

## Enrolment for Examination/Filling of Examination Form

### **Step I: Notification**

1. A notification on the steps to fill the examination form, paying the examination fee and the last date for filling up the form is put up on the college notice board and uploaded on the college website to inform the students about the same.

### **Step II: Payment of Fees**

1. Student/s will have to pay the examination fees online.
2. Student/s will have to keep a print out of their fee receipt.

### **Step III: Filling and Submission of Examination Form**

1. Student/s have to download the examination form from the college website.
2. Fill the examination form and submit it to the college office along with the fee receipt.

### **Step IV: Collection of Provisional Admit Card**

1. The student details are entered by the college office on the University Portal.
2. Once the details are entered, the admit cards of the students are generated/printed.
3. Students are notified both on the college notice board and college website to collect their provisional admit card and check for any discrepancies.
4. If any correction is required in the admit card, it can be given back to the college office for the coorection/s.
5. The college office after having made the specified corrections will return the admit card to the students.
6. All the students have to return their provisional admit cards to the college office after affixing their recent passport size photograph and signature at the specified place.

### **Step V: Collection of Final Admit Card**

1. The provisional admit cards of students are sent for Principal's approval and signature.
2. The students are notified both on the college notice board and the website to collect their final admit card on specified date and time.

