

# STEPS FOR ONLINE APPLICATION FORM SUBMISSION

## ■ STEP - I (Online Registration)

The candidate will initially click the "**Online Registration**" Link. After entering the basic details such as Name, Father Name, Date of Birth, Gender, Mobile Number, E-Mail ID etc., the candidate shall click the **SUBMIT** Button to complete the registration process. The candidate has to verify his/her personal mobile Number and emailid using OTP sent to their mobile Number and emailid entered during registration process. The candidate is advised to enter his/her personal mobile number and emailid during registration process for further correspondence till the completion of admission process. The Candidate must **note down his/her E-Mail ID and Password entered during Registration for further online application from submission through Candidate Login.**

## ■ STEP - II (Candidate Login)

After clicking on the "**CANDIDATE LOGIN**" option available on website and entering correct **email-id and Password**, the candidate shall enter into the "**Candidate Dashboard**" area where some important links and basic details entered by the candidate shall appear on the screen. The candidate has to use the links under "Candidate Dashboard" area to complete his/her application form and pay application through online mode ((Net banking /Credit Card/ Debit Card/ UPI) or offline mode through Bank Challan at any branch of HDFC Bank throughout India

## ■ STEP - III (Upload Photo & Signature)

After successful login, the candidate will click on **Upload Photo & Signature** link to proceed for uploading his/her recent passport size photograph and signature as per specification mentioned. Every candidate has to upload his/her recent photograph and signature to proceed for remaining steps of Application Form filling process.

## ■ STEP - IV (Fill Academic Details)

After uploading Photo and Signature, the candidate has to fill the correct academic details very carefully. The candidate is advised to fill '0' in the columns of Marks obtained and Total Marks If the result of qualifying examination is not declared. The candidates will be given sufficient time to update their marks as per schedule in the prospectus after declaration of qualifying examination.

## ■ STEP - V (Basic Details)

After entering the correct academic details, the candidate has to enter the basic details i.e. Permanent Address, Correspondence Address, domicile, category and other important particulars related to their candidature.

## ■ STEP - VI (Course Selection and Application Fee Payment)

In this step, the candidate has to select one course out of three options (Regular B.Ed. programme/ B.Ed. Special education programme/ Both). If the candidate selects only Regular B.Ed. programme or B.Ed. Special education programme then Application fee of Rs. 2400/- (General Category) and Rs. 1200/- (SC/ST/PWD category) will be applicable. If the candidate is interested to apply for both the Regular B.Ed. programme and B.Ed. Special education programmes and selects "Both" option then Application fee of Rs. 4800/- (General Category) and Rs. 2400/- (SC/ST/PWD category) will be applicable. The candidate can pay fee through online mode (Net banking /Credit Card/ Debit Card/ UPI) and offline mode through Bank

Challan at any branch of HDFC Bank throughout India. After successful Application Fee Payment, the candidate will be prompted to take printout of Application Form with unique Application ID. The candidate must take printout of Application Form for further use in the admission process.

■ **STEP - VII (Print Application Form)**

After successful completion of all the steps of online Application Form submission and Fee payment, if the candidate forget to take printout of application Form then he/she can take printout by just clicking on "Print Application Form" link available under "Candidate Dashboard" area.

**Note:**

In order to avoid last minute rush, the candidates are advised to apply early enough. The university will not be responsible for any network related problem.

