## 2023-2024

## Admission

## Online Application Form Manual





# GURU NANAK COLLEGE (AUTONOMOUS) Affiliated to University of Madras,

Affiliated to University of Madras, Accredited at 'A++' Grade by NAAC An ISO 9001: 2015 Certified Institution Guru Nanak Salai, Velachery, Chennai 600 042

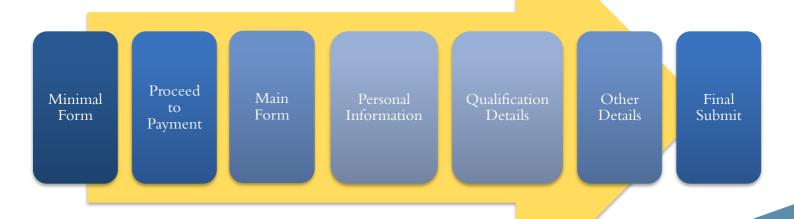


## Online Application Portal Academic Year (2023–24)

### Online Application Form - Manual

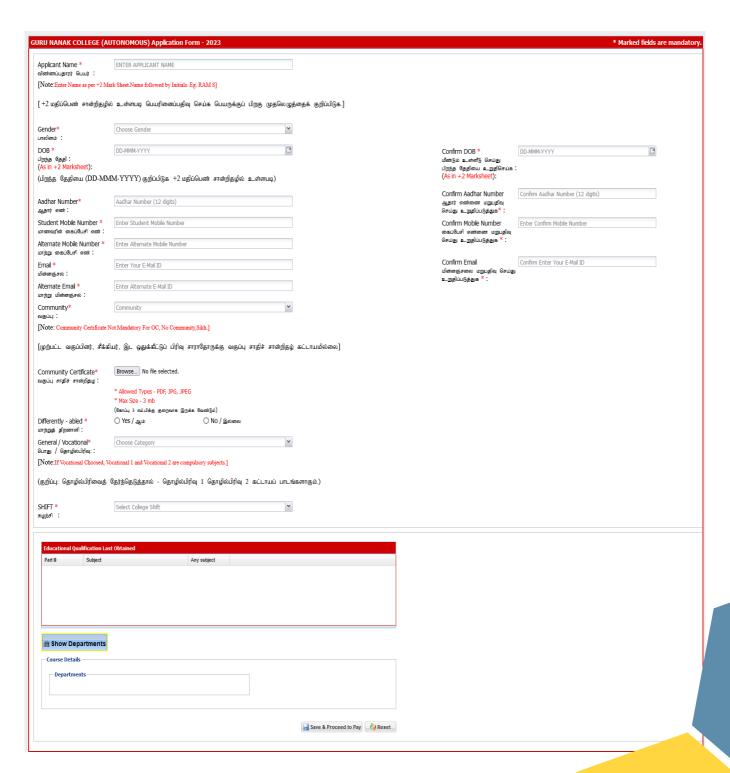
## Important Instruction

- Read the instructions for registration process before filling in the online application form
- Read the Prospectus or visit our college website for admission procedure and eligibility criteria
- Kindly fill the Main form (Step 2), once your plus two results are published.
- Before you submit your main form, check the print preview form for any correction.
- Once you submit your main form, you will not be allowed to edit.
- The Application Reference Number should be noted down for future reference
- All documents uploaded should be correct and readable
- All communication will be sent to the mobile number and email id given at the time of registration



## Step 1 - For New Registration

- Click on Admission (2023-24) on the main page our college website https://www.gurunanakcollege.edu.in/ to Apply online
- Once you click on Apply online Terms and Conditions pages appears. Read the terms and conditions and click on the checkbox to proceed further
- Once you accept the terms and conditions. Minimal registration form appears as given below





### **Applicant Name**

Enter the name as given in +2 Mark sheet. Name to be followed by initials

### DOB

Enter the Date of the Birth (format: dd-mmm-yyyy). Re-enter DOB in the Confirm DOB field.

### **Aadhar Number**

Enter the Aadhar Number (12 Digits) and re-enter the same in the Confirm Aadhar number field

### **Student Mobile No**

Enter the Mobile Number of the Applicant. Re-enter the same in the Confirm mobile number field. (Note: Allcommunication related to admissions will be sent to this mobile number only)

### **Alternate Mobile No**

Provide alternate mobile number

### E-Mail ID

Enter the Email id of the Applicant. Re-enter the mail id in confirm email id field. (Note: All communication related to admissions will be sent to this email id only)

### **Alternate E-Mail ID**

Enter the alternate Email id of the Applicant

### **Community**

Enter Community of the Applicant and upload soft copy of the community certificate. File size should be less than 3 MB. (Note: Not mandatory for OC / No Community / Sikhs)

### **General/Vocational**

Enter the stream of the education either General or Vocational whichever is applicable. (Note: If Vocational selected – Vocational 1 & Vocational 2 are compulsory)

### Shift

Select Shift – I or Shift – II from the dropdown. (Note: Read the Prospectus or visit the website to check for the courses offered with eligibility under Shift I & Shift II)

### **Educational Qualification**

Select the subjects studied in plus two

### **Departments**

The applicant can select more than one course he/she is interested from the list displayed. (Note: Apply forShift I and Shift II separately)

### Save & Proceed to Pay

Click on the Save & Proceed button to save your details. (Note: No changes can be made, once you click onSave & Proceed)

### SMS & E-Mail

Once you submit the data, you will receive the User name (Application Reference Number) and Password (Date of Birth) to your registered mobile and email id



## Application Fee Payment Online

### **Online Payment and Payment Gateway**

Once you save your details, Online payment screen will appear. Click on the check box provided to accept Terms & Conditions and click on Proceed to Online Application Form and select the payment gateway. (Note: You can also pay through Online Application portal à Application Status (or) you can use the link (<a href="https://gnc-egovernance.com/default/onlineappln/onlineformlogin">https://gnc-egovernance.com/default/onlineappln/onlineformlogin</a>) sent to your mail to complete your FeePayment

### **Transaction message**

You will receive a message to your registered e-mail id and mobile number on successful transaction. (Note: Keep the transaction details for future reference. You can check the status of your application through the Application Status tab)

### **Proceed to Login**

The applicant will receive the transaction status and transaction id after the successful payment

## Login page (Application Status)

Admissions 2023 - 24 → Application Status (or) use the link given below to login to know the status of your application. <a href="https://gnc-egovernance.com/default/onlineappln/onlineformlogin">https://gnc-egovernance.com/default/onlineappln/onlineformlogin</a>



## **GURU NANAK COLLEGE (AUTONOMOUS)**

(Affiliated to University of Madras and Accredited at 'A++' Grade by NAAC)
An ISO 9001:2015 Certified Institution
Guru Nanak Salai, Velachery, Chennai - 600 042.



| GURU NANAK COLLEGE (AUTONOMOUS) |                                    |                        |  |  |  |  |
|---------------------------------|------------------------------------|------------------------|--|--|--|--|
| Application Reference Number:   | Enter Application Reference Number |                        |  |  |  |  |
| Password:                       |                                    |                        |  |  |  |  |
|                                 | Password DOB - (DD-MM-YYYY)        |                        |  |  |  |  |
|                                 |                                    | Login New Registration |  |  |  |  |

Enter your User name (Application reference number) and Password (**Date of Birth**) for already registered applicant. You can check the status of your application in the login page. For new registration, click on New registration



## Login page (Application Status)



## GURU NANAK COLLEGE (AUTONOMOUS) (Affiliated to University of Madras and Accredited at 'A++' Grade by NAAC)





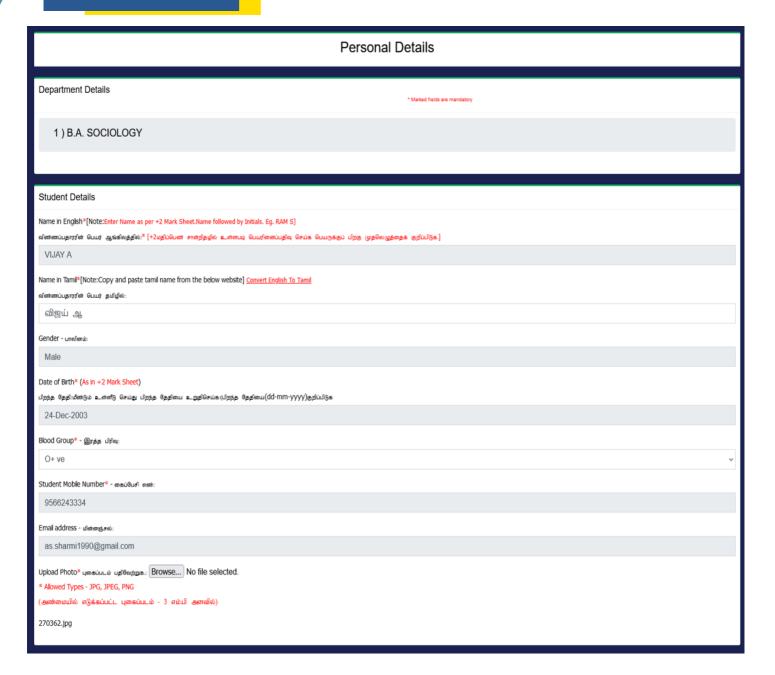
| Online Application Process                   |   |                   |  |  |  |  |
|--|---|-------------------|--|--|--|--|
|  |   |                   |  |  |  |  |
|  |   |                   |  |  |  |  |
|  |   |                   |  |  |  |  |
| Application Reference No.: 270362            |   |                   |  |  |  |  |
| Name: VDAY A                                 |   |                   |  |  |  |  |
|  |   |                   |  |  |  |  |
| DOB: 24-12-2003                              |   |                   |  |  |  |  |
| Application Fee Status: Application Fee Paid |   |                   |  |  |  |  |
|  |   |                   |  |  |  |  |
|  |   |                   |  |  |  |  |
| Department                                   | Application Status                        | College Fees      |  |  |  |  |
| Department B.A. SOCIOLOGY                    | Application Status  Received Minimal Form | College Fees      |  |  |  |  |
|  |   | College Fees      |  |  |  |  |
| B.A. SOCIOLOGY                               | Received Minimal Form                     | College Fees<br>- |  |  |  |  |
|  | Received Minimal Form                     | College Fees<br>- |  |  |  |  |
| B.A. SOCIOLOGY                               | Received Minimal Form                     | College Fees -    |  |  |  |  |
| B.A. SOCIOLOGY                               | Received Minimal Form                     | College Fees -    |  |  |  |  |
| B.A. SOCIOLOGY                               | Received Minimal Form                     | College Fees -    |  |  |  |  |
| B.A. SOCIOLOGY                               | Received Minimal Form                     | College Fees -    |  |  |  |  |

## **Application Form**

Once you have paid the Online Application Processing Fee. Click on the

APPLICATION FORM to fill themain form

## Student Details



### Applicant Name, Gender, DOB, Student Mobile Number and Email ID

The data given by the applicant at the time of registration will be reflected (Note: Not editable)

### **Name in Tamil**

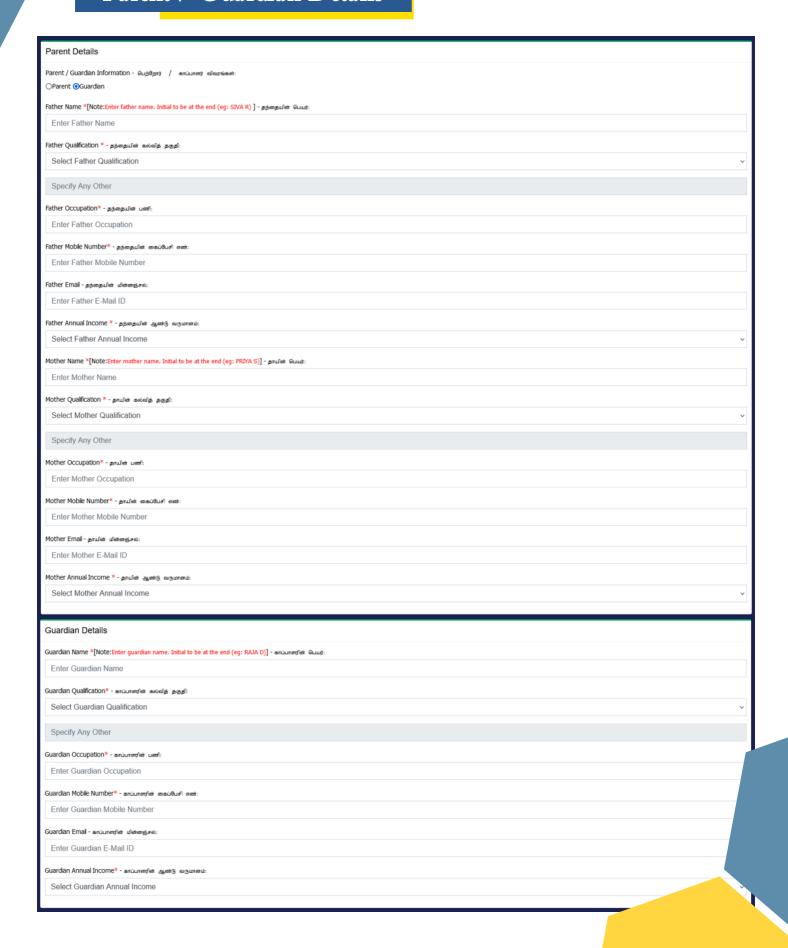
Convert your name in Tamil by using the link given

### **Upload Photo**

Upload the recent passport size photograph less than 3 MB size (Note: Mandatory)



## Parent / Guardian Details





Select Parent or Guardian (Whichever is applicable). If the Parent option is selected - Guardian detailswill not be displayed

Name of the Father Enter the Name of the Father with Initial at the end

Name of the Mother Enter the Name of the Mother with Initial at the end

**Father Qualification** Choose the Educational qualification of the father from the dropdown

**Mother Qualification** Choose the Educational qualification of the mother from the dropdown

Father Occupation Enter the Occupation of the father

**Mother Occupation** Enter the Occupation of the mother

Father Mobile Number Enter the Mobile Number of the Father

**Mother Mobile Number** Enter the Mobile Number of the Mother

Father E-Mail Enter the Father Email id (Not Mandatory)

Mother E-Mail Enter the Mother Email id (Not Mandatory)

Father Annual Income Choose the annual income of the Father from the dropdown

Mother Annual Income

Choose the annual income of the mother from the dropdown (Not

Mandatory)

If Guardian Details are to be given, select Guardian and fill the details as required

## Student Contact Details

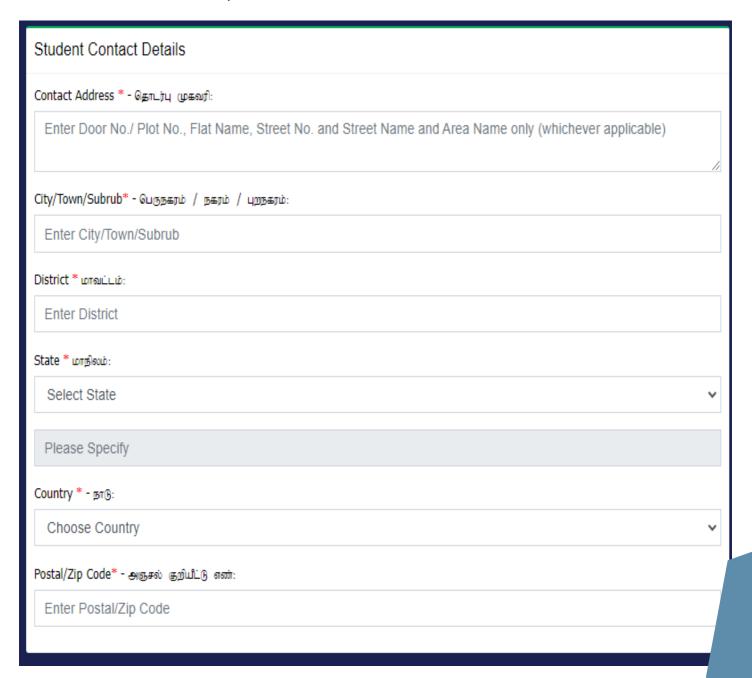
### Enter the correct Contact Address in the box provided

Enter the City / Town / Suburb in the box provided

Type the District Name

Choose State, Country from the dropdown given

Enter the Postal / Zip Code



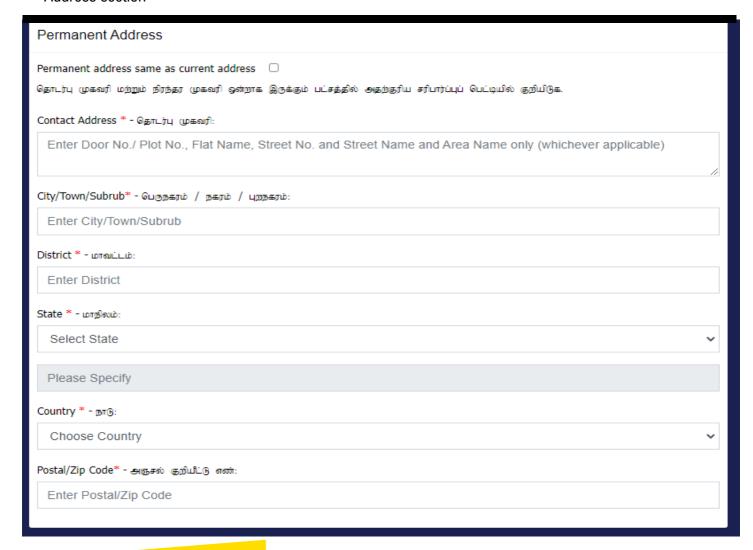


## Student Contact Details

### **Permanent Address**

If the Permanent Address is same as the Communication Address given above, click on the check box provided. (**Note:** If you are from other State, you have to submit a Migration Certificate at the time of admission)

If the Permanent Address is different, do not select the checkbox. Type all the fields in the Permanent Address section



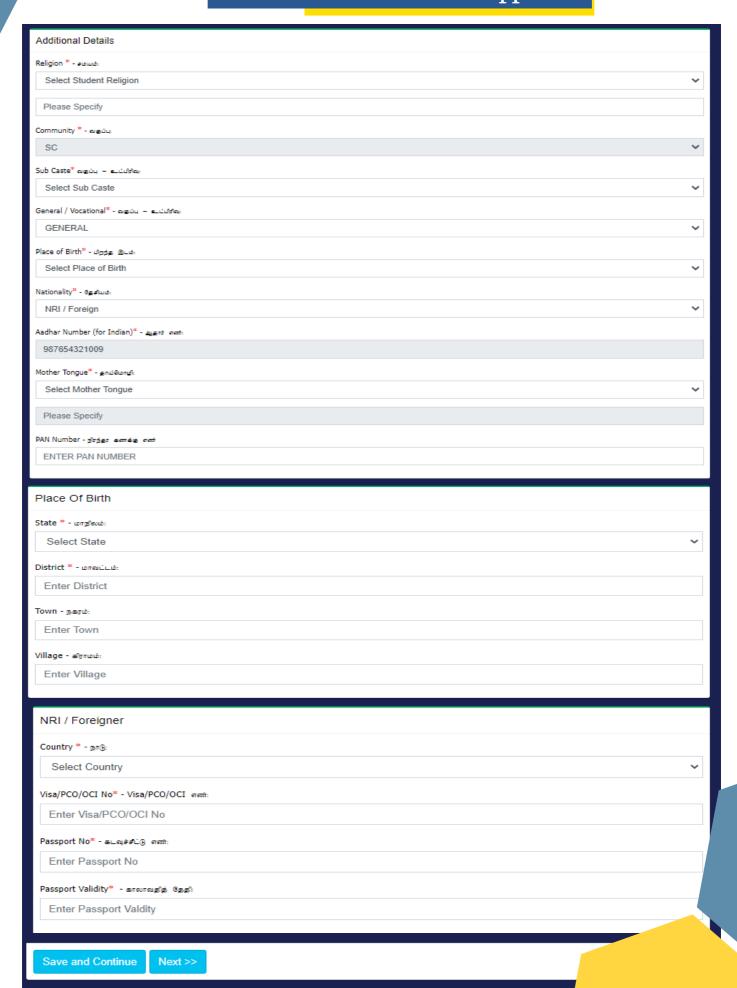
## Hostel Facility

Select "Yes" if the applicant wishes to avail hostel facility otherwise select "No".





## Additional Details of the Applicant





**Religion** Select the Religion from the dropdown menu.

(Note: If any other religion, choose any other from the dropdown and type the

religion)

**Community** Community will be reflected from the registration details as entered by the

applicant

(Note: This field cannot be edited)

Sub Caste Select the Sub Caste from the dropdown

**General/Vocational** Stream will be reflected from the registration form as selected by the applicant

(Note: This field cannot be edited)

Place of Birth Select the Place of Birth from the dropdown

Nationality Select the Nationality from the dropdown menu

cannot be edited)

**Mother Tongue** Select the Mother Tongue from the dropdown menu.

(Note: you can choose any other and type your mother tongue, if appropriate

Mother tongue is not found in the dropdown)

PAN Number Enter the PAN Number of the Applicant (if Available)

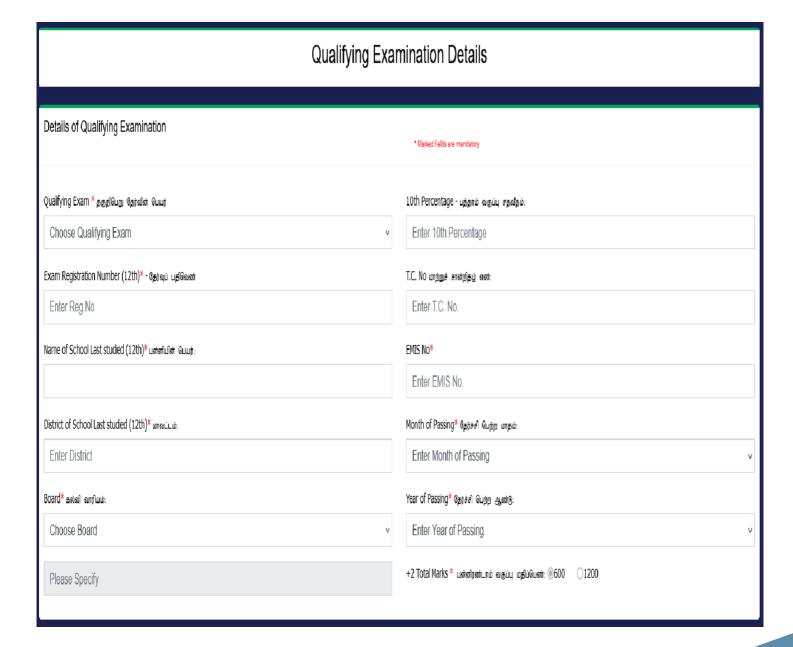
Place of Birth Select the State from the dropdown menu and enter the name of the District.

Enter Town and Village (if Available)

Note: NRI / Foreign Students should enter the details of Country, Visa / PCO /

OCI Number, Passport Number and Passport Validity.

## Details of Qualifying Examinations



Qualifying Exam

Choose Qualifying Exam from the dropdown menu

**Exam Registration No.** Enter the Register number of the qualifying exam

Name of the School Enter the Name of the School last studied

**District** Enter the district of the school last studied

Board Choose the State Board / CBSE / ICSE from the dropdown menu

10th Percentage Enter the Percentage obtained in SSLC Examination

T.C No. Enter Transfer Certificate Number of the applicant.

(Note: If TC not issued, the field can be left blank)

**EMIS No.** Enter EMIS Number of the applicant.

(Note: If TC not issued, the field can be left blank)

Month of Passing Choose the month of passing +2 from the dropdown menu

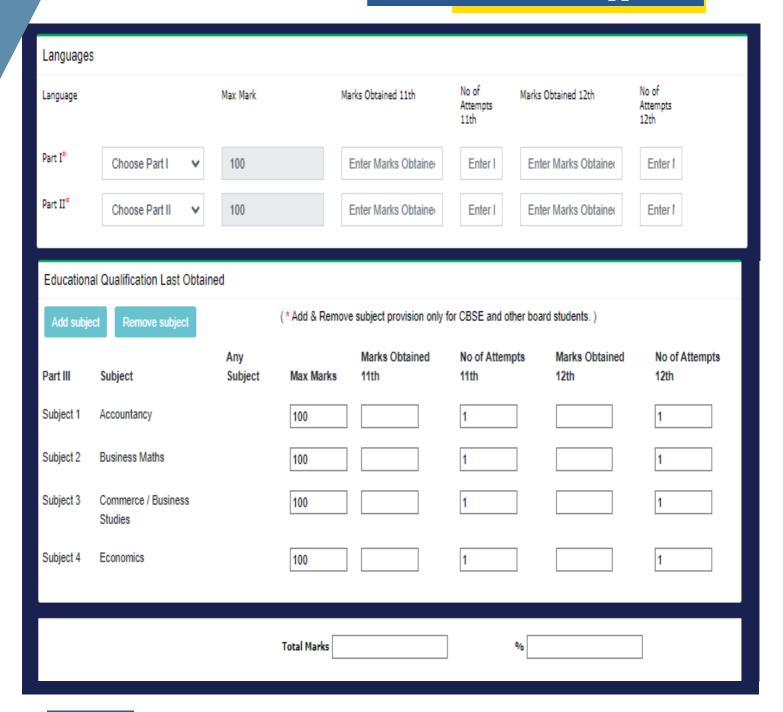
Year of Passing Choose the Year of passing +2 from the dropdown menu.

+2 Total Marks

Choose the +2 total Marks from the options (600 or 1200 Marks for State

Board students). For CBSE students, +2 marks will show up automatically

## Mark Details of the Applicant



### Part I & II

Choose the Part I & II Subject and enter Maximum Marks, Marks in 11th Standard, Marks in 12th Standard and Number of attempts (Note: 11th marks mandatory for State board students who passed after 2019)

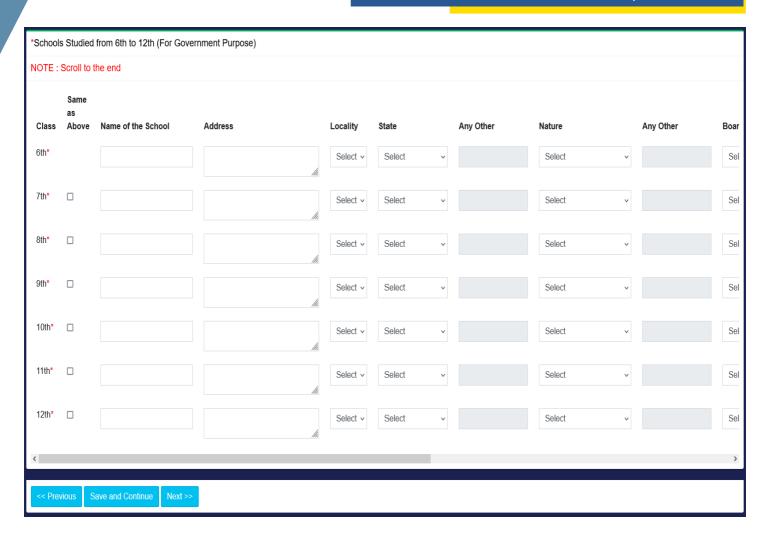
### Part III

Select Subject 1 – 4: Choose the Subjects studied and enter Maximum Marks, Marks in 11th Standard, Marks in 12th Standard and Number of attempts.

(Note: 11th marks mandatory for State board students who passed after 2019)



## Details of School Studied (6th to 10th



Name of the School Enter the Name of the School studied from 6<sup>th</sup> to 10<sup>th</sup>

Address Enter the address of the school studied from 6<sup>th</sup> to 10<sup>th</sup>

**Locality (Urban / Rural)** Choose the area of school from the dropdown

State Enter the state where the applicant studied from 6<sup>th</sup> to 10<sup>th</sup>

Nature of the School

Select the Nature of the School studied from the dropdown menu.

Board Choose the State Board / CBSE / ICSE from the dropdown menu

**Medium of Instruction** Choose the medium of instruction from the dropdown.

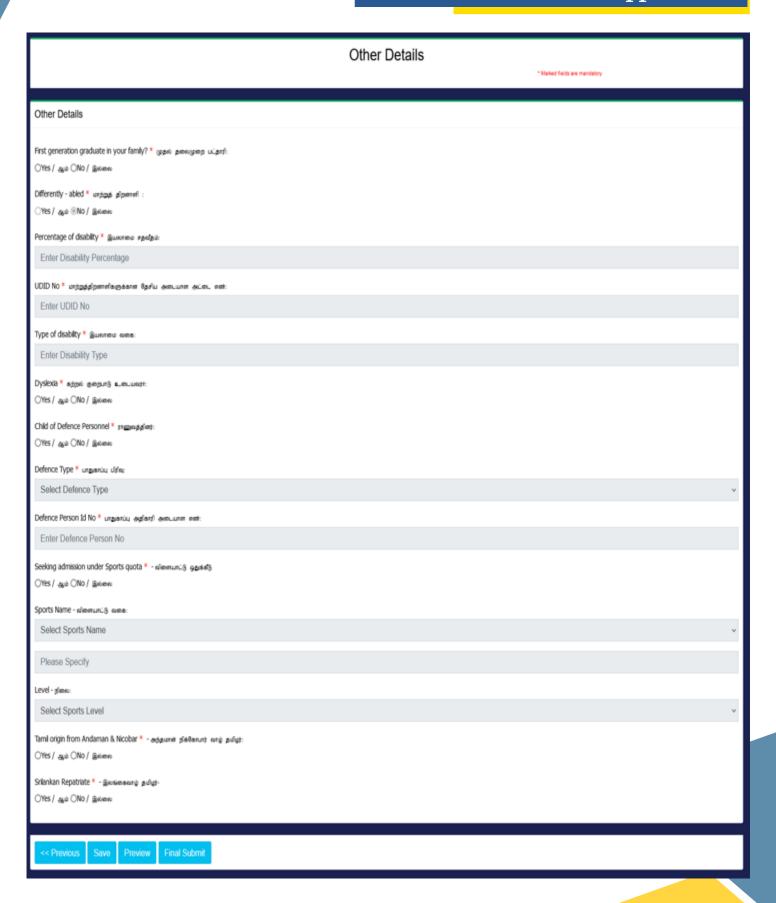
**Language Studied** Enter the language studied by the applicant in 10th standard

### Note

- If the applicant is from other medium not mentioned in the dropdown, he/she can select any other from the dropdown and type the medium
- If the school details is same as the prior class given above, click on the check box provided



## Other Details of the Applicant





First Generation Graduate Choose 'Yes' if the applicant is a first-generation learner

Differently Abled Choose Yes / No (whichever is applicable).

If 'Yes', provide the required details

Dyslexia Choose Yes / No (whichever is applicable)

Child of Defence Personnel Choose Yes / No (whichever is applicable).

If 'Yes', provide the required details

Sports Quota Choose Yes / No (whichever is applicable).

If 'Yes', provide the required details

Tamil Origin from Andaman & Nicobar Choose Yes / No (whichever is applicable)

Srilankan Repatriate Choose Yes / No (whichever is applicable)

Save Click on Save to save the application

(Note: You can edit the application any number of times

until you save and submit)

Preview Choose Preview to view the application before the Final

Submission

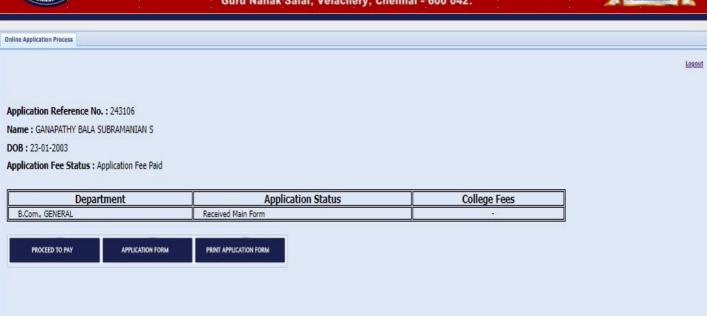
Final Submit Choose Final Submit to successfully submit the application



### **GURU NANAK COLLEGE (AUTONOMOUS)**

(Affiliated to University of Madras and Accredited at 'A++' Grade by NAAC)
An ISO 9001:2015 Certified Institution
Guru Nanak Salai, Velachery, Chennai - 600 042.





You can take a print of the application form after submitting (or) use the login page – Click on PRINTAPPLICATION FORM



## pecimen Copy of the Application



GURU NANAK COLLEGE (AUTONOMOUS)

(Affiliated to University of Madras and Accredited at 'A++' Grade by NAAC)

An ISO 9001:2015 Certified Institution
Guru Nanak Salai, Velachery, Chennai - 600 042.



|   |   | ONLINE APP                                       | LICATION       | _                              |                              |                    |           | I - PRI     | EVIEW   |                  |              |            |                 |         |  |
|---|---|--|----------------|--------------------------------|------------------------------|--------------------|-----------|-------------|---------|------------------|--------------|------------|-----------------|---------|--|
| tails   | Course Applied For  |  |                |                                |                              |                    |           |             |         | Date:            |              |            |                 |         |  |
|   | B.A. POLITICAL SCIENCE AND ADMINISTRATION   |  |                |                                | 231050001 Reg Date :         |                    |           |             |         |                  | 31-Mar-2     | 023        |                 |         |  |
|   | Name of the Applicant   |  |                |                                | SANTHOSH A                   |                    |           |             |         |                  |              |            |                 |         |  |
|   | Language Studied in 10th Tamil  |  |                | Language Studied in 12th Tamil |                              |                    |           |             |         |                  |              |            |                 |         |  |
|   | Date of Birth 04-Jun-2005   |  |                | Gender Male                    |                              |                    | _         | lood G      | roup    | A± v             | re .         |            |                 |         |  |
|   | Mobile Number 9566226139  |  |                | E-mail ID shanssano@g          |                              |                    |           |             |         |                  |              | -          |                 |         |  |
|   | Community (As in T.C) SC  |  |                | Caste                          |                              | Adi Dravidar Relig |           |             | Religi  | on               | Hind         | ш          |                 |         |  |
|   | Nationality Indian  |  |                | Aadhaar No 382721122662        |                              |                    | Mother T  |             |         | er Tongue Tamil  |              |            |                 |         |  |
| ă   | (A) Indian  | te   |                | rict                           |                              |                    | To        | wa          |         |                  | Village      |            |                 |         |  |
| 3   | (A) Indian Tamil  |  | Nadu           |                                |                              | Thennai V          |           |             | Vela    | Velachery        |              |            | Velachery       |         |  |
| ŝ   | (B) NRI / Foreigner   | RI / Foreigner Country                           |                | Visa/PCO/OCI No.               |                              |                    | _         | Passport No |         |                  |              | Pa         | ssport Validity |         |  |
| Pe  |   |  |                |                                |                              |                    |           |             |         |                  | _            |            |                 |         |  |
|   | Parent / Guardian Details   | ANDUA  | Father         |                                | CEL                          | NTHI               | Moth      | ier         |         | $\rightarrow$    | Guardian     |            |                 |         |  |
|   | Name<br>Educational Qualification   | Name ANBU A  Educational Qualification Upto 8 th |                |                                |                              |                    |           |             |         | _                |              |            |                 |         |  |
|   | Occupation  | Office Assistant                                 |                |                                | Not Applicable<br>House Wife |                    |           |             |         |                  |              |            |                 |         |  |
|   | Annual Income   | Upto 1,00,000 p.                                 | 1.             |                                | Not Applicable               |                    |           |             |         |                  |              |            |                 |         |  |
|   | Mobile Number   | 9840858266                                       |                | 9840858266                     |                              |                    |           |             |         |                  |              |            |                 |         |  |
| Ш   | Email ID  |  |                |                                |                              |                    |           |             |         |                  |              |            |                 |         |  |
| æ   | Qualifying Examination  | Higher Secondar                                  |                |                                | В                            | leard              | STAT      | E BOA       | RD      |                  | Stream       | Gen        | TT I            |         |  |
| 3   | Name of the School last studied   | Government Mo                                    | dal School     |                                |                              |                    | -         |             |         |                  |              |            |                 |         |  |
| ã   | Location  | Tamil Nadu                                       |                |                                | Ь,                           |                    | T.C.      | No          | -       | _                | 857946       |            |                 | _       |  |
| <u>g</u>  | Medium of Instruction in +2   | Tamil  |                | fonth & Y<br>f Pawing          | ear                          | March 2020         | )         |             | _       | egistra<br>umber |              | 132456     | 5               |         |  |
| ä   |   | DADY I   |                | o r assing                     | _                            | D. D.              | r - 111   |             |         | amor:            |              | T          | 0.1.7           |         |  |
| 1   |   | PART - I<br>Tamil                                | PART - II      | 0                              |                              |                    | _         | omics       | Polit   |                  | Overall      | 1 otal     | Marks           | Cut-off |  |
| Exam  | Marks   | 1380   | English        | / Busin                        |                              | Business<br>Maths  | E.COR     | nomics.     | scies   |                  | Obtained     |            | Obtained        | %       |  |
| 30  |   |  |                | Studio                         |                              |                    |           |             |         | -                | Cotameu      |            | Obtained        |         |  |
| Qualifying  | (+2)  | 90   | 70             | 92                             | $\Box$                       | 95                 | - 5       | 93          | 99      | ,                | 539/600      | 89.83      | 379/400         | 94.75   |  |
| õ   | (+1)  | 85   | 75             | 85                             |                              | 90                 | 89        |             | 90      | )                | 514/600      | 85.67      | 354/400         | 88.50   |  |
| ×   | Permanent Address   |  |                |                                | Address for Communication    |                    |           |             |         |                  |              |            |                 |         |  |
| ctails  | No 11/20 Murphydoss Street, Dr Seethapathy Nagar,, Velachery, Chennai, Tamil No 11/20 Murphydoss Street, Dr Seethapathy Nagar,, Velachery, Chennai, Tamil |  |                |                                |                              |                    |           |             |         |                  |              |            |                 |         |  |
| Other Do  | Nadu, 600042  |  |                |                                | Nadu, 600042                 |                    |           |             |         |                  |              |            |                 |         |  |
| ÖP  | First generation graduate in you  | r family?  | Yes            | Different                      |                              | ntly - abled No    |           | No          |         |                  | Dysler       | iia        | No              |         |  |
| 3   | Child of Defence Personnel  |  | No             | Defence                        | Pers                         | Person Details -   |           | -           |         |                  |              |            |                 |         |  |
| ontact  | Seeking admission under Sports  | quota  | No             | Sports Nam                     |                              | e -                |           |             | Level   |                  |              | -          |                 |         |  |
| Ü   | Hostel facility required  |  | No             |                                |                              |                    |           |             |         |                  |              |            |                 |         |  |
|   |   |  |                | DECL                           | ARA                          | TION               |           |             |         |                  |              |            |                 |         |  |
|   | I, SANTHOSH A, declare that<br>any change I will notify to the Coll-  |  | furnished abov | e are true a                   | nd co                        | rrect. I sube      | nit tha   | t I will:   | abide b | y the n          | iles and reg | ulations o | of the college. | In case |  |
|   | ice:<br>ite:  |  |                |                                |                              |                    |           |             |         |                  |              | Signati    | are of the Ap   | plicant |  |
|   |   | U  | NDERTAKIN      | G GIVEN                        | BY P                         | ARENT O            | R GU      | ARDIA       | UN .    |                  |              |            |                 |         |  |
| I,promise to pay my ward's fee to the College and I take responsibility for his / her discipline, progress in studies and regular |   |  |                |                                |                              |                    |           |             |         |                  |              |            |                 |         |  |
| attendance if my ward is admitted. I assure that I will attend the parent teachers meeting regularly.                             |   |  |                |                                |                              |                    |           |             |         |                  |              |            |                 |         |  |
| Place :   |   |  |                |                                |                              |                    |           |             |         |                  |              |            |                 |         |  |
| Date : Signature of the Parent / Guardian   |   |  |                |                                |                              |                    |           |             |         |                  |              |            |                 |         |  |
|   |   |  |                |                                |                              |                    |           |             |         |                  |              |            |                 |         |  |
| FOR OFFICE USE ONLY   |   |  |                |                                |                              |                    |           |             |         |                  |              |            |                 |         |  |
| HOD OFFICE  |   |  |                | CrG                            |                              |                    | PRINCIPAL |             |         |                  |              |            |                 |         |  |
|   |   |  |                |                                | - 1                          |                    |           |             |         |                  | I            |            |                 |         |  |
|   |   |  |                |                                | - 1                          | 1                  |           |             | I       |                  |              |            |                 |         |  |
|   |   | - 1  |                |                                | - 1                          |                    |           |             |         |                  | I            |            |                 |         |  |
|   |   | - 1  |                |                                | - 1                          |                    |           |             |         |                  | I            |            |                 |         |  |
| _   |   | _  |                |                                | _                            |                    |           |             |         |                  | _            |            |                 |         |  |





## Certificate Verification for the Shortlisted Candidates

- Once your Application is Shortlisted, you will receive a message to your registered mail id and mobile number for Certificate Verification process.
- The applicant can also check the login for the application status
- After verification of the certificate, you will receive the payment link to your registered mail id and mobile number. (Note: For Payment, use your Application Number printed in the application form



## ADMISSION HELPDESK

- enquiry2023@gurunanakcollege.edu.in
- https://gurunanakcollege.edu.in/admission-2023-24
- **8925503610, 8925503611, 8925503612**