

**GUIDELINE FOR FILLING UP ONLINE APPLICATION FORM & DEPOSIT OF APPLICATION FEE:**

1. Click on "**APPLY ONLINE**" link.
2. Select the Mode of Payment i.e. "**By System Generated Challan**" & Click on **NEXT** Button.
3. After Clicking on **NEXT** Button, Applicant will get Application form. If the applicant is desire to know about the available seats in the college, then he/she can see the information regarding seats by Clicking on "**AVAILABLE SEAT**" link.
4. After Filling up the required information the applicant should click on **Submit** button.
5. After that you can take out the Print Out of the filled application form by clicking on "**Print this page**" button. & Click on "**Generate Challan For Pay Application Fee**" link to generate Challan. Download Challan.
6. Challan is in three Copies (BANK'S COPY, COLLEGE COPY & STUDENT'S COPY).
7. Challan with Application Fee (Rs. 100.00/-) should be submitted to any one out of four branches of Central Bank of India, Ara.
8. Deposit the Application Fee (Rs. 100.00/-) with the Challan to the Central Bank of India, Ara branch which you have selected, while filling up application form. Bank will return you college copy & Student's Copy Challan.
9. Scan the both copy of challan at once i.e.- COLLEGE COPY & STUDENT'S COPY and then upload it on the website link **UPLOAD CHALLAN**, after the payment of application fee in Bank.
10. Those applicants who have deposited their Fee in bank but not uploaded their challan (i.e.- COLLEGE COPY & STUDENT'S COPY) on the Website link, their application will be treated as cancelled /rejected.
11. Applicants are advised to keep the Print out of Application form & Challan's copy for future reference, and will be needed at the time of admission.

## **HOW TO APPLY**

Candidates can apply only Online Application Form. No other mode of application will be accepted.

### **INSTRUCTION FOR APPLYING ONLINE**

Before applying online, candidates should-

- (i) Scan their photograph, Signature and Marks Sheet, Specific quota certificate (if applicable) ensuring that the photograph, signature and Marks Sheet are within required specifications.
- (ii) Those who want to take benefit of Specific quota (**CULTURAL ACTIVITY, DONOR, NCC, PHYSICALLY CHALLENGED, SPORTS, WARD & WARD OF ARMY**), they must upload their certificate in the form.
- (iii) Keep the necessary details/documents ready.
- (iv) Valid Personal email ID will be necessary. College/University can send important information regarding admission on your given e-mail address.
- (v) Fill up own mobile number correctly.

### **PROCEDURE FOR APPLYING ONLINE**

1. Candidates are first required to go to the University website <http://www.vksu.ac.in/>, Click on **Online Admission-2017 (Degree-I)** Link.
2. Candidates will have to enter their basic details, like course for enrolment, session, name, etc., and Click on Submit Button. Candidates are required to upload their photograph, signature and Marks Sheet as per the specifications given in the Guidelines given below.
3. Candidates should deposit the application fee through System Generated Challan only.

### **GUIDELINES FOR SCANNING AND UPLOADING THE PHOTOGRAPH, SIGNATURE, MARKS SHEET, SPECIFIC QUOTA CERTIFICATE & CHALLAN**

Before applying online, a candidate should have

- a) His/ her scanned photograph, Signature, Marks Sheet and Specific Quota Certificate (If applicable) & Challan - as per specification given below:-

#### **MARKS SHEET IMAGE**

1. Dimensions 400 x 550 pixels (preferred).
2. Size should be between 20kb-50kb.
3. Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution etc., during the process of scanning.

### **PHOTOGRAPH IMAGE**

1. A recent passport size colour photograph.
2. Dimensions 200 x 240 pixels (preferred). (1x1.5 inch)
3. Size should be between 20kb-50kb.
4. Ensure that the size of the scanned image file is not more than 50KB. Then adjust the settings of the scanner such as the DPI resolution etc., during the process of scanning.

### **SIGNATURE IMAGE**

1. The applicant has to sign on white paper with Black pen only.
2. The signature must be signed only by the applicant and not by any other person.
3. If the Applicant's signature on the application form, does not match the signature at the time of the admission, the same will be rejected.
4. Dimensions 140 x 109 pixels (preferred).
5. Size should be between 10kb - 20kb.
6. Ensure that the size of the scanned image is not more than 20kb.

### **SPECIFIC QUOTA CERTIFICATE (CULTURAL ACTIVITY, DONOR, NCC, PHYSICALLY CHALLENGED, SPORTS, WARD & WARD OF ARMY) IMAGE:**

1. Dimensions 400 x 550 pixels (preferred).
2. Size should be between 20kb-50kb.
3. Ensure that the size of the scanned image is not more than 50KB.

### **CHALLAN IMAGE**

1. Dimensions 400 x 550 pixels (preferred).
2. Size should be between 20kb-50kb.
3. Ensure that the size of the scanned image is not more than 50KB.

### **PROCEDURE FOR UPLOADING THE PHOTOGRAPH, SIGNATURE AND MARKS SHEET**

There will be three separate links for uploading Photograph, Signature and Marks Sheet.

Click on the respective link "Upload Photograph, Signature & Marks Sheet".

- Browse and select the location where the scanned Photograph, Signature and Marks Sheet file is saved.
- Select the file by clicking on it.
- Click the 'Open/Upload' button.

**PROCEDURE FOR UPLOADING THE SPECIFIC QUOTA CERTIFICATE (CULTURAL ACTIVITY, DONOR, NCC, PHYSICALLY CHALLENGED, SPORTS, WARD & WARD OF ARMY):**

At the time of filling up application form, if the applicant select specific quota i.e. **CULTURAL ACTIVITY, DONOR, NCC, PHYSICALLY CHALLENGED, SPORTS, WARD & WARD OF ARMY**, then a link for uploading specific quota certificate will appear.

- Click on **Browse** button.
- Browse and select the location where the scanned Specific Quota Certificate (i.e. **CULTURAL ACTIVITY, DONOR, NCC, PHYSICALLY CHALLENGED, SPORTS, WARD & WARD OF ARMY**) file has been saved.
- Select the file by clicking on it.
- Click the 'Open/Upload' button.

**APPLICATION FORM WILL BE REJECTED IF FEE IS NOT DEPOSITED IN THE CENTRAL BANK OF INDIA, ARA BRANCHE & CHALLAN IS NOT UPLOADED.**

***Instructions Not Followed Properly Will Lead To Cancellation Of The Application Form***

**Note:**

- ✓ ***In case the Photograph, Signature & Marks Sheet is NOT clear/prominent, the application shall be rejected. After uploading the Photograph, Signature, Marks Sheet & Specific Quota Certificate (if applicable), candidate should ensure that all the images are clear and uploaded correctly.***