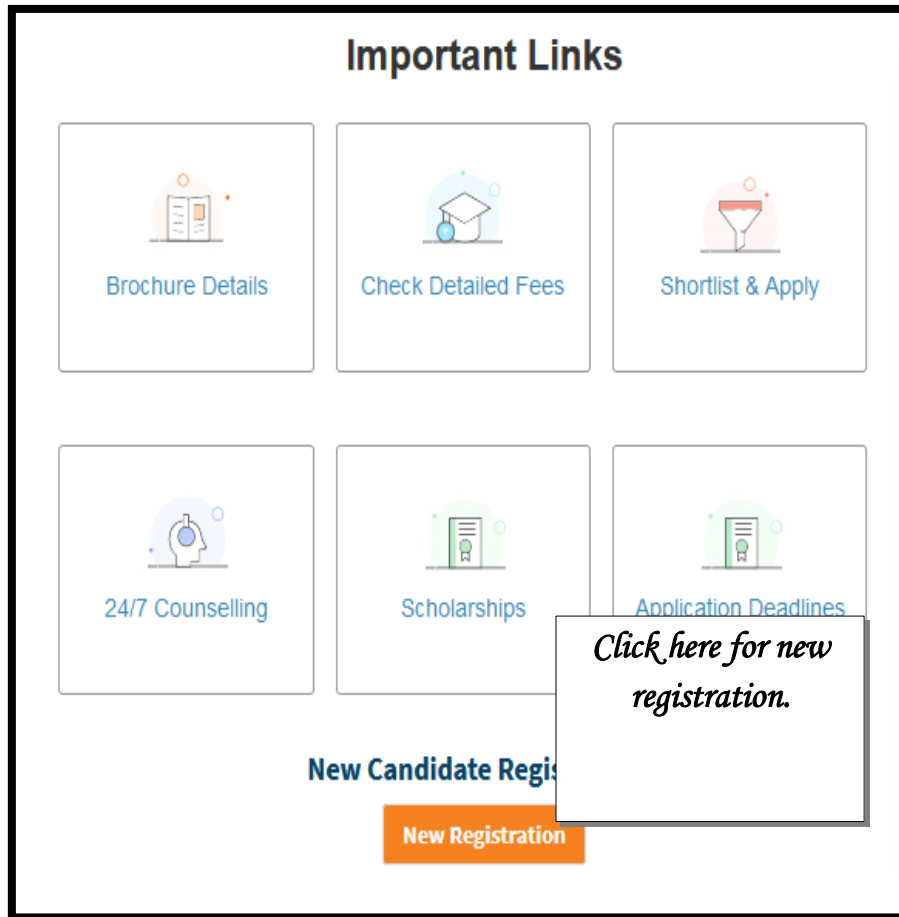


Important Instructions for Filling the Form

(Before filling the form please read the **INSTRUCTIONS** given below carefully)

Steps for Registration

- 1) Click on the tab “*New Registration*”.



Important Links

Brochure Details

Check Detailed Fees

Shortlist & Apply

24/7 Counselling

Scholarships

Application Deadlines

New Candidate Registration

New Registration

Click here for new registration.

2) You will be directed to the registration form page.

Here fill all the details required in this form.

The image shows a 'New Registration' form with the following fields:

- Select Course Level* (dropdown)
- Select Course (Interested In*) (dropdown)
- First Name* (text input)
- Last Name (text input)
- Select Gender* (dropdown)
- Date of Birth* (text input)
- Email Address* (text input)
- Mobile Number* (text input)
- Adhaar Number* (text input)
- Confirm Adhaar Number* (text input)

Below the fields, there is a section for a Security Pin:

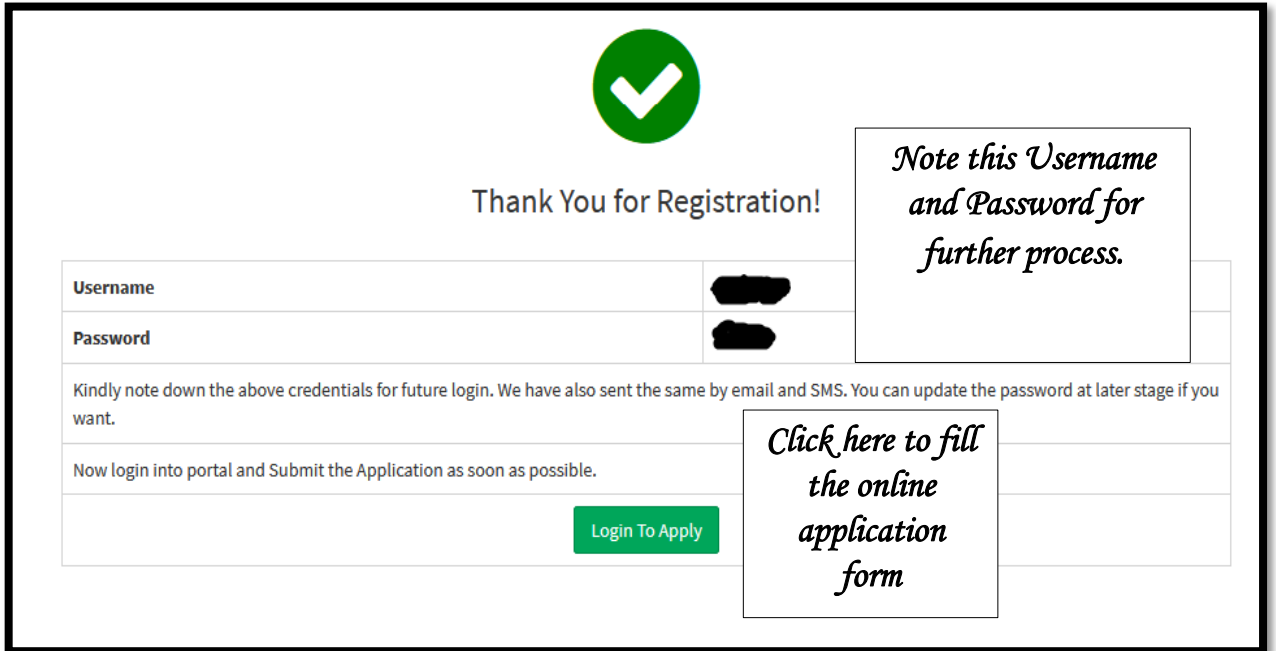
Security Pin as shown below

3580 [input field] [refresh icon]

At the bottom of the form is a blue button labeled REGISTER.

- A valid own Mobile number. Please keep it active, at least until the admission process is complete, as all communication will be sent through SMS.
- Mobile number must belong to the candidate himself/herself or someone in the family. DO NOT fill in friend's or Cyber CAFE's Mobile number.
- An E-Mail ID belonging to the candidate or someone in the family.
- UID Aadhar number or Enrollment number.

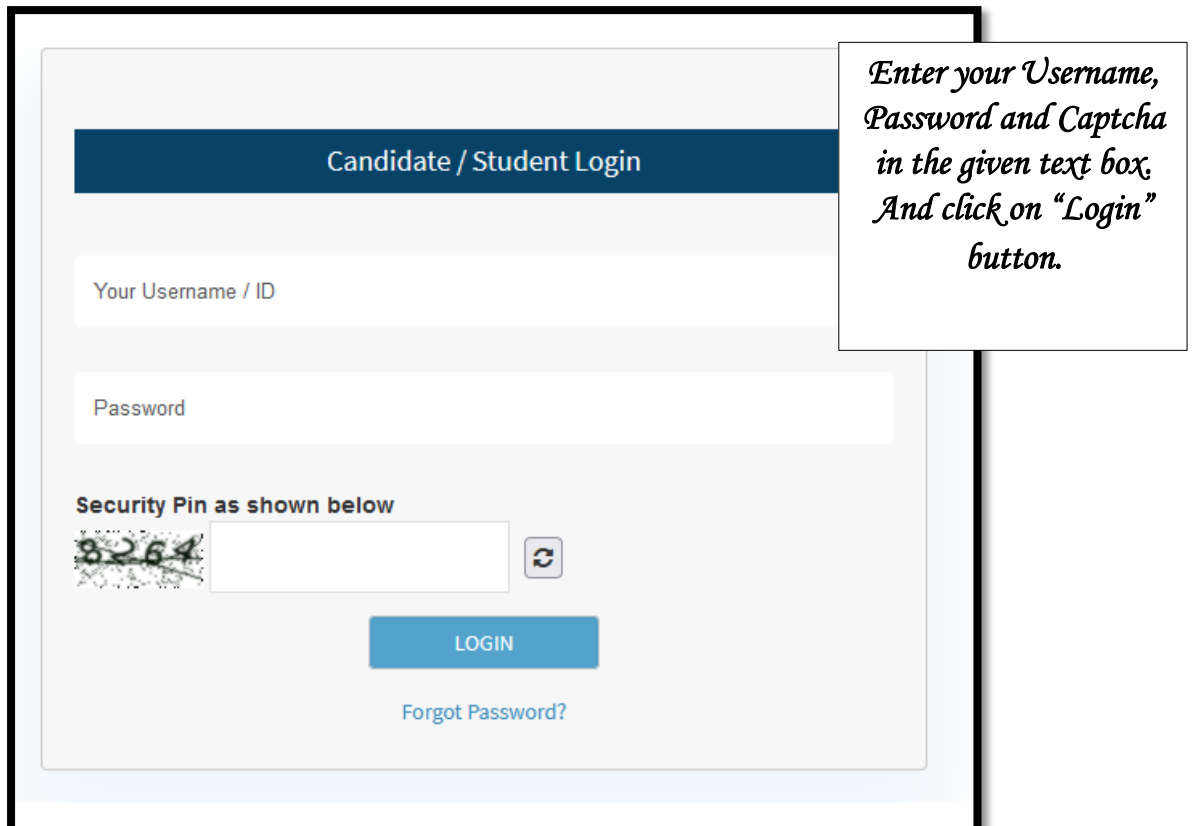
- 3) Note down your username and password. And click on “*Login to Apply*”.



A registration confirmation screen. At the top center is a green circle with a white checkmark. Below it, the text "Thank You for Registration!" is displayed. To the right, a callout box contains the text: "Note this Username and Password for further process." Below the heading are two input fields: "Username" and "Password", both containing blacked-out text. Below these fields is a paragraph: "Kindly note down the above credentials for future login. We have also sent the same by email and SMS. You can update the password at later stage if you want." Below this is another paragraph: "Now login into portal and Submit the Application as soon as possible." At the bottom center is a green button labeled "Login To Apply". To the right of the button, another callout box contains the text: "Click here to fill the online application form".

Steps for Filing Online Application Form

- 1) Now enter your “*Username*” and “*Password*” to fill the application form.



A login form titled "Candidate / Student Login". It features three input fields: "Your Username / ID", "Password", and "Security Pin as shown below". The security pin field contains a captcha image showing the number "8264" and a refresh button. Below the input fields is a blue "LOGIN" button and a link for "Forgot Password?". To the right, a callout box contains the text: "Enter your Username, Password and Captcha in the given text box, And click on 'Login' button."

- 2) Fields marked as red star mandatory to fill.
- 3) Enter all your **“personal details, permanent address, and educational qualifications”** asked in this form. Check the subsequent sub category in which you fall. And Click on **“Save and Next”** button.

The screenshot shows a web application interface for filling an application form. On the left is a dark blue sidebar with a user profile icon, a 'Welcome' message, an email address, a 'Log Out' button, and a 'Main Navigation' menu with options for 'Application Form', 'Upload Documents', and 'Payment'. The main content area is divided into sections: 'Instructions for filling in the Application Form' (with five numbered steps), 'COURSE SELECTION' (with dropdowns for 'Select Course you are Applying For*' and 'Select Semester/Year*', and three 'Preference' dropdowns for 'DSC-1/DSE-1 Subject'), and 'PERSONAL' (with input fields for 'Full Name*', 'Date of Birth*', 'Gender*', 'Email*', 'Mobile No*', and 'Whatsapp No* (If available)'). A white callout box with a black border is overlaid on the right side, containing the text: 'Fill your personal details in this form. After filing click on “Save and Next” button'. The form fields contain redacted information with black bars.

Welcome - [Redacted]
27 [Redacted]ur@gmail.com
Log Out
Main Navigation
Application Form
Upload Documents
Payment

Instructions for filling in the Application Form

1. Application having 3 to 4 steps, please make sure you complete all steps for Final Submission of application.
2. Please enter all relevant details carefully.
3. After Final Submission you will not be allowed to edit any details.
4. You must have scanned copy of your certificates and Passport size scanned photo and self signature.
5. On final step accept the declaration and submit Application form by clicking on Final Submit button. If registration fee is applicable then you need to pay registration fee before Final Submission.

COURSE SELECTION

Select Course you are Applying For* [Redacted] v

Select Semester/Year* 1st Year v

DSC-1/DSE-1 Subject

First Preference: --Select DSC-1/DSE-1 Subject-- v

Second Preference: --Select DSC-1/DSE-1 Subject-- v

Third Preference: --Select DSC-1/DSE-1 Subject-- v

PERSONAL

Full Name* [Redacted] v

Date of Birth* [Redacted]

Gender* [Redacted] v

Email* [Redacted]

Mobile No* [Redacted]

Whatsapp No* (If available) [Redacted]

Fill your personal details in this form. After filing click on “Save and Next” button

- 4) In **Education** section you must have to add your marks details by clicking on **Add %** Button. A popup window will appear to fill marks details. Enter your marks details in textbox. If you passed under **CGPA** select Yes option and add your grade point, for your help CGPA grade table is there. After filling details select click **Calculate** Button then Press **Save** button.

Calculate Your Marks

Are you passed under the CGPA grade system?

Yes No

CGPA Grade:

Marks Obtained(MO):

Maximum Marks(MM):

| Grade | Marks Range | Grade Point |
|-------|-------------|-------------|
| A1 | 91-100 | 10.0 |
| A2 | 81-90 | 9.0 |
| B1 | 71-80 | 8.0 |
| B2 | 61-70 | 7.0 |
| C1 | 51-60 | 6.0 |
| C2 | 41-50 | 5.0 |
| D | 33-40 | 4.0 |
| E1 | 21-32 | 3.0 |
| E2 | 00-20 | 2.0 |

- 5) In Sub-categories and Activities section select appropriate applicable option.

SUB-CATEGORIES (Please click on Yes on applicable category. You need to upload certificates for categories like HP-Bonafide, IRDP, NCC, NSS, Sports etc.)

- Are you a Bonafide Resident of Himachal Pradesh? : YES NO You need to upload valid certificate on next page
- Do you belong to IRDP scheme? : YES NO
- Are you only the single girl child of your parent? : YES NO
- Do you have gap after 12th class? : YES NO
- Are you Physically Challenged? : YES NO
- Are you Ex-Serviceman or Ward of Ex-Serviceman (Ex-Man)? : YES NO
- Are you Ward of Freedom Fighter (WFF)? : YES NO
- Is any of your brother/sister studying in this College? : YES NO

ACTIVITIES YOU PARTICIPATED:-

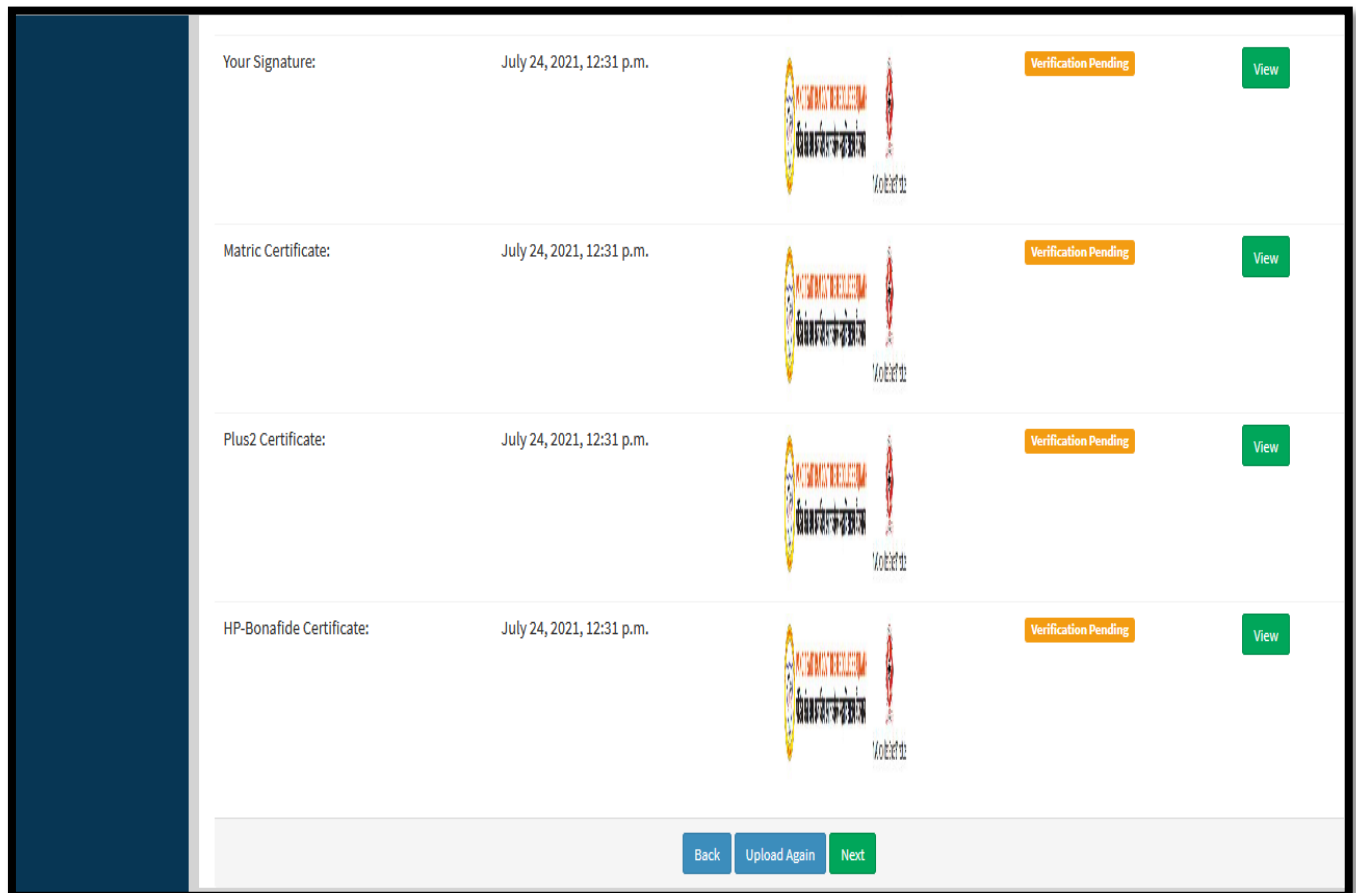
- Are you member of NCC(National Cadet Corps)? : YES NO
- Are you member of NSS(National Service Scheme)? : YES NO
- Do you belong to Cultural Quota? : YES NO

6) Press save to application and move to next page to upload the scanned copy of original documents in the desired columns as per the format given below:

| | | |
|------------------------|--------------------|------------------------------|
| Character Certificate: | NO FILE | Upload Character Certificate |
| 10+2 Certificate: | NO FILE | Upload 10+2 Certificate |
| Matric Certificate: | NO FILE | Upload Matric Certificate |
| Your Photo: | NO FILE | Upload Photo |
| Your Signature: | NO FILE | Upload Signature |

- a) Only file types - jpg, jpeg, png and pdf of size 500KB are supported.
- b) Upload recent and clear photographs/documents.
- c) Your photo should be of passport size in jpeg/png format with minimum dimensions as 200 x 200 pixels and your face should be clearly visible.
- d) In case you don't have certificate for a selected category just go back, unselect that category and save the form.
- e) After uploading, you may also upload again if required.
- f) Documents uploaded will be examined by Admission Committee. You may receive remarks for any modification/update.
- g) Click on **“Next”** button.

7) Here check all the documents if they were uploaded correctly or not. You can also upload any document again if it was not uploaded correctly. After checking click on **“Next”** button.



8) Here in this page check all the details filled by you in the form; you can edit any column here if data is not filled correctly. After checking check all the boxes in the check list, and click on “**Continue**” button and pay the registration Fee if applicable otherwise you can directly submit the form. Once your payment confirmation comes you form will be automatically get submitted.

9) If due to some reason your registration fee payment stuck or deducted or you didn't see Form Submission confirmation page like below, you must have to try payment again on main page. If payment already in process you can Verify the payment by clicking on **Verify Payment** button.

10) After this your form will be submitted. You are advised to download the copy of submitted form for future reference.

CHECKLISTS

Please check the following checkboxes to confirm you are going to submit the correct information. Edit

I confirm my name is [REDACTED]

I confirm my mobile number is [REDACTED]

I confirm my e-mail address is [REDACTED]

I hereby declare that all the information stated in this application are true and I have read the prospectus available on the website and I shall abide by the terms and conditions therein. In the event of distortion of any fact like Category, Qualification, Age, Date of Birth, Nationality etc. filled in my application form, I understand that I will be denied admission to College and if already admitted, my admission acquired is liable for cancellation. I allow the college administration to send SMS on my given Mobile Numbers. Further, I promise to abide by rules and norms of discipline of the College.

मैं घोषणा करता हूँ कि इस आवेदन में दी गई सभी सूचनाएँ सत्य हैं और मैंने वेबसाइट पर उपलब्ध प्रॉस्पेक्टस पढ़ लिया है और मैं प्रॉस्पेक्टस में लिखे गए सभी नियमों का पालन करूँगा। मेरे आवेदन पत्र में श्रेणी, योग्यता, आयु, जन्म तिथि, राष्ट्रियता आदि जैसे किसी भी तथ्य के विरूपण की स्थिति में, मैं समझता हूँ कि मुझे महाविद्यालय में प्रवेश नहीं मिलेगा। और अगर मेरे को पहले ही प्रवेश मिल चुका है तो मेरा प्रवेश रद्द कर दिया जाएगा। मैं कॉलेज के प्रशासन को अपने दिए गए मोबाइल नंबर पर एसएमएस भेजने की इजाजत देता हूँ। इसके अलावा, मैं महाविद्यालय के नियमों और मानदंडों का पालन करने का वादा करता हूँ।

Continue

- 11) Now the admission committee will verify the application form. In case of any discrepancy found in the online admission form, it will be communicated to the student by *SMS* and *Email* in the registered mobile number and email address provided by candidate at the time of registration.
- 12) If candidate will receive any message regarding form rectification then he/she need to rectify the form from his/her account using their "*username and password*". Hence, they are again requested to retain their account information with them until the completion of admission process.
- 13) After receiving any updates from the admission committee regarding approval of application form, candidate needs to pay the admission fee online from their user account.
- 14) It is directed to students to retain the hard/soft copy of filled application form and fee receipt with them. In case, if any discrepancy found during student admission they need to submit it at college. If any student fails to submit these documents when called his/her admission is subjected to cancellation.
- 15) It is advised to regularly check email, SMS and visit College site for latest updates over admission process.

Note:- We strongly recommend to use Rupay Debit Card or UPI payment option while you pay your registration fee or course fees. Its free without any additional bank charges.