GANGADHAR MEHER UNIVERSITY

ଗଙ୍ଗାଧର ମେହେର ବିଶ୍ୱବିଦ୍ୟାଳୟ

AMRUTA VIHAR, SAMBALPUR (ODISHA)-768004

<u>General Information/Instructions for UG e -Admission 2019-20</u>

Availability of online application form for UG programmes in the University website. i.e., www.gmuniversity.ac.in from 24.06.2019

Application Fee (Non Refundable): UG: Rs. 300/- for each Honours subject.

Last date of applying online application form:08.07.2019

Last date of Submission of hard copy of the downloaded filled-in application form at the University counter: 11.07.2019

For Best View always Use Google Chrome Browser, it is advisable not to use mobile for Error free submission of online application form.

Pre- Application Requirement

1. **For Applying On-Line form, the candidate should have a valid & active Mobile Number and also have a valid & active e-mail ID.**
2. **After making a successful form submission you will receive Application ID on your Mobile Phone.**
3. **Further the applicants are advised to keep their Application ID safe & confidential for future references.**
4. **The Following documents must be made ready before starting the Application process.**
5. **Scanned copy of your recent passport size photograph in JPG/JPEG Format with maximum dimension of 3.5×4.5 cm & not exceeding 200 KB in size.**
6. **For making Application to each UG programs an applicant has to pay Rs. 300.00 through Bank Draft, drawn in favour of the "Comptroller of Finance, G.M. University, Sambalpur" payable at "Sambalpur". The filled-in online generated application form with bank draft and requisite documents are to be submitted by hand in the university counter or to be sent by speed post/ registered post at the address mentioned below.**
7. **While submitting total marks, there should not be any deduction. For**

example, if an applicant has passed the 12th standard examination having six subjects, he/she should calculate his total marks out of six hundred.

8.   **The applicant should write their Name, Application ID on the back side of the Bank Draft.**

9.   **Applicants are directed to write "APPLICATION FOR UG HONOURS ………………", on the top of the postal envelope.**

How to apply on-line?

1. Before applying online, candidates are advised to read the prospectus thoroughly and keep the instructions in mind for error free submission of the application form.

2. To apply online, candidates are required to visit the university website, i.e., www.gmuniversity.ac.in, go to **Admission Tab** and click on "APPLY ONLINE" link

3. Click on UG Tab for UG Application.

4. Fill up "Personal Details" and then click on "NEXT" button.

5. Then go for "Address & Contact Details" and then click on "NEXT" button.

6. Then go for "Reservation Details" and then click on "NEXT" button.

7. Then go for "Educational Details" and give your Honours preferences as per your choice (I) filled up your Academic Qualification, then click on "NEXT" button.

8. Then fill up the "Payment Details" option and then click on "NEXT" button.

9. Then go for "Declaration by the Candidate" option and Click on submit button for final submission of the Online Application form.

10. Then it will show a message as "Your application form submitted successfully" on the screen.

11. After the final submission the applicant cannot **Edit** the Application Form.

12. Applicants please note that your application submitted is for one honours subject only. If anyone interested to apply for more than one honours subjects, they are required to fill-up separate application form for each honours subject online & have to pay application fee separately.

13. All Applicants need to login with "**Applicant Service**" using their Application ID for knowing their application status, download application form, intimation letter (If selected).

Submission of printout copy of the filled in Online Application Form.

After successfully submission of the application one, should take the printout copy of filled in Online Application Form. Candidates are advised to take two downloaded copies of the online submitted application, one for personal reference and another for sending to the University office **personally or by registered/speed post**
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Submission of Hard Copy of the Application Form:

The submission of hard copy of the downloaded filled-in application form with requisite documents (under signed by candidate and parent) & original DD of Application fee is compulsory. Submission of hardcopy of the online application form will not be considered for selection without attachment of DD & self-attested requisite documents.

Postal Address for Submission of Application Form: -

TO

THE REGISTRAR,
G.M. UNIVERSITY, AMRUTA VIHAR
FATAK, BUDHARAJA
SAMBALPUR, ODISHA-768004

N.B: The candidate is solely responsible for any wrong information/entry in the application form which is liable to be cancelled.

N.B: No other mode of payment of fee will be entertained.

Postal Address: -

TO
THE REGISTRAR,
G.M. UNIVERSITY, SAMBALPUR
FATAK, BUDHARAJA
SAMBALPUR, ODISHA-768004

B. Application Process:

1. For Applying On-Line form, the candidate should have a valid & active Mobile Number and also have a valid & active e-mail ID.
2. After making a successful form submission you will receive Application ID on your Mobile Phone.
3. Further the applicants are advised to keep their Application ID & Password safe & confidential for future references.