

Instructions for filling Online Application Form

[These pages may be printed for your own convenience and easy reference]

General Instructions:

1. Before applying online, candidates are advised to download the Information Brochure for BBA and BCA programmes 2019 (pdf) and read it carefully.
2. Fill all items that are relevant to you in capital letters or numbers or tick (✓) the check box / radio button as required. All items are mandatory and must be filled in; otherwise, the form may be rejected.
3. Please ensure that all information provided is correct and accurate. Admission on false information and certificate will be ipso facto null and void and also punishable under the various provision of Indian Penal Code.
4. Please ensure that all fields are correctly filled in before submitting the data. After filling the complete form, you will be prompted “**Lock and Submit Application**” button. Once you click on the “**Lock and Submit Application**” button, the Form is set to read only. You may however return to the form to view or print it again.
5. After submission of application form, you will be prompted “**Print Application Form**”. Take a printout of application form by clicking on “**Print Application Form**” button and retain with you, as the same will be required to produce during counselling /admission.
6. Candidates who seek admission under any reservation category:
 - a) **All candidates belonging to the SC, ST, BC-I or BC-II categories must obtain caste certificates which should be in proper format and should be signed by appropriate authority of rank not less than SDO. They must attach / upload a copy of the same.** (Note: The final reservation proportion will depend on notification, if any, issued by competent authority and as accepted by the Institute).
 - b) Candidates belonging to other special categories such as Persons with Disability, Kashmiri Migrant must attach / upload a copy of certificate in proper format from appropriate authority and bring original copy of the same during counselling / admission, if called for.

Specific Instructions:

7. While filling the form please note the following:

On opening the webpage by clicking the link [**“Click here to Apply Online”** (under the relevant programme heading)]. A registration page will be opened where you will see the following options:

- a) **For first time users:** You will be prompted to enter your Full Name, Email ID, and Mobile number to register for the programme, click on **CONTINUE** button to proceed further, a confirmation message will appear, click on check box and submit.
- b) A message will appear that your registration completed successfully and will show you your application Id / number generated. Kindly note it down for future correspondence. On registration, OTP will be generated and sent on your registered mobile number.
- c) A new page will appear, where you need to enter OTP received on your registered mobile, create password and click on submit button. Please do not share the password with anybody. A message will appear on your screen that your password has been set successfully, please Login again by clicking on **Sign In** button.
- d) A new page will appear “**Summary of Student Application Form – Profile Status**” where candidates will be required to fill the following details. Fill correctly using instructions given below [‘i’ to ‘vii’]:
 - i. **Apply for the programme:** Select programme type (Undergraduate), programme (Bachelor of Business Administration or Bachelor of Computer Application). Click on **Save and Continue** button to fill other details.
 - ii. **Personal & bank Details:** Enter your personal and bank details as sought for.

- iii. **Address Details:** Enter your correspondence, permanent address and latest mobile / contact number.
- iv. **Photograph & Signature Details:** Upload your recent passport size colour photograph and signature in jpg format upto 25 KB only.
- v. **Upload Supportive / list of Documents / Enclosures:** Upload all supportive documents / certificates as applicable.
- vi. **Educational Details:** Please enter the educational and last qualification details as applicable.
- vii. **Payment Details:** click on the link **State Bank Collect** for the payment towards application fee as mention in the admission notification.

A new page / screen will appear. Read the instructions on the screen carefully [candidate may use the net banking or credit card payment through any nationalized bank].

- On clicking the link “**State Bank Collect**” a disclaimer clause page will appear, where candidates must click on the check box to proceed for the payment.
- New page will appear where candidate need to select “**Application Fee**” from the drop-down box.
- Type / select the following details:
Name, Programme, Session, Date of Birth, Mobile Number, Caste/Category, Application Number, Candidate Address and Application form fee etc. **(while filling form, please do not use special character e.g. % # @ & ^ - * etc. including brackets and commas).**
- Take a print out of the payment receipt that is generated after successful payment transaction.
- Please enter the Transaction Number and date of transaction as provided on the payment receipt.
- After entering **Transaction Number and date of transaction**, click on the submit button.

Note:

- (i) **The original copy of the payment receipt should be attached along with printout of online application form.**
- (ii) **Bank charges are extra and will be payable by the candidate only. Fee once remitted shall not be refunded under any circumstances.**

After completion of the above process, a new tab “**Lock and Submit Application**” button will appear only after verification of payment from the Bank. It may take 2-3 days to update the payment status. Once you click on the “**Lock and Submit Application**” button, the Form is set to read only. You may however return to the form to view or print it again.

Take the print out of the Application Form and retain with you, as the same will be required to bring at the time of reporting for counselling / admission. Admission on false information and certificate will be ipso facto null & void and also punishable under the various provision of Indian Penal Code.

Declaration and Undertakings: You and your legal guardian / parent are required to sign the declarations and undertaking on the last page of the printed form.

Note: **All applicants called for ‘counselling’ are allowed to appear in ‘counselling’ on purely provisional basis, subject to their eligibility being verified at that time. Merely being allowed to appear at the ‘counselling’ will not be considered as a ground for being eligible for admission.**