Bharati Vidyapeeth (Deemed to be University)

School of Online Education

<u>Student Manual</u>

<u>Admission and Payment proccess</u>

Step 1: Visit the website http://soe.bharatividyapeeth.edu/ to fill the admission form.
Goto Admission -> Apply Now
You will see a new tab as shown below

Step 2: For the first time users, you will have to click on New User / Registration. It will lead you to the registration page as shown below.

Then Click on Student Registration.

Step 3: Click on the first link to fill the Admission form.

Step 4: Fill out the registration form with all details and also upload your passport size photo and signature.

After you fill the form, click save and then go next

Step 5: Continue filling your Qualification details

Step 6: Continue filling your experience details

Student Id : 18392

Experience Details

Sr. No.	Organisation	Designation	Period From	Period To	Years	GrossAnnualIncome	
							Save

BACK | NEXT

Instructions:

1.   Fill all experience details one by one.
2.   After filling all details click on NEXT Button.
3.   Sr. No. is only to count experience entries. Sequence doesn't matter.
4.   Do not click on Back or refresh button.

BHARATI VIDYAPEETH
(Deemed to be University), Pune (India).
A Deemed University Established u/s 3 of the UGC Act, 1956 vide Notification No. F.9-15/95-U.3 of the Govt. of India
'A+' Accreditation (Third Cycle) by 'NAAC' in 2017
54th Rank among Universities by NIRF-2017
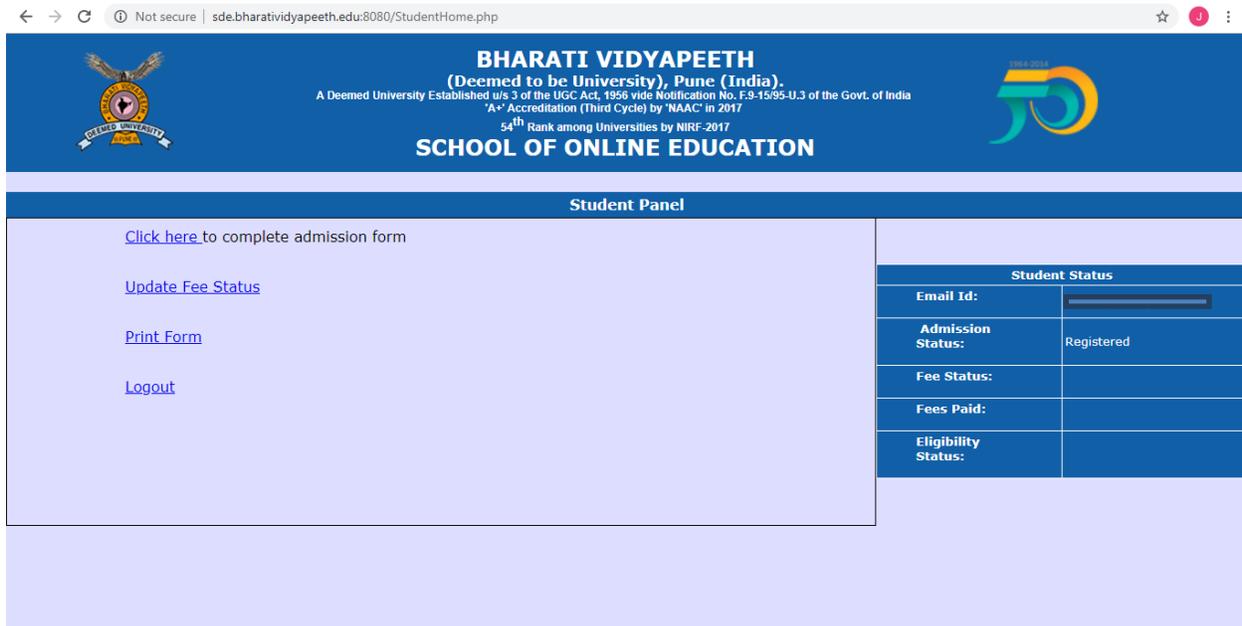## SCHOOL OF ONLINE EDUCATION

Student Panel

Click here to complete admission form

Update Fee Status

Print Form

Logout

Student Status	
Email Id:	▬▬▬▬▬▬
Admission Status:	Registered
Fee Status:	
Fees Paid:	
Eligibility Status:	

Step 7: Kindly upload your documents one by one as shown in the document type. Please refer the admission procedure on the website to check the documents to upload.

Documents to upload:

1. 10th and 12th marksheets
2. Marksheet of last qualifying exam
3. Passing certificate of last qualifying examination
4. Leaving certificate / Transfer certificate
5. Migration certificate
6. Gap certificate
7. Caste certificate (if applicable)
8. Gazette Certificate / Official Marriage Registration Certificate (in case of change in name).
9. Photo identity document (Aadhaar Card or PAN Card or Driving License or Passport)
10. Document of age proof attested (Aadhaar Card or Passport or PAN Card or Driving License or Passport or Election Card or Birth Certificate)

Submission of Aadhaar Card (Photocopy) for Indian Students and Passport (Photocopy) for Foreign Students is compulsory

Click Save and go to Next

Your admission form with filled in details will be displayed. Please check your details and if anything is incorrect, you can click on back button and edit the information before submitting.

Registration Details (Read Only)

E-mail ▬▬▬▬

Personal Information

Student Name (FULL)	bac		
Father/Husband Name (FULL)	asc		
Mother's Name (FULL)	adc		
Birth-Date	1990-01-26	Gender	Male
Area	Urban	Nationality	Indian
Marital Status	Married	Religion	CAtholic
Caste	CATHOLIC	Minority	No
Category	General	Physically Handicapped	No

Local/Current Address

Local Address	Pune		
Taluka	Pune	District	Pune
State	Maharashtra	Pin	411001

Permanent Address

St Address	Pune		
Taluka	Pune	District	Pune
State	Maharashtra	Pin	411001

Contact Information

Contact No. (Landline)		Mobile No.	▬▬▬▬
Aadhar No.		649094115232	
Admission Center	BV Institute of Management Studies & Research, Navi Mumbai	Course	MBA-Online

Payment Information

Payment Status		Amount Paid	
Admission Date	2019-12-18	Admission Type	1

Waiting for sde.bharatividyapeeth.edu...

Step 8: If all the information filled in are correct, click on Submit button. This will submit your admission form to the university. After submission you will see a confirmation message on screen.

You can view and print the submitted admission form for your reference.

Thank You. Your Form Submitted successfully.
Take print of form and submit it to your center.

Click Here to view/print admission form.

After filling up the admission form, you will be contacted via the contact details if any clarifications are required from you. The student will receive an admission confirmation email along with link for payment of fees. The student can then login in the payment gateway using the link and start the payment process.

Step 9: Please go through the following screenshots to understand the process.

Step 10: Click on update fees status. You will see a form to fill in your details.

**Step 11:** Please fill the transaction details

And proceed to pay

Once the payment is complete, confirmation message will be displayed on screen.

Swayam – Learning Management System (LMS)
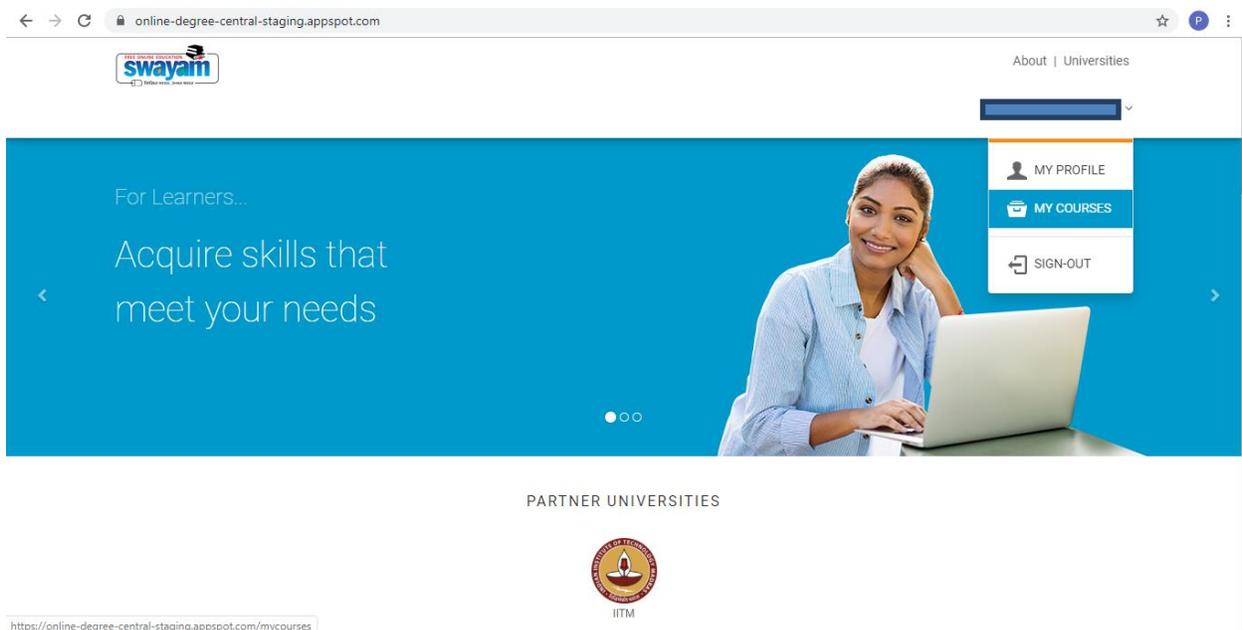
Step 1: Open http://soe.bharatividyapeeth.edu/ , from the Menu, go to student support, and go to e-learning Swayam. It will open a new tab as shown in the picture below.
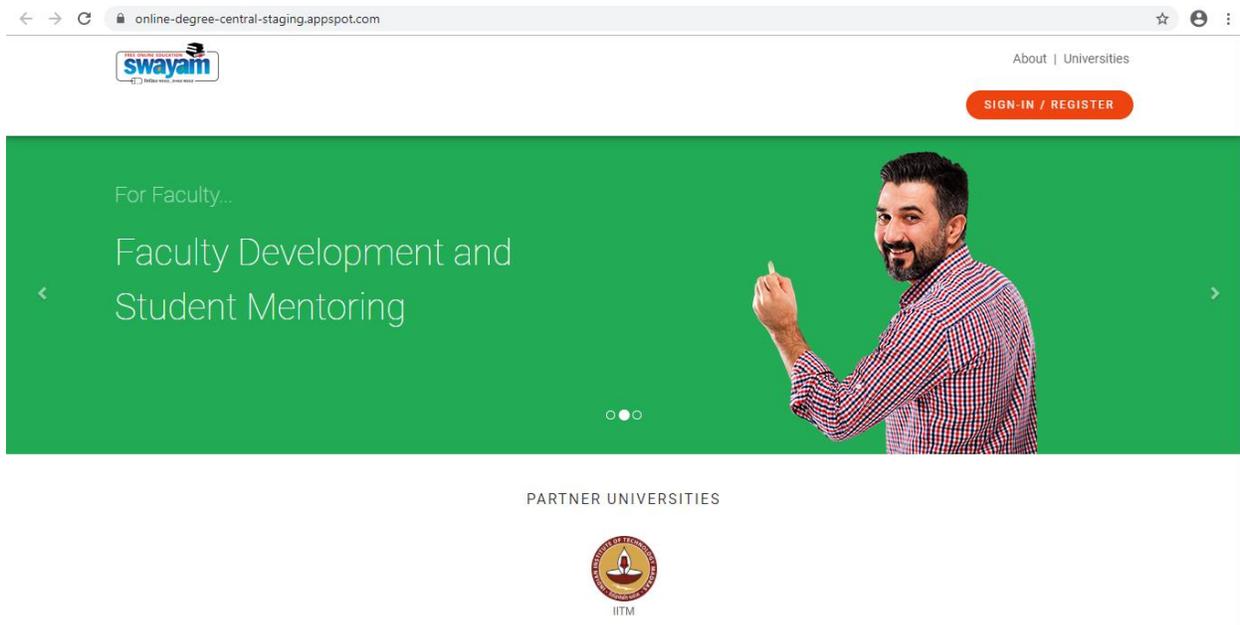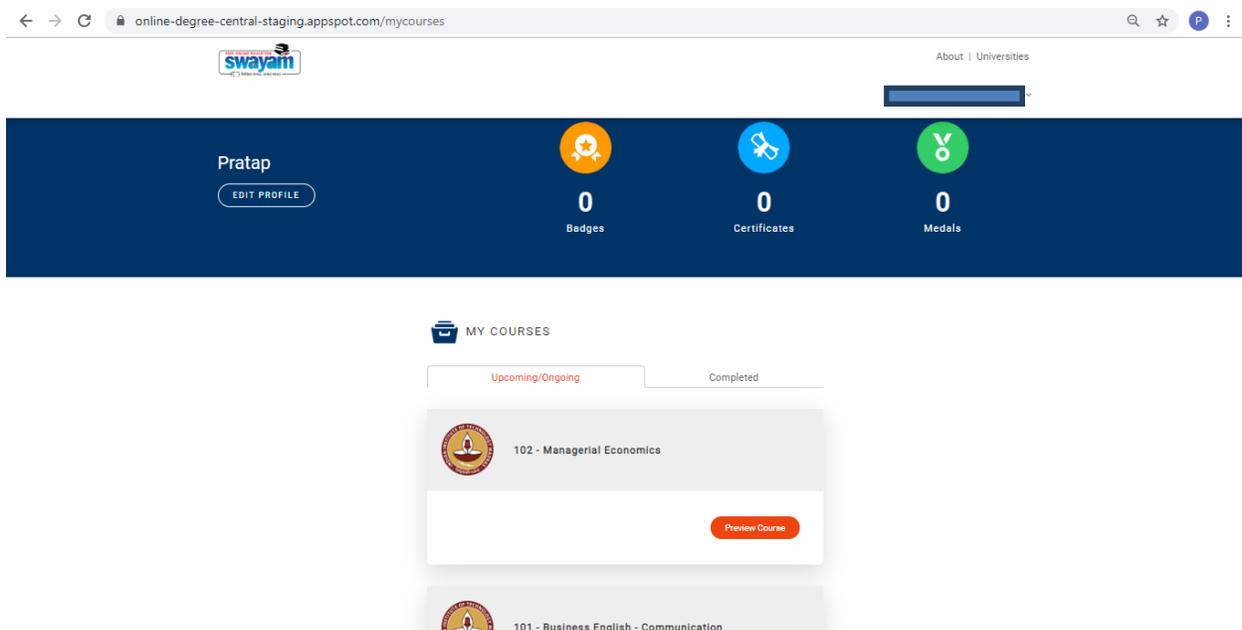

Step 2: Click on Sign in or register button on the right top of the page. It will ask for your gmail login. Sign in using your email id.
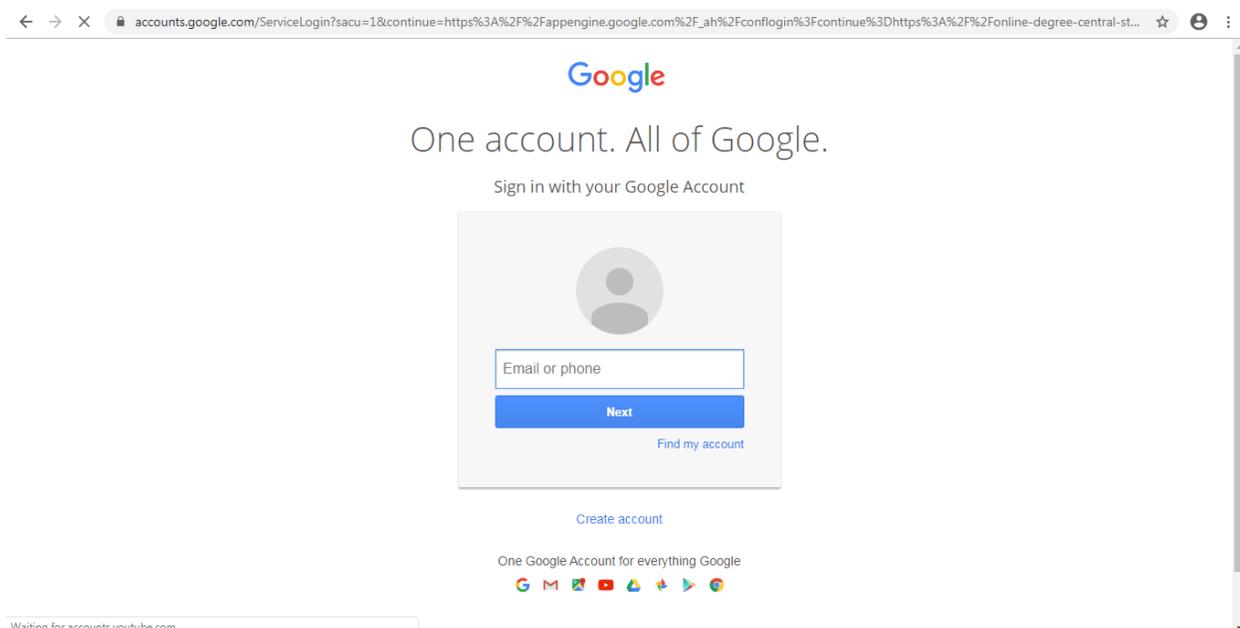
Step 3: Goto your login, and click on My Courses.

Step 4: You will see a list of courses you are enrolled in. Click on any course that you want to start learning.

You will see a page as shown in the picture below. All information about the course will be displayed along with the start and end date of the course.

Click on 'go to course' on the right top of the page. It will ask you to login again. Click on login, you will see a course page.

On the left you will see a list of modules, when you click on any of the modules, you will see options to view the video lecture along with printable PPT for reference, e-content is also downloadable and printable, and there are web resources for online study and quizzes to test your learning.

There are assignments and discussion forum (ask a question).

The discussion forum (google groups) is integrated along with Swayam.

You can discuss with your professor, your classmates and also with students from different batches when your professor allows you to do that. You can also check your progress in the progress tab.

You can log out from your account from the right hand top drop down option.