



## Process of Direct Admission

### Important Steps

1. For direct Admission the college will have to login into the portal using their **COLLEGE CODE** and enter the verification code (OTP) sent on the registered mobile number of the college which is submitted by the Registrar of your respective university.
2. Then, the colleges will have to click on the “**Direct Admission**” Tab.
3. Thereafter they have to enter individually the registration number and roll number of the each candidate who are to be admitted and click the “**Verify**” button.
  - a) If the candidate is found eligible for direct admission, his/her details would be visible.
  - b) Simultaneously a verification code would be sent to the mobile of the candidate who have requested for direct admission in that particular college. This verification code has to be entered by college to allot him/her this college.
  - c) Enter the fee receipt number of college where required fee is deposited for direct admission.
  - d) Click on “**Admit**” button.
  - e) You will be directed to the counselling fee payment page where counselling fee of Rs 750 has to be paid for each candidate to confirm the admission. Payment can be made only through online modes (Credit/Debit Card and Net banking).
4. **Point 3** has to be carried out independently for each Candidate who has to be admitted through this process.
5. This process can be done multiple times by the college till last date of direct admission and unless the seats are available in the college for direct admission. In this process merit should not be violated.