Avadh Girls' PG College

Form Filling Guidelines

It is very important that all candidates carefully read the procedure and follow the steps for admission application form .Please call on our helpline number for any difficulties.

Note: The Registration and Login Creation is only an initial step for you to complete the Online Application Form and submit the Registration Fee online through Payment Gateway.

Your Application for Admission in AGDC will be considered only once you have completed all the steps of your Application Form and successfully made the Registration Fee payment online.

Once you have successfully made the payment Online you will be able to download the submitted Application Form and the Payment Receipt.

REQUIREMENTS FOR FORM SUBMISSION

- Valid Email ID

  Note: Always provide your own E-mail ID since we may send alerts & notices.

- Active Mobile Number

  - Mobile number should be with the applicant at the time of form filling
  - All relevant information regarding admission would be sent to this mobile number.

- Alternate Mobile Number (Preferably of parent)

- Photo in JPEG format (Maximum upload size is 50 KB only)

- Scanned Signature in jpeg format (Maximum upload size is 50 KB only)

- High School and Intermediate Mark sheet.

- **Aadhar Card**

  - Aadhar card Number or Aadhar Enrollment Number shall be required while filling the form.

- **Application Fee**

  o General and OBC   Rs. 700.00(With late fee Rs. 800.00)
  o SC and ST   Rs. 700.00(With late fee Rs. 800.00)

- **Caste certificate**

  - The caste certificate number issued by the competent authority (For Caste Certificates Issued after year 2009) for OBC, SC and ST applicants will have to be entered for availing the benefit of reservation.

  - For OBC applicants this certificate should be valid on the day of verification. Validity of these certificates will be verified from the Government website.

  - Reservation shall be granted as per the government rule.

- Income Certificate

  - All certificates will be verified through the Government website.

  - Certificates whose details are not available on this website will not be entertained.

FORM FILLING

- During the form filling process the applicant can make the entries and save the information.
- If the applicant is unable to fill the form in one sitting or somehow the process is interrupted there is no need to register again. They can login using the credentials sent on their mobile numbers and continue the process.

- **Step 1 Registration**

  - Applicants have to fill the relevant details in the form provided. These fields cannot be edited later.
  - Applicants will receive their login details in the mobile number and E-mail ID provided at the time of registration.

- **Step 2 Personal Details**

  - Applicants have to enter their personal details

- **Step 3 Educational Qualifications**

  - Applicants have to fill their educational qualifications.
    - Enter the marks of all the subjects mentioned in the mark sheets.
  - Those applicants who have appeared for their Class 12 examination in 2018 have to fill name of their board and their roll number now. All such applicants have to login and fill their marks obtained in the Class 12 examination before appearing for counseling.

- **Step 4 Upload photo and signature**

  - Applicants have to upload their photo and scanned signature.

- **Step 5 Preview**

  - Applicants can preview all the entries made at this point. If there is any error they can edit these or start the entire process again. Once they have submitted the application fee the data submitted in the registration page cannot be edited under any circumstances.

- **Step 6 Application Fee**

  - If all the entries in the application form are correct the applicant can submit the form and proceed for payment of the application fees.
  - Form fees can be submitted by any of the following ways
    - Credit Card/ Debit Card/Net Banking

- **Step 7 Print Application form**

  - Applicants can print their complete application form and fee receipt to complete the application process.
  - Applicants have to retain a printout of their application form which would be required.
  - Applicants do not have to send the print out of the application form to the College.

Data Editing

  - Restricted data can be edited by the candidate by logging in to the admission website using the credentials sent to their email and registered mobile number. In case the candidate has missed out on the login details they can regenerate their password by clicking on the "Forgot Password" link and entering their registration number. The new login details would be sent to their registered mobile number. The data submitted in the registration page and the opted category cannot be edited under any circumstances.