

❖ **How to apply:**

1. Scan your photograph and signature, Madhyamik Admit Card, Mark sheet of 10+2 standard and Caste /category certificate if any
2. Register yourself by visiting the said website, get user name and pass word through SMS / email
3. Login using username and password
4. Follow Step-1, Fill up details of personal information,
5. Follow Step-2, and Step-3 to entry, the details of last exam passed and Upload your scanned photograph, signature, Madhyamik Admit Card, Mark sheet of 10+2 Standard and Caste/category certificate if any. Follow Step-4 fill up the subjects for which you want to apply
6. Make payment through online mode.
7. Submit the form in online mode finally. No edit is allowed after final submission
8. Take the print out of submitted form, paste photograph, signed in appropriate places and keep it with you till verification after admission.

Documents to be uploaded during online filling of application form:

1. Scanned copy Photo & Signature
2. Scanned copy of Madhyamik Admit Card (Date of Birth Proof)
3. Scanned copy of Higher Secondary (10+2) Mark Sheet
4. Scanned copy of Category (SC/ST/OBC) & PH Certificate

Documents to be submitted with the printed form at the time of commencement of 1st semester classes:

1. Two copies of recent stamp size photograph.
2. Original and Self-attested Photocopy of Admit card of Madhyamik/ Proof of age
3. Original and Self-attested Photocopy of Marksheet of qualifying Exam at Secondary level/ Madhyamik.
4. Original and Self-attested Photocopy of Marksheet of qualifying Exam at (10+2) level
5. Original and Self-attested Photocopy of Registration Certificate of qualifying exam at (10+2) Level
6. Original and Self-attested Photocopy of caste / PWD certificate where applicable.
7. Original and Self-attested registration certificate of earlier passed out candidate (2017/2018) if registered previously to any University.
8. Original and Self-attested photocopy of aadhar card.
9. Permission letter from Vidyasagar University if candidate has passed 10+2 on or

before 2017.