

## ADMISSION 2021

### INSTRUCTIONS FOR FILLING ONLINE ADMISSION FORM

1. To begin the registration process, provide your email id and mobile number on the admission form. The applicant will then receive the login credentials on the same **email id**.
2. It may be possible that the applicant's **login credentials** may be delivered in the email **spam box** if not in the inbox for the first time.
3. Applicants should mandatorily have the following documents in digital format to complete the application:
  - a. **SSC Marksheet**
  - b. **HSSC Marksheet**
  - c. **Aadhar card / Passport**
  - d. **Leaving Certificate**
  - e. **Passport Size Photo**
4. E-Certificate is mandatory for applicants applying under the category **SC/ST/OBC/EWS/PH**.
5. The applicants can visit the college website of their interest and refer to the Prospectus for the information regarding courses, subjects offered and programme fees.
6. Each applicant is allowed to make only one application on the portal.

### Programme Preference Selection:

7. While adding the preference of the Programme, the applicant has to mandatorily select two colleges in the order of preference while the third preference is optional. **(1- Highest preference, and 3- Lowest preference)**
8. The applicant can apply for different degree programme either in the same college or different college.
9. Each college will prepare their independent merit list.
10. The applicant can upgrade their admission from the lower preference college admitted earlier to the higher preference college, subject to availability of seats and admission offer.
11. However, applicant strictly will not be able to switch to the lower preference college if admitted earlier in the highest preference college.
12. Once the applicant admits in any of their preferred college, they will not be able to edit their preference in application form thereafter.
13. After submission of the application form, a pop-up window acknowledging the successful submission of the application will be displayed. **Applicant will receive the acknowledgement on the registered email.**
14. Incomplete applications will not be processed.