

To complete a successful **online admission form fill up** please ensure that you have the following

- **Scanned copy (soft Copy) of your recent passport sized professionally taken photograph Using a plain white or off-white background (Image will be either in jpeg or png format 2. Image size will not be greater than 1 mb). Selfies taken using smartphones are strictly prohibited & photograph should not be more than 6 ( SIX ) months old with full face in view. Without cap or SunGlass.**
- Scanned copy (soft Copy) Birth **certificate/HSLC or CBSE Admit Card** (1. Certificate should be in pdf format for clarity 2. Certificate size will not be greater than 1 mb.)
- Scanned copy (soft Copy) of **Mark sheet of the last qualifying examination (10th standard mark sheet for HS admission, 12th standard mark sheet for degree)** (1. Certificate should be in pdf format for clarity 2. Certificate size will not be greater than 1 mb.)
- Scanned copy (soft Copy) of Cast Certificate (if applicable) and Specially Abled Certificate (if applicable) (**The files should be less than 1mb**).
- An amount of **INR 301 /= ( Rupees Three Hundred One Only)** is required to be paid for Online Submission of the form & fee for the same can be paid using any of the available modes of online payment.
  - **Net Banking**
  - **Debit Card (VISA, Master)**
  - **Credit card**

Signing In to the edu online application to fill up the form **STUDENTS NEED TO HAVE ONE VALID EMAIL id and Password** (for college application it may be different with the password you use to log in to your email id to check or send email ) and as well as one valid mobile number.

If you do not have any email id Create One email id with true credential

**If You Don't have an account with the College Admission Application (First Time User) , there is an option in the first page Don't have an account? [Sign Up](#) click on it and**

Fill the details with your i) Name ii) email id which you already have created

iii) Mobile Number iv) Give One Password with at least 8 characters v) Reconfirm the same password

if you get the error message **Confirmation Password is not same with Password** then please make sure that you have typed same characters in time of typing password and confirmation. If password and confirmation are same then click to sign up option and you will automatically login to the Application.

And if you already have created an account by the aforesaid steps then just go to the option called

Already have an account? [Sign In](#)

Or

**SIGN IN**

Option in UPPER RIGHT HAND CORNER

Now You May Have Forgot the Password then go Forgot Password option click on it and give the valid email id you have mentioned at the time of creating the account with college Admission Application

Type the email id correctly and Click on SUBMIT.

College will send one OTP to your email account by using that you can log in to your account and in change password option you can again change it by your own choice by following the steps you have done at the time of creating the account.

Now you have entered in the page **Online Admission Form**

**There are 3(three) tabs i) Application form ii) Mandatory UPLOAD iii) MAKE PAYMENT**

**Click On First TAB i.e., i) Application form**

**And Fill all the Details Carefully**

**Name >>>>>>>>>>Give Your Full Name as typed in 10+ Mark Sheet or ADMIT do not include or exclude any thing**

**Category>>>>>>>>>>Give your respective category if you do not belong to any specific category choose your category as UR**

**Do you belong to BPL category SLECT YOUR OPTION AS YES OR NO**

**Institution last attended\* Mention the name of INSTITUTION YOU HAVE ATTENDED LAST**

Father's Name PUT the name of your FATHER'S Full Name as typed in 10+ Mark Sheet or ADMIT do not include or exclude any thing .

**Father's Occupation: TYPE his Profession like service / Business**

**Father's Contact No: Give his valid contact Number so that in case of emergency collage can call or send TEXT**

**Mother's Name\*** PUT the name of your Mother's Name as typed in 10+ Mark Sheet or ADMIT or In her VALID ID PROOF ( LIKE PAN / VOTER ID CARD OR EPIC / PASSPORT / BPL CARD / ESI CARD etc) do not include or exclude any thing

**Mother's Occupation: TYPE her Profession like service / Business or else put down HOME MAKER**

**Mother 'contact No: Give HER valid contact Number so that in case of emergency collage can call or send TEXT**

**Name of Local Guardian: Put the name of your local guardian as In his/ her VALID ID PROOF ( LIKE PAN / VOTER ID CARD OR EPIC / PASSPORT / BPL CARD / ESI CARD etc.)**

**Local Guardian Address: Give his or her Permanent address**

**Local Guardian Contact No : Give his /her valid contact Number so that in case of emergency collage can call or send TEXT**

Annual income of parents: Put Down the total INCOME OF your parents

**Corresponding Address: Give the address where you're your parents can be mailed or communicated by post**

**Permanent Address: Give the address mentioned in your parents 'proof of address Like1) Electricity Bill /BSNL Land Line Bill 2) Voter ID card 3) Valid Permanent Driving license 4) Aadhaar Card issued by government of India. 5) Job card issued by NREGA duly signed by an officer of the State Government**

**Contact No\* Give your CONTACT NUMBER**

**Active Email Id\* Give the email id which you already have created or it may be a different one you use to log in to your email id to check or send email**

**Date of Birth\*Give your Date of Birth as typed in 10+ Mark Sheet or ADMIT do not include or exclude any thing**

**Nationality\*** Put down INDIA

**State of domicile\*** the name of Your State like ASSAM .....MEGHALAYA.....TRIPURA.....WB etc.

**Place of residence:** Choose Between RURAL or URBAN

**Religion:** Name of Your Religion like HINDU .....MUSLIM.....CHRISTIAN etc.

**GENDR:** Put Down Male or Female

**Marital Status:** Select between MARRIED or UNMARRIED

**Do you belong to Minority Community\* IF you are not from HINDU community then select YES**

**AND if you are HINDU by FAITH then CLICK NO**

**NOW Academic Details**

**Name the Institution Last Attended: Mention the name of INSTITUTION YOU HAVE ATTENDED LAST**

Registration No. of SEBA/AHSEC/GU/Other Board or University with year: FURNISH the detail as mentioned in RECORD OF the board or council or UNIVERSITY

**Whether migrated from the other Board/University: CLICK YES OR NO ACCORDINGLY**

**Do you need hostel accommodation (If yes apply separately after admission) : CLICK YES OR NO ACCORDINGLY**

Educational Qualification: PUT down the NAME Of the last EXAMINATION you have PASSED

Academic distinction, medals/prizes if any

Whether a case of transfer: **CLICK YES OR NO ACCORDINGLY**

Where you are debarred from any examination: **CLICK YES OR NO ACCORDINGLY**

Where you are punished for misconduct; **CLICK YES OR NO ACCORDINGLY**

**Programme applied for\* CAREFULLY CHOOSE THE NAME OF THE COURSE YOU WANT TO APPLY FOR .....Like HS .....Arts /Science /Commerce**

Or

**BA /BSC/ BCOM /BCA/ BVOC**

## 10th Standard Details

**Furnish all the True and Correct Details**

**Name of the Institution\***

**Board\* NAME OF THE BOARD** with which you with which you were registered

**Year of Passing\***

**Roll No\***

**Class/Grade/Division**

**CGPA or Marks obtained\* enlisted CGPA** **OR the marks you have scored in the examination**

**Total\* the total marks of the examination**

## 12th Standard Details

***Not required for candidates for CLASS XII / HS COURSE***

**Now fill the details with true and correct information**

**Name of the Institution\* NAME OF THE Institution** from which you have appeared the aforesaid exam

**Board/University\* NAME OF THE BOARD** with which you were registered

**Now fill the details with true and correct information**

**Year of Passing\***

**Roll No\***

**Class/Grade/Division\*\***

**How read the declaration carefully and click on / check in**

*I accept and agree with the above declaration* **OPTION**

**And Press the submit button and proceed for the next step Mandatory UPLOAD**

## Mandatory Upload

Now use all the soft copies according to your requirement and upload them in their exact position. The Serial should be like this: i) PHOTOGRAPH ii) Birth certificate/HSLC or CBSE Admit Card iii) Mark sheet of the last qualifying examination & iv) Caste certificate/PWD certificate (as per your Category and Physical status)

**NOW PRESS UPLOAD** and wait till the message appears that *Your Data has been uploaded successfully*. If the message does not appear, try and upload the same after a few minutes and make sure that the pop-up option is not blocked in your Browser. Else, uncheck the option Block pop-up windows in the Browser setting Option.

## Make Payment

### REFUND / CANCELLATION POLICY

Online payment once received cannot be cancelled or refunded. In the case of wrong entry of detail information or any type of multiple payment for a same student ID, Student cannot claim the refunds to the College Authorities.

If you do not get the **SMSs** of balance deduction from your account, do not try wait and check your account details. Save the form **Your amount is not debited** – wait and try later on.

- 1. You might receive a message from your bank that the payment could not be processed. You will also see the payment failure screen. Try to pay later with the same id and password of your user account you have created.**
- 2. Whenever a student makes the transaction, he/she receives notifications from bank and the payments platform. A student should receive email about the success of payment. But there could be times when emails are not delivered and SMSs don't reach students. There could be several reasons why these notifications are delayed. You can wait for few hours and check with your bank if your amount is deducted or not. If not, try to pay again.**
- 3. This happens occasionally with all the payment gateways. Payment gateway failure is purely an infrastructural issue. And when there are issues at the gateway level, such fixes are done by the payment platforms quickly. Your money is either debited or not debited, but it is safe. If debited, it will be reflected in college's bank account. If not, then try to pay again.**

So please **First check**, you have submitted the application form (personal and academic details) and the entire mandatory uploads properly. Once you will submit payment, you will no longer be able to view or modify the application form. After payment, you will receive one transaction id. You can use this transaction id as a reference in future.

**IF RS 301.00 (Rupees Three Hundred One Only) From Your Bank Account /Your Authorized Bank Account Is Not Credited To College Bank Account ,You Are Not At All Eligible For Being Enlisted In The Merit List.** For This Reason Try To Avoid Such Bank Accounts Which Are Being Used By Multiple Students for payment TRY TO PAY BY YOUR OWN CREDIT /DEBIT CARD/NET BANKING FACILITY as much as you can .

**Now Click On MAKE PAYMENT OPTION**

Now you will be redirected to a highly secured payment gate way page

Make the payment by CREDIT CARD / DEBIT CARD / NET BANKING

Complete the detail and click on make payment with you your bank details like OTP / CVV NUMBER etc. **Try to make the payment from a secure panel or authentic place or system so that you financial details cannot be exposed to the others .**

**After successful payment you will be again redirected to the on line application named eduonline .**Now go and take a print out of the payment receipt and completely filled up form ,both of them are available in two separate link click to download and take print out for future use .

**Name of the SUCCESSFUL CANDIDATES / MERIT LIST WILL BE AVAILABLE IN COLLEGE WEB SITE.**  
**Date will be announced later in the same web site**

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