

## Guidelines for Filling-up the Online Admission Form

### STATUTORY WARNING:

- All data provided should be authentic. Do not provide false data. It may lead to disciplinary action
- Please check carefully all details filled up in the online form before final submission
- Data finally submitted will not be changed later

1. Log-in into the college website: <https://pragjyotishcollege.ac.in>
2. Click on **ADMISSION NOTICE 2020-21** given at the home page
3. A new page will open up
4. Scroll to the bottom
5. Click on **Download Prospectus** (for College Prospectus)
6. Click on **Official Notice 02/ 2020** (for Admission Notification)
7. Click on **Apply Now**
8. You will enter the Online Admission Portal [www.pconline.co.in](http://www.pconline.co.in)
9. Click on **Apply Online** tab
10. A small **Login** window will appear
11. Click on **New Enrolment**
12. The main online admission page will open up
13. Fill up all the required fields in this window:
  - Applied for (e.g. HS 1<sup>ST</sup> YEAR, ARTS)

- Applicant Name
- Phone No. (Preferably WhatsApp No.)
- Email ID (should be working and functional)
- Present Address
- Password
- Domicile State
- Enter a Captcha (in numerical form)

Click to **Register**

14. Message will appear Successfully Registered. Click **OK**

15. You will now be directed to the **Personal Details** Section

\*\*\* If applicant is not from Assam (in case of HS Arts and HS Science) or from any State (in case of HS Commerce), then you will be directed to a payment gateway to pay the Registration Fee of Rs. 300.

After successful payment, then only you will enter the **Personal Details** Section

16. Fill up all details in this page (including Bank Account details)

Use drop-down menu wherever given

17. Click **Save & Next** at the bottom of the page

18. You will now be directed to the **Photos** Section

19. You have to upload a Passport Photo and the scanned image of your signature.

First click **Choose File** tab.

Then click **Upload Photo** tab.

20. Click **Save & Next** at the bottom of the page

21. You will now be directed to the **Educational Details** Section

Fill up all details in this page:

- Institution last attended
- Year of Passing
- Board
- Marks obtained in last examination
- Group of subjects the applicant wishes to opt  
(Refer to the Prospectus for subjects offered in the college)

Use drop-down menu wherever given

22. Click **Save & Next** at the bottom of the page

23. You will now be directed to the **Documents** Section

- Last Exam Certificate: Upload if available
- Last Exam Marksheet: Required
- Caste Certificate: Upload if applicable
- Domicile State Certificate: Required
- Extra-curricular Certificate: Upload if applicable
- Cheque/ Passbook Front Page: Required

24. Click **Save & Next** at the bottom of the page

25. You will now be directed to the **Preview** Section

26. Check carefully all the data you have entered

27. If you are sure that everything is OK, click **Final Submit** at the bottom of the page. DO NOT PROVIDE FALSE DATA. Once this button is clicked, there will be no scope for change of data later on

28. **Download** a copy of the application form submitted by you for your future reference