

**Important points for submission of online applications form for admission in Undergraduate programmes in the session 2021-22:**

**Online Application is invited for the following Under Graduate Programmes:**

1. B.Sc. Hons (Math Group)
2. B.Sc. Hons (Bio Group)
3. B.A. Hons
4. B.Com. Hons
5. Bachelor of Computer Applications
6. Bachelor of Biotechnology
7. Bachelor of Environmental Science
8. Bachelor of Business Administrations
9. Bachelor of Mass Communications
10. Bachelor of Social Works
11. Bachelor of Functional English

**NOTE : For other programmes, the dates will be announced shortly**

**Admission process consists of d in three stages**

**First stage**

- A. Online application form filling.

**Second Stage**

- B. Publication of merit list to know the marks wise rank and category wise rank.  
C. Window will be open after the publication of the merit list for filling up choice of the programmes, Hons subjects and the Colleges.  
D. Applicants will have the opportunity for upgradation (if not satisfied with the Hons subject in which he/she has taken admission) from subsequent vacant seats.  
E. Pay admission fee and take the print of the receipt.

**Third Stage**

- F. Appear before the admission committee of the respective college for counselling and physical verification of relevant documents on the date and time communicated in due course.
- G. If any variation is found in the documents and the data filled in the application, his / her admission will be cancelled without any further notice.

**Ensure following before you start filling in online form:**

1. The applicants must have their own email Id and mobile number for sign up and future communications.
2. Mobile no. and email id can be used for sign up only.
3. Keep scan copy of your recent photo, signature, marksheet, caste certificate, differently abled and quota certificate, if any in JPEG format ready before filling up the form.
4. The applicants must ensure that they fulfil the requisite eligibility criteria of the programme they are applying for. The eligibility criteria are mentioned in the relevant column of the On-line admission schedule.
5. Before payment please ensure that information filled in is correct and complete in all respects.
6. Visit the website of the respective college to know programmes offered, hostel facilities, fee structure of the programmes and other infrastructure details.
7. Any variation in marks / percentage / Grade shown in the marksheet and filled in data will lead to cancellation of admission at

the time of counselling (at the time of physical verification of the documents).

### **Steps to fill up form**

- a. Click on the link “Apply for admission 2021-22”
- b. Sign up the form
- c. Application ID and Password will be sent to your registered mobile number through sms. It will also be sent to your registered email.
- d. Log in with Application ID and Password.
- e. Fill up the other fields (boxes).
- f. Upload scanned copy of photo, signature, documents, etc. in jpeg format.
- g. Check the “preview” and go back if any editing is required.
- h. Click on the “save and go for payment” tab.
- i. Pay the fee and print the receipt.
- J. Finally take out the print of the filled in form for future records.