

# ONLINE APPLICATION PROCESS - A User Guide.

## A. FOR FIRST TIME USER

Step-1: Enter a password of your choice (remember it for future use)

Step-2: Confirm the password (re-typing same password as step-1)

Step-3: Click Button- **Continue**

WELCOME TO ONLINE ADMISSION PROCESS  
(For Under Graduate Courses)

Instructions Procedure Courses & Intake Eligibility Important Links

PROCEDURE: STEPS TO FOLLOW FOR ON-LINE SUBMISSION OF APPLICATION FORM

STEPS TO FOLLOW BEFORE DEPOSITION OF APPLICATION FEES INTO THE BANK

- Fill up the **On-Line Application Form** sequentially and carefully.
- After putting in all the information in On-Line Application form, click the **verification check-box** and then click the **Submit Button**.
- Record unique **Application No.** which has already been generated automatically on the top left hand corner of the On-Line Application Form for future reference.

Technical Help  
8420665053 (Only For Technical Help From 9 A.M to 7 P.M)

Login  
(If Have Any Applicant Id)  
Applicant Id   
Password   
[Forgot Password](#)

New Applicant  
(If Not Have Any Applicant Id)  
Set Password   
Confirm Password

## B. FOR EXISTING USER (USER HAVING PASSWORD AND APPLICANT ID)

(While applying for more than one application)

Step-1: Enter Applicant ID (provided while used for first time)

Step-2: Enter password

Step-3: Click Button- **Login**

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New Applicant  
(If Not Have Any Applicant Id)  
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## Proceed for Filling Up of application form (After step A or B):

Step-4: Click on the menu- **Apply online**

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Application Procedure  
Go To Home  
Apply Online  
Contact Us

Admission Notice 2017

Step-5: Fill up the online applicant's registration Form.

Step-6: Click on 'Checked & Verified all the values entered are correct and I want to submit it.'

Step-7: Click Button- **Submit**

Step-8: **Note down Applicant ID & Application No. future login**

Step-9: Fill up the details of COURSE OPTED FOR. (Choose the course/subject- seeking admission)

Step-10: Click on 'Checked & Verified all the values entered are correct and I want to submit it.'

Step-11: Click Button- **SUBMIT APPLICATION**

Step-11: Pay the Application Money, through the **Option provided**.

Step-12: Go to the menu- **Print Acknowledgement**

Take a printout of the application acknowledgement for use during verification.

**APPLICATION PROCESS IS COMPLETE.**