

## **Steps to be followed for Filling Up Online Admission form**

### **Step—1**

Read it carefully and check the Instruction for Filling up the form and important dates.

Click on 'I agree' and click on 'Next' button.

### **Step—2**

Select your year of passing of 10+2.

### **Step—3**

All the fields to be filled carefully.

### **Step—4**

1. i) In the **Step-4** you have to enter the marks you obtained in different subjects in the preceding exam. First select the name of First and Second Language and fill the marks.  
ii) If you select **BA (HONS.) or BA (Gen) or B.Com (HONS) or BCom (Gen)** then put the total marks of each subject you obtained in 10+2 Exam in the **Theory Field** and keep the **Practical Field blank**.  
iii) In case of some subjects you will find that some subjects names are populated automatically, it means that to study that particular subjects it is necessary to have this subject in the preceding exam.

**For Example:**

**Case-I:** if you select 'Physics' as your preferred Hons. Subject then 'Mathematics' will be one of the subjects you have to pass. In this case 'Mathematics' will come in one field and you have to enter the marks of mathematics there only.

**Case-II:** If you select 'Zoology' as your preferred Hons. Subject then Chemistry will be one of the subjects you have to both in 'Theory' and 'Practical'. In this case 'Chemistry' will come in one field and enter both Theory and Practical Marks in the specified fields.

**iv) Full Marks for all subjects is 100.** In case of some boards full marks for subjects is 200. In that case it should be calculated out of 100.

**For Example:** Any one scored 80 in English out of 200. In case of entry it will be 40 out of 100.

2. Do not enter the marks of **Environmental Studies** in any other field except the field specified for it. If you enter the Marks of Environmental Studies in any field other than specific field your form will be rejected immediately.
3. **Please take utmost care in case of entering the Marks obtained in different Subjects because any wrong entry will cause cancellation of your candidature during the time of Verification even you have been selected as per Merit List.**

**Step—5**

- In case of selecting the General Subjects follow the instruction given there.
- Once application submitted subjects cannot be changed in any circumstances. So in case of selecting subjects take utmost care.

**Step—6**

- In **Step-6: For ISC students**: In the Marksheet at the Right Corner there is no. in the following format: **123654/0124**. For entering the **Roll** Field in the form put **123654** and for **No** Field put 0124. In the **Registration** field put the **Unique ID**.
- Finally check it and submit the form. **No correction can be done after final submission. So before submission check it properly.**
- **After the submission candidate must pay the APPLICATION FEE otherwise from will not be registered by the college. Without depositing this fee the form will not be entertained and summarily rejected at the time of Merit List Preparation.**