



## **INSTRUCTIONS FOR SUBMISSION FOR ONLINE APPLICATION FORM**

### **Step-1 Procedure to Register As a New Student**

1. Applicants can select their Programme i.e., **B Tech / M Tech / MBA / PhD** from ‘**Under Graduate**’ or ‘**Post Graduate**’ heads.
2. After selecting particular course applicant will be redirected to **Registration for New Students Admission** page.
3. Fill the details like Name of Applicant, DOB, Father’s Name, Category, Gender, Mobile Number and Email ID as per your High School Certificate. Please ensure the correctness of filled data before submission, as you cannot edit this personal information, later click on **Register** button to complete the registration.
4. Your Registration Number along with an OTP will be sent to your Mobile Number and Email ID that you have entered. Fill that OTP in the given section and click on **Proceed** button. In case you do not find email in the “**Inbox**”, please check in the “**Spam**” folder of your email account.
5. After clicking on **Proceed** button a Password will be generated and sent to your Mobile Number or Email ID.

### **Step-2 Procedure to Login**

1. Fill your Registration Number, Password and Captcha correctly in the respective fields.
2. In case you wish to change captcha image then click on Refresh icon.
3. After filling all the details correctly click on **Login** button.
4. After Login you will be redirected to Instructions section. Read the instructions carefully before filling the form.
5. In case you forgot your password then click on **Forgot Password** button and do the necessary proceedings.

### **Step-3 Procedure to Submit Fee for Admission**

1. After successful Login you will be redirected to **Instructions** page. Click on **Continue** button after reading the instructions carefully.
2. You will be redirected to Pay Application Fee page. Pay the prescribed fees as per your category through Debit Card / Credit Card / Net Banking / UPI. The application processing fee should be paid **online only** and is **Non-Refundable**.
3. Select your Payment Mode and click on **Proceed to Pay Online** button.
4. You will be redirected to Payment Gateway through which you will have to submit the fees.
5. After successful payment you will be redirected to Payment Details page where you can download the payment receipt by clicking on **Download Receipt** button for future Reference.
6. Click on **Proceed** button to fill the remaining Application Form.

#### **Step-4 Procedure to Fill Personal Information**

1. After successful Payment applicant will be redirected to Personal Information page.
2. Fill your details like Mother's Name, Aadhaar Number, Caste Certificate Number, Marital Status, Nationality etc.
3. Upload your color photograph and signature (file size of each must be less than 100kb) by clicking the appropriate **Browse** button. You can replace or modify the image later on, before submitting the form, if needed.
4. Select the appropriate Registration Category from the drop down list. Please note that only GATE/NET qualified candidates applying under "**Full Time Regular**" category, are eligible for Institute Assistantships.
5. Select the appropriate Choice of Center for Admission, Choice of Branch or Subject for Admission & Preference of Discipline.
6. After filling all the details correctly click on **Save & Continue** button.
7. You will receive a Pop-up Message of successful submission of details. Click on **OK** button to proceed.
8. Fields marked with \* are mandatory.
9. You may select **NA** wherever not applicable
10. Click on **Reset** button to reset all the details.

#### **Step-5 Procedure to Fill Address & Contact Details**

1. After successful submission of Personal Information applicant will be redirected to Address & Contact Details page.
2. Fill your details like Alternate Mobile Number, Correspondence Address, Permanent Address Email ID etc.
3. Click on **Check Box** if your Correspondence Address is same as Permanent Address, else fill the details of Permanent Address.
4. After filling all the details correctly click on **Save & Continue** button.
5. You will receive a Pop-Up Message of successful submission of Address & Contact Details. Click on **OK** button to proceed further.
6. Fields marked with \* are mandatory.
7. You may select **NA** wherever not applicable
8. Click on **Reset** button to reset all the details.

#### **Step-6 Procedure to Fill Academic Qualification Details**

1. After successful submission of Contact Details applicant will be redirected to Academic Qualification Details Page.
2. Fill the appropriate details related to High School & Intermediate like Roll Number, Passing Year, Board, Name of College, Marks Obtained etc.
3. Fill the appropriate details related to Graduation & Post Graduation like Course, Roll No., University/College, Passing Year, Maximum Marks, Marks Obtained, Percentage/CGPA, Degree Status (completed/appeared/appearing) etc. in the subsequent fields.
4. After filling and selecting all the details correctly click on **Save & Continue** button.
5. You will receive a Pop-Up Message of successful submission of details. Click on **OK** button to proceed further.
6. Fields marked with \* are mandatory.
7. You may select **NA** wherever not applicable.
8. Click on **Reset** button to reset all the details.

### **Step-7 Procedure to Other Qualification Details**

1. After successful submission of Academic Qualification Details applicant will be redirected to Other Qualification Page.
2. Fill your GATE details (if applying for M Tech) or CAT, GMAT, CMAT, XAT details (if applying for M.B.A.) or GATE/NET details (if applying for PhD). Fill the relevant information in the subsequent fields.
3. After filling all the details correctly click on **Save & Continue** button.
4. You will receive a Pop-Up message of successful submission. Click on **OK** button to proceed.
5. Fields marked with \* are mandatory.
6. Click on **Reset** button to reset all the details.

### **Step-8 Procedure to Fill Work Experience Details**

1. After successful submission of Academic Qualification Details applicant will be redirected to Work Experience Page.
2. Mandatory, if applying under **Full Time Sponsored/Full Time External/Part Time Category**.
3. Fill your appropriate details like Organization, Designation, Grade Pay, Experience, Period of Employment, Nature of Duty etc.
4. After filling all the details correctly click on **Save & Continue** button.
5. You will receive a Pop-Up Message of successful submission of details. Click on **OK** button to proceed further.
6. Fields marked with \* are mandatory.
7. Click on **Reset** button to reset all the details.

### **Step-9 Procedure to Fill Bank Details**

1. After successful submission of Work Experience Details applicant will be redirected to Bank Details Page.
2. Fill appropriate details like Name of Account Holder, Name of Bank, Account Number, Bank IFSC Code, PAN etc. (*Bank details are required for refund of fee as per institution norms during withdrawal of candidatures*).
3. After filling all the details correctly click on **Save & Continue** button.
4. You will receive a Pop-Up Message of successful submission of details. Click on **OK** button to proceed further.
5. Fields marked with \* are mandatory.
6. Click on **Reset** button to reset all the details.

### **Step-10 Procedure to fill Journals & Published Papers**

1. After successful submission of Bank Details applicant will be redirected to Journal & Published Papers Page.
2. Fill appropriate details like Title of Paper, Name of Journal, Year of Publication, Page No., No. of Citations etc.
3. After filling all the details correctly, click on **Save & Continue** button.
4. You will receive a Pop-Up Message of successful submission of details. Click on **OK** button to proceed further.
5. Fields marked with \* are mandatory.
6. You may select **NA** wherever not applicable.
7. Click on **Reset** button to reset all the details.

### Step-10 Procedure to Upload Documents

1. After successful submission of Bank Details applicant will be redirected to Upload Documents page.
2. Upload the color photograph and signature of applicant's in JPG/JPEG format whose file size should not exceed 100 KB each.
3. Upload GATE Score Card or NET Award Letter
4. Upload the required certificates or documents through the appropriate link provided in the application.
5. After uploading correctly, click on **Save & Continue** button.
6. You will receive a Pop-Up Message of successful submission of details. Click on **OK** button to proceed further.
7. Fields marked with \* are mandatory.
8. Click on **Reset** button to reset all the details.

### Step-11 Preview and Final Submission of Application

1. After successfully uploading the documents applicant will be redirected to Review Application Page.
2. In case you wish to make any change in the Form you can click on **Edit** button of that particular form and make required changes.
3. After final review of the application, click on **Check Box of Self Declaration Statement** and then click on **Submit** button.
4. You will receive a Pop-Up message regarding **Final Submission of Form**. Click on **No, Cancel It!** button in case you are not sure for final submission of form else click on **Yes, I Am Sure!** button.
5. Applicant can download the submitted application by clicking on **Download Application Form** button and can download the Payment Receipt by clicking on **Download Receipt** button which will appear after final submission of application.

### Important Note:

- 1) Please mention **NA** against field which are not relevant to you and mention **Nil** against the fields for which you do not have any data.
- 2) Save your entries by clicking the **SAVE** button provided at the bottom to avoid any data loss.
- 3) No changes will be allowed after **Final Submission of form**, hence applicants are advised to make required changes while reviewing the application.
- 4) Please note that you are NOT REQUIRED to send the hardcopy of the application by post.
- 5) Queries if any, related to your application may be send to the email ID [admission@rgipt.ac.in](mailto:admission@rgipt.ac.in) or Contact us on +91-5352704568/4566/4565. Please mention your application number, full name and programme applied for, in your query email.

\*\*\*\*\*