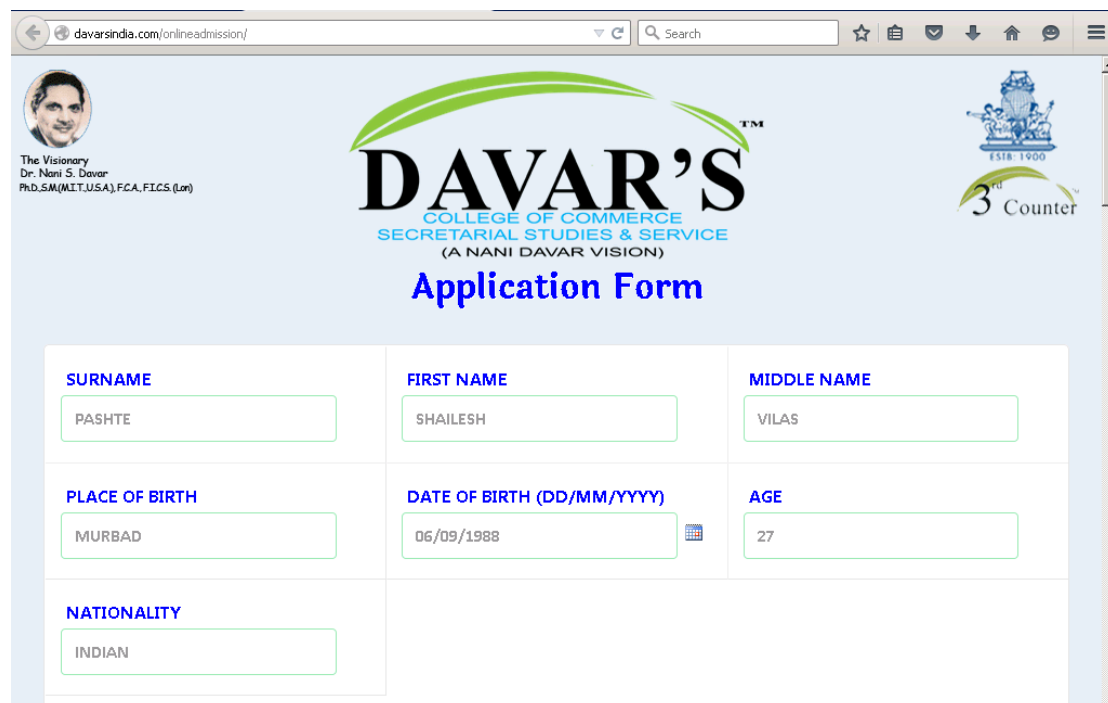
DESCRIPTION : In this screen the user can enter and submit the information of their personal details such as name, date of birth, address, contact information, qualification details, work experience details, other extra qualification details, etc

Using this screen user can also select and submit the requested Course Name, Batch, Schedule, and Payment Type.

SCREEN : PERSONAL INFORMATION

In this screen user can enter their full name, place of birth, date of birth and Nationality.

Note – Age option should be automatically generated after selecting date of birth.



The screenshot shows a web browser window with the URL davarsindia.com/onlineadmission/. The page features the Davar's logo and the text "DAVAR'S COLLEGE OF COMMERCE SECRETARIAL STUDIES & SERVICE (A NANI DAVAR VISION) Application Form". The form is divided into several sections:

SURNAME PASHTE	FIRST NAME SHAILESH	MIDDLE NAME VILAS
PLACE OF BIRTH MURBAD	DATE OF BIRTH (DD/MM/YYYY) 06/09/1988	AGE 27
NATIONALITY INDIAN		

USER MANUAL FOR DAVAR'S SECRETARIAL COLLEGE

SCREEN : CONTACT INFORMATION

In this screen user can enter their Residence Address, Residence Phone Number, Mobile Number, Email Id, etc

RESIDENCE ADDRESS
RABALE, NAVI MUMBAI

RES. PHONE
022-222222

MOBILE (9999999999)
9999999999

EMAIL
abc@gmail.com

SCREEN : OTHER PERSONAL INFORMATION

In this screen user can enter their Father's / Husband's Name, their Occupation, Designation, and Business Address etc

FATHER'S / HUSBAND'S NAME
VILAS

OCCUPATION
BUSSINESS

DESIGNATION
.

BUSINESS ADDRESS
AIROLI, NAVI MUMBAI

SCREEN : QUALIFICATION DETAILS

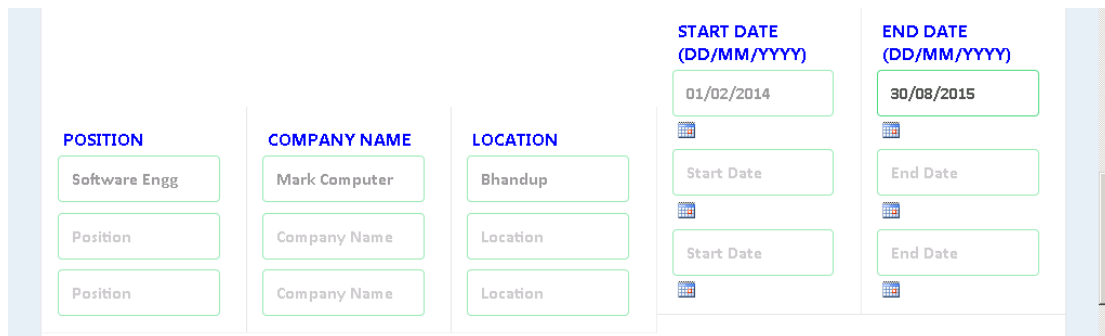
In this screen user can enter their Degree Name, School/College Attended, Year of Passed, Major Field or Subject and Total Percentage etc

DEGREE / OTHER QUALIFICATION	SCHOOL/ COLLEGE ATTENDED	YEAR PASSED	MAJOR FIELD	PERCENTAGE %
BSc IT	Mumbai Universit	2013	IT	60.00
Diploma	Mumbai Universit	2009	Computer Engines	70.00
HSC	MUMBAI	2006	SCIENCE	65.00

USER MANUAL FOR DAVAR'S SECRETARIAL COLLEGE

SCREEN : WORK EXPERIENCE

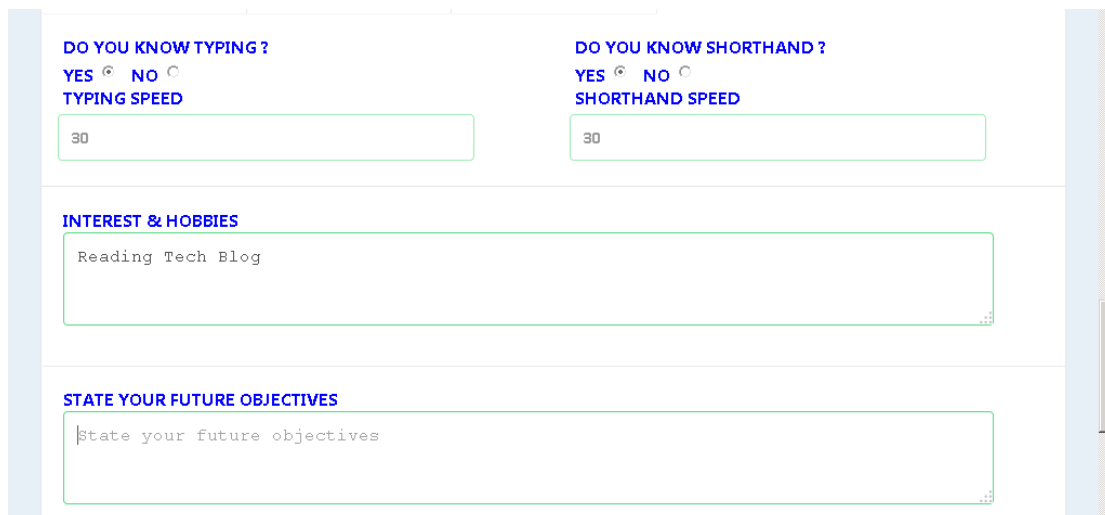
In this screen user can enter their Work Details including company name, position of company, location of company, start and end date of service etc



The screenshot shows a web form for entering work experience. It is organized into several columns. The first column is titled 'POSITION' and contains three input fields, with the first one containing 'Software Engg'. The second column is titled 'COMPANY NAME' and contains three input fields, with the first one containing 'Mark Computer'. The third column is titled 'LOCATION' and contains three input fields, with the first one containing 'Bhandup'. The fourth column is titled 'START DATE (DD/MM/YYYY)' and contains three date pickers, with the first one containing '01/02/2014'. The fifth column is titled 'END DATE (DD/MM/YYYY)' and contains three date pickers, with the first one containing '30/08/2015'. Each input field has a small calendar icon to its left.

SCREEN : OTHER DETAILS

In this screen user can enter whether they know typing or shorthand if yes then enter the speed of same. User can also enter their interest and hobbies and their future objectives.



The screenshot shows a web form for entering other details. It is organized into three main sections. The first section is titled 'DO YOU KNOW TYPING?' and contains two radio buttons for 'YES' and 'NO', followed by a label 'TYPING SPEED' and an input field containing '30'. The second section is titled 'DO YOU KNOW SHORTHAND?' and contains two radio buttons for 'YES' and 'NO', followed by a label 'SHORTHAND SPEED' and an input field containing '30'. The third section is titled 'INTEREST & HOBBIES' and contains a large text area with the text 'Reading Tech Blog'. The fourth section is titled 'STATE YOUR FUTURE OBJECTIVES' and contains a large text area with the text 'state your future objectives'. Each section is separated by a horizontal line.

SCREEN : COURSE SELECTION & FEES STRUCTURE

In this screen user can select the requested course, batch and schedule from list. User can also select the payment type.

There are two type of payment in list,

1. Full Payment
2. Installment.

User can also view Fee Structure and total fees of selected course.

INSTALLMENT NUMBER	FEE TYPE	AMOUNT
	APPLICATION FEE	570.00
	COURSE FEE	32775.00
		SUM : 33345.00

TOTAL FEES

33345

Step to enter data:

- 1.select course from list
- 2.select batch for that course
- 3.select schedule from list
- 4.select payment type from list

SCREEN : SUBMIT DETAILS

In this screen user can accept the term and condition and click submit button to submit all the entered information.

I AGREE THAT THE FEE IS IN NO CASE REFUNDABLE

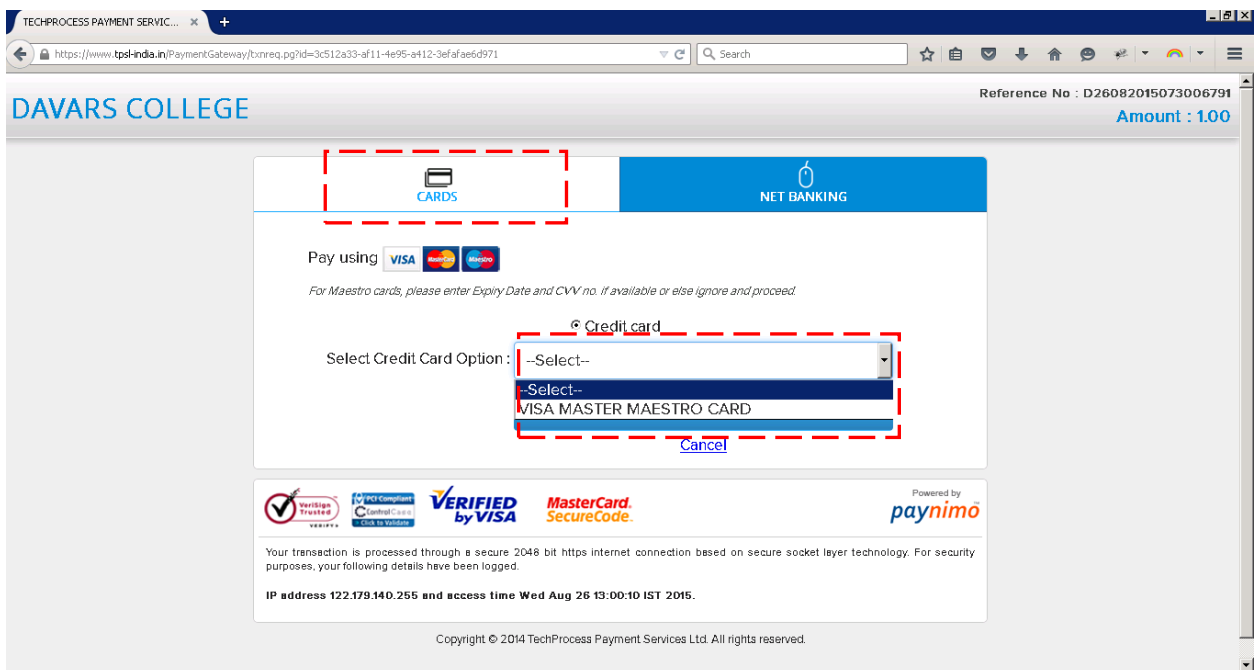
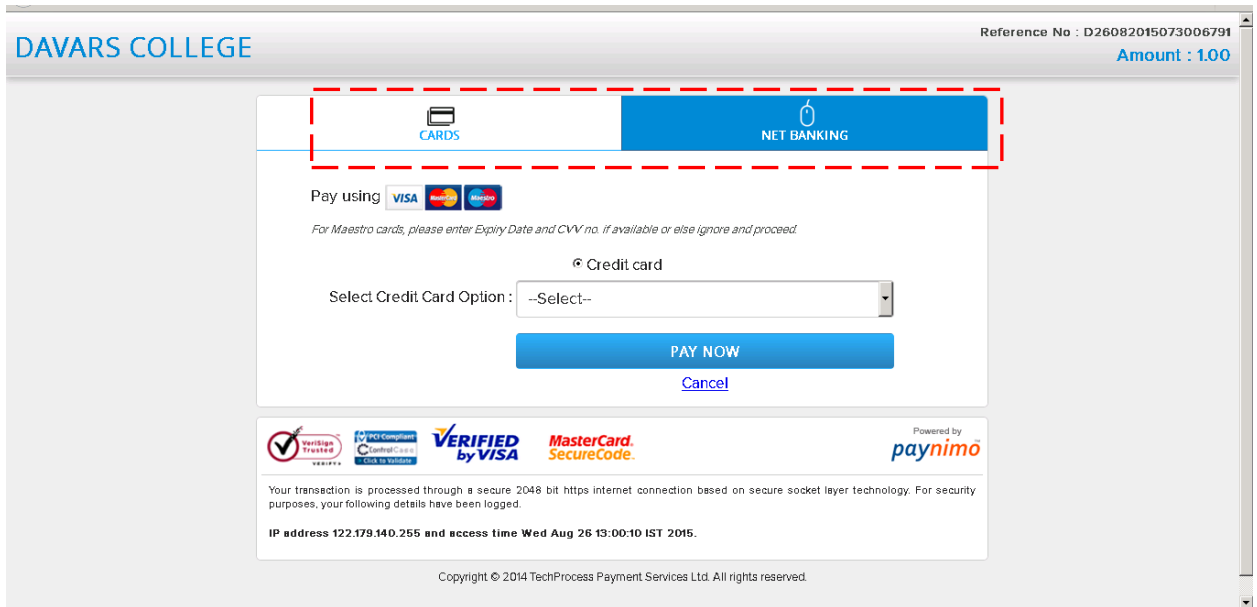
YES NO

Submit

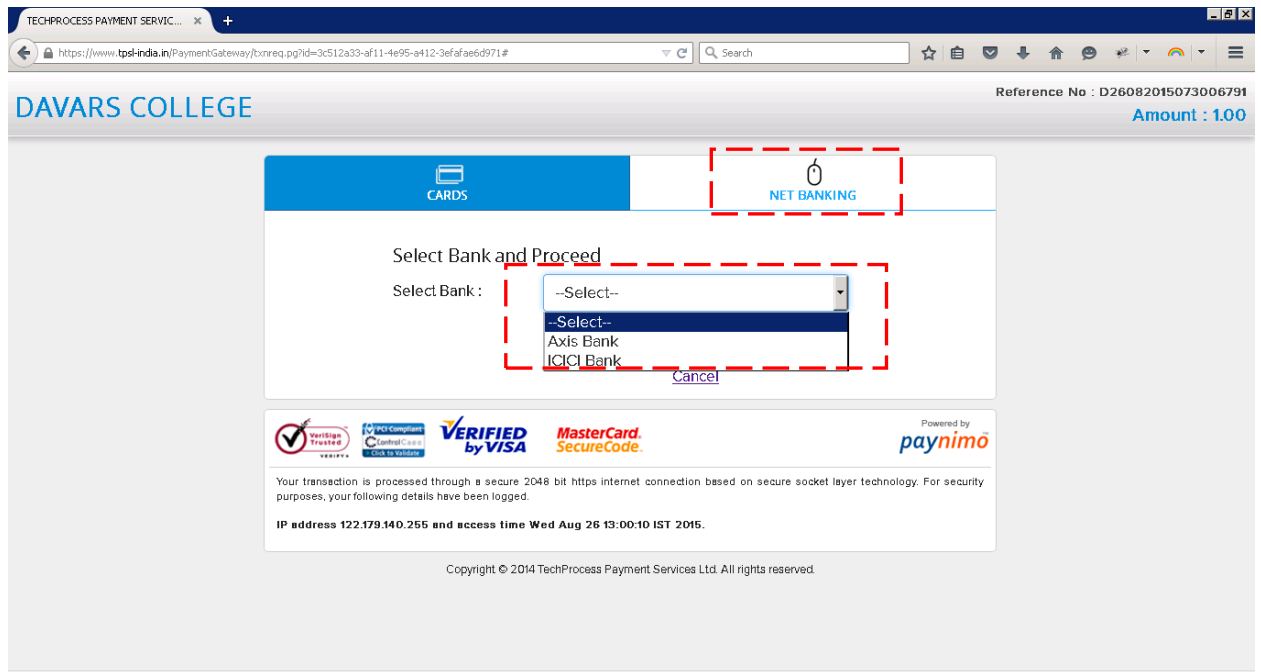
USER MANUAL FOR DAVAR'S SECRETARIAL COLLEGE

SCREEN : **PAYMENT GATEWAY PROCESS**
TYPE : **TRANSACTION**

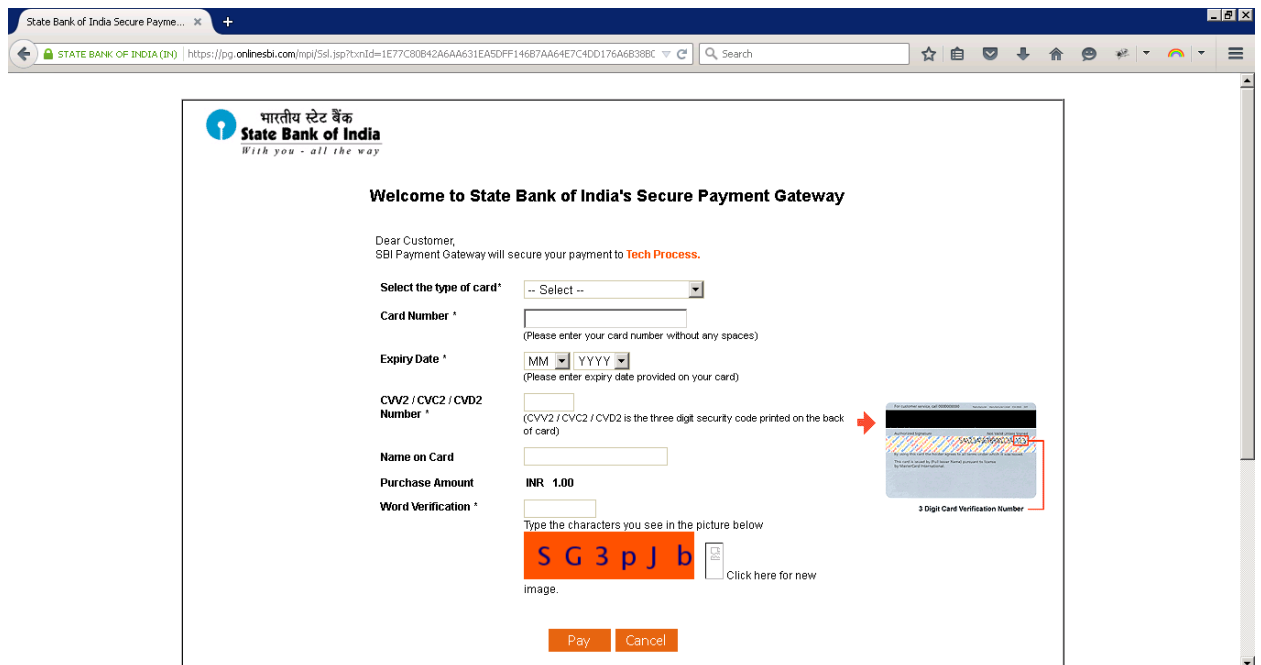
DESCRIPTION : After submitting application form successfully below page will open. In this screen user can proceed further for payment by either selecting **CARDS** or **NET BANKING** option.



USER MANUAL FOR DAVAR'S SECRETARIAL COLLEGE



For card payments below information is mandatory



In First field, Select Card type such as visa, master, maestro card

In Second field, Enter your 16 digit Card Number



USER MANUAL FOR DAVAR'S SECRETARIAL COLLEGE

In Third Field, Enter Expiry Date of your card



In Fourth Field, Enter three digits CVV2, CVC2 number of your card



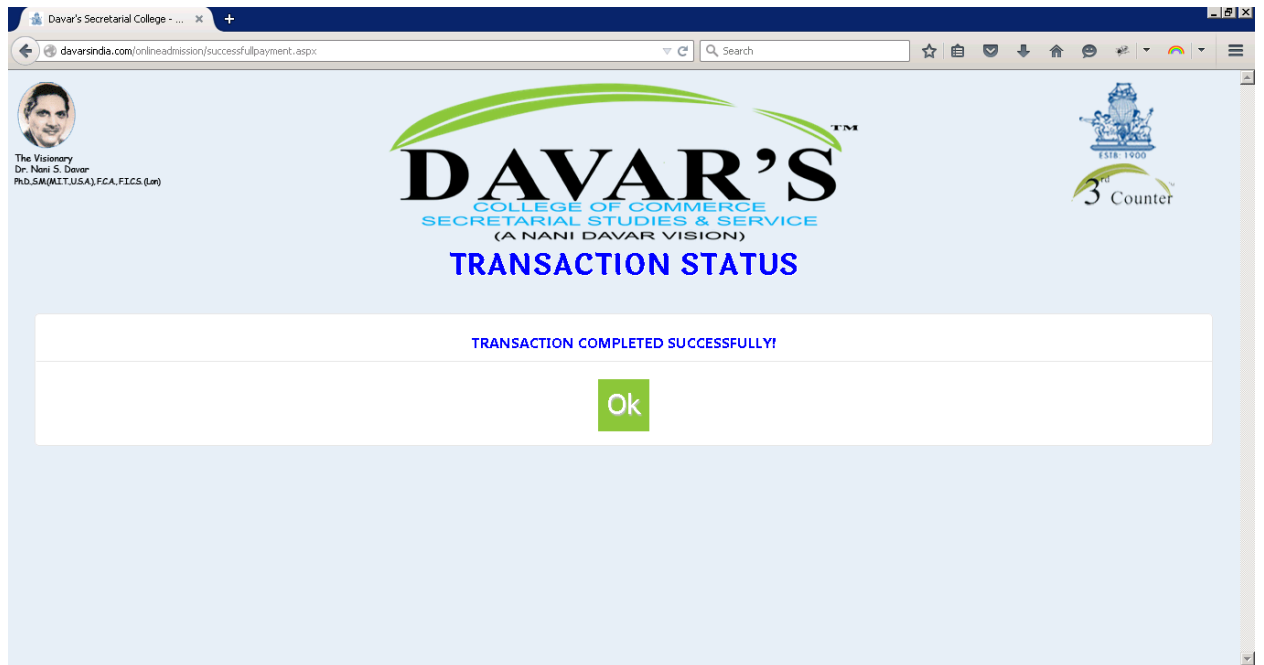
In Fifth Field, Enter Name of your card



In Sixth Field, Enter Character of below small box screen

1. After entering valid information in above screen and click on **Pay** option
2. After clicking **Pay** button, User will get payment details receipt. Please print this receipt for your reference.
3. Click on **Ok** button of receipt screen to get below page.

USER MANUAL FOR DAVAR'S SECRETARIAL COLLEGE



4. Once payment transaction is successfully completed you will get your login details in Email.
5. Click on **Ok** button to finish process.

6. This email look like as below screen,

Dear [REDACTED],

Thank you for completing the payment procedure.

Hereby we confirm the receipt of payment of Rs 1.00/- .

Login Credentials :-

User Name : [REDACTED]

Password : [REDACTED]

You can login by the URL : <http://davarsindia.com/onlineadmission>

Admission Desk
DAVAR'S
COLLEGE OF COMMERCE SECRETARIAL STUDIES AND
SERVICE
Mulla House, Rear Entrance (Opp. Bombay House),
3rd COUNTER, 3rd Floor,
Homi Mody Cross Street No.1 Flora Fountain,
Mumbai - 400 001,
India.
Tel. : 22045072, 22022549, 22041451
Email: davarsec2000@rediffmail.com Web: <http://davarsindia.com>