

Instructions for Candidates

1. Report to the respective rooms/departments as per the course in which the admission is required.
2. The applicants shall be required to produce the following documents at the time of admission:
 - 2.1. Printout of the University Admission Form issued after the declaration of the cutoff list.
 - 2.2. 3 recent passport size photographs.
 - 2.3. Photocopies of Parents' and guardian's (if applicable) permanent address proof.
(For the following, originals as well as two sets of self-attested photocopies)
 - 2.4. Class X Certificate (Mark-sheet or certificate) indicating date of birth and Parents' names.
 - 2.5. Class XII Mark-Sheet.
 - 2.6. SC/ST/PwD/CW/KM/OBC (Non-Creamy Layer)/EWS Certificate (if applicable).
3. After eligibility check by the Admission-in-charge, verification of the documents is done:
 - 3.1. XII marksheet verified by the official in the Computer Science Department (Ground Floor, Block - A).
 - 3.2. reserved category certificate verified by the official in the Bursar Room (Ground Floor, Block - A). This is applicable to the students seeking admission under SC/ST/OBC/PwD/EWS/KM categories.
4. All photocopies of the documents submitted should be self-attested by the candidates in the presence of the Admission-in-charge.
5. The candidate's parent/guardian should also countersign the admission form as well as the undertakings (anti-ragging, attendance, etc.) in the presence of the Admission-in-charge.
6. Kindly CLIP and do not pin or staple the documents with the admission form in the following sequence:
 - 6.1. Printout of the University Admission Form.
 - 6.2. Photocopies of the documents mentioned at 2.4, 2.5, 2.6 (if applicable) followed by 2.3.
 - 6.3. Originals in the same sequence as 6.2.
7. Completed admission forms and documents are further verified by the Convener's Office. After approval of admission by the Convener Office, the candidate must collect the original certificates and deposit the fees. Please check the University Bulletin for instructions regarding the payment of fees.

Please note that admission is a time-consuming process.