

PROCEDURE FOR ONLINE APPLICATION –

Steps in filling online application form

1. **NEW USER REGISTRATION:**

Select the “user name registration” link and that will ask for the email id and mobile number of the applicant. Email id – being distinct for each user that will be the user name and the password has to be given and confirmed (Please don't give your actual email password – give a different password only for this login). Press “Registration confirmation” and the system will confirm that the user name is registered.

System will send an SMS confirmation (OTP) to the applicant. This (OTP) has to be used for first time login. In case SMS is not received properly, user can request for the SMS code to be sent again for which provision is made in the software. For subsequent login user can use their email id as user name and the password they had given at the time of registration.

2. **SELECTION OF COURSE & ONLINE PAYMENT OF APPLICATION FEES:**

When the user logs in the first time, all courses available in the college for Shift I and Shift II will be displayed along with the application fees payable and the applicant can select one or more courses she wishes to apply and then proceed to make online payment.

Once the payment process is initiated, system will give the Transaction id and the user has to make a note of “Transaction number” for any future clarification on payment status. User can pay the application fees online using credit / Debit card or Net banking option. Process is self-explanatory. After completing the payment process and payment is successful, system display the list of applications purchases for different courses. User can proceed to fill up the application details after the payment process is over.

In case user does not receive any confirmation regarding payment status – there can be two possibilities.

First - user bank account was not debited for payment, then they can login again using their user name (email id) and password and proceed to make the payment until the payment confirmation is received.

Second – User account was debited in their bank or in debit/credit card, but the user still did not get the Payment confirmation, then applicant can make use of the **“Payment status Updation”** option available in their login or call the college office with the Transaction id and they will assist in getting the current payment status and advise the user how to login and fill up the application.

Payment status updation can be done anytime after the user bank account is debited. In case there is no response after payment status updation, status can be obtained from Payment Gateway Company. Though it might take on more working day, efforts will be made to get the information faster so that the user can fill up their application. Please note TRANSACTION ID is very important for this purpose. You can get the transaction id while you go to payment status update option.

If no updation takes place even after "Payment status updation" please contact the college office for assistance to restore the payment, if your bank account is debited.

APPLICATION FEES ONCE PAID IS NOT REFUNDABLE UNDER ANY CIRCUMSTANCE. Do not make additional attempt to make any payment or duplicate attempt.. In case duplicate/multiple/extra payment is made, college is not responsible. **Exercise caution before making PAYMENT.** Pending payment status updation option will help you to update the payment status.

3. **FILLING UP OF ONLINE APPLICATION:**

Once the payment is confirmed, system will prompt the user to proceed to fill up the application. User has to fill up all the details of the application and finally submit the same. Instructions for filling of application is given in the application page and the user has to carefully fill up all the columns. Incomplete or giving of wrong details in the application, will lead to rejection. If the student has purchased more than one application for different courses, details filled in one form will be automatically updated in all the applications.

4. **FILLING UP OF MARKS:**

In case of any difficulty applicants are advised to contact administration office on any working day between 10 AM to 4 PM – college phone number 44 26212089 or mail to admissions@annaadarsh.edu.in

Applicants can log in anytime and fill the details of the application. They can also apply for additional courses.

Name of the applicant (as per +2 marksheet) once entered and submitted cannot be edited. Any other change in details of application after submission of Plus Two marks is not entertained.

NOTE: Filling up and submission of online application by itself will not automatically entitle admission to the applicants. College will intimate only to the selected candidates by SMS / email. Only after final interview with the selection committee, confirmation from college and payment of fees, the admission process will be complete.