



# Shri Ram College of Commerce

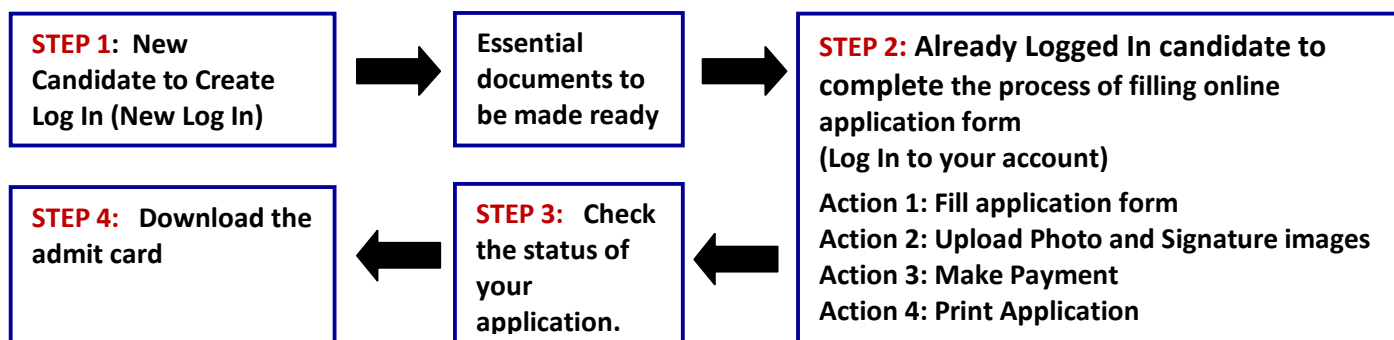
## PG Diploma in Global Business Operations (2016-2018)

### ADMISSIONS 2016-2018 | HOW TO FILL THE ONLINE APPLICATION FORM

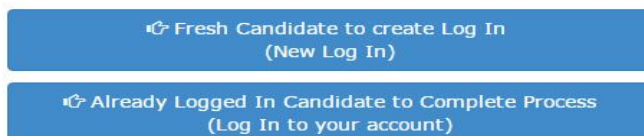
#### GENERAL INSTRUCTIONS

- 1) Candidates are required to apply online through website: <https://applyadmission.net/srcc2016>  
They can access this website also through the 'Admission 2016 - Apply now!' banner on the homepage of official website of SRCC (<http://www.srcc.edu/>)
- 2) Entries in the application form shall be required to be filled only in English.

#### STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM



#### STEP 1: New Candidate to Create Log In (New Log In)



- New Candidate to visit the website: <https://applyadmission.net/srcc2016> and click : [Fresh Candidate to create Log In \(New Log In\)](#)
- Fill the details to register for any programme. You must have a valid email ID for applying online.
- Press the button "Submit". **Once the information filled here will not be changed.**
- The confirmation for the registration will also be sent on your email entered.
- **Note: Kindly note the Email-ID, Date of birth and Category as filled by you will be used to login to the website to fill the online application form.**

#### Essential Documents to be made ready

- Before starting to fill up the on-line application, keep ready with you the following details / documents / Information
  - a) Valid Email ID (the email should be valid for atleast 1 year)
  - b) Personal and Educational qualification details
  - c) Caste / Tribe/ Class certificate (for SC / ST/ OBC candidate)
  - d) Disability Certificate for Persons with Disabilities
  - e) Image of scanned photograph in jpg / jpeg format and size should not exceed 50 KB
  - f) Image of scanned signature in jpg / jpeg format and size should not exceed 50 KB
  - g) Debit / Credit Card details for making online payment of requisite amount (₹1800/- in case of GEN/Foreign National) candidates and ₹1100/- in case of OBC/SC/ST/PwD candidates).

**STEP 2: Already Logged In candidate log in to complete the process of filling online application form (Log In to your account)**

Action	Status
Click on the buttons given below	
<input type="button" value="Step 1: Fill Application"/>	<input type="checkbox"/> To be Completed
<input type="button" value="Step 2: Uploading of Photographs &amp; Signature"/>	<input type="checkbox"/> To be Completed
<input type="button" value="Step 3: Make Payment"/>	<input type="checkbox"/> To be Completed
<input type="button" value="Step 4: Print Application"/>	<input type="checkbox"/> To be Completed

- Already Logged In Candidate to visit the **website** : <https://applyadmission.net/srcc2016> and login by clicking **Already Logged In Candidate(CLICK HERE) to Complete Process**
- On clicking **Already Logged In Candidate (CLICK HERE) to Complete Process (Log In to your account)** page will appear which will have buttons indication 4 actions which are to be completed for submission of online application form:
  - ➔ **Action1 : Fill Application**
  - ➔ **Action 2 : Uploading image (Photograph and Signature)**
  - ➔ **Action 3 : Make Payment**
  - ➔ **Action 4 : Print Application**

➔ **Action 1: Fill Application (Click on the button to fill application form)**

- ⇒ Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the details of your Qualification, etc.
- ⇒ While filling the application form online, please save the information by clicking the button "SAVE".
- ⇒ In case you wish to edit any information you can do that by log in again using Email-ID and Date of birth and after editing the information, make sure to save the information by clicking the button "SAVE".

➔ **Action 2 : Uploading images**

- ⇒ **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. Size of file should be not be more than 50 kb. (Click here to view sample correct image of photograph)**
- ⇒ **Upload Signature** - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb**

### ➔ Action 3 : Make Payment

The payment of admission fee can be made through Debit / Credit Card

On selection of any option click button “Submit”. On clicking button “Submit” the information about Name, Category, Examination fees will be displayed.

**NOTE: Once the payment has been made through Debit/Credit Card; you will not be allowed to change/modify any information.**

**Payment through Debit Card / Credit Card:** Keep the Debit Card / Credit Card Details handy.

In case you wish to change the category, click button “Home” and then click button “Action 1: Fill Application” so that the application form will be opened. After editing the information, make sure to save the information by clicking the button “SAVE”. Now click button “Home” and then click button “Action 3: Make Payment” and proceed for the payment.

### ➔ Action 4 : Print Application

Candidate can view the application form by clicking the button “Action 4: Print Application” and can take print out of the same for their record.

***On correctly following the above steps, you would have completed the application process.***

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### ***STEP 3: Check the status of your application***

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### ***STEP 4: Download (Print) the Admit Card***

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- On the basis of information given in the NIFT Application Form, Admit Card of provisionally eligible candidates will be available for download from website: <https://applyadmission.net/src2016> from ..... 2016 (1300 hrs) onwards.
- **Download Admit Card** – On the due date for Admit Card, re-login to the website: <https://applyadmission.net/src2016> A link for downloading Admit Card for written test, containing the details of the centre/venue for the examination, etc., will be available.
- **Print Admit Card** - Take a printout of the admit card. Candidates will not be allowed to enter the Written Test Venue without a valid Admit Card.

**NOTE: The admit card for written test will NOT be sent by post or email. Candidates are advised to regularly check SRCC website for updates.**