

For Students

Mandatory

Please take multiple Photocopies / Scan copies of all important documents in advance. Once admission process is initiated Original documents TC / Marksheets **will not be available** for any purpose.

Step 1 Room GF11

Document verification & submission along with Hard Copy of registration form for college & university

Document	At the time of admission
University ARN receipt / acknowledgement	1
D.R.B. Sindhu Mahavidyalaya form	1
Front facing colour photograph	3 copies
12th Mark sheet	Original + 5 Photocopy
12th TC/LC	12th Original + 5 Photocopy
10th Mark sheet	2 Photocopy
10th TC/LC	2 Photocopy
Caste Certificate if any	Certified copy
Aadhar Card	5 photocopy
Equivalence certificate & Migration certificate for other board / State	Original + Photocopy

Collect Y23 sheet

Step 2 Smart Classroom

E- Service & Certificate course fee Payment in Cash only

Collect Receipt 1 (Light Blue color)

Step 3 Commerce Dept.

Approval

Select payment Mode Online or Cash

Online Payments needs to be made on same time otherwise Cash payment is needed.
Receipt of online transaction (by bank or UPI operator) to be attached with Y23 sheet.

Step 4 Cash Counter 1 & Online Counter 1

Fee Payment

Collect Receipt 2 (White color)

Check details on Receipt, Preserve this receipt for further use.

If you are availing Scholarship / Freeship / any financial aid, Process immediately & independently in case of non-compliance Full fees are applicable.

You can take help from [Saman Sandhi Kendra](#) in college

Step 5 Window 3

Collect Entry Pass

Entry pass is having details about Dress code and Things to be done before joining college

Entry Pass will be valid for first 10 days, after 10 Days ensure entry through valid I-Card

Step 6

First day presence (1 st Aug 2023)