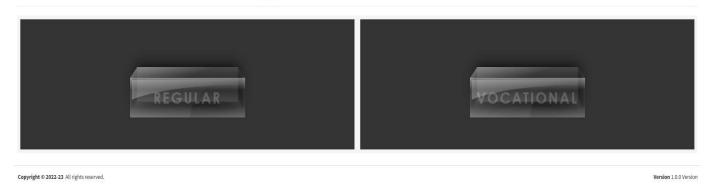
## **Application procedure MANUAL**

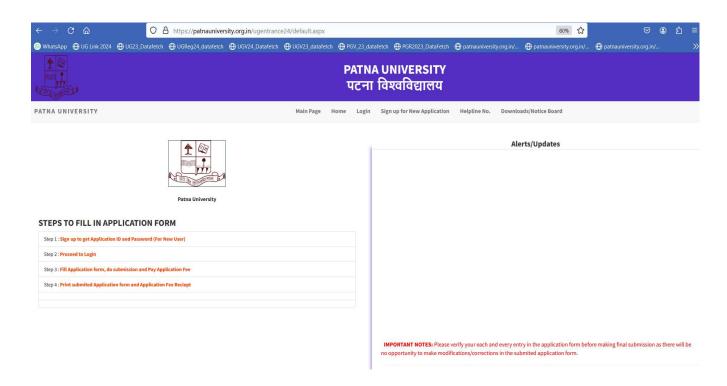
Step-1: Click on Main page and select an application from of your choice.



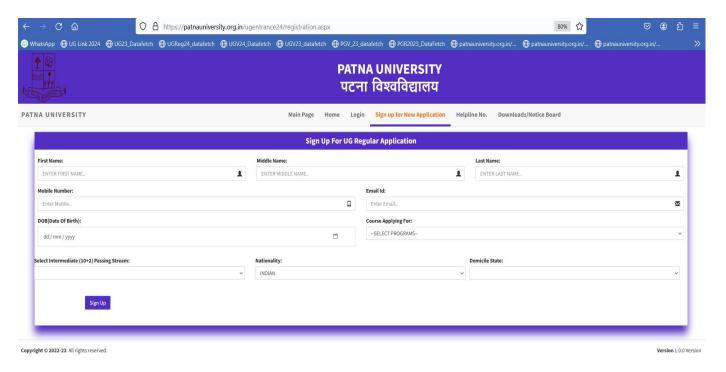
# Undergraduate Admission Portal 2024



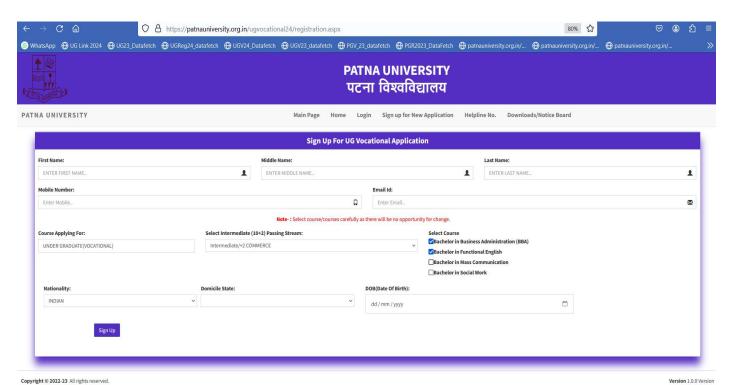
# Step-2: Click on the Sign up For New Application Link



# After selection on the above link you will be redirected to the following page for regular course:



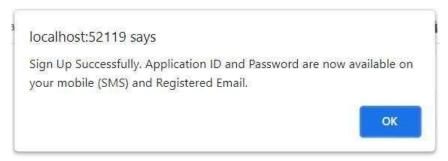
After selection on the above link you will be redirected to the following page for vocational courses:



#### On the Sign Up Page You Need to Fill Following Details:

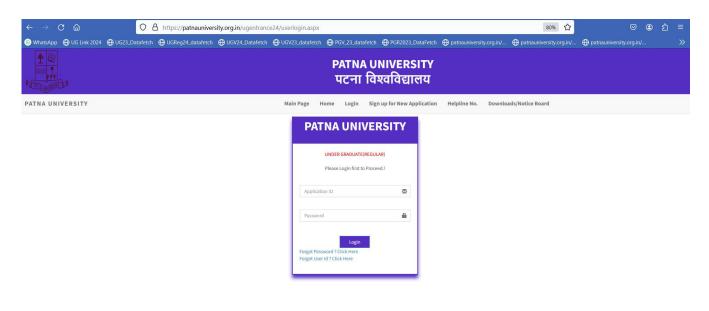
- 1. Your First name, Middle Name (if any) and Last name (if any). Please do not use any suffix like Mrs., Miss etc.
- 2. Your Mobile number for future communication. Please use your personal mobile number not any other's mobile number.
- 3. Your email valid id.
- 4. Select Course You want to apply for.
- 5. Select Intermediate (+2) passing stream. After selecting it you can check your eligibility in various courses / programs.
- 6. Select domicile state to get benefit of reservation (only for Bihar state domicile holders)

After filling all above details click on 'Sign Up' button. You will see following message. You will receive an Application ID and password on your mobile number and email. Please note it for future reference.



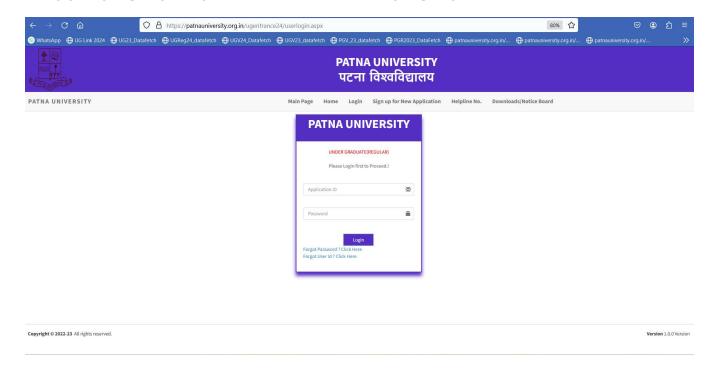
#### Step-2: After Clicking on 'OK' Button You will be redirected to Login Page

Enter your Application Id and password, and Click on Login button.

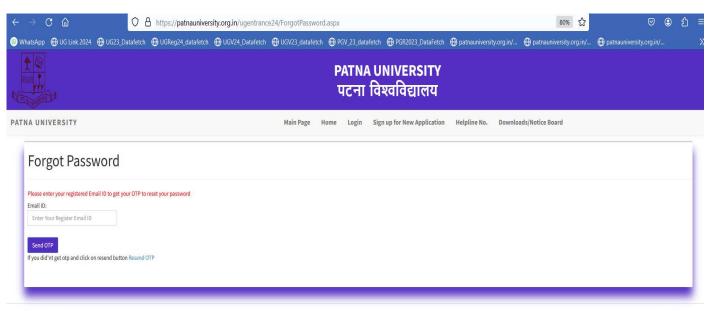


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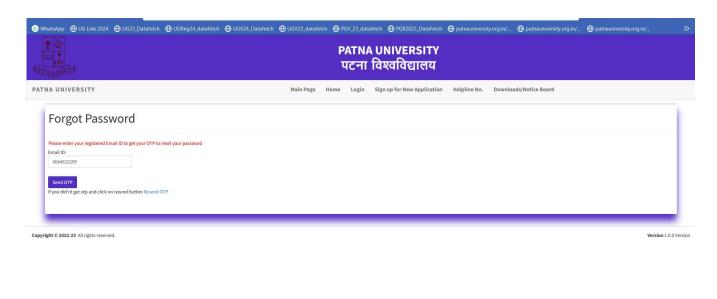
## If you forgot your password then click on forgot password:



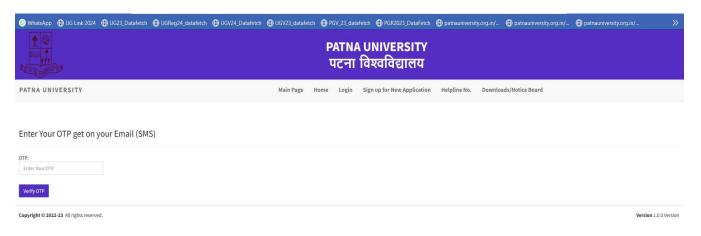
## Then you will be redirect to forgot password page



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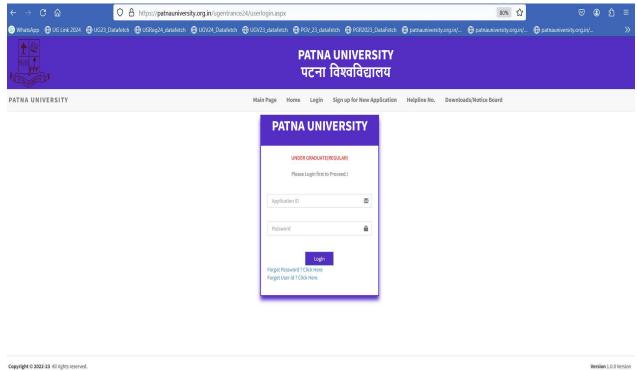
### After receiveing the OTP You will be redirected to the following page:



## Enter OTP received on your mobile number via SMS, and click on Verify OTP

After Verification of OTP successfully, You will be redirected the to following Page:

## Step 2. LOGIN PANEL

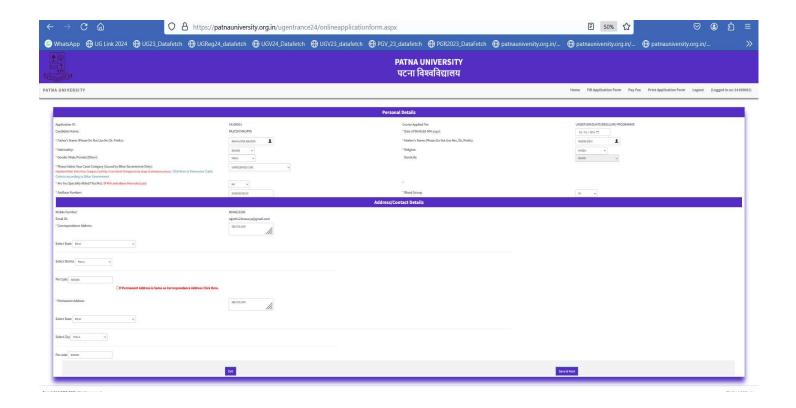


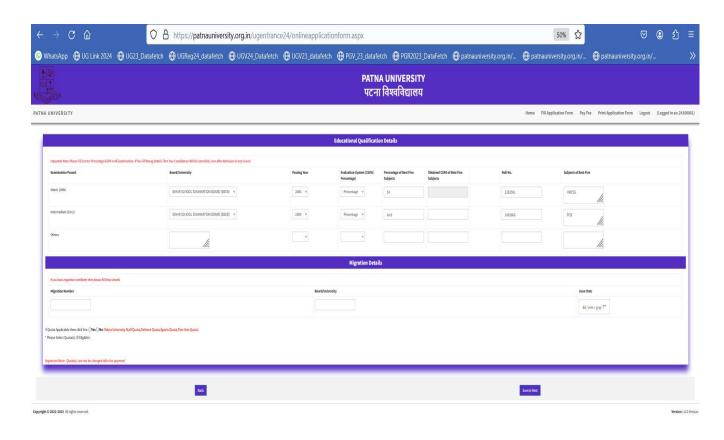
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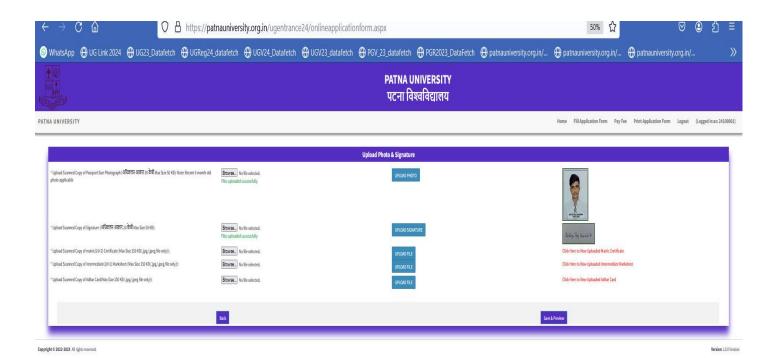
# <u>Step:3: Click on the NEXT STEP button to fill your application form</u> after reading instruction

#### . Step:3 (A) Personal Details and Contact Details.

- 1. After Clicking on NEXT STEP button, You will be redirected to application form Page.
- 2. Fill up all details correctly.
- 3. Please select your category and other eateries carefully; it cannot be changed after successful payment of application form fee.







After Clicking on Save & Next Button, you will be redirected to following view i.e. File uploadwindow.

#### Step: -3 (C) Photo, Sign and Other Documents:

Here You need to upload following Documents: To Upload any Document click on button given in respective row.

- 1. Scanned copy of Passport size photograph in .jpg/.jpeg format (max size 50kb).
- 2. Scanned copy of Signature in .jpg/.jpeg format (max size 20kb).
- 3. Scanned copy of Intermediate (+2) marksheet in .jpg/.jpeg format (max size 250kb).
- 4. Scanned copy of Category Certificate in .jpg/.jpeg format (max size 250kb). (if applicable)
- 5. Scanned copy of Staff Quota Certificate in .jpg/.jpeg format (max size 250kb). (if applicable)
- 6. Scanned copy of Defense Quota Certificate in .jpg/.jpeg format (max size 250kb). (if applicable)
- 7. Scanned copy of Sport Quota Certificate in .jpg/.jpeg format (max size 250kb). (if applicable)
- 8. Scanned copy of Fine Arts Quota Certificate in .jpg/.jpeg format (max size 250kb). (if applicable)
- 9. Scanned copy of Adhaar Card in .jpg/.jpeg format (max size 250kb).
- 10. Scanned copy of High School Certificate in .jpg/.jpeg format (max size 250kb).
- 11. Scanned copy of Migration Certificate in .jpg/.jpeg format (max size 250kb). (if applicable)

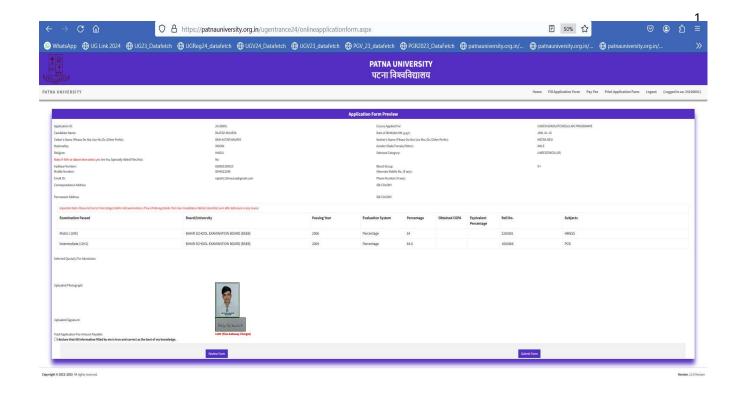
After Click on Save & Preview Button You Will be redirected to Preview Page:

#### Step: -3 (D) Application Form Preview:

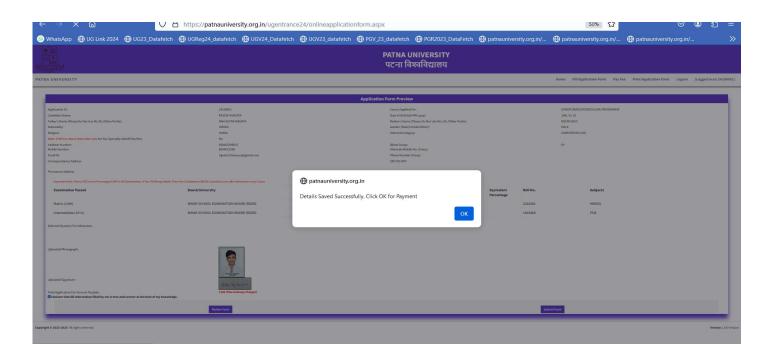
In Preview page you can check details filled by you.

- 1. Click on Review Form button to change any incorrect details filled by you.
- 2. Click on Submit Form button to submit your application form.

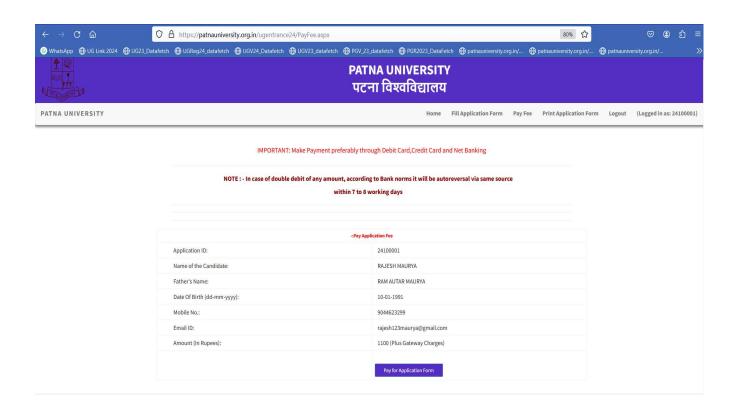
Note: You can Edit Your application form anytime before application fee payment.

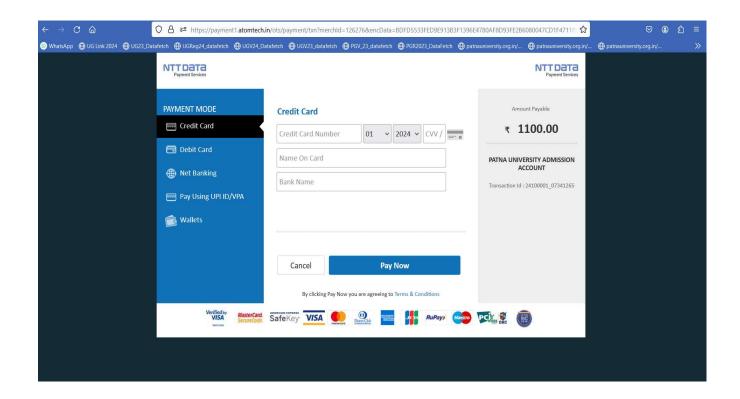


#### After clicking on Submit Form button You will get following message:

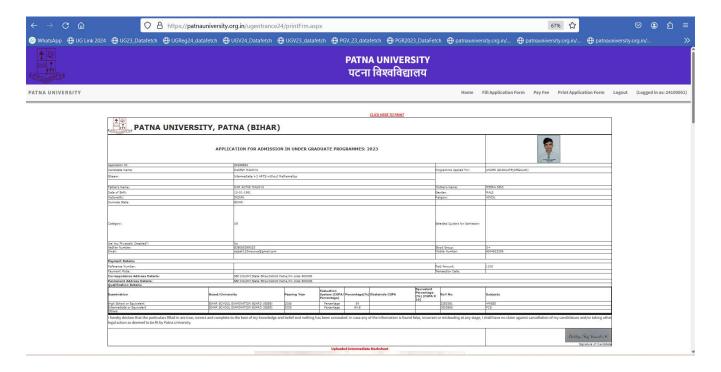


#### Step: -4 Payment:

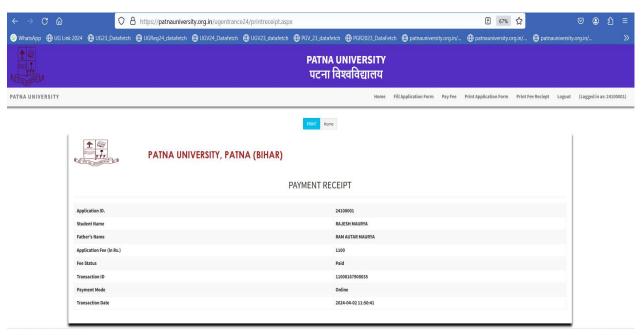




### **Print out application form:**

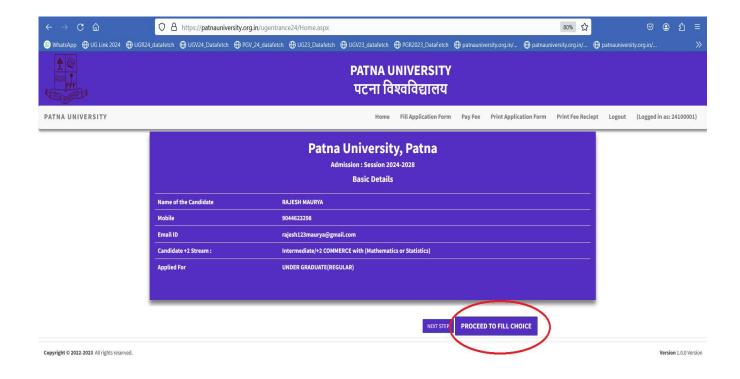


#### **Application Fee Receipt**

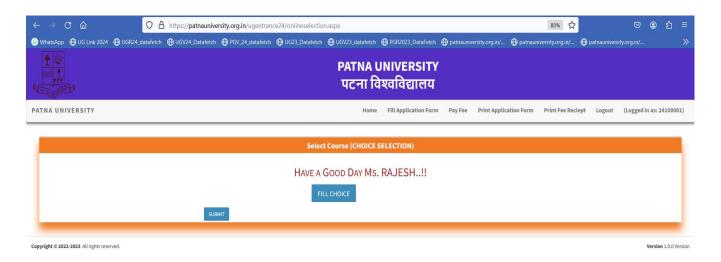


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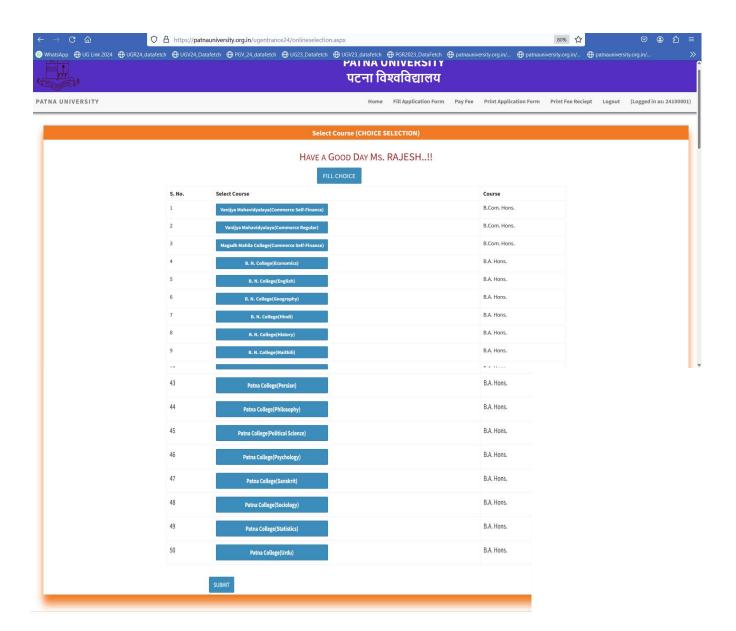
#### After Payment go to home button and select-Proceed to fill choice



# After Click Proceed to fill choice option open choice selection page



# After open selection page click on Fill Choice button and select college and courses.



## After Selection Submit your choices and take print this page



Now all steps are completed.