

INSTRUCTIONS FOR UG ONLINE REGISTRATION

Step 1: Requirements for Online Registration:

1. Please read the Prospectus available in our Website carefully before filling up the Application Form.
2. Candidate must have a valid email id. If he/she does not have an email id, create one.
3. All correspondence regarding the Admission Process will be communicated to this email id.
4. Mobile Number (mobile number of student/parents/guardian only to be furnished)
5. A scanned copy of Passport size Photo-Less than 30 kb (within 6 months)
6. A scanned copy of student signature-Less than 30 kb
7. Photocopies of the SSLC, HSE/Equivalent and other certificates

Step 2: Online Registration Process:

1. Visit <https://dgmms.linways.com/onlineapplication> or college website and click on 'Online Application UG' link
2. New user – click the Register button (already registered students enter the email id and password for editing or printing the Application Form).
3. New user – after filling up the logging details (NAME, EMAIL ID, PHONE NO., ADMISSION FEE CATEGORY& DOB) - will get the password through his/her email id. Use this password for further login process.
4. Please fill up the Form carefully and upload the scanned copy of the Passport size Photo and signature (the Application will be rejected, if your entries are not correct).
5. Please verify all the entered data carefully and submit the Application Form. Once submitted, the Application Form cannot be edited.
6. Take the print out of the submitted Application Form after making the Payment through Online Banking **Rs 250 for General Candidates and Rs 125 for SC/ST** .
7. **The last date for the receipt of the Application Form on or before 29-05-2019.** The list of the selected candidates will be published according to the rules of the University subject to the terms and conditions put by the Government and rights of the autonomous colleges. Candidates will have to remit the fees stipulated by the University and the Government (Aided & Self-Financing Programmes) and according to the rights of the autonomous colleges.

8. No need to submit the hard copy of the application form to the College Office for the selection. But, after getting the selection, at the time of interview you has to submit the print out of the application form.
9. Candidates seeking admission through Management quota and Sports quota should submit **separate application** at the College office with **their registration number obtained at the time of online registration** (Application forms for management seats and sports seats will be available at college office).

The following *documents are to be produced* at the time of Admission:

1. Online Application Printout
2. The Original Mark lists of SSLC (For verification), HSE, Degree/Equivalent Certificate and other relevant Documents (Eligibility Certificate from other State / University, Caste Certificate for Reservation, Income Certificate for Fee Concession, NCC, NSS, PH, Sports, Ex-Servicemen, etc.)
3. TC from the from the last studied Institution
4. Conduct Certificate within 6 months
5. Passport size Photos (must be of within 6 months)
6. Tuition fee and other fee mentioned in the intimation letter by email.

NB

- Please take the sufficient number of photocopies of the Certificates and keep them for further use if any, before submitting the Originals to the College.
- The submitted Certificates will be returned only after the completion of the Programme or at the time of issuing the TC.

UG Admission –Tentative schedule

Sl.NO	Particulars	Date
1	Admission notification of UG Programme	05-05-2019
2	Commencement of online registration	09-05-2019
3	Last date for online registration	29-05-2019
4	Publication of provisional rank list	01-06-2019
5	Last date for corrections, if any	04-06-2019
6	Publication of final rank list	06-06-2019
7	Interview	All B.Sc&B.Voc.11-06-2019 All B.Com/BBA.12-06-2019 All B.A. 13-06-2019
8	Commencement of classes	17-06-2019