

GURU NANAK COLLEGE (AUTONOMOUS)

Affiliated to University of Madras and Re-Accredited at "A" Grade by NAAC Guru Nanak Salai, Velachery, Chennai - 600042.

Online Application Portal - Academic Year (2021-22)

Online Application Form – Manual

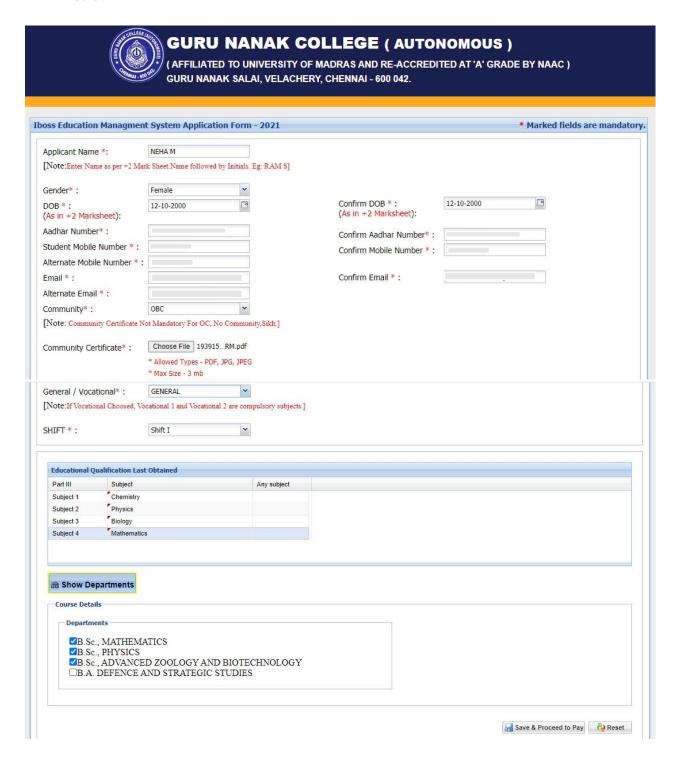
Important Instructions:

- 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
- Kindly browse using latest version of Mozilla Firefox / Google Chrome



Step 1 - For New Registration

- Click on Admission (2021-22) on the main page in our college website "www.gurunanakcollege.edu.in" to Apply Online
- 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

nitials

DOB Entre the Date of the Birth (format: dd-mm-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: All communication 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 Select the subjects studied by the applicant in plus two Oualification

Departments The applicant can select more than one course he/she is interested

from the list displayed. (Note: Apply for Shift I and Shift II

separately)

Save & Proceed to Click on the Save & Proceed button to save your details.

pay No Online application processing fee for SC/SCA/ST candidates

(Note: No changes can be made, once you click on Save & Proceed)

SMS & E-Mail Once you submit the data, you will receive the User name

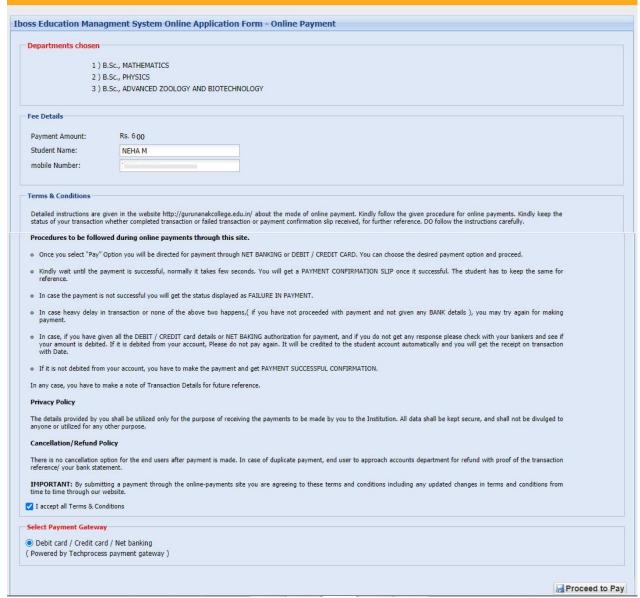
(Application Reference Number) and Password (Date of Birth) to

your registered mobile and email id



GURU NANAK COLLEGE (AUTONOMOUS)

(AFFILIATED TO UNIVERSITY OF MADRAS AND RE-ACCREDITED AT 'A' GRADE BY NAAC)
GURU NANAK SALAI, VELACHERY, CHENNAI - 600042



Online Payment and Payment gateway

Once you save your details. online payment screen will appear. Click on the check box provided to accept terms and conditions and select the payment gateway. Click on Proceed to Pay. This will direct to the payment gateway.

No Online application processing fee for SC/SCA/ST candidates

Transaction message

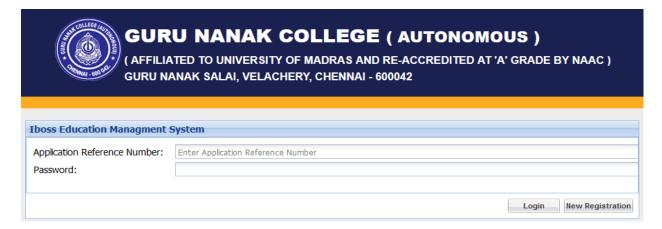
You will receive a message to your registered mail id and mobile number on successful transaction. (Note: Keep the transaction details for future reference. You can check the status of your application through the application status tab) Proceed to Login The applicant will receive the transaction status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

after the successful payment

Login page (Application Status)

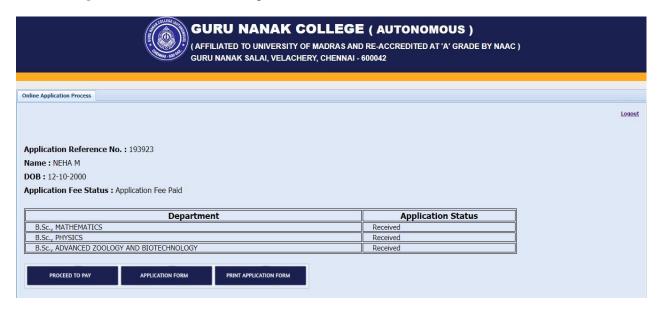
Click on Application Status (or) use the link given below to login to know the status of your application

https://gnc-egovernance.com/default/onlineappln/onlineformlogin



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



Application Form

Once you have paid the Online Application processing fee. Click on the Application form to fill the main form

Student Details:



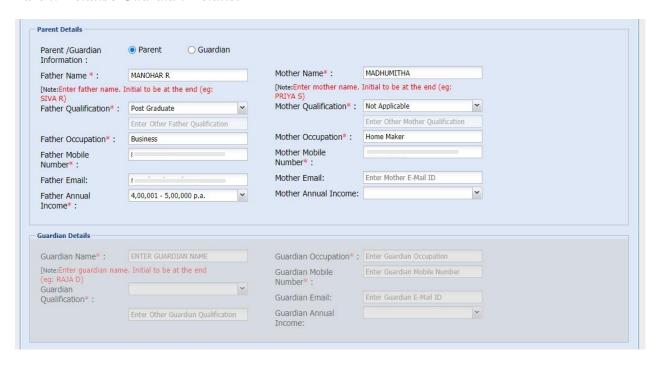
Applicant Name, Gender, DOB, Student Mobile Number and Email ID The data given by the applicant at the time registration will be reflected (Note: Not editable)

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 Details / Guardian Details:



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

Name of the Father Enter the Name of the Father with Initial at the end Enter the Name of the Mother with Initial at the end Name of the Mother 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 Enter the Mobile Number of the Mother Mother Mobile Number 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 (Note: Not Mandatory)

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

Student Contact Details:



If Communication and Permanent Address are the same, click on the check box

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

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)

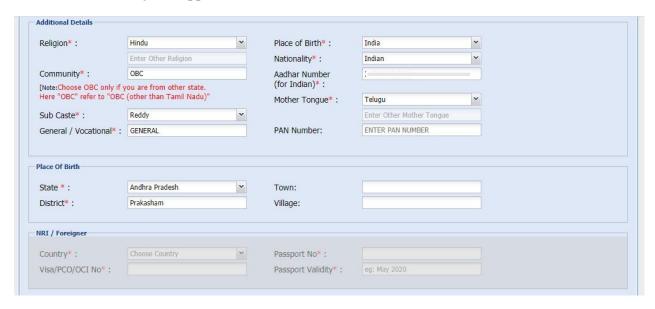


If the permanent address is different, do not select the checkbox. Type all the fields in the permanent address section

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 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

Aadhar Number Aadhar number reflected from the registration form details. (Note:

This field 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 dropout menu and enter the name of the

District

Note: NRI / Foreign Students should enter the details of Country, Visa/PCO/OCI Number, Passport Number and Passport validity.

Details of the Qualifying Examination:

Qualifying Exam*:	Higher Secondary (+2)	~	Language Studied in	Hindi		~	
xam Registration	756895346		10th*:				
lumber*:				Enter Other L	anguage Studied in	10th	
Medium* :	English	~	T.C. No:	D46464146			
	Enter Medium		Month of Passing*: Year of Passing*:	April		~	
Name of School Last	St. Peter's			2021		~	
tudied*:			Board*:	STATE BOAR	D	~	
tural/Urban* :	Urban	~					
District*:	Chennai		+2 Total Marks*:	600	O 1200		
State* :	Tamil Nadu	~					
	Enter Other State						

Qualifying Exam Choose Qualifying Exam from the dropdown menu

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

Medium Choose the medium of instruction from the dropdown. (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)

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

Rural / Urban Choose the area of school from the dropdown

District Enter the district of the school last studied

State Choose the State from where the applicant last studied

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

T.C No Enter Transfer Certificate 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.

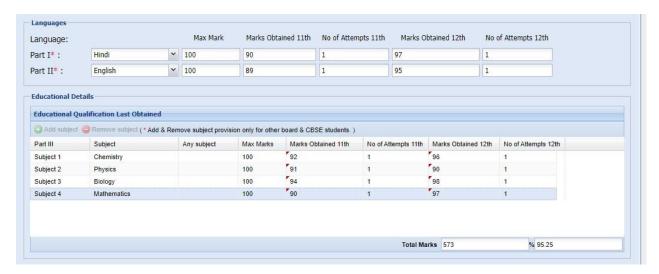
Board Choose the State Board / CBSE / ICSE from the dropout menu

+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)

Other Details of the Applicant:



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

Dyslexia Choose yes / no (whichever is applicable)

Differently Abled Choose yes / no (whichever is applicable). If 'yes', provide the

required details

Defence Personal 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 & Draft Click on Save & Draft to save the application (Note: You can

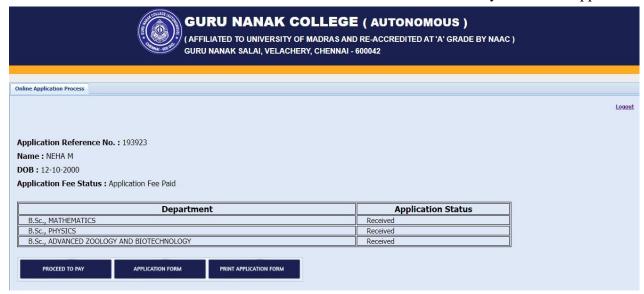
edit the application any number of times until you save and

submit)

Preview Choose Preview to view the application before the final

submission

Save & Submit Choose Save and Submit to successfully submit the application



You can take a print of the application form after submitting or use the login page - Click on print application form

Specimen Copy of the Application

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	B.Sc., MATH	21030008				Reg Dat	21						
N	ame of the Applicant	NEHA M	NEHA M						4				
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_	ate of Birth Jobile Number	12-10-2000		Gender E-mail ID		Female		Blood Group O+3		c .			
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	(+1)	90	89	92	8	91	94	90	546/600	91.00	367/400	91.	
	Permanent Address			- No.	Address for					r Communication			
					E. (
F	First generation graduate in your family?		Yes	Differe	Differently -		No	0 Dysle		ía	No		
Child of Defence Personnel No		No	Defence P		Person Details -								
5	Seeking admission under Sports quota Yes Hostel facility required No		Yes	Sports Na		me Badminton		Level			National	fac	
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	I, NEHA M, declare that all the	ne particulars flam	ished above ar			ATION I submit th	hat I will abi	de by the rules a	and regulation	s of the	college. In ca	se of	
	e I will notify to the College.												
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UPLOADING OF DOCUMENTS FOR ONLINE 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 an Online Certificate Verification process. <u>Upload the documents withing two days</u>

Application Status - Click on upload documents. (Note: The documents uploaded should be readable)





(**Note**: Documents to be uploaded 10th and 12th mandatory for all boards; 11th mark sheet for State Board Students who passed after 2019)

After successful uploading of the documents, names of files will be displayed. (Image size reducer options are given for the applicant in case, the uploading files size exceeds the required size)

After online verification of the certificate, you will receive the payment link to your registered mail id.

Click on 'Pay College Fee' to proceed further. Kindly pay the college fee through online or College bank counter within three days.

(Note: For Payment use your <u>Application Number</u> printed in the application form)

