



## ANNEXURE-XVI

### APPLICATION FLOW AND ADMISSION PROCEDURE

Candidate reads the advertisement on website/newspaper. Understands the eligibility criteria for applying.



Candidate visits the website and clicks on B.F.Sc. degree course.



Candidates shall read the prospectus carefully before filling the online application form.



Register himself by clicking “New User”



Candidate fills the required details and receives an email/sms regarding username and password.



Candidate will get access to application form. Candidate can fill up the form in one attempt or can fill up at his pace, till he/ she finally submits the form.



The candidate can login with the login credentials, and completes the filling of application form by uploading original documents, photograph, signature etc. If certain document/certificate to be attached is having more than one page then it should be uploaded together by converting them in one PDF or JPEG file.



Once all information is completely filled and documents uploaded, the candidate previews the filled form & documents for correctness of data and finally submits the online application form by clicking “submit” link on or before last date.



Candidate will receive an email/sms against successful submission of the application form.



Application form will be primarily scrutinized and the list of candidates submitting deficient or wrong documents will be displayed on website.



Such candidate will be required to upload the indicated documents within due date specified by the University.





Provisional merit list will be displayed on the website



Candidate will receive an email/ sms regarding his/ her provisional merit status or can view on website.



Candidate aggrieved by the provisional merit list will log in by paying the grievance fees. He/She will mention the reason for grievance and submits the online grievance. No documents are accepted with online grievance application.



Grievance applications will be scrutinized and final merit list will be prepared as per the decision taken by grievance committee.



Final merit list will be displayed on website



Candidate will receive an email/ sms regarding his/ her final merit status or can view on website.



Candidate fills up the preference form at every round of admission within stipulated time.



Competent Authority allots the seat for admission. Candidate receives an email/SMS, regarding allotment and takes print out of provisional allotment letter



Candidate shall personally visit the allotted college in prescribed period along with allotment letter, original documents and self attested photocopies of all applicable documents and fees applicable to him/her.



After verification of documents by college committee and submission of required undertakings, pays the college fee, admission processing fee and receives final admission letter.

**Note : If candidate is unable to find email in “Inbox”, then check for such email in “Spam / Junk” mail.**

