

Guidelines to fill the Application Form for Admission

2020-21

Step 1& 3- Register& Pay Registration Fee

1. Applicant will have to select his/her Course from 'Under Graduate' or 'Post Graduate' category and click on **Proceed** button. Thereafter, applicant will be redirected to **Registration** page where the applicant will have to submit the details like Name, Category, Mobile Number, Email ID, WRN Number etc.
2. Once the details are submitted, the entered Mobile No./Email will be verified through One Time Password (OTP).
3. After the Mobile No./Email verification, applicant will have to pay the prescribed registration fee through Debit Card/Credit Card/Net Banking.
4. Select your Payment Mode and click on Proceed to Pay Online button.
5. After successful payment, applicant can download the payment receipt by clicking on Download Receipt button.
6. After successful payment of registration fee, applicant's Registration No.&login Password and ID will be sent to his/her registered Mobile Number & Email ID.

Step 2- Login

1. Fill Registration Number, Password and Captcha correctly in the respective fields and click on **Login** button.
2. After Login, applicant will be redirected to Instructions section. Read the instructions carefully before filling the admission form.
3. In case you forgot your password then click on **Forgot Password** link given on Login page and complete the required process to recover your password.
4. Click on **Proceed** button to fill the remaining Application Form.

Step 4-Submit Personal Information

1. Fill details like Date of Birth, Father's Name, Mother's Name, Occupation of Father/Guardian, Gender, Category, Caste Certificate No. (if any), Blood Group, Religion, Nationality, Family Income etc.
2. After filling all the details correctly click on **Save & Continue** button. You will be redirected to next step.

Step5- Submit Address & Contact Details

1. Fill your Alternate Mobile Number, Name & Address of Local Guardian, Correspondence Address and Permanent Address.
2. After filling all the details correctly click on **Save & Continue** button. You will be redirected to next step.

Step6- Submit Other Details

1. Select your Sports Quota among International/National/State/None and NCC Certificate. Select '**None**' as option if you are not eligible for any.
2. After selecting Sports Quota and NCC details, select Sub-Category and click on **Save & Continue** button. You will be redirected to next step.

Step7-Submit Academic Qualification Details

1. Fill the details related to High School & Intermediate like Roll Number, Passing Year, Board, Name of College, Maximum Marks, Marks Obtained etc. and select subjects (If you have applied for B.Sc., B.A., and B.Com.,). For PG admission fill the details of marks scored in graduate course.
2. After filling and selecting all the details correctly click on **Save & Continue** button. You will be redirected to next step.

Step 8- Upload Documents

1. Upload the photograph and signature of applicant in JPG/JPEG format whose file size should not exceed 100 KB each.
2. Upload the scanned image of original mark sheets and certificate of qualifying examination, scanned image of caste certificate/certificates of other special categories in JPG/JPEG format whose file size should not exceed 100 KB each.
3. After uploading all the documents correctly click on **Save & Continue** button. You will be redirected to next step.

Step9- Preview and Final Submission of Application

1. After submitting all the details, applicant will be redirected to Preview and Final Submission page. If applicant wants to make any change in the Application Form he/she can click on **Edit** button of that particular form and make required changes.
2. After making the changes, if any, click on **Check Box** of declaration and then click on **Submit** button. Please note that no changes will be allowed in application after final submission. Hence do the required changes before Final Submission, if any.
3. Once the form is submitted applicant can download it from **Download** section and take printout of the submitted application form. One copy of the printout will have to be produced to the respective admission committees in the college of the admitted candidates at the time of verification of original documents.
4. College will notify the applicant through Email or SMS in case of any update.

For any Technical Assistance regarding this Application you can contact our helpline no. **0512-2367659** between 09:30 AM to 04:30 PM (on working days) or can mail us your query id support@cccknp.ac.in