FORM FILLING INSTRUCTIONS

1. Kindly fill correct details like name, Aadhar card, mobile number, parent’s occupation, annual income etc.
2. Verify that your entered records must match with details in matriculation certificate.
3. Upload clear pics of your relevant educational details, caste certificate (if any), etc. Blurred or distorted pics may result into the rejection of the form.
4. Regularly check your mobile messages as in case of next stage verification, you will be reported through SMS and email only.
5. Only fill your personal Number and email id for future contact either you may lost important notices, updates.
6. Once you are registered on admission portal. Your said application move to verification committee for further scrutinizing of your documents. If there are no discrepancy (s) found in your form, your application will get verified and you will get SMS alert.
7. After verification (in case of BA, B.Com, BCA BBA, PGDCA) You will get a message that your application has been approved.
8. After approval, you need to login again in your account to pay fee as payment link is active after approval. Once you pay your fee amount as mentioned using Net banking, Credit Card, Debit Card or UPI, you become the student of the class.
9. In the last download your complete application and submit it along with Original Character Certificate/Migration Certificate to the admission committee on the schedule dates as mentioned here on this portal soon after closing date of admissions.