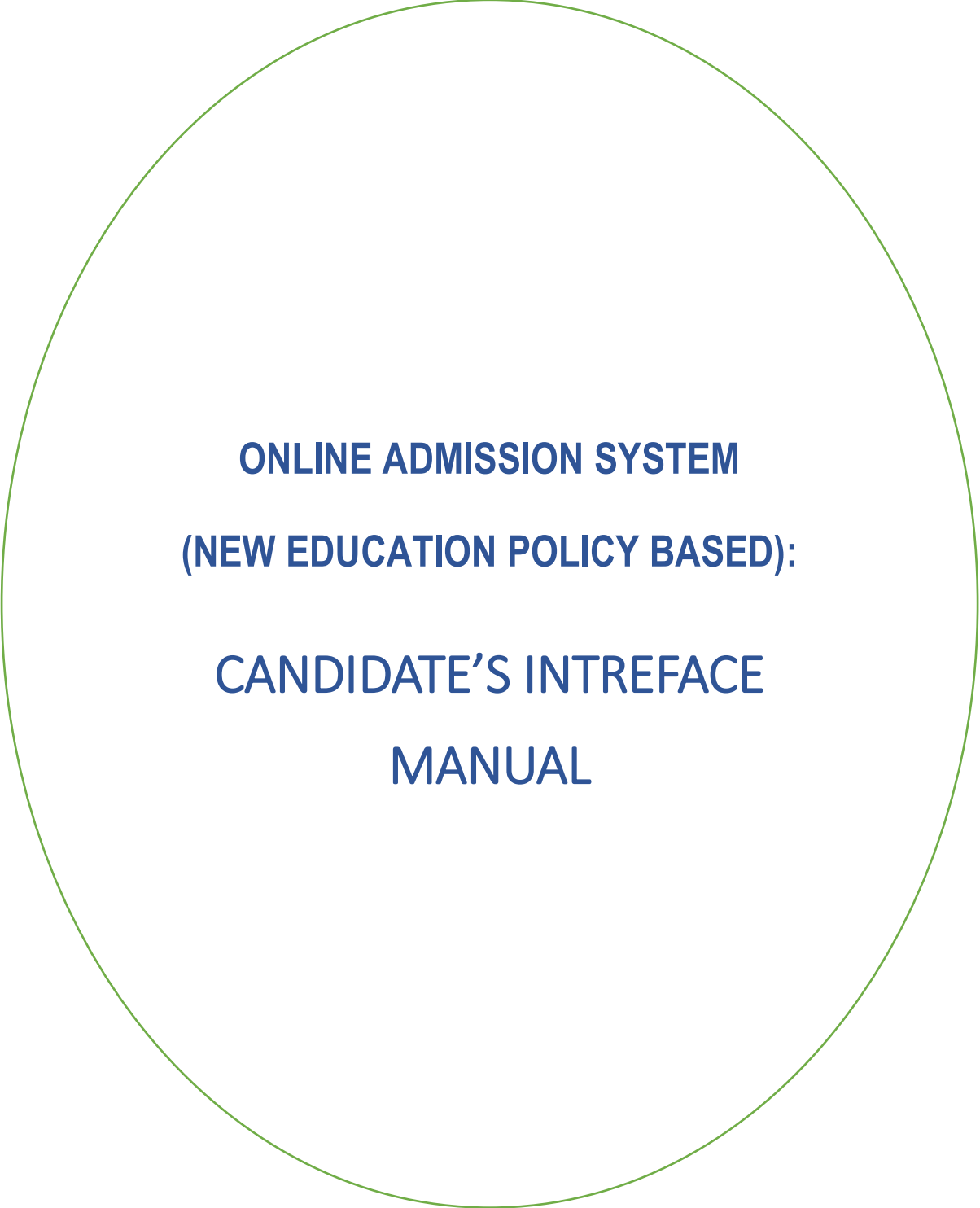


CANDIDATE'S MANUAL



**ONLINE ADMISSION SYSTEM
(NEW EDUCATION POLICY BASED):
CANDIDATE'S INTREFACE
MANUAL**

CANDIDATE'S MANUAL

Steps to apply for admission through the Online Admission system

Welcome to the online admission system prepared by a Company. This document is aimed to provide you with a ready reference on the candidate's interface and the procedure for applying for admission through the online admission system.

We start with the welcome screen of the online admission system which provides the applicant/candidates with the following options.



The screenshot displays the online admission system interface. It features two main panels. The top panel, titled 'ADMISSION OPEN : 2026-27', is for the 1st Year (Semester-I/II) and includes a red 'APPLY ONLINE (1st Year)' button, a list of UG Regular Courses (B.A / B.Sc / B.Com) and PG Regular Courses (M.A / M.Sc / M.Com), a green 'For 2nd Step Login (1st Year)' button, and a red '(Admission Closed)' status. The bottom panel, titled 'Admission Open : 2026-27', is for the 2nd Year (III/IV) & 3rd Year (V/VI) and includes a green 'APPLY ONLINE (2nd & 3rd Year)' button, a list of UG Regular Courses (B.A / B.Sc / B.Com) for 2nd-3rd Year and PG Regular Courses (M.A / M.Sc / M.Com) for 2nd Year (1st Year passed students apply using this link), and a red '(Admission Closed)' status.

[ADMISSION OPEN : 2026-27](#)

1st Year (Semester-I/II)

APPLY ONLINE (1st Year)

UG Regular Courses (B.A / B.Sc / B.Com)
PG Regular Courses (M.A / M.Sc / M.Com)

For 2nd Step Login (1st Year)

(Admission Closed)

[Admission Open : 2026-27](#)

2nd Year (III/IV) & 3rd Year (V/VI)

APPLY ONLINE (2nd & 3rd Year)

UG Regular Courses (B.A / B.Sc / B.Com) for 2nd-3rd Year
PG Regular Courses (M.A / M.Sc / M.Com) for 2nd Year
(1st Year passed students apply using this link)

(Admission Closed)

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Admission Step 1 of 5 (For 1st Year Student)

1. Fill up the Registration Form by selecting the desired Course & Category appropriately and Pay the Registration Fee. Check the Instructions and Information before applying.

FILL BASIC DETAILS


Academic Session*: शिक्षा-सत्र 2025-26	Course Type*: कोर्स का प्रकार --Select Course--	Course Name*: कोर्स का नाम --Select Course--
Year*: वर्ष --Select Year--	Semester*: सेमेस्टर --Select Semester--	Passport Size Photo*: पासपोर्ट आकार की फोटो अपलोड करें Choose File No file chosen
Fee Amount*: शुल्क राशि 500.00	Fee (in Words)*: शुल्क (शब्दों में) FIVE HUNDRED	Student's Name: अभ्यर्थी का नाम ENTER CANDIDATE NAME
Father's Name*: पिता का नाम ENTER FATHER NAME	Email ID*: ईमेल आईडी Enter Email ID	Mobile No*: मोबाइल नंबर Enter Mobile No.
Gender*: लिंग --Select--	Payment Mode*: भुगतान का प्रकार Pay Using Debit Card / Credit Card / Net Banking /UP	

Proceed

2. After Successful payment Login to the Candidate's console and with the provided Mobile/Aadhaar Number.

Enter Aadhaar / Mobile Number

☐ I'm not a robot


reCAPTCHA
Privacy - Terms

Login

CANDIDATE'S MANUAL

Admission Step 2 of 5

3. The main application for the online registration process will begin. Fill in all the details appropriately as asked. A few details will be prefilled as given during the initial registration.

Edit Admission Details Back

Student Name:- <input type="text" value="test"/>	Father Name:- <input type="text" value="test"/>	Mother Name:- <input type="text"/>
Email Address :- <input type="text" value="1@gmail.com"/>	Mobile Number :- <input type="text" value="2321564984"/>	Alternate Number :- <input type="text"/>
Gender :- <input type="text"/>	Aadhaar Number :- <input type="text"/>	Address :- <input type="text"/>
Pin Code :- <input type="text"/>	City :- <input type="text"/>	State :- <input type="text"/>
Date OF Birth :- <input type="text" value="dd-mm-yyyy"/>	Nationality :- <input type="text"/>	Religion :- <input type="text"/>
Category :- <input type="text"/>	Employee :- <input type="text"/>	Course :- <input type="text" value="B.Sc"/>
Year :- <input type="text" value="2"/>		

Current Year Subjects

Major Subject 1: <input type="text" value="--Select--"/>	Major Subject 2: <input type="text" value="--Select--"/>	Major Subject 3: <input type="text" value="--Select--"/>
Minor Subject: <input type="text" value="--Select--"/>	Vocational Subject: <input type="text" value="--Select--"/>	Co-Curricular Subject: <input type="text" value="--Select--"/>

Elective Papers (Current Year)

4. Next provide the Applicant's Personal Details. Please type in the following details properly

- Your Full Name
- Father's Name
- Mother's Name
- Email Address
- Mobile Number
- Alternate Mobile Number
- Gender
- Adhaar Number
- Address
- D.O.B
- Category
- Subcaste
- Current Year Subject
- Elective Papers
- If Year is 2,3 Then You Have to Select Previous Year Subject Also

Please note all the fields marked are compulsory

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Admission Step 3 of 5

Documents Details Section:

(Enclose Self Affected Photocopies of the Previous Marks Cards/Documents./Certification/ Certificates)

Sr. No.	NAME OF THE EXAM	ROLL NO	PASSING YEAR	NAME OF INSTITUTE	NAME OF THE UNIVERSITY/BOARD	SUBJECTS	MARKS OBTAINED/CGPA	TOTAL MARKS/SCALE	PERCENTAGE
1.	HIGH SCHOOL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	INTERMEDIATE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	GRADUATION I	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	GRADUATION II	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	GRADUATION III	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Back

Submit

- After Click on the Update Details Button on Previous Page This Page will Open.
- You Can Fill the details of Your Graduation and School on That page

Pay Fees:

Pay Admission Fee



Pay Your Fees For Academic Year 2026-27

Student Name :- TEST

Father Name :- TEST

Mother Name :- TEST

Email :- 1@GMAIL.COM

Contact Number :- 2321564985

Course Fees :-

560

Practical Fees :-

200

Course : B.Sc

Year : 2

Semester : 3

Total Fees :-

760

Pay Now

ADMISSION FORM PREVIEW


- After Proceeding to Documents Details Pay Fees option Will come
- Before proceeding to the Pay Now button, please check the Admission Form Preview. After reviewing all the details, click on the Final Submit button, and then proceed to the Pay Now button to complete the payment.

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Admission Step 4 of 5

Update Photo:

ome

 Student Image

Passport Size Photo:

Choose File No file chosen

Upload

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- To upload your photo please ensure that you have the soft copy of the photo already stored on your PC. Click on the “Choose File” or “Browse” button to explore your PC.
- Click on the “Submit” button to save and proceed.

Admission Step 5 of 5

Admission Form Print:

- The Step 5 of registration provides option to process the Finalization of application and view/print the finalized application

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Important Note: Take the print out of your finalized application and all the receipts for further processes.

With the application being “Finalized” the online application shall be deemed as complete and accepted for further verification and processing towards admission to the institute. The Competent Authority reserves the right to cancel any application/candidature at its discretion and no correspondence in this regard will be entertained from the applicant. Wrong declaration /submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.