Guidelines to fill up the Application Form Online

1. User/Applicant/Candidate must have following information.

   1.1 Email Id/Mobile no. are mandatory for all candidates as all the information and notifications of application will be received on the email and mobile number and when needed.

   1.2 Personal Computer/Laptop/Mobile/Tablet with good internet connection is necessary for filling up the form.

   1.3 Black and White/ Colour Printer is must for printing of the application form.

   1.4 Scanner is required for scanning the photograph ,signature and relevant documents.

   1.5 Recent coloured passport size photograph of candidate is required for form filling (Scanning and Uploading in .jpeg or .jpg format only. File Size of scanned photograph should not be more than 100kb.)

   1.6 Use blue/black pen for signature (for scanning and uploading in ".jpeg" or ".jpg" format only. File size of scanned signature photograph should not be more than 50KB).

   1.7 Access to an online payment facility / service such as-

   - Net Banking
   - Credit card
   - ATM-cum-Debit card
   - UPI Payments
   - Wallet Payments

2. Instruction for User/Applicants/Candidates.

   - A printout of online submitted application form or proof of payment of Online fee is to be submitted to the College. However, the candidates should retain a copy of the said documents for their own record.

   - Original certificates issued by competent authority supporting your filled in details will be asked from you ONLY at the time of Document Verification. If data provided in the online application is not supported by appropriate documents then your application / claim for admission shall be summarily rejected.

   Note: Before proceeding to fill up the online application form, please ensure that you have the required details and scanned image files of yours –

   (1) Recent passport size colour photograph
   (2) Signature
   (3) Aadhar Card
   (4) Class X Marksheet
   (5) Class XII Marksheet
   (6) UG Marksheet (Only who apply for PG Course)
   (7) Transfer Certificate of previous School/College. If student belong to same college not need to submit their TC.

ACHARYA CHANKYA MAHAVIDYALYA

Mahmoodpur Semari Sultanpur, Uttar Pradesh - 228142, India

Affileted by - Dr. Ram Manohar Lohia Awadh University, Ayodhya

College Code-262

Filling an Admission Form and make payment online.

1. Registration has to be made on College Website - **(http://www. acmcollege.org)** for the online application process. Click on Online Admission .

2. You will redirect to Online admission page, on right side of Online admission page you will see the online application form Then select your course Form dropdown list then apply now read the all instructions carefully then apply to proceed now in your screen a admission page appear now You have to fill the following details for Admission Such as - Personal details, Educational Details, upload Photo, Signature and Related documents to complete admission form then click on Submit to final submit your details.

3. After applicants/candidates will be getting an Application no.

4. After which you have to make payment with the appropriate fees using (Net-Banking/Debit/Credit cards/UPI payment) option.

5. After you have submitted the applicable fees successfully, you will get confirmation massage from College .

6. After which your Admission process is complete, then you take the printout of the Form and e-fees receipts for future reference.

7. After all this steps you have to visit college for your document Verification at the college end. To confirm your admission.

ACHARYA CHANKYA MAHAVIDYALYA

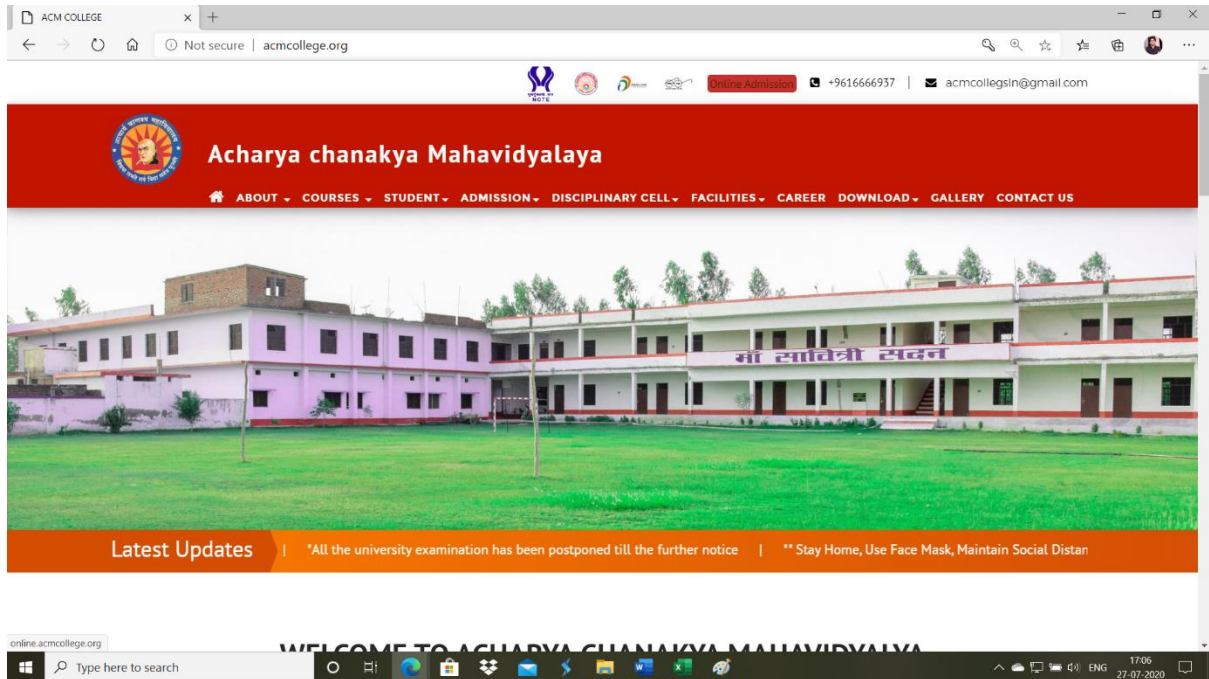### Mahmoodpur Semari Sultanpur, Uttar Pradesh - 228142, India
Affileted by – Dr. Ram Manohar Lohia Awadh University, Ayodhya
College Code-262

Step by Step Description for filling the form

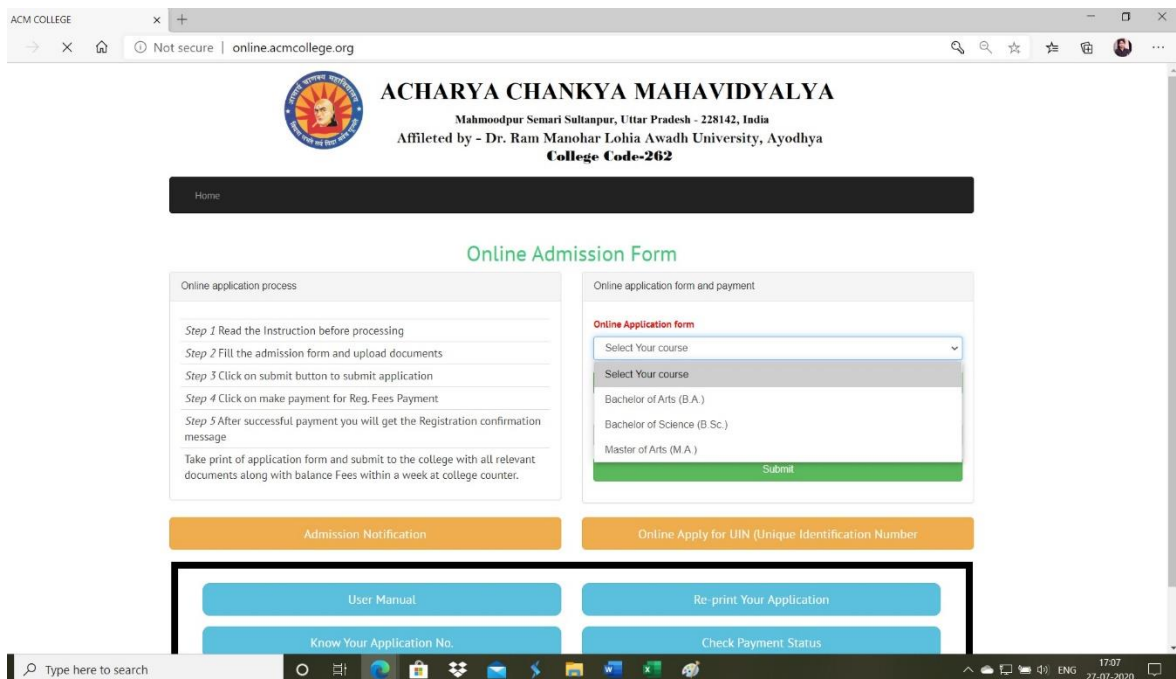Application has to made on College Website for the Online Admission process.

STEP-1

Visit on College website on **http://www.acmcollege.org** and click on Online Admission.

STEP-2

Click on Online application form then Select your course as your choice then click on Submit.

STEP-3

After apply a instruction page appear

Read the all instruction very carefully and collect your soft copy documents before proceeding. If you ensure that you have all the documents and ready to proceed then Click on Apply Now.

STEP-4

ACHARYA CHANKYA MAHAVIDYALYA
Mahmoodpur Semari Sultanpur, Uttar Pradesh - 228142, India
Affileted by – Dr. Ram Manohar Lohia Awadh University, Ayodhya
College Code-262

Home

Admission In Bachelor Of Arts For The A.Y.2020-21

Applicant Name *	First Name	Middle Name	Last Name
Father's Name*	First Name	Middle Name	Last Name
Mother's Name*	First Name	Middle Name	Last Name

| Date of Birth* | Physical Handicaped ?* | Gender* | Marital Status* |
| dd-mm-yyyy | No | Select | Select |

| Blood Group* | Aaddhar No.* | Mobile No.* | Alternate Mob No. |
| Select | Aadhar No. | Mobile No. | Alternate Phone |

| Email Id.* | Category* | Religion* | Nationality* |
| Email | Select | Select | Select |

Communication Address*
Address

| City/Tehsil* | District* | State* | Pincode* |
| City/Tehsil | District | State | Pincode |

Course*
Select Course

Subject

Practical Subject

Qualifications	Board / University*	School/College Name*	RollNo.*	Passing Year*	Max. Marks*	Marks Obt.*	Per /Div
High School	Board / University	School/College Name	RollNo	Year	Max. I	Marks	Per /D
Intermediate	Board / University	School/College Name	RollNo	Year	Max. I	Marks	Per /D
Select	Board / University	School/College Name	RollNo	Year	Max. I	Marks	Per /D
Select	Board / University	School/College Name	RollNo	Year	Max. I	Marks	Per /D

| Photo* | Signature* | Aadhar Card* | TC/CC |
| Choose File No file chosen | Choose File No file chosen | Choose File No file chosen | Choose File No file chosen |

| X Marksheet* | XII Marksheet* | UG Marksheet |
| Choose File No file chosen | Choose File No file chosen | Choose File No file chosen |

Declaration*:
☐ I hereby declare that all the information given by me in this application form is true and correct to the best of my knowledge and belief. I also note that if any of the above statements are found to be incorrect or false or any information or particulars have been suppressed or omitted there from, I am liable to be disqualified and my admission may be cancelled.

Submit

In your screen a Admission form appear.

Fill the details below for application.

Appliacnt Name	Aadhar No
Father's Name	Mobile No (Registered Mobile No)
Mother Name	Alternate Mobile No.
Date of Birth	Email Id
Physical handicaped?	Category
Gender	Religion
Martial Status	Nationality
Blood Group	Communication Address

ACHARYA CHANKYA MAHAVIDYALYA

Mahmoodpur Semari Sultanpur, Uttar Pradesh - 228142, India
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Select Your Course as per your choice

Select your subject which you want to take as a main subject (Max 3 Subjects)
Select your Practical Subjects as per your main subjects.

Upload documents

(Photo, Signature, Aadhar Card, High School Marks Sheet, Intermediate Marks Sheet

If Available (TC/CC and UG Marks Sheet)

After filling the complete form please Click on Check box for accept declaration then click on submit.

 After final submit application has no option to change. So kindly verify your details before submit.

STEP-5

After successfully form submitted you will get your Application No.

STEP-6

After complete application kindly note down your Application Number.

Then click on Proceed to Payment to pay your Rs.1000/ as a Course Registration Fees.

Then you will be redirected to Payu Payment gateway for further processing of the payment.

Select your payment option then make your payment.

After the sucessful payment a sucessful payment message will apear in your screen .

 Click on Print Application for Print Your Application and submit to college along with all relevant documents and balance fees .

Know You Application Number

Enter Your Aadhar No then press on Search Button

Your Name and Your Application No appear on your Screen.

Re-Print Your Application

Enter your Application number then press on search button

Date of Application , Application Status Appear on your screen .

Click on Print button to print Application.

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Check payment status

Enter your Application Number then press on search button

Date of Application , Payment Status Appear on your screen

Click on Print button to print Application .

Thank you