



Avadh Girls' Degree College

Form Filling Guidelines

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

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 100 KB)
- Scanned Signature in JPEG format (Maximum upload size is 100 KB)
- High School and Intermediate Marksheet.
- **Aadhar Card**
 - Aadhar card Number or Aadhar Enrollment Number shall be required while filling the form.

- **Application Fee**

General and OBC	Rs. 700.00
SC and ST	Rs. 700.00

- **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.

Guidelines to fill Admission Form

Step-1 Procedure to Register as a New Student

- Applicants can select their Programme i.e., B.A./B.Com/M.A.(English) from 'Under Graduate' or 'Post Graduate' heads.
- After selecting particular course applicant will be redirected to **Registration for New Students** page.
- Fill the details like Name of Applicant, Category, Mobile Number and Email ID. After filling all the details correctly click on **Register** button.
- Your Registration Number will display on your screen, note it down for future references. Along with an OTP and same Registration Number will also be sent to the mobile number that you have entered. Fill that OTP in the given section and click on **Proceed** button.
- After clicking on **Proceed** button a Password will be generated and sent to your mobile number.

Step-2 Procedure to Login

- Fill your Registration Number, Password and Captcha correctly in the respective fields.
- In case you wish to change captcha image then click on Refresh icon.
- After filling all the details correctly click on **Login** button.

- After Login you will be redirected to Instructions section. Read the instructions carefully before filling the form.
- In case you forgot your password then click on **Forgot Password** button and do the necessary proceedings.

Step-3 Procedure to Submit Fee for Admission

- After successful Login you will be redirected to **Instructions** page. Click on **Continue** button after reading the instructions carefully.
- You will be redirected to Fee Payment page. Pay the prescribed fee through Debit Card/Credit Card/Net Banking.
- Select your Payment Mode and click on **Proceed to Pay Online** button.
- You will be redirected to Payment Gateway through which you will have to submit the fee.
- After successful payment you will be redirected to Payment Details page where you can download the payment receipt by clicking on **Download Receipt** button for future Reference.
- Click on **Proceed** button to fill the remaining Application Form.

Step-4 Procedure to Fill Personal Information

- After successful Payment applicant will be redirected to Personal Information page.
- Fill your details like Father's Name, Mother's Name, Occupation of Father/Guardian, Caste Certificate Number, Religion etc.
- After filling all the details correctly click on **Save & Continue** button.
- You will receive a Pop-up Message of successful submission of details. Click on **OK** button to proceed.
- Fields marked with * are mandatory.
- Click on **Reset** button to reset all the details.

Step-5 Procedure to Fill Address & Contact Details

- After successful submission of Personal Information applicant will be redirected to Address & Contact Details page.
- Fill your details like Alternate Mobile Number, Local Address, Email ID of Father/Guardian etc.
- Click on **Check Box** if your Permanent Address is same as Local Address, else fill the details of Permanent Address.
- After filling all the details correctly click on **Save & Continue** button.
- You will receive a Pop-Up Message of successful submission of Address & Contact Details. Click on **OK** button to proceed further.
- Fields marked with * are mandatory.
- Click on **Reset** button to reset all the details.

Step-6 Procedure to Fill Other Details

- After successful submission of Address & Contact Details applicant will be redirected to Other Details Page.
- Select your Sports Quota among International/National/State/District/None and select NCC Certificate among 'A' Certificate/ 'B' Certificate/ 'C' Certificate/None.
- After selecting Quota and Certificate, select Sub-Category and click on **Save & Continue** button.
- You will receive a Pop-Up message of successful submission. Click on **OK** button to proceed.
- Fields marked with * are mandatory.
- Click on **Reset** button to reset all the details.

Step-7 Procedure to Fill Academic Qualification Details

- After successful submission of Other Details applicant will be redirected to Academic Qualification Details Page.
- Fill the details related to High School & Intermediate like Roll Number, Passing Year, Board, Name of College, Marks Obtained etc.
- Select Club(s) from the **List of Clubs** and Subjects from the **List of Subjects** given. Three clubs i.e., Social Service Club, Sports Club and Debating Club will be marked as mandatory.
- After filling and selecting all the details correctly click on **Save & Continue** button.
- You will receive a Pop-Up Message of successful submission of details. Click on **OK** button to proceed further.
- Fields marked with * are mandatory.
- Click on **Reset** button to reset all the details.

Step-8 Procedure to Upload Documents

- After successful submission of Academic Qualification Details applicant will be redirected to Upload Documents page.
- Upload the photograph of applicant and applicant's signature in JPG/JPEG format whose file size should not exceed 100 KB each.
- After uploading all the documents correctly click on **Save & Continue** button.
- You will receive a Pop-Up Message of successful submission of details. Click on **OK** button to proceed further.
- Fields marked with * are mandatory.
- Click on **Reset** button to reset all the details.

Step-9 Review and Final Submission of Application

- After successfully uploading the documents applicant will be redirected to Review Application Page.

- In case you wish to make any change in the form you can click on **Edit** button of that particular form and make required changes.
- After final review of the application, click on **Check Box** of declaration and then click on **Submit** button.
- You will receive a Pop-Up message regarding Final Submission of Form. Click on **No, Cancel It!** button in case you are not sure for final submission of form else click on **Yes, I Am Sure!** button.
- Applicant can download the submitted application by clicking on **Application Form** button and can download the Payment Receipt by clicking on **Download Receipt** button which will appear after final submission of application.

Note: No changes will be allowed after Final Submission of form; hence applicants are advised to make required changes while reviewing the application.

Step-10 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.