

VIDYA MANDIR IND PU COLLEGE

1. On admission parents will be provided password and login, which would be the same for both app (OPTRA PARENT) and website (www.optra-india.com). The parents should keep the login and password active throughout the study period of the student.
2. Parents should download the OPTRA PARENT app from Play store/ App Store and keep it updated to receive attendance, marks etc. Donot Logout. Keep the notifications enabled always.
3. Students/Parents must login only through website(www.optra-india.com) for filling the application details and for paying fee.
4. While filling the application, proper care should be taken to enter names of student and parents as in 10th hall ticket. These details will be carried out for further enrollments in various government websites, marks card, Transfer Certificate, study certificate etc. Other details should also be filled with care
5. Caste Category for admission would be based on submission of caste certificate, submitted during admission only. Caste certificate made after admission will not be considered for admission register or TC
6. Document submission: After filling data in the Optra Parent login, the application should be downloaded and signed by the parent and student compulsorily. The following documents would be required along with the application. Parent should hold copy of any document submitted to the College. Parents should take care and coordinate with office on timely submission of documents. All documents to be properly arranged in the order given.
 - OPTRA APPLICATION FORM (Downloaded from parent login)
 - ORIGINAL TRANSFER CERTIFICATE
 - 10TH MARKS CARD (XEROX)
 - 10TH HALL TICKET COPY
 - CASTE CERTIFICATE (IN STUDENT NAME)
 - ORIGINAL MIGRATION CERTIFICATE (FOR ICSE AND CBSE)
 - ELIGIBILITY CERTIFICATE ACKNOWLEDGEMENT (FOR ICSE AND CBSE)
 - 2 PHOTOGRAPHS (IN UNIFORM WITH WHITE BACKGROUND)
(Name and Admission number should be mentioned behind the photograph)
 - ADHAR COPY (STUDENT and PARENT - MOTHER/FATHER)