

GUIDELINES FOR ONLINE ADMISSION PORTAL 2019-20

Please be Ready with the Below Materials Before Start the Form Fill-Up:-

- 1) Closed Front View Clear Scanned Passport Size Photo (Size below 100 Kb)
- 2) Last Exam Mark sheet in PDF format (Size below 300 Kb)
- 3) Last Exam Passed Certificate in PDF format (Size below 300 Kb)
- 4) Cleared Scanned Student Signature (Size below 100 Kb)
- 5) Caste Certificate, if other than General in PDF format (Size below 300 Kb)

1st - Application Form Payment:

Q> How to Pay Online For Application Form?

Step-1

NEWS DEMO

Admission Form

Form No	Date of Admission	Academic Session	For Class
NEWSGR/2019-2020/972/00018	09/05/2019	2019-2020	HS. 1st Year (Arts) ▼

Name*

Aadhar No

Date of Birth*

Mobile No*

Email Address

[Send OTP](#)

OTP to verify Mobile No. [Verify](#) Verified

Email Address OTP [Verify](#)

[Next](#)

[Already Registered? Click Here](#)

> Students must need to put above mandatory details in 1st Step to proceed next in the form.

Step-2

NEWS DEMO

Admission Form

Subjects Details:

Class <input type="text" value="HS. 1st Year (Arts)"/>	Stream <input type="text" value="Arts"/>		
Compulsory <input type="text" value="Compulsory"/>	Subject I <input type="text" value="ENGL English"/>	Subject II <input type="text"/>	Subject III <input type="text"/>
MIL <input type="text" value="MIL"/>	Subjects <input type="text" value="ALTE Alternative English"/>		
Elective Subject 1 <input type="text" value="Elective Subject 1"/>	Subjects <input type="text" value="ECON Economics"/>		
Elective Subject 2 <input type="text" value="Elective Subject 2"/>	Subjects <input type="text" value="EDUC Education"/>		
Elective Subject 3 <input type="text" value="Elective Subject 3"/>	Subjects <input type="text" value="SOCl Sociology"/>		

- **Students must need to select their Subject details in 2nd Step to proceed next in the form.**

Step-3

NEWS DEMO

Admission Form

Your Application No: NEWSGR/2019-2020/972/00018

Declaration

I hereby, declare that all the particulars stated in this application form are true, to the best of my knowledge and belief, I have understood all provisions of admissions and agree to abide by them. In the event of submission of fraudulent, incorrect or untrue information, suppression or distortion of any fact like educational qualification, marks, nationality etc. I understood that my admission/degree is liable for cancellation. I further understood that my admission is purely provisional, subject to the verification of eligibility conditions.

I accept above declaration

- **Student will get their Application No in 3rd Step of form & they need to check Declaration box before Proceed to Payment.**

Step-4

Payment Details

Transaction No
70300000419200103

Date
09-05-2019

Student
DEMO STUDENT

Mobile No
9954099540

For Admission to Class
HS. 1st Year (Arts)

Prospectus Charges
PROSPECTUS 2019 - Rs.10/-

Payment Gateway
CASHFREE

Pay Now
 Send Payment Link

Pay

- Student need to Proceed for Payment by click on Pay button in 4th Step after select Payment Gateway they must need to select any one either Pay Now or Send Payment Link option.
- In Send Payment Link option student will receive a link by a SMS in his/her Mobile which validated with OTP last.

Step-5

Payment Details

Total Amount ₹10.00
Ref Id: 703000004192001

Card

ENTER CARD DETAILS

4444 5555 6666 7777 **VISA**

My Name

07 / 2024

Save this card for future payments

PAY NOW

- In 5th Step Student will make the payment by chosen any one preferable Payment Mode: Card / UPI/ Wallet & Net Banking.

Step-6

Verified by VISA

SBI

Merchant : Cashfree
Transaction Amount : ₹ 0.00
SBI Debit Card : xxxx xxxx xxxx

Authenticate Payment
OTP sent to your mobile number ending 8286

Enter One Time Password (OTP)

Make Payment

[Resend OTP](#)

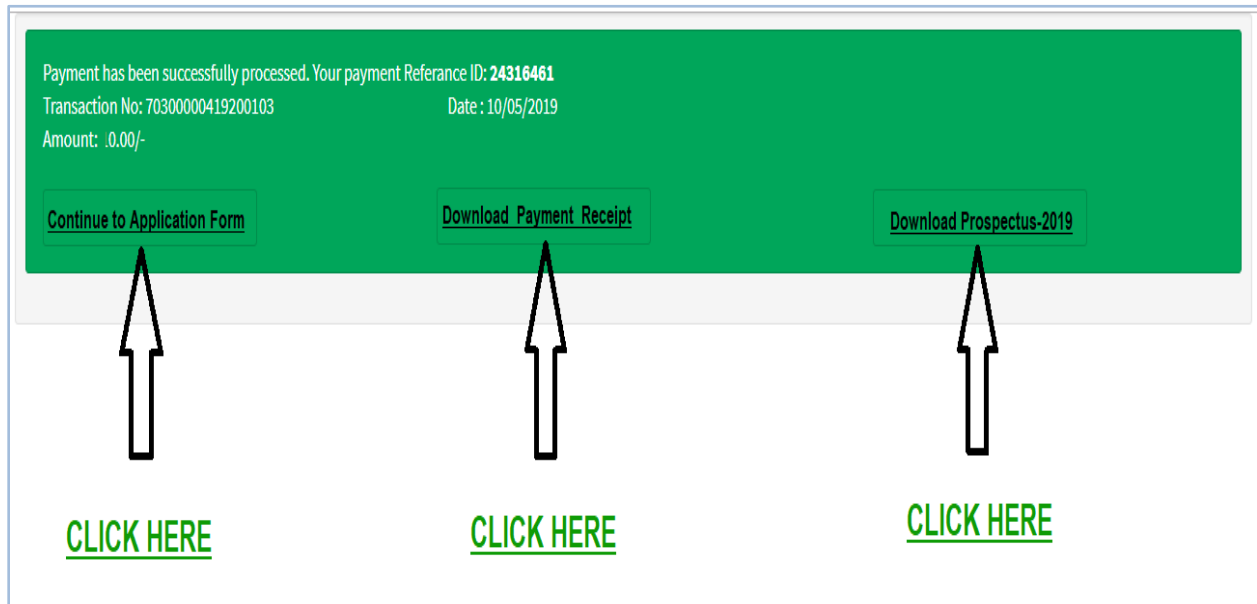
[Click here to abort transaction and go back to merchant site](#)

PCI DSS Certified

Important -To activate your SBI debit card for online transactions (if you are a new SBI customer or haven't transacted online after June 01, 2015), please send an sms **SWON<space>ECOM<space>XXXX** to **09223966666** (where XXXX is the last 4 digits of your SBI Debit Card) from your registered mobile number.

- In 6th Step Student need to put OTP which received from Bank & simply will proceed by Click on Make Payment button.

Step-7



Payment has been successfully processed. Your payment Reference ID: **24316461**
Transaction No: 70300000419200103 Date : 10/05/2019
Amount: .00/-

[Continue to Application Form](#) [Download Payment Receipt](#) [Download Prospectus-2019](#)

[CLICK HERE](#) [CLICK HERE](#) [CLICK HERE](#)

- After Successful Payment Student will be able to get above 3 options in 7th Step of Application Form Fee Payment.
 - a) To fill & submit the Application Form need to click on Continue to Application Form option.
 - b) For Prospectus/Application Fee Payment Money Receipt need to click on Download Payment Receipt option.
 - c) To download Prospectus student need to click on desired option.

2nd - Application Form Details:

Q> How to Fill & what to Fill in Online Application Form?

➤ **After complete Online Form Fee Payment student will be redirected to Application Form Details Page in following 3 steps:**

❖ **Personal Details Page**

In this Pg student need to put all his/her personal data along with Profile image in 100 kb size (file must be uploaded in mention format)

❖ **Previous Academic Details Page**

In this Pg student need to put last Academic Information as per the option selected by a student.

❖ **Upload Required Documents Page**

In Document Upload Section student need to upload Last Pass Certificate or Mark-sheet / Signature of Student and other Mandatory document which (File format should be jpeg, jpg & pdf. Maximum size of file should be below 100KB.)

➤ Once student completed all 3 steps finally need to click on “Submit & Preview” button to Submit the Online Application Form.

➤ On Form Preview Pg student need to save the Application Form by click on Print option below the Form & Student can also sent the Submitted form to mail by Click on Email option.

Print

Email

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