

Samarth eGov

USER GUIDE for UG Lateral Entry admissions

Admissions Portal - applicants

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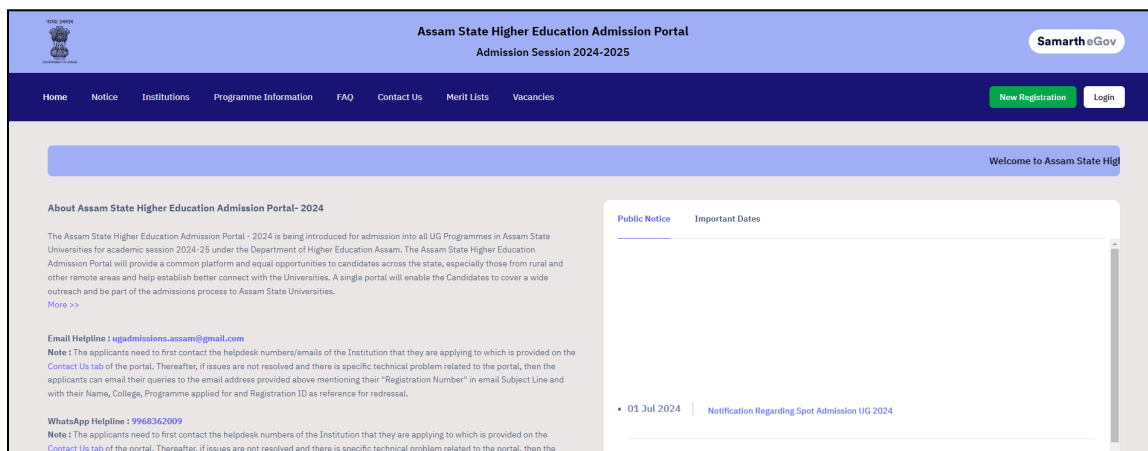
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- ❖ The Samarth admission platform seamlessly integrates technology and education delivery. It is tailored for Higher Education Institutions (HEIs) across the country and allows them to deploy a digital framework for planning, management, delivery, and monitoring of services for students, staff, and other stakeholders. Samarth E-Gov Suite is a catalyst in the transformation of Higher Education institutions transitioning towards a future-ready digital campus.
- ❖ This specific document is curated to assist the applicant in the admission process.

❖ Website Walkthrough

This user guide aims to provide you with a comprehensive understanding of the available menu options and their functionalities to enhance your navigation experience:

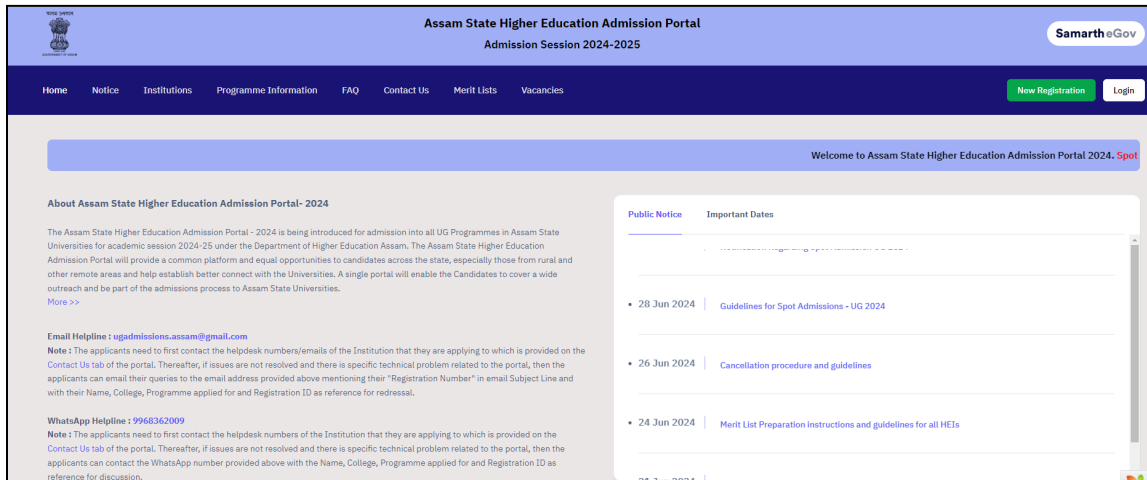
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- Contact Us
- New Registration
- Login



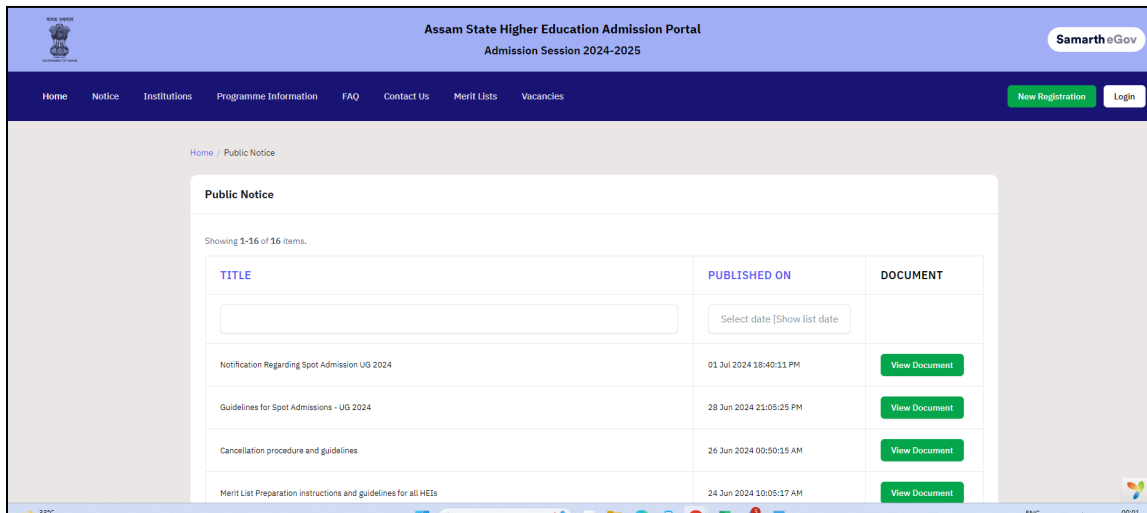
- ❖ The above image illustrates the menu options and essential links available on the landing page for student login and registration. All menu options specified are located in the upper left corner, while the registration and login features are situated in the upper right corner for convenient access.

➤ HOME

- The Home button serves as a convenient shortcut for users, directing them back to the portal's landing page. This feature is particularly beneficial for applicants seeking swift access to the home page while browsing through different sections of the portal

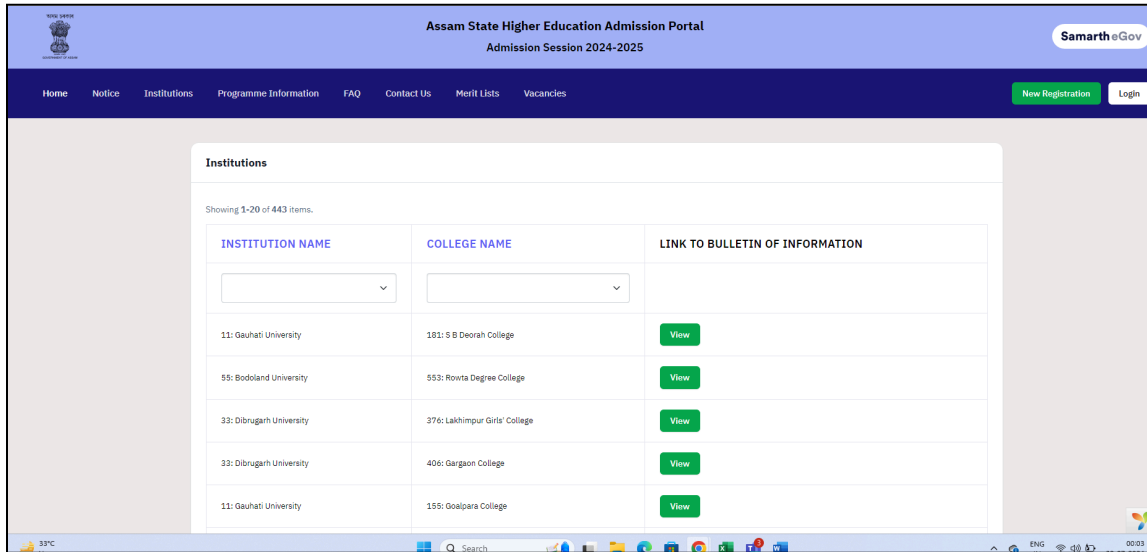


- Notices serve as vital announcements regarding upcoming events or updates in laws and regulations. These notifications are crucial for applicants to stay informed about, encompassing a range of information such as notices, ordinances, permits, and other significant announcements.



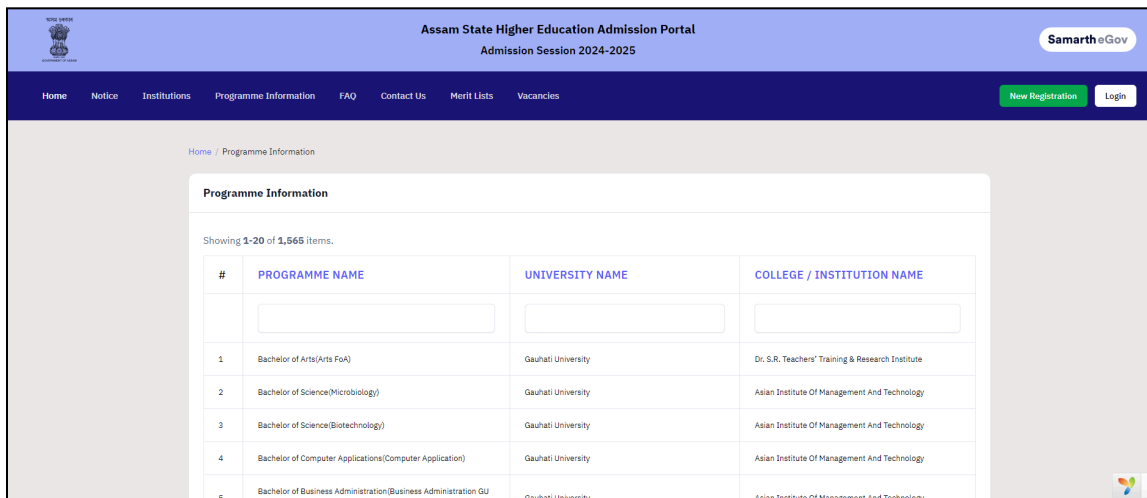
➤ INSTITUTIONS

- Users can find comprehensive details about the participating educational establishments. Applicants can utilize this section to access and review the Information Bulletin of the colleges.



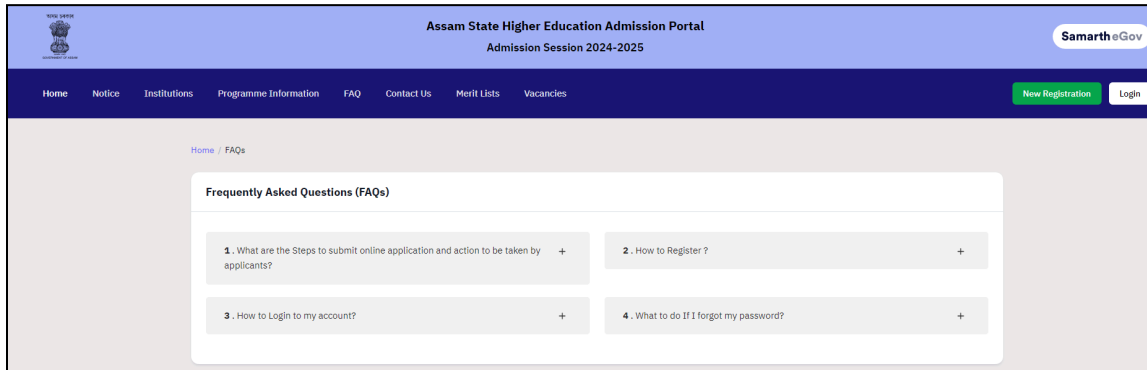
➤ PROGRAMME INFORMATION

- Here, applicants can browse through universities and colleges that offer the programs they're interested in, particularly focusing on the designated colleges within those universities.



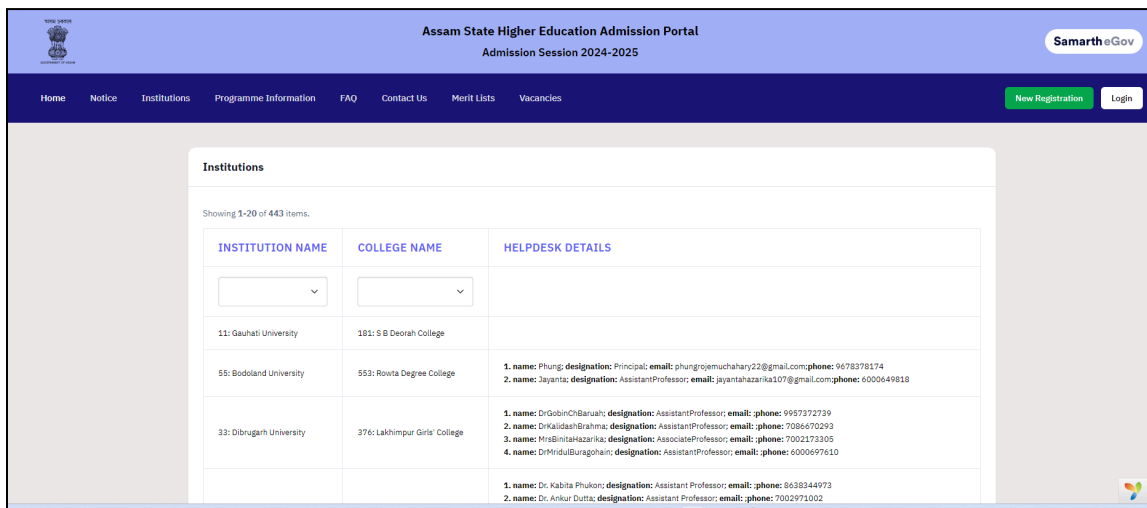
➤ FAQ's

- Tailored to address the most prevalent concerns applicants may encounter. Aimed at providing swift access to pertinent information, the FAQ section endeavors to streamline the search for answers, thereby saving applicants valuable time and effort.



➤ CONTACT US

- The Contact Us section offers contact information for universities and colleges, enabling applicants to reach out with any inquiries related to their respective institutions. It also assists in enquiring regarding registration fee-related queries.



❖ ADMISSION PROCESS

- The admission process comprises three distinct steps, which applicants must follow diligently after registering on the portal:
 - Profile Completion: Applicants need to fill out their profile information thoroughly.

- Profile submission and Locking: After completing their profile, applicants must confirm and lock it.
- College Application: Once the profile is confirmed and locked, applicants can proceed to apply to their desired colleges.
- ❖ To commence the admission process, applicants must first register and log in to the portal. Registration is a one-time requirement for all applicants, and the process is outlined below:

❖ REGISTRATION

- For applicants new to the portal, registration is a prerequisite to kickstart their admission application process. This step is essential as it signals the portal of their intention to apply for university programs.

Home Notice Institutions Programme Information FAQ Contact Us

New Registration Login

Important Instructions

1. Name and other details entered by the applicant need to be the same as in the [Class X Board Marksheet](#)
2. Applicant can log in to the admission portal through their [registered email address, only](#).
3. Applicant must use his own [active](#) email address.
4. The Email address provided by the applicant must be functional and the applicant must have access to it throughout the admission process.
5. Applicants are encouraged to use latest version of [Google Chrome](#) web browser for filling the application form.

Registration Form

Applicant's Full Name (As per class X/XII Marksheet) *

Applicant's Date of Birth (As per class X/XII Marksheet) *

Day ▼ Month ▼ Year ▼

Applicant's Email (Please use your own email as this will be used for all official communication) *

❖ Steps for Registration:

- Step 1 - Navigate to the top right corner of the home page >> Click on “New Registration”
- Step 2 - As the user selects “New registration” the following page appears (image attached below) >> The user is required to go through the Important instructions before filling out the application form.
- Step 3 - Users are required to fill in their “Name” & “DOB” as per their original X/XII marksheets.

- Step 4 - Users are required to fill in their functional email IDs and create passwords for their registered accounts.
- Step 5 - Once the passwords have been successfully generated, users must input their mobile numbers >>fill in the CAPTCHA >> click on “Register”.

The image shows a registration form interface. On the left, there is a box titled "Important Instructions" containing five numbered points. On the right, the "Registration Form" contains several input fields: "Applicant's Full Name", "Applicant's Date of Birth" (with Day, Month, and Year dropdowns), "Applicant's Email", "Re-Enter Applicant's Email Address", "Password", "Re-Enter Password", "Mobile Number", "Re-Enter Mobile Number", and a CAPTCHA verification field with the text "83273A". A "Register" button is located at the bottom right of the form.

Important Instructions

1. Name and other details entered by the applicant need to be the same as in the [Class X Board Marksheet](#)
2. Applicant can log in to the admission portal through their [registered email address, only](#).
3. Applicant must use his own [active](#) email address.
4. The Email address provided by the applicant must be functional and the applicant must have access to it throughout the admission process.
5. Applicants are encouraged to use latest version of [Google Chrome](#) web browser for filling the application form.

Registration Form

Applicant's Full Name (As per class X/XII Marksheet) *

Applicant's Date of Birth (As per class X/XII Marksheet)

Day Month Year

Applicant's Email (Please use your own email as this will be used for all official communication) *

Re-Enter Applicant's Email Address *

Password (Minimum 8 characters) *

Re-Enter Password *

Mobile Number *

Re-Enter Mobile Number *

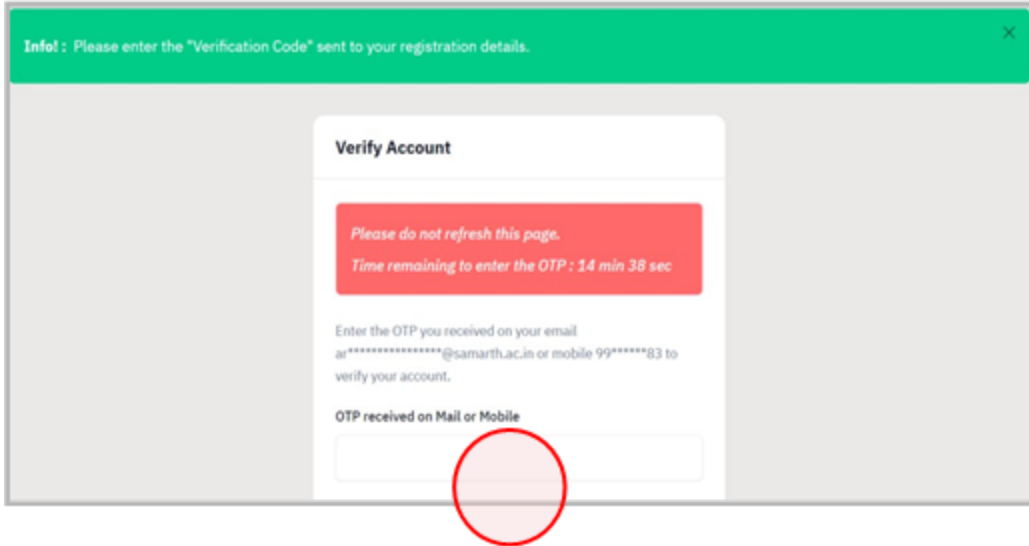
Captcha Verification (Type the text shown in the image)

83273A

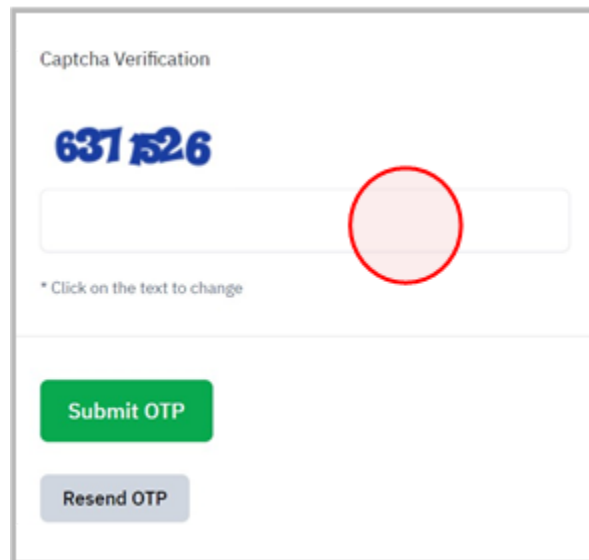
* Click on the text to change

Register

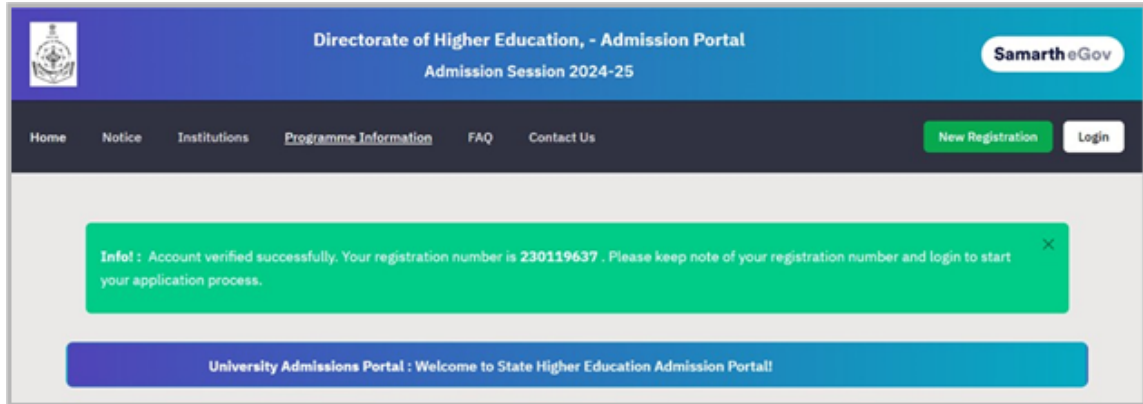
- ❖ **Step 6** - After filling in all the details the users will receive an OTP on their registered mobile and email address for account verification



- ❖ **Step 7** - The user then needs to fill in the CAPTCHA >> select "Submit OTP"



- ❖ **Step 8** - Once the account is verified the below page will appear to the users

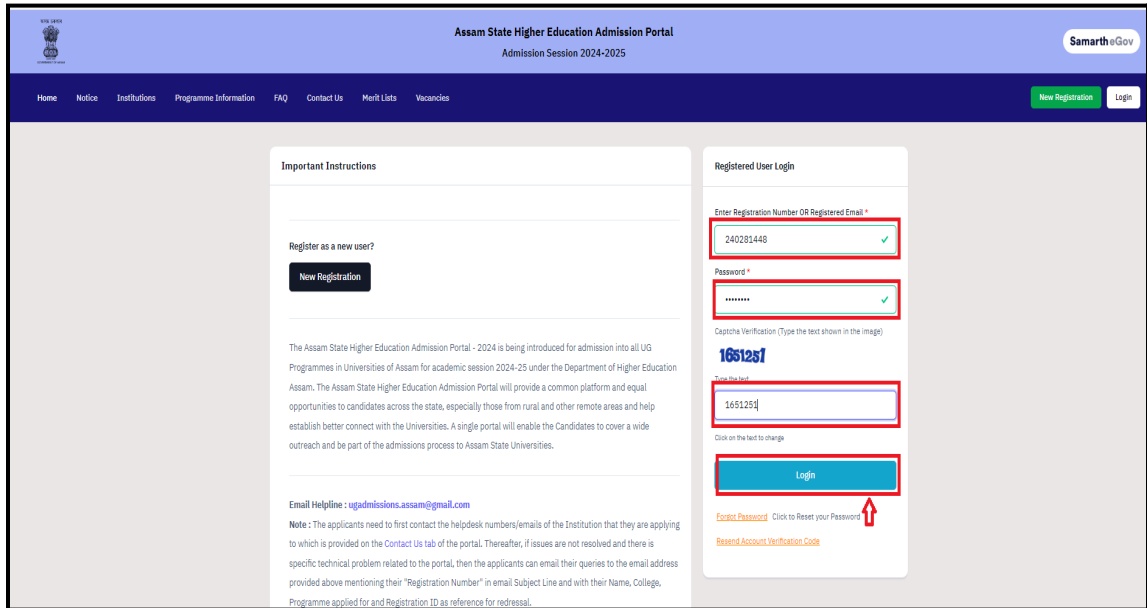


❖ APPLICANT DASHBOARD

- The applicant dashboard provides a tailored platform for applicants to conveniently monitor their application status, make profile adjustments, and apply to various programs offered by the University. This centralized system simplifies the management of multiple applications within a single interface. Accessing the dashboard requires completion of the registration process followed by logging in to the portal.

❖ Login

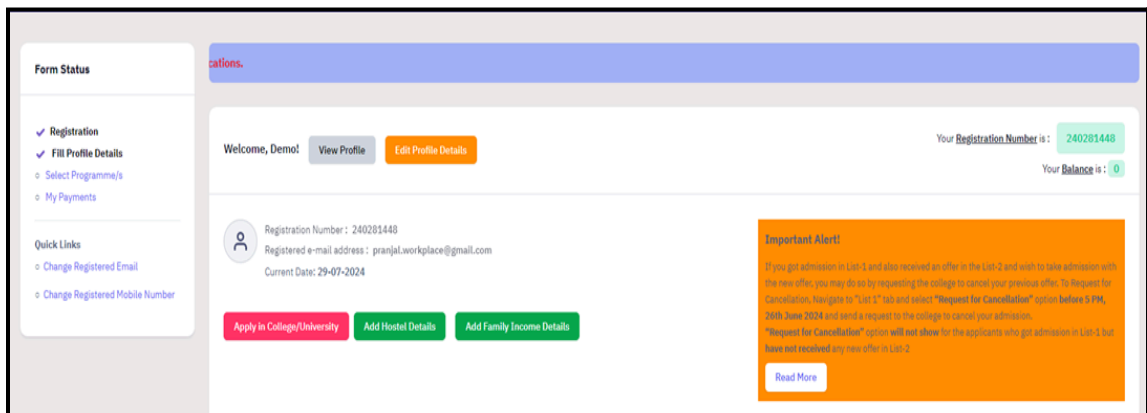
- To initiate your application, please log in. This step ensures the security of your information and customizes your experience. If you're new here, do not worry – you'll need to register first. Once logged in, you'll gain access to all the features necessary for a seamless application process.
- The user needs to fill in their registration number and password to log into their account and view their dashboard.
- If the user forgets their password, click the "Forgot Password" link. This action will redirect them to the Request Password Page, where they will need to provide their registered email address. Complete the Captcha verification process and click "Send." A new password will then be sent to your registered email address.



- Upon successful login, applicants may commence their admission application process. They are prompted to complete their profile details accurately.

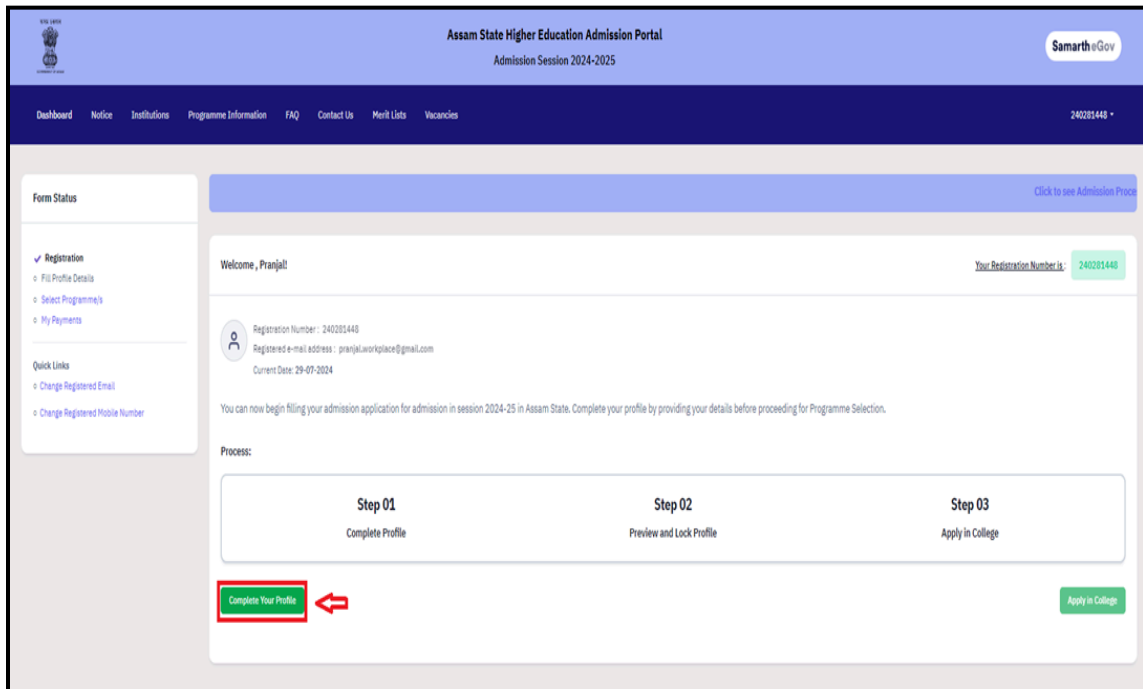
Steps to complete the application:

- **Step 1** - To complete the application process the user needs to click on “Complete Profile”



- ❖ The above image depicts the Applicant’s Dashboard (landing page) after the applicant has logged into their account. The users have been provided with the option of changing their registered emails and mobile numbers under the “Quick Links” section.

- ❖ The profile section is divided into 5 sections:
 - Personal Details
 - Family Details
 - University registration details (if any)
 - Other Category/Quota
 - Address



- ❖ **Step 2** - The user then needs to complete the “Personal Details” section

Assam State Higher Education Admission Portal
Admission Session 2024-2025

Samarth@Gov

Dashboard Notice Institutions Programme Information FAQ Contact Us Merit Lists Vacancies

240205440

Profile Details (1) Other Details (2) Uploads (3)

Personal Details

Full Name of the Applicant *
Demo ✓

Applicant's Gender *
Male ✓

Applicant's Date of Birth *
1 September 2006 ✓
Age as on July 1, 2023 *
16 Years 10 Month 0 Days

Social Category *
General ✓

Applicant's Registered Email *
pranjal.workplace@gmail.com

Registered/Applicant Mobile Number *
9958229064

Blood Group
A+ ✓

Do you have domicile of Assam? *
Yes ✓

Are you a citizen of India? *
Yes ✓

Alternate Email

Alternate Mobile Number (Parent's/Guardian's)

Religion *
Hinduism ✓

❖ **Step 3** - The user needs to complete the “Family Details” section

ID Proof *
PAN Card ✓

ID Proof No *
GFJSK8796J

Family Details

Mother's Name
MN ✓

Mother's Occupation
Not Applicable ✓

Mother's Qualification
Select

Mother's Office Address

Mother's Mobile Number

Father's Name
FN ✓

Father's Occupation
Not Applicable ✓

Father's Qualification
Select

Father's Office Address

Father Mobile Number

Father your Guardian
Select

❖ **Step 4** - The user needs to complete the “Other Category/Quota” section.

Emergency Contact Number *	9999999899 ✓	Combined Family Income *	Up to 2,00,000 ✓
University Registration details (if applicable)			
Have you enrolled in University/Autonomous College before? *			
No ✓			
Other Category/Quota			
Person with Benchmark Disabilities (PwBD) Category *			
Not Applicable ✓			
Are you an Ex-Service man? *		Are you dependent of Freedom Fighter? *	
No ✓		No ✓	
Extra Curricular Activity *		Sports Quota *	
Not Applicable ✓		No ✓	

❖ **Step 5** - The user then needs to fill in the “Address Details” >> then select the “Save and Next” option to move to the next section.

Address

Correspondence Address

Address Line 1 *

Add

Address Line 2 *

Add2

Country *

India x

State *

Assam x

District *

BONGAIGAON x

Pincode *

782446

Permanent Address Click if same as correspondence address

Address Line 1 *

Add ✓

Address Line 2 *

Add2 ✓

Country *

India x

State *

Assam x

District *

BONGAIGAON x

Pincode *

782446 ✓



Save and Next

[Profile Details \(1\)](#)
[Other Details \(2\)](#)
[Uploads \(3\)](#)
[Preview \(4\)](#)

Profile Details

PERSONAL DETAILS	
Full Name of the Applicant : DEMO	Gender : Male
Date of Birth: 1 September 2006 Age as on: July 1, 2023: 16 Years 10 Month 0 Days	Social Category : General
Blood Group: A+	Religion : Hinduism
Nationality Indian	
Do you have domicile of Assam? Yes	
Registered Email : pranjal.workplace@gmail.com	Registered Mobile Number: 9958229064
Alternate Email : Not Provided	Alternate Mobile : Not Provided
Permanent Address: Add, Add2, BONGAIGACIN, Assam -782446, India	Correspondence Address : Add, Add2, BONGAIGACIN, Assam -782446, India
ID Proof : PAN Card	ID Proof No : GP38K379WJ
UNIVERSITY REGISTRATION DETAILS (IF APPLICABLE)	
Have you enrolled in University/Autonomous College before? : No	Registration Number: Not Provided
University Name of School/Department/Faculty/College: Not Provided	Programme registered in: Not Provided
FAMILY DETAILS	
Mother's Name : MN Mother's Qualification : Not Provided Mother's Occupation : Not Applicable Mother's Mobile Number : Not Provided Mother's Office Address : Not Provided	Father's Name : FN Father's Qualification : Not Provided Father's Occupation : Not Applicable Father Mobile Number : Not Provided Father's Office Address : Not Provided
Father your Guardian : Not Provided	
Emergency Contact Number : 9999998899	
Combined Family Income : Up to 2,00,000	
OTHER CATEGORY/QUOTA	
Person with Benchmark Disabilities (PwBD) Category : Not Applicable	
Are you an Ex-Service man? : No	
Are you dependent of Freedom Fighter? : No	
Extra Curricular Activity : Not Applicable	
Sports Quota No	

[Back to Dashboard](#)
[Update Details](#)
[Proceed to Next](#)

- ❖ Before proceeding to fill out the "Other Details" section, applicants are required to verify all entered information. The portal offers a preview page for this purpose. If any inaccuracies or issues are identified, applicants can easily edit or update their profile section before moving forward.

❖ **To edit or update any details:**

- Click on the "Update Details" button.
- Your profile changes will be saved.

❖ **Step 6 -** After saving their profile details in the top section bar, users are required to click on the "Other Details" button >> After completing this section users need to click on "Save and Next"

Assam State Higher Education Admission Portal
Admission Session 2024-2025

Dashboard Notice Institutions Programme Information FAQ Contact Us Merit Lists Vacancies

Personal Details (1) Other Details (2) Uploads (3) Preview (4)

Other Details

Do you have any illness which requires continuous or emergency medical attention? *

No ✓

Do you belong to Moran Community of Assam? *

No ✓

Do you belong to Fringe Village of Assam? *

No ✓

Do you belong Urban/Rural/Semi-Urban/Metropolitan Area? *

Urban ✓

Are you Son/Daughter of present employee of university/college? *

No ✓

Do you have Migration Certificate? *

No ✓

Do you have transfer certificate from your School/College? *

No ✓

a)	Candidates having NCC 'B'/'C' certificate	<input type="radio"/> Yes <input checked="" type="radio"/> No
b)	Have you attended any special camp under the National Service Scheme	<input type="radio"/> Yes <input checked="" type="radio"/> No

LANGUAGE	PROFICIENCY (READING/WRITING/SPEAKING)
Assamese	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing <input type="checkbox"/> Speaking
Hindi	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Speaking
English	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Speaking
Other Language 2	<input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Speaking

⇒ **Save and Next**

Info: Other Details Saved Successfully ✕

Profile Details (1)
 Other Details (2)
 Uploads (3)
 Preview (4)

Other Details






Do you have any illness which requires continuous or emergency medical attention?		No
Do you belong Urban/Rural/Semi-Urban/Metropolitan Area?		Urban
Are you Son/Daughter of present employee of university/college ?		No
Do you belong to Fringe Village of Assam?		No
Do you belong to Moran Community of Assam?		No
Do you have Migration Certificate?		No
Do you have transfer certificate from your School/College?		No
a)	Candidates having NCC 'B' 'C' certificate	No
b)	Have you attended any special camp under the National Service Scheme	No
Language Proficiency (Reading/Writing/Speaking)		
Hindi	Reading Writing Speaking	
English	Reading Writing Speaking	
Assamese	Reading Writing	


- ❖ **Step 7** - Users are required to upload the essential documents that have been mentioned by them in their registration process.
- ❖ **Step 8** - After uploading the documents successfully the users need to click on “Preview” to move to the next section.

Uploads

Instruction for Uploading Image/Photo of Document, Certificate, Marksheet and Signature

- Digital Photo and Signature are required in .jpg or .jpeg image format
- File size of digital photo must be within 10kb to 500.00 KB limit.
- Document/Certificate/Marksheet related size of digital photo must be within 10kb to 500.00 KB limit.

<p>Photo* Accepted formats .jpeg .jpg [10 KB - 500.00 KB]</p>	<p>Select file</p>		<p>Delete</p>
<p>Signature* Accepted formats .jpeg .jpg [10 KB - 500.00 KB]</p>	<p>Select file</p>		<p>Delete</p>
<p>ID Proof Document* Accepted formats .jpeg .jpg .pdf [10 KB - 500.00 KB]</p>	<p>Select file</p>		<p>Delete</p>
<p>Proof of permanent residence of Assam (PRC, Voter ID, Aadhar, Caste Certificate, Birth Certificate, School ID, or any other certificate issue by competent authority of Govt of Assam)* Accepted formats .jpeg .jpg .pdf [10 KB - 500.00 KB]</p>	<p>Select file</p>		<p>Delete</p>
<p>Income Certificate [Certificate issued by the Circle officer(Competent Revenue Authority) only will be valid.]* Accepted formats .jpeg .jpg .pdf [10 KB - 500.00 KB]</p>	<p>Select file</p>		<p>Delete</p>

Back to Profile Details  **Preview Your Profile**

- ❖ **Step 9** - The preview section serves as the last review stage for the applicant's application form. Here, applicants can thoroughly review their entire application form, ensure its accuracy, and edit before finalizing the submission for their admission application. To edit their form users can click on the “Edit” option available on the top right corner.

✔ Profile Details (1)
✔ Other Details (2)
✔ Uploads (3)
✔ Preview (4)

⇒

Edit

PERSONAL DETAILS

Full Name of the Applicant : DEMO	Gender : Male
Date of Birth: 1 September 2006 Age as on: July 1, 2023: 16 Years 10 Month 0 Days	Social Category : General
Blood Group: A+	Religion : Hinduism
Nationality: Indian	
Do you have domicile of Assam? Yes	
Registered Email : pranjal.workplace@gmail.com	Registered Mobile Number: 9958229064
Alternate Email : Not Provided	Alternate Mobile : Not Provided
Permanent Address: Add, Add2, BONGAIGAON, Assam -782446, India	Correspondence Address : Add, Add2, BONGAIGAON, Assam -782446, India
ID Proof : PAN Card	ID Proof No : GF3SK87963

UNIVERSITY REGISTRATION DETAILS (IF APPLICABLE)

Have you enrolled in University/Autonomous College before? : No	Registration Number: Not Provided
University Name of School/Department/Faculty/College: Not Provided	Programme registered in: Not Provided

FAMILY DETAILS

Mother's Name : MN Mother's Qualification : Not Provided Mother's Occupation : Not Applicable Mother's Mobile Number : Not Provided Mother's Office Address : Not Provided	Father's Name : FN Father's Qualification : Not Provided Father's Occupation : Not Applicable Father Mobile Number : Not Provided Father's Office Address : Not Provided
Father your Guardian : Not Provided	
Emergency Contact Number : 9999999999	

- ❖ **Step 10** - After verifying all the details the users are required to check in the declaration box and then click on “Confirm and Lock” to proceed to the Programme selection process. Once the form is submitted the user will not be allowed to edit the details any further.

Emergency Contact Number : 9999998899

Combined Family Income : Up to 2,00,000

OTHER CATEGORY/QUOTA

Person with Benchmark Disabilities (PwBD) Category : Not Applicable

Are you an Ex-Service man? : No

Are you dependent of Freedom Fighter? : No

Extra Curricular Activity : Not Applicable

Sports Quota No



Other Details

Edit

Do you have any illness which requires continuous or emergency medical attention?	No	
Do you belong Urban/Rural/Semi-Urban/Metropolitan Area?	Urban	
Are you Son/Daughter of present employee of university/college ?	No	
Do you belong to Fringe Village of Assam?	No	
Do you belong to Moran Community of Assam?	No	
Do you have Migration Certificate?	No	
Do you have transfer certificate from your School/College?	No	
a)	Candidates having NCC 'B' 'C' certificate	No
b)	Have you attended any special camp under the National Service Scheme	No

Uploads

[Edit](#)

Photo	
Signature	
ID Proof Document	View File
Proof of permanent residence of Assam (PRC, Voter ID, Aadhar, Caste Certificate, Birth Certificate, School ID, or any other certificate issue by competent authority of Govt of Assam)	View File
Income Certificate [Certificate issued by the Circle officer(Competent Revenue Authority) only will be valid.]	View File

Declaration

This is an important step. Please ensure that you have verified the profile details for correctness. No modification will be allowed after this step.

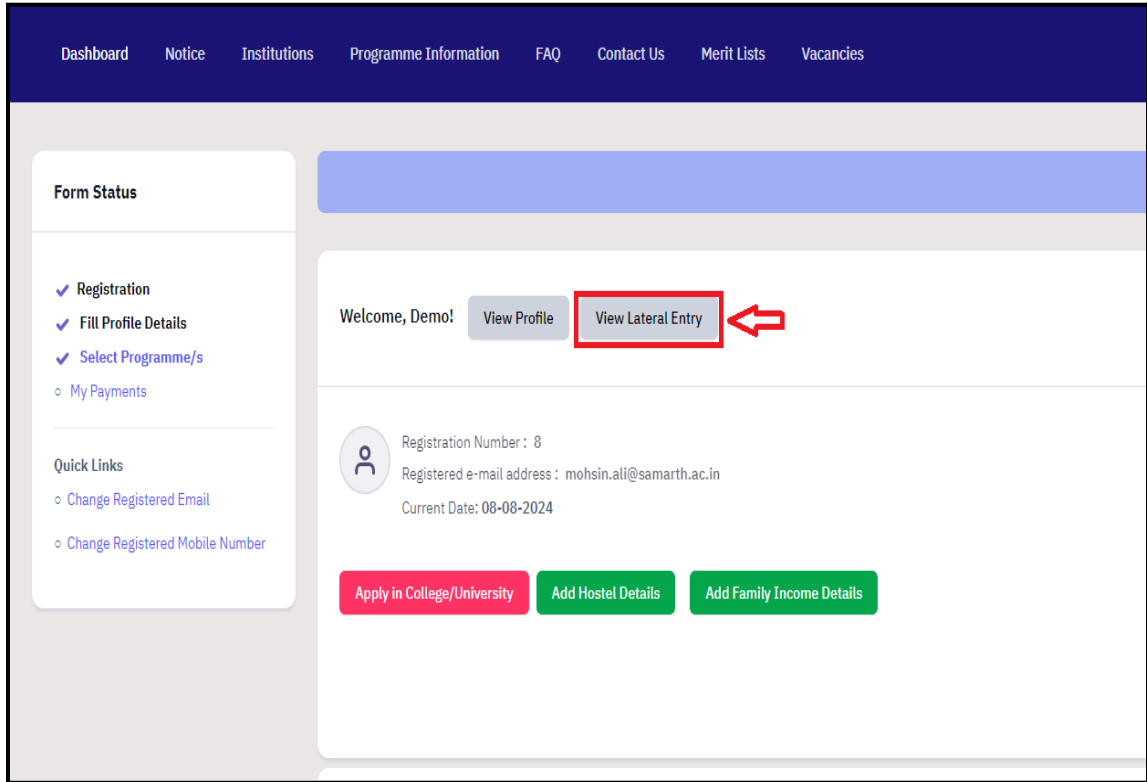
Click on "Confirm and Lock" if you are sure to proceed, else click on "Cancel" to go back to the last viewed page. Profile Details

I do hereby declare that all the statement made in the profile details are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if i am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled.

Taking Service From CSC? NO YES

[Home](#) [Confirm and Lock](#)

- ❖ After **Confirm and Lock** the Profile the Applicant needs to click on the **Lateral Entry** button.



❖ Once clicked on the **Lateral Entry** option applicants need to Select the **Nep Lateral Point** and Select the Mode of applying (Polytechnic/Twelth).

❖ **In Polytechnic Mode Applicants needs to fill the following details.**

- ❖ Polytechnic Institution where applicants completed his/her Diploma Course.
- ❖ Select the Scheme as Science from the dropdown menu.
- ❖ Select the respective branch from the dropdown.
- ❖ Mention the Polytechnic Registration number.
- ❖ Mention the Percentage Equivalent.
- ❖ Select the Division from the dropdown.

The screenshot shows a web application interface for a 'Lateral Entry' form. At the top, there is a navigation bar with links: Dashboard, Notice, Institutions, Programme Information, FAQ, Contact Us, Merit Lists, and Vacancies. Below the navigation bar, there are three tabs: 'Mode Selection (1)', 'Uploads (2)', and 'Preview (3)'. The main form is titled 'Lateral Entry' and contains the following fields:

- Nap Lateral Point ***: A dropdown menu with '3rd Semester' selected.
- Mode ***: A dropdown menu with 'POLYTECHNIC' selected.
- Polytechnic** section: A container for the following fields:
 - Institution ***: A dropdown menu with 'Select ...' and a red error message 'Institution cannot be blank.'
 - Scheme ***: A dropdown menu with 'Select ...' and a red error message 'Scheme cannot be blank.'
 - Branch ***: A dropdown menu with 'Select ...' and a red error message 'Branch cannot be blank.'
 - Registration Number ***: A text input field with a red error message 'Registration Number cannot be blank.'
 - Percentage Equivalent ***: A text input field with a red error message 'Percentage Equivalent cannot be blank.'
 - Division ***: A dropdown menu with 'Select ...' and a red error message 'Division cannot be blank.'

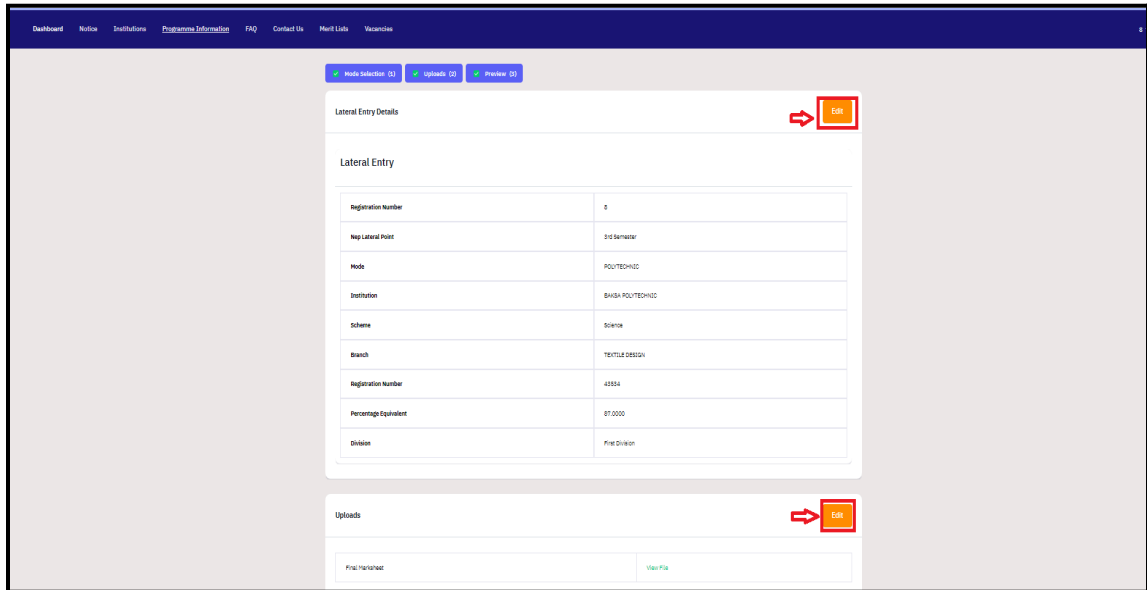
At the bottom right of the form, there is a green button with a red arrow and the text 'Save and Next'.

❖ **In Twelfth Mode Applicants need to fill the following details.**

- ❖ Here Applicant needs to select the Graduation Institution from the dropdown where he/she completed his/her First Year.
- ❖ Then Select the College from the dropdown.
- ❖ Select the respective Programme in which student enrolled earlier from the dropdown.
- ❖ Mention the Previously allotted Enrollment number.
- ❖ Select the Primary Discipline from the dropdown.
- ❖ Select the Exam Mode from the dropdown.

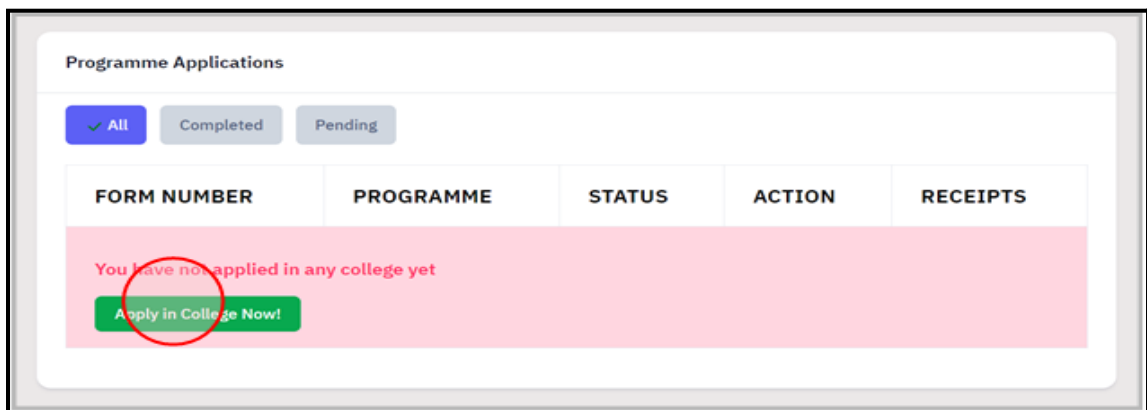
- ❖ Once all the relevant details have been entered by the applicants then they can click on **Save and Next** option.
- ❖ After clicking on the **Save and Next** button Applicants need to upload the Final Marksheet.
 - In Polytechnic Mode Applicant needs to upload the **Polytechnic Final Marksheet**.
 - In TWELTH Mode Applicants need to upload the **Passing Semester(1st/2nd) Marksheet**.

- ❖ Here Applicants can Preview his/her filled Lateral Entry details If they wants to Edit then there is an edit option if all the details are correct then they can directly apply in the college.



❖ **Steps to complete Programme Selection:**

- **Step 1** - Once the user has confirmed and locked their application they will proceed to the selection of the Programmes option which is available on their applicant dashboard >> Users are required to select the “Apply in College Now” option.



- **Step 2** - The user is to proceed further with selecting their choice of programs from the drop-down menu and select “Proceed”.

Dashboard Notice Institutions Programme Information FAQ Contact Us Merit Lists Vacancies

Programme Selection (1) Personal Details (2) Academic Details (3) Other Details (4) Uploads (5) Preview (6) Confirmation (7)

Select the Programme you want to apply

Admission Mode *
CUET ✓

University *
Bhattadev University-University ✓

College/Department(In University Campus) *
Bhattadev University (701, UNIVERSITY) x ✓

Programme Level
BACHELOR (Under-Graduate Programmes) v

Scheme Type *
NEP-STREAM ✓

Programme *
Bachelor of Arts (FHSS BDU) x ✓

I. LINK TO UNIVERSITY ADMISSION POLICY [https://samarth-ac.03.ap.south-1.amazonaws.com/assam/admissioned24/988222098748524989f8de4e47938818618a448787080295dc895092aed372009597/bulletin_1716299597.pdf]
I have read the policies and procedures specified by the university and college for the programme and I agree that I meet the minimum requirements for admission into the programme offered by the university/college.

Home Proceed

- **Step 3** - The user is to proceed further with selecting their choice of course preference and select “Proceed”. The admission scheme will be available according to the programme course selected by the applicant

Programme Selection (1) Personal Details (2) Academic Details (3) Other Details (4) Uploads (5) Preview (6) Confirmation (7) SamarthGov

Please select your course preferences Bachelor of Arts (B.A.)

*Select Admission Scheme
 1 Major 1 Minor
 1 Major 2 Minor

Subject I (Major)
Select v

Subject II (Minor)
Select v

*NOTE: This Combination is subject to merit list and availability of seat at the time of counseling.

Home Proceed

- **Step 4** - The users can update their program selection by clicking on “Update Course” >> The user is required to click on “Next” to proceed with the program selection process.

Programme	Course(s) Selected	Status
Programme : Bachelor of Arts (B.A.) College : KU050: LAL SHASHTRI GOVT. P.G. COLLEGE	1 Major 1 Minor Subject I: English Literature Subject II: Hindi Literature	NOT SUBMITTED NOTE: Application with status Not Submitted would not be considered for admission.

- ❖ The user will then be proceeded to the personal details section >> The applicant is then required to select the “Next”.
- **Step 5** - Under the academic details section the user is to fill out all the necessary education details >> After filling in the details the user is required to click on “Save and Next”. The users can edit their details by selecting the “Update” option.

Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale) *

Class X Division *

Class X Name of the Institution/School *

X Subject Combination

Qualification Details - XII or Equivalent

Class XII Board/University *

Class XII Qualification Status *

Class XII Year of Passing *

Class XII Stream *

XII Maximum Marks (Total Maximum Marks of all subjects) *

XII Marks Obtained (Total in all subjects) *

Class XII Roll/Registration Number

Class XII Name of the Institution/School *

Class XII Subject Combination *

Previous

Save and Next

- **Step 6** -The applicant needs to verify the other details section and after successful verification click on “Next”.
- **Step 7** - As the user moves ahead to the “Uploads” section they are required to upload their X/XII mark sheets >> then proceed with clicking on “Preview”.

- **Step 8** - Once the user has clicked on “Preview” their entire application form will be visible to them. The applicant is then required to scroll down and click on “Submit” to complete their application process.

Form Declaration

"I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if i am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled."Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks if failing, I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."

Mukul

Previous Submit

- **Step 9** - Once the user has selected “Submit” they will be taken to the final page where they are required to verify all the details by selecting the check boxes >> then proceed with selecting the “Submit Application” option.

Verify Details

Name	test
Gender	Female
Category	General
PwD Category	Not Applicable
Programme	Bachelor of Arts (B.A.)

VERIFY THE DETAILS BY CLICKING ON THE CHECKBOXES

- My Name is TEST as per the Xth Marksheet/Certificate.
- My Date of Birth is 8-July-1998 as per the Xth Marksheet/Certificate.
- My Category is General. Category changes claims will not be entertained in future

My Gender is [Female](#).
 My Mother name is [testa](#).
 Father's / Guardian's Name [testb](#).
 My address for correspondence is correct, which is [noida 100_sector, GAUTAM BUDDHA NAGAR, Uttar Pradesh -201301, India](#)
 I have rechecked all the information in the application form and upload fields.
 I have read all the guidelines and other related information about the admission.
 I Agree That, The candidate who has been punished by the court on charges of moral corruption or violence will not be given admission in any course/class. If after admission, he is punished by the court on charges of moral corruption or violence, then his admission will be canceled by the concerned college/university-campus and it will be mandatory to send written information to the university along with facts as soon as possible.
 I Agree That, If any candidate fraudulently takes admission in any class of the university/college, his/her admission can be canceled by the concerned Dean/Principal at any level and it will be mandatory to send the written information to the university as soon as possible.
 I Agree That, If a case is pending against a student in the court and he/she has been released on bail, such student can be considered for admission only if he/she qualifies as per the order of the Hon'ble Court.
 I Agree That, In the event of a student being detained by the police/administration due to criminal activity, the concerned student will be immediately suspended from the college/university campus for the period of detention and his/her admission will be canceled if punished.
 "I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if i am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled."Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks if failing, I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."

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[Home](#)
[Submit Application](#)

➤ **Step 10** - Once the user has successfully submitted the form they will be redirected to the homepage where they can print their application form by clicking on “Print form”.

Programme Applications

FORM NUMBER	PROGRAMME	STATUS	ACTION	RECEIPTS
630114122	University: KU: Demo University College: KU050: LAL SHASHTRI GOVT. P.G. COLLEGE Programme: Bachelor of Arts (B.A.)	Application Submitted		Print Form