Online Admission Guidelines

Payment

1. You should first pay the admission fee of **Rs 2000** to the following account while filling up the M.Ed. online form. Make sure that you note down the transaction number and save the proof of payment in soft copy. The account details are:

   <u>Account Holder</u> : VKSU Online Admission Account
   <u>Account Number</u> : **3750899283**
   <u>IFSC Code</u>   : CBIN0283838
   <u>Bank/Branch</u>   : Central Bank of India, VKSU branch, Katira

2. You could make the payment by any of the following:
   a. Using **UPI** based payment (eg. BHIM) into the account number and IFSC combination mentioned above
   b. Using **NET** banking
      i. via NEFT after adding the above as a beneficiary
      ii. via IMPS after adding the above as a beneficiary
      iii. via 'Quick Transfer' offered by most banks where you do not need to add the recipient as a beneficiary
   c. You can pay the amount by **cash** in any branch of Central bank of India using the challan [Download Challan] and mention the corresponding transaction ID and date when you apply online

3. The amount paid is **non-refundable** and you cannot claim a refund under any circumstances. It is the responsibility of the applicant to ensure that he is eligible for the M.Ed. entrance of VKSU.

Filling the Form

1. Open a new browser (chrome/firefox/internet explorer etc).
   a. If your internet is slow, please wait for the form to load fully before you start filling up. To fill the form you need to login to your gmail account.
   b. The first entry is again to fill in your email ID
   c. Fill in the payment details
   d. Upload the proof of payment.
      i. This can be a screenshot of the payment confirmation page that you see after completion of payment by your mobile phone.
      ii. This can be a PDF copy of the payment confirmation you get on making NET banking transaction.
      iii. This can be your copy of the bank challan if you paid by cash.

2. The form has 5 sections. Please fill in each section and then click the 'NEXT' at the bottom of the page.

3. There are some questions which are compulsory to be filled. These questions have a red star mark on them. The online form will not let you proceed to the Next section without filling those questions.
4. In the last section of the form, you will need to upload a soft copy of your photograph and a soft copy of your signature. These are two separate files and each of them should be less than 1 MB in size.
5. Please note that you **do not** need to request edit access to fill the form, that option is only for administrators of the form.

After Submitting the Application
1. Once you submit the form, you will receive an email with a pdf copy of the form as you have filled. This will be within a few hours of your application submission. If you have not received this email with a pdf copy, please email us at exam@vksu.ac.in giving all relevant details of your application and why your form may have failed. We will get back to you.
2. All communications will happen via the email address through which you have applied this online form, including the admit card download information. Hence please ensure that you enter an email ID that is valid and you can access that in future.
3. If you qualify the admission criteria and your fee is duly received by the Online Admissions bank account, you will receive another email with your admit card within a few days of the application deadline. You will have to take a **print out** of the admit card and bring it to the examination center along with a **government issued photo identity card**.