



## DR. AMBEDKAR COLLEGE, DEEKSHABHOOMI, NAGPUR

WELCOME TO THE ONLINE ADMISSION PROCESS-2019-20

### -----REGISTRATION PROCESS-----

PLEASE READ ALL THE INSTRUCTIONS CAREFULLY BEFORE YOU PROCEED TO APPLY ONLINE.

1. Visit the college website [www.dacn.in](http://www.dacn.in) and click the 'online admission process' link.
2. Click on the 'Register now' and enter relevant/necessary fields such as email id and mobile number.
3. After entering the details a link of login-id details will be automatically sent to your registered email id and mobile number.
4. Login into the page on the tab **Student login** using the details sent previously on your registered e mail id.
5. Fill in all the details in the form as they are printed on your documents such as marksheet, leaving certificate, caste certificate, etc.
6. After each page please click 'save and next' till the last page.
7. A menu bar at the left indicates in 'Green' completion of the respective page.
8. Scanned photo and signature should be uploaded as per the size requirements on the web portal(i. e. photo- ; signature- KB only)
9. Before you click **confirm** recheck the document by clicking the individual titles at the left side menu bar.
10. Once rechecking is done, click 'confirm' to submit.
11. **Pay the requisite Registration fees i.e. Rs. 70 only via online mode. (Offline payment facility is not available for Registration Process)**
12. If you want to apply for more than one course or Group of subjects, separate registrations are required.

### -----FINAL ADMISSION PROCESS-----

1. After display of the Merit list by the College (course-wise as indicated by the university), reach the College and meet the Admission Committee with your printed registration form and original documents for verification and finalization of the admission to the course you have applied for.
2. **Admission fees can be paid both online and offline mode.**
3. Prefer to pay the fees via online mode. It does not attract any additional charges.
4. POS machines (Debit/Credit Card swiping) are available at the Cash Counter.
5. Collect the receipt from Cash Counter.
6. Collect your Identity Card.