

## PROCEDURE FOR ONLINE SUBMISSION OF APPLICATION FORM FOR ADMISSION

### INSTRUCTIONS FOR ON-LINE SUBMISSION OF ADMISSION FORM

- i.** The address of the web-site is admission.kulbhaskarpgcollege.com. Click the button “Apply Online”.
- ii.** After opening the website the name of the Admission, its online starting date for filling up the form, its date of closing will be displayed. The candidate has to opt the course in which he/she wishes to take Admission.
- iii.** Upon opening the website, five buttons will be displayed for downloading the Brochure, and opening the online Application Form, for printing Application form/Challan form and for printing Admit Card. The candidates are advised to read the instructions and click the button to agree and accept the conditions/instructions. Option for printing Admit Card shall be available only from the date given in the schedule for Admission Test.
- iv.** The candidates are advised to download the information Brochure and read it carefully before filling up the Application Form. After reading the information Brochure carefully the candidate is advised to click the “Apply Online” button. Upon clicking the “Apply Online” button the application form will be displayed on the screen. The candidate is required to fill up the form correctly and as per instructions mentioned in the Brochure. The fields/columns marked with red asterisk are mandatory to be filled.
- v.** The scanned copy of photograph (20 kb. Jpg), marks sheet (20 kb. Jpg) and signature (20 kb. Jpg) as per the specifications mentioned above shall be uploaded at the requisite place in the Application form which is mandatory.
- vi.** After filling up the Application Form the candidate can view his filled up application form with the use of preview application form button.
- vii.** After ensuring that all the entries have been filled up by the candidate correctly, the candidate's can submit the form online by entering the correct image code displayed on the screen.
- viii.** After the successful submission of the application form two buttons will appear on the screen for printing the Application form and challan form. Clicking the buttons accordingly the application form or challan form can be printed.
- ix.** Candidates are advised to take a minimum of two sets of print out of application form and Challan form which will show the generated “Application ID” and other details.
- x.** To make payment, after taking the print out of the Challan Form the candidate is required to deposit the requisite fee (Rs. 600/-) for the test using aforesaid Challan Form at any Branch of the Canara Bank in India.
- xi.** If the candidate fails or forgets to print the application form and challan form for any reason he can print it using the application ID, sent to him on his e-mail address and registered mobile number. The candidate can print the application or Chalan form by entering the correct application ID and date of birth.
- xii.** The candidate will receive a confirmation message via e-mail and SMS confirming the receipt of the payment of the fee.
- xiii.** The first copy of the Challan Form will be kept by the Bank; one copy has to be kept by the candidate himself or

herself.

- xiv.** The applicants are advised to keep the candidate's copy of challan duly stamped by prescribed bank with himself/herself till the admission process is completed.
- xv.** The entrance test to be conducted for Admission to MSc (Ag.)
- xvi.** The admission to B.Sc. (Ag.), B.Sc. (Math Group), B.Sc. (Bio Grop), B.Sc. (Biotechnology), B.B.A, B.C.A and B. Com. would be done on the basis of merit of Intermediate exam. Those who are awaiting result at the time of filling online application must upload their marks sheet after declaration of result or send their application form to Principal, Kulbhaskar Ashram P.G. College, 2, Lowther Road, Prayagraj – 211001 alongwith their marksheets and category certificate (Certified copy) before 16th August, 2021. 5% marks will be deducted for each year of gap after passing qualifying exam.
- xvii.** Those who are claiming category benefit or weightage benefit must upload their certificates while applying online failing which they will not get the benefit of Category or weightage.
- xviii.** Fee once submitted will not be refunded in case admission is withdrawn by candidate.
- xix.** The admission rules are flexible to change by orders of Professor Rajendra Singh (Rajju Bhaiya) University, Prayagraj.

*For the convenience of the online applicants a Help Desk has been setup for the Online Form submission and the phone number is*

*+91 9794 544 041 (10:00 a.m. to 04:00 p.m.)*