

Process after Admission

Once the candidate has successfully paid the fee for Admission at University of Delhi Admission Portal and admitted in **Sri Guru Nanak Dev Khalsa College** the candidate is **required to fill the College Admission Form.**

College Admission Data Portal

GO TO:

<https://smartprof.sgndkc.org/admission>

There will be 6 tabs:

1. Go to Personal Details tab. Fill all your personal details and click on next.
2. You will be in Educational Details tab. Fill all your educational details and click on next.
3. You will be in Bank Details tab. Enter your personal/parent bank details. These bank details will be used for the next three years of college - for Refund of Security/ Fee Waiver (if any)/ Fee refund in 2nd/3rd Year - in case of admission cancelation. Click on next.

4. You will be in uploads section: -

Download the format of **undertaking, declaration by applicant, declaration by parent/guardian** from the links given in this tab and fill them.

Documents you will need to upload while filling up the form:

1) Candidate Photo
2) Candidate Signature
3) Candidate ID cum Address Proof
4) Parents/Guardians ID Proof (Self Attested)
5) Admission Fee Slip from University portal
6) 10th Mark Sheet
7) 12th Mark Sheet
8) 10th Passing Certificate
9) 12th Passing Certificate
10) Character Certificate

11) Migration Certificate
12) CUET Scorecard
13) Date of Birth Proof (Tenth Certificate)
14) Anti-Ragging Undertaking
15) Cancelled Cheque (optional)
16) Declaration by the father/Guardian
17) Declaration by the Student
18) Sikh Minority: Affidavit (optional)
19) DSMGC Certificate (optional)

Click on next.

5. You will be in Preview tab. Preview your entire admission from details that you have filled in the previous four tabs. Read the declarations written at the end of this tab and if satisfied, click on "Yes I agree". Click on next.
6. You will be in DU undertaking tab. Read the DU Undertaking. Then enter your name and click on "Yes I agree" if you are satisfied with the admission form details.

PART II

Check details related to Generic Elective Courses (GE), Skill Enhancement Courses (SEC) and Value Addition courses (VAC) being offered by the college are as under: <https://www.sgndkc.org/sk/documents/uploadedfiles/file28102022030048.pdf>

Be careful while filling the form. once the 'Submit' button is clicked, the form cannot be rectified/edited.

The Process of filling up the form:

STEP 1:

Student Login

Click Link:

<https://www.sgndkc.org/sk/page.php?page=students%20login>

Or

Visit www.sgndkc.org

✓ Go to Login

✓ Go to Student Login

Enter

✓ Input year of admission

✓ Select Semester I

✓ Select CID (PSC)

✓ Enter User Name: Your CRN. 1741 (College Roll Number)

✓ Enter Password: First four characters of your first name in Capital letters + *plus* CRN. (e.g., CRN is 1741 and name Rishit then Password is RISH1741)

✓ Enter Captcha Code (Case Sensitive): Enter Displayed Captcha Code

(Password should be changed and remembered for future reference. In case password reset required then college may take seven working days)

✓ From Your Dashboard Check Credentials and note them for Logging into College Admission Data Portal.

STEP 2:

College Admission Data Portal

Click Link:

<https://sgndkc.org/admission/>

Or

Visit www.sgndkc.org

✓ Go to Admissions

✓ Go to **College Admission Data Portal**

✓ Go to College Admission Data Portal 2023-24

✓ Go to UG Admissions 2023-24

✓ Login (Use your email as registered on 'University of Delhi Admission Portal')

✓ *Passcode:* As per credentials noted from Dashboard

✓ *Password:* As per credentials noted from Dashboard

✓ Enter Captcha Code (Case Sensitive): Enter Displayed Captcha Code

Your COLLEGE DATA FORM PORTAL Dashboard will open:

- ✓ Information as available on University of Delhi Admission Portal will be pre-filled.
- ✓ STAGES IN FILING FORM (initial stage to be submitted before moving to next stage)
- ✓ Personal Information: In case pre-filled data doesn't match then write email for correction.
- ✓ Educational Information: Fill this information Carefully & Correctly.
- ✓ Undertaking: Fill information Carefully & Correctly.
- ✓ Option Form: The optional Papers will be restricted as per your Course & Educational Information.
- ✓ Uploads for ID Card: Photograph & Signature as will appear on your "College ID Card"
- ✓ Document Uploads: Upload Mandatory Documents first (marked *) & then the rest of the Documents. (Upload 'Admission fee slip' for payment of fee online on DU Admission portal).
- ✓ Addition Information: Complete the information required. Fill information Carefully & Correctly.

Now ADMISSION DATA FORM filing is complete. The candidate can logout after saving at any stage. Login again and complete the rest of the Stages. Till your data form is not locked you can login again to Change/Correct any information or Upload/Replace any document.

NOTE:

Regularly visit College website:

- ✓ Notices.
- ✓ Time-Table for your Main/Optional papers.
- ✓ Dates of General as well as Course-specific Orientations.
- ✓ Students Section.