

Instructions for filling Online Application Form

[These pages may be printed for your own convenience and easy reference]

General Instructions:

1. Before applying online, candidates are advised to download the BBA and BCA Information Brochure (pdf) and read it carefully.
2. Fill all items that are relevant to you in capital letters or numbers or tick (✓) the check box / radio button as required. All items are mandatory and must be filled in; otherwise, the form may be rejected.
3. Please ensure that all information provided is correct and accurate. Admission on false information and certificate will be ipso facto null and void and also punishable under the various provision of Indian Penal Code.
4. Please ensure that all fields are correctly filled-in before making payment towards application fee. After completion of application form, you will be prompted "**Print Application Form**". Take a printout of application form and retain with you, as the same will be required to bring during reporting for physical verification of documents / admission.
5. Candidates who are seeking admission under any reservation category:
 - a) **All candidates belonging to the SC or ST or BC category must obtain caste certificates which should be in proper format and should be signed by appropriate authority of rank not less than SDO.** (Note: The final reservation proportion will depend on notification, if any, issued by competent authority and as accepted by the Institute).
 - b) Candidates belonging to other special category such as Persons with Disability / Kashmiri Migrant / Economically Weaker Section must produce a certificate in proper format from appropriate authority and bring the same during Counselling cum admission, if called for.

Specific Instructions:

6. While filling the form please note the following:

On opening the webpage by clicking the link [**Click here to Apply Online**] (under the relevant programme heading). A registration page will appear where candidate will be required to create user Id and password.

 - a) You will be prompted to enter your Full Name, Email ID, and Mobile number to register for the programme, click on "**CONTINUE**" button to proceed further, a confirmation message will appear, click on check box and submit.
 - b) A message will appear that your registration process completed successfully and will show you your application Id / number generated. Kindly note it down for future correspondence. On registration process, OTP will be generated and sent on your registered mobile number. Click on "**Sign In**" button.
 - c) A new page will appear, where you will be required to enter OTP received on your registered mobile, create password and click on submit button. Please do not share the password with anybody. A message will appear on your screen that your password has been set successfully, please Login again.
 - d) After creation of password, please login again by entering your Application ID / number and password created. Click on "**Sign In**" button to fill / complete the application form.

- e) A new page will appear “**Summary of Student Application Form – Profile Status**” where candidates will be required to fill the following details. Fill correctly using instructions given below [‘i’ to ‘vi’]:
- i. **STEP-1 - Apply for the programme and Campus:** Please select-
 - **Programme type:** “Undergraduate”
 - **Programme:** “Bachelor of Business Administration” OR “Bachelor of Computer Application”
 - **Choice of Place of Study:** “Select the campus of place of study (Candidates can opt for max. 3 choice of campus in order of preference).
 - Click on **Save and Continue** button to go to next step.
 - ii. **STEP-2 - Personal & Bank Details:** Enter your personal and bank details as sought for.
 - iii. **STEP-3 - Address Details:** Enter your correspondence and permanent address.
 - iv. **STEP-4 - Photograph & Signature Details:** Upload your recent passport size colour photograph and signature in jpg format upto 25 KB only.
 - v. **STEP-5 - Educational Details:**
 - (i) Enter your educational record of Class 10, and Class 12.
 - (ii) Last qualification details (Class 12) as sought for. Example: I.Sc., I.Com., Intermediate etc.
 - vi. **STEP-6 - Payment Details:**

Click on the link “**Click here to Pay Online**” to pay the application fee.

A new page / screen will appear where you will be required to select the payment mode. Read the instructions on the screen carefully [candidate may use the Net Banking / Debit card / Credit card]. **Payment through Cash / Cheque / Demand Draft / UPI / RTGS / NEFT are not acceptable.**
 - vii. **STEP-7 - Upload Documents:** Please upload relevant supporting documents. Please upload relevant supporting documents and click on check box “**All the above entries in the application form are filled by me and true to the best of my knowledge**”.

After completion of the above process, please take printout of the Application Form and retain with you. Admission on false information and certificate will be ipso facto null & void and punishable under the various provision of Indian Penal Code.

Declaration and Undertakings: You and your legal guardian / parent are required to sign the declarations and undertaking on the last page of the application form.