

***PLEASE NOTE THAT IN CASE OF 2018 AND 2019 PASS OUT STUDENTS, GAP CERTIFICATE IS MENDATORY.

HOW TO APPLY

- 1) Go to new student registration
- 2) Enter a valid mobile number and email id and click send OTP
- 3) Verify OTP that has been sent to the mobile number
- 4) After verification a random password will be given to you via message and on screen. Use you mobile number as user name
- 5) If you forget your password, click on forgot password
- 6) Provide your user name (mobile number) in the student id and click verify and send OTP
- 7) Verify OTP and then you can change your password
- 8) After successful login, click on click to go on application dashboard
- 9) Click on the apply button on the desired link

INSTRUCTIONS FOR FILL-UP ONLINE FORM:

- 1) New applicants applying for online form fill-up shall have to first login to the system by registering their mobile no and email id.
- 2) Candidates are advised to use their own mobile no and email id for registration. All further communications shall be made on this mobile no and email id only. Applicants are required to preserve their user id (mobile no) and password details carefully as it will be required at the time of admission.
- 3) Applicants are to be uploaded the following documents:
 - a) Passport size photograph
 - b) Signature
 - c) HSLC admit / Certificate, mark sheet
 - d) HSSLC mark sheet
 - e) UG last semester passed Mark sheet
 - f) Other qualification mark sheet / certificate
 - g) Caste certificate if other than general category
 - h) Bank passbook front page. (showing account holder name, a/c no, ifsc code, bank name , branch etc)
 - i) Gap certificate (for applicants who don't appeared final semester/year examination in current session)
 - j) Extra-curricular certificate/s (if applying under EC quota are to be uploaded)
 - k) PWD (person with disability / especially abled category) certificate as applicable
- 4) Applicants are advised to apply well in advance before the last date of submission to avoid last minute issues. Students facing any difficulty should contact the university helpline numbers early to sort out any difficulties.
- 5) Mere filling up the application form one can't claim automatic selection for the course. **Admission will be done on the basis of merit.**

GUIDELINES FOR SCANNING AND UPLOADING DOCUMENTS:

Before applying online for admission, a candidate will be required to have a scanned (digital) image of his/her photograph, Signature and documents as per the specifications given below:

- **Photograph:** Photograph must be a recent passport size colour picture. Size of the file should be between 20kb-100kb in .jpg / .jpeg format. **NO SELFIE ARE ALLOWED.**
- **Signature:** Size of the file should be between 10kb-50kb in .jpg / .jpeg format.
- **Documents:** The scanned copy of the documents should be of maximum size 500 kb or below in .jpg / .jpeg format.
- EC certificates should be single PDF file having multiple pages containing different certificates of achievements. The file size of EC certificate should be maximum of 2 MB or below.

N.B.:

- In case the photograph/ documents are not clear, the candidate's application may be rejected.
- On successful completion of the process, candidates will get a system generated acknowledgement receipt and they have to take a printout of it.

❖ FOR ANY QUERY please call and mail between 10AM to 5PM on Working days only :

88763 10848 (M)

88767 65240 (M)

96135 36221 (M)

kbvsasuhelpdesk@gmail.com
