

The detailed instructions for filling up this online form are as follows.

Step 1

Students are supposed to visit college website <http://www.shailendradegreecollege.in/Admission.htm>, and then go to “Fill College Online Form” tab where a link titled “**S.Y./T.Y. Students Admission Form**” is available.

Step 2

Now, Online Login Form will appear on screen.

The students are supposed to Login by entering the SID Number mentioned on their F.Y. /S.Y. class (previous year) Identity Card or College Mark sheet, in the window shown on screen. The Password is the same as the SID Number.

Step 3

On the login, the student will find his/her Basic Information, further student need to click on Save & Next.

Step 4

Personal Information screen will appear. Student needs to check their personal information. If any changes then it has to correct by student. Select proper option for physically challenged. If it is not applicable then select “NA” and percent of disability should be entered as 0 (zero). Click on Save & Next.

Step 5

Details of correspondence will appear on screen. Student needs to check their Details. If any change then it has to correct by student, click on Save & Next.

Step 6

Details of qualifying exams will appear on screen. Fill or verify all F.Y. and S.Y. Marks Details, Click on Save & Next.

Step 7

Subjects Details will appear on screen. Verify all Subjects, Click on Save & Next.

Step 8

Other Detail screen fill Parent's/Guardian's information and Click on Save & Next.

Step 9

Photo & Sign screen will be displayed; Students will find his/her photo & signature. If he/she wants to change the photo and/or signature he/she can follow the procedure described here. A student has to scan his/her latest photo (front side only) and his/her authentic signature. The photo size should be Maximum of 50 KB and signature should be of maximum size of 20 KB. Please note that, if the limit of respective KB is crossed then the form cannot proceed further. Click on Save & Next.

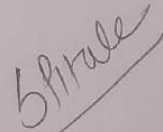
Step 10

Declaration Detail screen will be displayed. If any student is from any of the reserved caste category, then he/she would be guided by notification, which the student has to read carefully. They should be ready with the relevant documents required for filling Free ship/Scholarship form for the academic year 2024-25. Please read this notification carefully and **ONLY** then click on it saying, "**I have understood and shall also inform my parent/guardian accordingly and they have said AGREED...**".

Step 11

After this step, students have to pay the admission fees online as per their class and category. Kindly note, In case of amount already been deducted and showing as Failure, kindly wait for minimum 30 minutes before retrying payment. After payment is successfully done, the student should take the printout of admission form and submit the same to the college office with the relevant documents along with university form. Schedule for document submission will be informed shortly.

If a student has paid the fees online and the system shows an "unsuccessful payment message" then please do not pay fees again and again. First wait for 24 Hours and then Login again in the system and then click on the blue colour "Refresh Payment button". Even after it is unsuccessful, in that case, the student should contact the college office immediately. Your query will be solved as early as possible.



Principal
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