

PROCEDURE FOR ONLINE APPLICATION –

Steps in filling online application form

1. NEW USER REGISTRATION:

Select the “user name registration” link and that will ask for the email id and mobile number of the applicant. Email id – being distinct for each user that will be the user name and the password has to be given and confirmed (Please don't give your actual email password – give a different password only for this login). Press “Registration confirmation” and the system will confirm that the user name is registered.

System will send an SMS confirmation (OTP) to the applicant. This (OTP) has to be used for first time login. In case SMS is not received properly, user can request for the SMS code to be sent again for which provision is made in the software. For subsequent login user can use their email id as user name and the password they had given at the time of registration.

2. SELECTION OF COURSE :

When the user logs in the first time, all courses available in the college for Shift I will be displayed and the applicant can select one or more courses she/he wishes to apply. Student can fill the application online.

3. FILLING UP OF ONLINE APPLICATION:

User has to fill up all the details of the application and finally submit the same. Instructions for filling of application is given in the application page and the user has to carefully fill up all the columns. Incomplete or giving of wrong details in the application, will lead to rejection. If the student has purchased more than one application for different courses, details filled in one form will be automatically updated in all the applications.

4. FILLING UP OF MARKS:

In case of any difficulty applicants are advised to contact administration office on any working day between 10 AM to 4 PM – college phone number 7200013431 or mail to drvaadarsh@gmail.com.

Applicants can log in anytime and fill the details of the application. They can also apply for additional courses.

Name of the applicant (as per +2 marksheet) once entered and submitted cannot be

edited. Any other change in details of application after submission of Plus Two marks is not entertained.

NOTE: Filling up and submission of online application by itself will not automatically entitle admission to the applicants. College will intimate only to the selected candidates by SMS / email. Only after final interview with the selection committee, confirmation from college and payment of fees, the admission process will be complete.