Online Admission: General Instructions

1. **Notices and Rules & Regulations:** There are several important links to some important documents regarding the admission process. It's suggested to go through the document carefully to understand the admission process, rules and regulations and subjects offered by the college along with the eligibility criteria for application and the fees required for admission.

2. **New candidates:**
   a. **Registration:** First register with the system: click on Login/Registration. If you are a new candidate and wants to apply, first Sign Up. Keep note of your Username and Password. You'll need the User Name and Password for further uses.

   b. **Name:** For safety purpose, First Name must be of three characters. If your last name is less than 2 characters long, you can type "." To make it 2 characters long.

   c. **Username:** A default Username will be generated, but you can have your username, like your email address.

   d. **Password:** Give your password with at least 6 characters including numeric digits. Remember your password. You can give your date of birth in DDMMYYYY (like 01012001) as your password which can be remembered easily.

   e. **Profile No.:** After registration, a Profile Number will be generated automatically. Remember this Profile Number. You'll be able to login with this Profile number as well as with your Username.

   f. **Data:** Then complete your profile with all information you have and you are asked for. There are some mandatory fields; you must have to give values to all these mandatory fields. It is also important that your data/information is true and correct; otherwise, your candidature can be cancelled by the college authority.

   g. **External Link:** Follow all the tabs and put your data carefully. If there is any "Tab" after the "Document" tab, there might be an external link (to any Google Form). Safely put your data. All these data are required for the admission process.

   h. **Use of Mobile No.:** A mobile number can be used only once. If you want to create another profile, you need to use another mobile number. Remember, **this mobile number should be your WhatsApp number.**

3. **Single Profile:** Remember that, your profile registration is single. You do not need to register and fill up profile data again for another application. You can apply for any number of subjects/courses from your single profile if you are eligible for that subject/course.

4. **Profile Data:** Carefully fill all relevant data. You may also need to upload your photo and signature as per the college's policy and you may also need to upload scanned copies of other documents.

Marks: Candidates are required to put their HS/10+2 std. examination's marks in the appropriate tab. Take extra care when typing marks. Select subjects and put marks correctly. Maintain the sequence of your subjects as per your mark sheet. Any error in marks may end your candidature for admission.

Upload documents: Photo, signature and other documents will not be changed once uploaded. So be careful to upload all documents. The photo should be a decent profile photo with light and uniform background. The photo should not bear any other institution's name/logo/etc. Signature should also be clear and leave smaller space around the signature. It's better to upload a scanned image of the signature.

5. **SC/ST/OBC-A/OBC-B/PH candidates:** Appropriate certificate(s), issued by the appropriate/recognized authorities, are needed for candidates who want to get admission through the reservation quota. These certificates need to be carried to the college office in original in the event of the document verification process.

6. **Already Registered Candidates:** If you are a registered candidate, you can log in with your username (or Profile Number) and password. If you did not complete your profile, you'll have to complete the profile by logging in the system with your Username and Password.

7. **Eligibility Criteria and Application:** You need to go through the Courses/Hons Subjects and the subject combinations available in the college. You also need to carefully study the eligibility criteria for the courses and subjects you want to apply for. In any case, if your application does not match with the minimum eligibility criteria mentioned, your application will be rejected. Even, if you got admitted by paying the admission fees, if the eligibility criteria fail to match with your data, your admission may be cancelled by the college authority. The decision of the college authority is final in this regard.

8. **Apply for Honours Subjects/ General Streams:** You can apply for as many Honours Subjects/Streams as you want to, provided you are eligible for those Honours Subjects/Streams. For each application, you'll get Application/Form No.

9. **Selecting Subject Combinations:** Look carefully in the right-side in the application panel; you'll get a list of allowed subject combinations. Chose your desired subject combinations and click on the combinations; your subjects will be shown in the subject panel. Subjects selected are expected to be finalised by the college authority depending on several academic and administrative parameters.

10. **Generate Challan:** After you apply, you need to generate Challan for payment. After the Challan is generated, you need to pay the Challan.

11. **Pay the Challan:** After you generate Challan, you'll have to pay the Challan through the online transaction as per the college's policy. Payment options will vary from college-to-college. Use the options as it is there. Unless you pay the challan, your application will not be considered for preparation of merit list. So be careful to pay all your challans.

12. **Payment through Payment Gateway:** Do the transaction carefully through Debit/Credit cards or Net Banking or any other option mentioned in the payment gateway system. You don't need to use your card; you can use anyone's card as well.

13. **After successful payment**, your payment status will be changed to "paid". If it is not changed for any unforeseen reason, wait for a while. Look into the associated account status and/or SMS sent by the card/bank. If the amount is not deducted from the account, try for repayment. If the account is debited and your payment status is "Unpaid", contact college office through "Contact Us" (at the top-right corner).

14. **Apply again:** In any case, if you want to apply for some more subjects, just log in to the system with your user name and password. Then you can apply for other subjects/streams, provided you are eligible to apply. After you apply freshly for new subjects/streams, you need to generate Challan as earlier and remember to pay the new Challan again.

15. **Other queries:** For any other queries, <u>you can also generate ticket through "Contact Us" and you'll respond.</u>

16. **Merit List:** After a stipulated date, as decided and notified by the college, Applications and payment procedure will be stopped. Then as per the schedule, Merit List will be published. A different set of instructions will be available for admission.

17. **Admission:** Admission will be conducted based on merit as per the formulation of the college for different subjects. Process for admission will be given later after the merit list is published.