



Application Procedure at a glance for Under-Graduate Courses

Academic Session: 2023-24

APPLICATION PROCEDURE:

Please read the following instructions carefully before starting the application process.

- a) Go to College website and click on the Admission Button, then **Application form 2023-24** button.
- b) To start the registration/admission process applicants must have an **active mobile number** and an **active email ID** for online registration / application. These should be preferably **their own** as all future communication from the College will be on this number/ email id.
- c) Read the prospectus for **eligibility criteria & Prospectus** before applying to any UG course.
- d) **Registration and Application Procedure:**

Five (5) simple steps need to be followed. Applicant must complete each step to proceed to the next.

STEP - 1: Online Registration: The applicant needs to register by entering some basic information such as **Name, (own) Mobile no, (own) Email-ID, Course Applied for**. Then the applicant has to click on 'Proceed' button.

Once this registration process is complete, the applicant cannot change the information given by him/her during the registration process. Therefore, once satisfied the applicant has to proceed to complete the registration process.

Step - 2: Online Application Form fill-up: Once your registration is complete, the online application form will open. Here you need to submit various kinds of information such as:

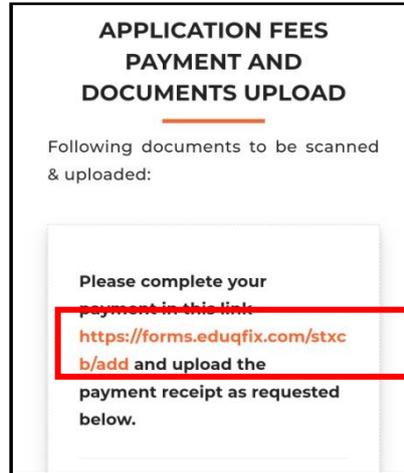
- Other Personal Details
- Guardian Details
- Qualifying Examination Details
- Courses Applied Details
- Contact Details

*Once this process is complete the applicant can review the information given by him/her and edit it if necessary. Once satisfied the applicant has to proceed to '**FINISH**' completing the application form-fill up process. On successful submission of the form a unique Student application ID will be generated with the application form. The applicant needs to note/save this unique Student application ID as it will be used for subsequent log in purposes. Once submitted, data in the application form cannot be changed/ edited.*

Step 3: Application fees payment-

After submitting the application form, proceed to pay the **Application fees** of Rs. 500/- via the given link (<https://forms.eduqfix.com/stxcb/add>) on “Application fees payment & Document upload” section.

Screenshot of Link for Application fees payment



Click on the link (<https://forms.eduqfix.com/stxcb/add>) & you will be redirected to the **edu-Qfix** website. Fill the details for Payment receipt like –

- Applicants' Name
- Students' Valid Phone number
- Students' Valid Email ID
- Department applied-

Screenshot of the payment gateway interface

Payment Receipt For Online Application Session
2023-24

Student Full Name

Student Mobile Number

Student email id

Department Apply

Amount

I agree to the Privacy Policy and Terms & Conditions

SUBMIT

After payment, download the transaction slip. Return back to the application form – Documents upload section page. Write the unique **Qfix reference number generated by edu-Qfix**. Keep the Qfix application payment receipt generated after successful payment safe.

Step - 4: Upload Testimonials/ Document(s): The applicant is required to upload scanned copies of his/her **Photograph, Signature and self-attested (with date) photocopies** of following documents in prescribed format only:

- a. Mark Sheet of the Qualifying Examination (Higher Secondary [10+2] or equivalent examination) -
 - b. Admit Card of Secondary [Class X] or equivalent examination
 - c. Application payment receipt of edu-Qfix
- Proceed to **Final** submission.

Step - 5: Download / Print: The applicants are advised to print / download the application form for future reference after successfully submission of application form.

IMPORTANT GUIDELINES & REGULATIONS

1. If an applicant wishes to apply for more than one Honours subject, he/she has to **REGISTER** once more and will receive a new Student application ID keeping the same email ID & Phone Number same.

Note that candidates have to pay Rs. 500/- separately for each course applied. Candidates using the same Qfix reference number/ fabricated numbers for different courses applied will lead to cancellation of application.

2. After submission of the application form, the process is final and complete. Please note that after this no modification of data is possible. Please ensure that no mistakes are made during the process of filling up of the application form.
3. It is to be noted that in case marks of any applicant changes after review results (of 10+2 examinations) are published and would have a substantive impact on his/her position in the merit list, we request the applicants to get in touch with the college through the email id sxcbwn@gmail.com and we would try our best to do the needful. However this process will remain valid till the last date of submission of application.
4. After the last date of submission of online application, a **Provisional List (According to Merit)** will be published on the college website.

5. If any unintentional error like non-inclusion of name or any other discrepancy is noted by the applicant or if the applicant has any academic enquiry regarding the above, he/she may send an e- mail to that effect to sxcbwn@gmail.com.
6. The Admission process will then start with publication of Merit List for Admission.
7. All concerned applicants are requested to check the college website **REGULARLY** (on a DAILY basis) for such information.

PLEASE CHECK THE COLLEGE WEBSITE REGULARLY FOR UPDATES