# **User Guide for Non-CUET Applicants**

### Jammu and Kashmir (UT) Higher Education Department Under Graduate Admission Portal 2023-24

A comprehensive user guide for students for J&K (UT) Higher Education Department UG admission process.

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# Introduction

# Website Walkthrough

The admission portal for Jammu and Kashmir Higher Education Department. Menu items in the admission portal are as follows:

- Home
- Admission Guidelines
- Notifications
- Institutions
- Programme Information
- FAQ
- Contact Us
- New Registration
- Login

#### Home

The home button takes the user back to the home page. It is the landing page of the portal. The home button is useful for applicants who want to quickly return to the home page while navigating to other pages in the portal.

भारत सरकार जम्मू-कश्मीर सरकार अधिकारिक सेर्दत उखा विक्रा विक्राप्त स्था एवं कश्मीर Government ed India J&K Government Portal Desatment of Higher Education-J&K	A A +
J&K (UT) Higher Education Department, Unde Admission Session 2023-	rgraduate Admission Portal Samarth®Gov 2024
Home Notice Institutions Programme Information FAQ Contact Us	New Registration
	University Admissions Portal : Welcome to Admission Portal.
out J&K (UT) Higher Education Admission Portal- 2023 Higher Education is one of the most important sectors of the development among the social sectors. The Department of Higher cation is charged with the responsibility to monitor and regulate the dissemination of Higher Education above 10v2 level in the UT by inding facilities for opening of colleges and Universities. The Jammu and Kashnir Highers Hockation Admission Portal - 2023 is being douced for admission into all US Programmes in J&K State Universities (Emmu/Kashnir University) for affiliating government colleges, ther universities constituent colleges and government autonomous colleges for academic session 2023-24 under the Department of ther Education J&K. A single portal will enable the Candidates to cover a wide outreach and be part of the admissions process to J&K are Education Jastrutions.	Notifications

#### Notice

Notices are announcements that are made about upcoming events or changes in laws or regulations. They are important for applicants to be aware of. It typically includes notices, ordinances, permits, and other important announcements.

<u>भारत सरकार</u> Government of India	जम्मू-करमीर सरकार आधिकारिक पोर्टल J&K Governemnt Portal	उच्च शिक्षा विभाग, जम्मू एवं कश्मी Department of Higher Education	5 3 <u>л. J&amp;K</u>		a- A A+	
<u></u>	J&K (UT)	) Higher Education Adm	Department, Undergraduate Admiss ission Session 2023-2024	ion Portal	SamartheGov	
Home Notice	Institutions Programm	ne Information FAQ	Contact Us		New Registration Login	
Home / Public Notic	ie					
Public Notice						
TITLE		PUBLI	SHED ON	DOCUMENT		
		Sele	ct date [Show list date onwards]			
No results fou	ind.					

### Institutions

The 'Institutions' section provides detailed information about the participating Institutions. Applicants can access the page to view and read the Information Bulletin of the Colleges.

Annu externi Government of India 28K Government Portal Department of	uning you we can we can be called a set of the	A- A A+
J&K (UT) Higher Ed	ucation Department, Undergraduate Admission Admission Session 2023-2024	Portal SamartheGov
Home Notice Institutions Programme Information	FAQ Contact Us	New Registration Login
	Participating Institutions	
Ŏ	000	3900 9900
Government Degree College, Baramulla	Cluster University of Jammu	Cluster University, Srinagar
View Programmes Information	View Programmes Information	View Programmes Information
View university website $\rightarrow$	View university website $\rightarrow$	View university website $\rightarrow$
View CUET Eligibility $\rightarrow$	View CUET Eligibility $\rightarrow$	View CUET Eligibility $\rightarrow$
<b>@</b>		<u></u>
Islamia College of Science and Commerce,	University of Jamma	University of Kanharia

### **Programme Information**

The programme information section displays a comprehensive list of admission registration programs. In this section, the applicant can check the programmes available for admission at universities/colleges, Minor subjects available and the total seats available.

2	Government of In	ndia J&K Governemnt Portal Department of Higher Ed	lucation, J&K		A- A A+	
	2	J&K (UT) Higher Educati	ion Department, Undergraduate Admission Session 2023-2024	Admission Portal	SamartheGov	
	Home N	Notice Institutions Programme Information F	AQ Contact Us		New Registration Login	
	Program	nme Information				
	#	PROGRAMME NAME	COLLEGE NAME	TOTAL SEATS	MINORS	
	1	BAR: Bachelor Of Arts(Hons)(Anthropology)	Government Degree College Baramula	25	English-Literature Islamic-Studies Politica-Science Public-Administration Economics Sociology Mathematics Paychology Urdu Literature History Statistics Statistics Eurotional English	
					Bio-Informatics Bio-Technology Botany Chemistry	

### FAQ

The FAQ (Frequently Asked Questions) section is a helpful resource that provides answers to commonly asked questions regarding a particular topic or subject. It is designed to address the most common queries or concerns that applicants may have, offering clear and concise

explanations. The FAQ section aims to provide applicants with quick access to relevant information, saving them time and effort in searching for answers.

	<u>*</u>	J&K (UT) Higher Educati A	on Department, Un dmission Session 20:	dergraduate Admission Portal 23-2024	SamartheGov	
Hon	me Admission Guidelines	Notifications Institutions	Programme Information	n FAQ Contact Us	New Registration Login	
Hom	ne / FAQs					
	Frequently Asked Questions	(FAQs)				
	1. Where to register?		+	2 . How to verify my account?	+	
	3 . What to do If I forget my pa	ssword?	+	4 . How to login to my account?	+	
	5 . What are steps for submittin	ng the application form?	+			

### **Contact Us**

The Contact Us section provides University/College contact details, which applicants can visit if they have any queries relevant to those Universities/Colleges.

# **The Admission Process**

The admission process is divided into 4 steps. The applicant is required to register in the portal and complete all the steps as follows:

- 1. Complete their profile,
- 2. Confirm and lock profile and
- 3. Apply to college

To start the admission process, the applicant needs to register and log in to the portal. Registration for admission is a one-time process and every applicant needs to register. The registration process is mentioned below:

#### Registration

Applicants who are new to the portal need to register to process their application for admission. Registration is a must to ensure the portal that applicants want to apply for University programmes. To register yourself as Non-CUET based applicant. Please follow the steps

Government of India JAK Government Portal Department of Higher Education. JAK	A- A A+
J&K (UT) Higher Education Department, Undergrad Admission Session 2023-2024	uate Admission Portal
Home Notice Institutions Programme Information FAQ Contact Us	New Registration Login
Important Information	Registration
Candidates should not wait for the last day to fill the Application Form.     It is advisable to fill the form through a <b>desktop/laptop</b> . Avoid filling the form using a mobile phone.     Candidates must visit the website of various Colleges for Information about the fee and fee waiver rules (if any) and Hostel facilities in the College     Candidate must fill the CSAS(UG)-2023 Application form with utmost care as <b>editing will</b> not be allowed once the form is successfully submitted.	Do you have CUET-UG 2023 Registration Number?* Select  Submit
Candidates must remember their login details, such as CUET(UG)-2023 Registration     Number, email id and password.	
<ol> <li>Landidates are adviced to exercise unmost care while filling their Class XLI marks as these will become the basis for breaking the tie, if any.</li> <li>Before applying, candidates are advised to refer to the rules of various universities on their information brochure/websites for seat reservation /quota and criterion in NCC /NSS/ISSQS/SPORTS/ECA etc</li> </ol>	

Non-CUET applicant can register themselves by **Selecting** the **No** option and **Click** on **Submit**. To register as an Non-CUET applicant.

Mobile Number *
10 Digit Mobile Number
Re-Enter Mobile Number *
10 Digit Mobile Number
Captcha Verification (Type the text shown in the image)
1773868
* Click on the text to change
Register
Resend Account Verification Code

To register on the admission portal:

Click on the New Registration tab. There are two sections on the 'New Registration' page. Read the Important Instruction section before registering on the portal The student registration form requires correct details. Add the Full Name of the Applicant in the Applicant's Full Name Add Date of Birth in the format of Day, Month, and Year Mobile Number of Applicant in Enter Mobile Number Set your account password in Enter Password

Enter Captcha for verification Click on Register

An OTP will be sent to the registered mobile number. Enter the OTP.

After this the account has been successfully registered.

# **Applicant Dashboard**

The applicant dashboard gives the applicant a personalized space to check their application status, edit/update their profile and apply to multiple programmes added by the University. This makes it easier to manage multiple applications in one place.

To access the dashboard, the applicant needs to complete the registration process and login to the portal.

### Login

The 'Login' section is the starting point for applicants to apply for the programme.

9	overnment of India J&K Governemnt Portal Department of Higher Education. J&K	#* K 10
-	J&K (UT) Higher Education Department, Undergraduate Admissi Admission Session 2023-2024	on Portal SamartheGov
,	Iome Notice Institutions Programme Information FAQ Contact Us	Login
	Important Information	Registered User Login
	<ol> <li>Candidates should not wait for the last day to fill the Application Form.</li> <li>It is advisable to fill the form through a desktop/laptop. Avoid filling the form using a mobile phone.</li> <li>Candidates must visit the website of various Colleges for information about the fee and fee waiver rules (if any) and Hostel facilities in the College</li> <li>Candidate must fill the CSAS(UG)-2023 Application form with utmost care as editing will not be allowed once the form is successfully submitted.</li> <li>Candidates must remember their login details, such as CUET(UG)-2023 Registration Number, email id and password.</li> </ol>	CUET Application Number/Registration Number* CUET Application No./Registration Number Password* Password Captoha Verification 8622364 Type the text
	6. Candidates are advised to exercise utmost care while filling their Class XII marks as these will become the basis for breaking the tie, if any.	Click on the text to change
	<ol> <li>Before applying, candidates are advised to refer to the rules of various universities on their information brochure/websites for seat reservation /quota and criterion in NCC /NSS/BSG/SPORTS/ECA etc</li> </ol>	togin
	8. Candidates must upload the latest documents/certificates. The same will be required during online as well	Forgot Password? Click to Reset your Password

To login into the portal, the applicant needs to click on the login button followed by: **Enter your registration number.** 

#### Enter the password

Enter the captcha for verification in the type text box.

Click on login to enter the portal

(Note: if you forget your password click on the 'forget password' link which will redirect the applicant to the Request Password Page, for which the applicant needs to add the registered Email id. Enter the Captcha for verification and click send. A new password will be sent to the applicant's registered email id).

After successful login, the applicant can start their application process for admission. **Profile Details** 

Applicants are required to fill in their profile details in the profile section. To complete the profile, click on the **Profile** button in the dashboard. The profile section is divided into five sections:

- Personal Details
- Family Details
- Have you enrolled in any University of J&K HED Before?
- Other Category/Quota
- Address

Personal Details			
full Name of the Applicant *		Applicant's Gender *	
launith		1646	~
(pplicant's Date of Birth 18 × March ×	2013 ~	Applicant's Age Age as on Jul 1, 2023 * 10 Years 3 Month 14 Days	
Category Selection Info			+
Social Category *		Reservation Category for Seat Allocation *	X
Registered Mobile Number *		Alternate Mobile Number (Parent's/Guardian's) *	
Applicant's Registered Email *		Alternate Email	
kona mato operative geneticem			
legistered Mobile Number *		Alternate Mobile Number (Parent's/Guardian's) *	
Slood Group *		Religion *	
0+	~	Hinduism	~
\re you citizen of India ? *			
Yes	~		
)o you have a domicile of J&K(UT)? *		District	
		TAMMU	~

Mother's Name *	Mother's Occupation	
	Select	~
Mother's Qualification	Mother's Office Address	
Select	~	
Mother's Mobile Number		
Father's Name *	Father's Occupation	
	Select	~
Father's Qualification	Father's Office Address	
Select	×	
Father Mobile Number		
Emergency Contact Number *	Combined Family Income *	
	Select	~

Have you enrolled in any university of J&K HED before? *			
No	~		
Other Category/Quota			
Person with Benchmark Disabilities (PwBD) Category *		Kashmiri Migrant *	
Not Applicable	~	Not Applicable	~
Are you Single Girl Child? *			
Not Applicable	~		

Correspondence Address		
Address Line 1 *		Address Line 2 *
Test		Test
Country *		State *
India	× -	Jammu and Kashmir × -
istrict *		City *
JAMMU	× -	jammu
incode *		
180001		
ermanent Address 🗍 Click if Same As Correspond	ence Address	
ddress Line 1*	ence Address	Address Line 1 *
Jammu, University campus		Test
Country *		State *
India	× •	Jammu and Kashmir
India District *	^ ¥	Jammu and Kashmir *
India District *	X -	Jammu and Kashmir * City * jammu
India District * JAMMU Pin Code *	× •	Jammu and Kashmir * City * jammu
India District * JAMMU Pin Code * Permanent Address	× -	Jammu and Kashmir * City * jammu Address Line 1 *
India District * JAMMU Pin Code * Permanent Address	× •	Jammu and Kashmir * City * jammu Address Line 1 * Test
India District * JAMMU Pin Code * Permanent Address  Click if Same As Correspond Address Line 1 * Jammu, University campus Country *	x -	Jammu and Kashmir * City * jammu Address Line 1 * Test State *
India District * JAMMU Pin Code * Permanent Address  Click if Same As Correspond Address Line 1 * Jammu, University campus Country * India	ence Address	Jammu and Kashmir * City * jammu Address Line 1 * Test State * Jammu and Kashmir *
India District * JAMMU Pin Code * Permanent Address  Click if Same As Correspond Address Line 1 * Jammu, University campus Country * India District *	ence Address	Jammu and Kashmir * City * jammu Address Line 1 * Test State * Jammu and Kashmir × City *
India District * JAMMU Pin Code * Permanent Address  Click if Same As Correspond Address Line 1 * Jammu, University campus Country * India District * JAMMU	ence Address	Jammu and Kashmir       *         City *       jammu         Address Line 1 *       *         Test
India District * JAMMU Pin Code * Permanent Address  Click if Same As Correspond Address Line 1 * Jammu, University campus Country * India District * JAMMU Pin Code *	ience Address	Jammu and Kashmir * City * Jammu Address Line 1 * Test State * Jammu and Kashmir  K City * Jammu
India District * JAMMU Pin Code *  Permanent Address  Click if Same As Correspond Address Line 1 * Jammu, University campus Country * India District * JAMMU Pin Code * 180001	ence Address	Jammu and Kashmir       *         City *       jammu         Address Line 1 *       *         Test       Jammu and Kashmir         State *

After filling all the given details, click on **Save and Next** button to proceed to the next section. The applicant is required to verify all details for which the portal provides a preview page before the applicant starts filling the '**Achievement Details**' section. If the applicant finds any wrong input or any issues in the form, they can easily edit or update their profile section before proceeding to the next section.

To edit/update any details:

Click on the Update Details button to update.

The applicant's profile will be saved. Before proceeding to the next section, please preview the filled-in details by checking all the form details and click on **Proceed to Next** button to proceed to the next section.

#### **Achievement Details**

**Note:** Applicants are advised to read University Information bulletin for rules and guidelines for applying under Achievement Quota and applicable Event/Activity for specific University. Applicants are required to fill in this section if they want to apply to the listed university under their specific achievement quota. If the applicant don't want to or don't have any particular achievement details can **Skip this section** and proceed to the next

Click on the **Achievement Details** button after saving profile details at the top section bar or click on **Proceed to Next** button from the preview section.

for specific c	iniversity.				
					SKIP to Next Section
CC (National )	Cadet Corp)				SKIP to Next Section
ent/Activity Pa	rticipated*		Certificate Number*		
Select Activity			Enter Certificate Number		
rtificate Date*			Issuing Authority*		
Select Date			Enter Issuing Authority		
Save					
60	Cortificato Turno	Certificate Number	Issuing Authority	Date	Action

				, nutrionty			
Select Date			En	Enter Issuing Authority			
Save							
S.no	Certificate Type	Certificate Number	er	Issuing Authority	Date	Action	
ISS/BSG (Nati	ional Service Scheme/Bharat S	Scouts and Guide)					
vent/Activity Pa	rticipated*		Certifi	ate Number*			
Select Activity			- En	er Certificate Number			
ertificate Date*			Issuin	Issuing Authority*			
Select Date			En	Enter Issuing Authority			
ports	20 <sup>*</sup>		Comp	ition avait			
<b>Sports</b> Competition Nam Competition	ne* Name		Comp	tition Level* ect Sport Competition Level			
Sports Competition Nam Competition :ertificate Date*	ne* Name		Comp Se Issuin	tition Level* ect Sport Competition Level § Authority*			
Sports Competition Nam Competition Competition Contrificate Date* Select Date	ne* Name		Comp Se Issuir Iss	tition Level* ect Sport Competition Level g Authority* uing Authority			
Competition Nam Competition Nam Competition Certificate Date* Select Date Certificate Level*	ne* Name		Comp Se Issuin Ist	tition Level* ect Sport Competition Level g Authority* uing Authority			
Sports Competition Nam Competition Certificate Date* Select Date Certificate Level* Select Certifi	ne* Name ficate		Comp Se Issuin Iss	tition Level* ect Sport Competition Level g Authority* uing Authority			
Sports Competition Nam Competition Certificate Date* Select Date Certificate Level* Select Certif	ne* Name		Comp Se Issuin Ist	tition Level* ect Sport Competition Level g Authority* uing Authority			
Sports Competition Nam Competition Competition Competition Select Date Select Date Select Certif Save S.no	ne* Name ficate Competition Name	Competition Level	Comp Se Issuin Is	tition Level* ect Sport Competition Level g Authority* uing Authority Issuing Authority	Level Dr	ate Action	
Sports Competition Nam Competition Sertificate Date* Select Date ertificate Level* Select Certificate Save S.no	ne* Name ficate Competition Name	Competition Level	Comp Se Issuin Is Certificate Level	tition Level* ect Sport Competition Level 5 Authority* uing Authority Issuing Authority	Level D	ate Action	

### **Academic Details**

The 'Academic Details' section asks for the applicants intermediate or Class XII results information. Applicant required to mention their class XII results data according to which the admission will be granted. To provide the academic details applicants need to mention.

Select class XII boards name Select the status of the result Enter class XII boards roll number Enter class XII passing year Enter class XII Stream (Note: If applicant selecting Science stream here are the codes for the subjects *PCBM: Physics, Chemistry, Biology and Mathematics \ PCB: Physics, Chemistry and Biology \ PCM: Physics, Chemistry and Mathematics*)

lass XII Board name*			
CENTRAL BOARD OF SECONDAR	Y EDUCATION(CBSE) ×	×	
lass XII Result Status*	Class XII Board Roll Number*	Class XII Passing Year*	Class XII Stream*
Select		Select	Select
			PCBN: Physics, Chemistry, Biology and Mathematics PCB: Physics, Chemistry and Biology PCM: Physics, Chemistry and Mathematics

After filling all the provided details in the Academic details section. Click on **Proceed.** 

(Note: Applicants who have appeared for their XII exams through J&K State Board of School Education or Central Board of Secondary Education (CBSE) system will fetch their marksheet automatically)

Applicant needs to add class XII subject and mark details in this list.

JBJECT NAME AS IN YOUR MARKSHEET	TOTAL MAXIMUM SUBJECT MARKS OF BOARD	TOTAL SUBJECT MARKS OBTAINED BY STUDENT
Select	Maximum Marks for Subject 1	Marks Obtained in Subject 1
Select	Maximum Marks for Subject 2	Marks Obtained in Subject 2
Select	Maximum Marks for Subject 3	Marks Obtained in Subject 3
Select	Maximum Marks for Subject 4	Marks Obtained in Subject 4
Select	Maximum Marks for Subject 5	Marks Obtained in Subject 5
Select	Maximum Marks for Subject 6	Marks Obtained in Subject 6
Colort	Maximum Marke for Subject 7	Marke Obtained in Subject 7

After adding Class XII Subject and marks, applicants needs to provide **Class X** and **Class XII** School Details respectively.

Class X Passing Year*		Type of School/College*		
Select		Select		
Qualifying Examination State		Class X Board Name*		
Select Qualifying Examination State		Select		
School/College Name and Address*		Class X Roll Number*		
Enter School/College Name and Address		Enter Roll Number		
Class X Result Mode*				
Select				
Class X Maximum Grade Point				
Select				
Class X CGPA Obtained				
Enter Obtained CGPA				
CGPA Equivalent Percentage				
Enter CGPA Equivalent Percentage				
ass XII School Details	Type of School*		Medium of Study*	
The Of School Last Attended	hool Last Attended* Type of School*		Select	
hool Address*	School State*		District*	
	Select State		Select District	

After filling all the required academic details, **Click** on **Save and Next** button to proceed to the next section. If the applicant finds any wrong input or any issues in the form, they can easily edit or update their profile section before proceeding to the next section.

To edit/update any details:

Click on the Update Details button to update.

The applicant's profile will be saved. Before proceeding to the next section, please preview the filled-in details by checking all the form details and click on **Proceed to Next** button to proceed to the next section.

### Eligibility

In this section applicants can check their eligibility for various courses according to the information provided in personal section and academic details section.

Please note: The Eligibility are subject to the verfication of documents of applicant. If any information/particulars/documents is found to be incorrect, your admission will be cancelled and penal action as applicable under the law shall be carried out against you.

<b>te</b> : The E plicant. I ainst you	Eligibility listed below is based o If any information/particulars/do 1.	n information provided in cuments is found to be in	Personal Section correct, your adn	and Academic Details section. The Eligibility are subject to the verification of documents ission will be cancelled and penal action as applicable under the law shall be carried out
Applica	ant Details			
Registrati	ion Number	333310000166		
Name	ame Sourabh			
Admissio	dmission Category General			
Division	vision Jammu			
PwBD Cat	tegory	Not Applicable		
Class XII	Percentage - Best Five Subjects	87.60		
Class XII	Stream	SCIENCE-PCM		
ainst you Search t	o filter			
S.No.	Programme Information		Eligibility Qualified	Remarks
1	CLUS: Bachelor of Science(Botany) CLUS: Cluster University of Srinaga	r	YES	(10+2) Passout in Science with Biology as one of the subject and, at-least, 45% marks or its equivalent on Grading Scale of respective Boards/Universities (40% marks for Reserved Categories).
2	CLUS: Bachelor of Science(Bio-Che CLUS: Cluster University of Srinaga	əmistry) ır	YES	(10+2) Passout in Science with Biology as one of the subject and, at-least, 45% marks or its equivalent on Grading Scale of respective Boards/Universities (40% marks for Reserved Categories).
3	CLUS: Bachelor of Science(Bio-Tec CLUS: Cluster University of Srinaga	hnology) r	YES	(10+2) Passout in Science with Biology as one of the subject and, at-least, 45% marks or its equivalent on Grading Scale of respective Boards/Universities (40% marks for Reserved Categories).
4	CLUS: Bachelor of Science(Environ CLUS: Cluster University of Srinaga	mental Science) r	YES	(10+2) Passout in Science with Biology as one of the subject and, at-least, 45% marks or its equivalent on Grading Scale of respective Boards/Universities (40% marks for Reserved Categories).
5	CLUS: Bachelor of Science(Zoology CLUS: Cluster University of Srinaga	0 r	YES	(10+2) Passout in Science with Biology as one of the subject and, at-least, 45% marks or its equivalent on Grading Scale of respective Boards/Universities (40% marks for Reserved Categories).
6	JU: Bachelor of Science(Computer Applications) JU: University of Jammu		YES	JU:Candidate should have passed 10+2 Examination or equivalent from a recognised board. Candidates with Computer Science subject shall be preferred.
7	CLUS: Bachelor of Arts(URDU) CLUS: Cluster University of Srinaga	r	YES	Required any stream with open 45% and CAT 40%
8	CLUS: Bachelor of Arts(ARABIC) CLUS: Cluster University of Srinaga	r	YES	Required any stream with open 45% and CAT 40%
9	CLUS: Bachelor of Arts(Kashmiri) CLUS: Cluster University of Srinagar		YES	Required any stream with open 4595 and CAT 4096
10	CLUS: Bachelor of Education(Education) CLUS: Cluster University of Srinagar		YES	Required any stream with open 45% and CAT 40%
11	CLUS: Bachelor of Arts(History) CLUS: Cluster University of Srinagar		YES	Required any stream with open 45% and CAT 40%
	CLUS: Bachelor of Arts(Music) CLUS: Cluster University of Srinaga	r	YES	Required any stream with open 45% and CAT 40%
12	CLUS: Bachelor of Arts(Islamic Studies)			

After checking their eligibility applicant needs to **Click** on **Proceed to Next Section** button.

### Uploads

The 'Uploads' section asks for relevant documents which have been mentioned by the applicant in their profile and other details.

To upload documents:

Click on the **uploads section** or **click** on **Proceed to Next** button on the other details page at the bottom.

(Note: Please read the instruction carefully before uploading your documents)

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

- Digital photos and signatures are required in .jpg or .jpeg image format.

- File size of the digital photo must be within 10kb to 500.00 KB limit.

- Document/Certificate/Marksheet related size of the digital photo must be within 10kb to 500.00 KB limit.

After uploading the required documentation according to the given format, click on the **Preview Your Profile** button to proceed to the next section.

### Preview

The preview section provides a final reviewing process for the applicant's application form. Here the applicant can check their full application form and verify it before submitting for their admission application.

Applicants can also edit their form by clicking on the **Edit** button if they find any wrong input or issues.

(Note: After verifying all the details, the applicant needs to check the declaration box proclaiming that all the information given is correct.)

After checking the box, click the **Confirm and Lock** button to confirm and proceed to the programme selection section.

(Note: After submitting the profile, the applicant will not be allowed to edit the details further.)

### **Confirmation & Submit Application**

On this Page, the applicant needs to verify the details as entered by them by clicking all the checkboxes. After verification, the "Submit Application" Button is activated and the applicants can submit their application for the selected programme.

Uploads							
DOCUMENT	UPLOAD STATUS						
Photo	Uploaded						
Signature	Uploaded						
ID Proof Document	Uploaded						
Class X (Scan both marksheet and certificate in a single file and upload)]	Uploaded						
Class XII (Scan both marksheet and certificate in a single file and upload)	Uploaded						
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."							
Previous	Submit						