

STEPS FOR APPLICANT TO GET ADMISSION

ONLINE PROCESS

STEP 1

- Check Cut-Off, additional conditions, deductions in marks as applicable for various courses and categories (as applicable to applicant).
- Log in to the DU undergraduate admissions portal and select the desired course and our college "*Sri Guru Nanak Dev Khalsa College.*"
- Check original testimonials (listed in the undergraduate admissions Bulletin of the University of Delhi) & photograph of the applicant are uploaded.
- In case of Sikh Minority Cut off applicability, ***Sikh minority should be duly marked in admission Portal of DU***, original Sikh minority certificate issued by the ***DSGMC (Sikh minority) be uploaded on DU Admission portal.***

STEP 2

- Register on the college website, obtain login ID and password.
- Sign in to college admission portal.
- Fill personal details and additional details (as required) and submit it online.
- Fill details of optional paper(s) as required/ desired and submit it online.

STEP 3

- College will approve your admission and you will get message, email and link for payment of Fees on DU Admission Portal.
- Pay the fee which can only be paid online on the University of Delhi portal within the prescribed time limit. The applicant is advised to pay the fee without delay within 24 hrs after the approval of admission.
- Get 'admission fee slip' for payment of fee online on DU Admission portal.
- Login into College Portal and upload Fee Slip for Payment made on DU Admission Portal. You will get your College Course Roll No.

STEP 4

- After Obtaining Roll number as allotted by the college check all the notices for various information, Section for Main Paper Classes & Optional Paper classes and other important requirements etc., that may concern you.
- Retain 'Admission Fee Slip' and 'Proof of Online Payment on DU portal' as proof of admission. Identity card will be issued later on the production of 'Admission Fee Slip' and 'Proof of Online Payment on DU portal'.
- Check time table on the college website www.sgndkc.org for Main/ Optional papers etc.
- Attend General as well as Course-specific Orientations on the designated days.

Once the College Offices open

STEP 5

- Present yourself in the college with the all Original Testimonials when required and also Original Sikh minority certificate issued by the **DSGMC (if Sikh minority)**.
- Carry self-attested photocopies of testimonials.
- Class 12th mark sheet (in portrait size, leaving enough space below the printed area).
- Get class 12th results and specific admission form (DU) applicable to College verified and eligibility checked for that specific course.
- Buy college prospectus for the specific ***“eligibility course checked”***.

STEP 6

- Sign in to college admission portal.
- Fill personal details and additional details (as required but not yet filled) and submit it online.
- Fill details of optional paper(s) as may be required/ desired and submit it online.
- Get the entire set of admission application form and annexure printed.
- **If Sikh minority** get the entire set of Sikh minority application form and annexure printed.
- Affix photographs wherever required.
- Affix signature of self, i.e. the applicant and the signature of the father/ guardian/ parents wherever mentioned.
- Arrange original testimonials and self-attested photocopies in four (4) different sets as per checklist (available on College website as well as with Prospectus).

STEP 7

- Prepare four (4) sets of documents as per college Requirement,
- Printed admission application form (DU) or the Sikh minority application form (DU), **if Sikh minority**, for verification.
- Submit original testimonials for Forensic verification. Obtain receipts for the same to collect Originals after forensic check or at the time of cancellation of admission. (There may be delay in returning the Original testimonials if this receipt is lost.)
- Submit medical fitness certificate specifying the blood group from M.B.B.S practitioner. (***As per specimen***)

STEP 8

- Take print out of ‘Proof of Online Payment’ and submit to accounts section by the designated time to to get a Confirmation Slip of Your “College Roll No.”