

## **Students can follow the following steps to register themselves:**

**Step 1:** Register on the portal with your Email ID and Mobile Number.

**Step 2:** After Login, complete your profile by clicking on the Profile button.

**Step 3:** Personal Details: In this section, fill in your details. Once done, click on Save & Next proceed to the next section, other details. **(no changes can be done once you finally submitted your profile section)**

**Step 4:** Click on the View button to view your complete profile and then move to Programme Selection to select the desired Programme to apply.

**Step 5:** Mention the Programme Name and then click on the Next button.

**Step 6:** A preview of personal details is shown after selecting the Programme name. After reviewing all the details carefully, click on the Next button to proceed.

**Step 7:** Academic Details: Fill in your Academic details, Class 10th and 12th Year of passing & Percentage, Graduation marks, etc.

**Step 8:** After adding all the details, an Update button will appear at the bottom to update the details if required, otherwise students click on the Next button

**Step 9:** Other Sections: Fill in details like participation in NCC, NSS Camp, Sports, or any extracurricular activities, and then click on the Save & Next button.

**Step 10:** Upload Section: Upload the necessary documents like Photo, Signature, Document/Certificate/Marksheet, and other relevant documents in the prescribed format (i.e. Jpeg, Jpg) and the prescribed size (10kb to 500.00 KB limit). After uploading the documents, click on the Submit button.

**Step 11.** After completing the process Applicant can Preview his/her form and proceed with the final PAYMENT Process and can able to download Application Form.