

HOW TO REGISTER

The online registration is having 3 pages

- 1) Upload Photograph
- 2) Upload Signature
- 3) A combined page enquires of Personal, Educational and Research Details

1. Upload Photograph

Upload your scanned .jpg photograph

Photograph maximum size: 40 KB

Dimension: 150px X 200px(Height X Width)

After Uploading, press '*Continue*'

2. Upload Signature

Upload your scanned .jpg signature

Photograph maximum size: 20 KB

Dimension: 60px X 150px(Height X Width)

After Uploading, press '*Continue to Registration >>*'

3. Combined page enquires of Personal, Educational and Research Details

The page moves to each Personal, Educational and Research sections on clicking on the respective tab.



3.1 Personal Details

Fill your personal details. The email ID that you provide will be used for further communications. So please use a mail id, which is active.

3.2 Education Details



After filling up the details in the section, click the  tab on the top, which will navigate you to Educational details section.

Fill the Under-graduate, Post graduate and Entrance/Qualification details in the section. If you have another qualification, you can add another, by clicking the **'Add Another'** Link in the section.

3.3 Research Details

After filling respective details, move to research preference page, by clicking  tab in the top.

First select the research faculty, then subject, research centre and populated guide name from the list. If your research guide is not in the list, it means that he/she has not registered in the portal yet.

If you have a co-guide, tick the **'Have a co-guide'**, which then list all the research guides registered in the portal. On selecting a guide will display his/her address in the respective fields.

Research topic should be specified in this section.

Upload the synopsis (File type: .doc/ .pdf and file size up to 100KB).

Then fill the registration fee details including the date of payment. Also you may specify the experience details and publications details in the section. If you are selecting part-time registration, you will have to specify employment details also.

3.4 Checklist

If all these sections are filled, move to  section, by clicking on the 'Checklist', on the top. Here you may tick the details you have at the time of registration.

Now verify all the details, navigating through all the tabs again. If verified, click the  button on the checklist section.

Other Instructions

If you missed to fill any details, alert may come. Fill those details and click the Register button. If no alert, the page will submit your details.

It may take some time to complete the submission.

DO NOT press reload/ refresh/back button. If registration is successful, you will be lead to page displaying your login details and instructions.

Candidate can login to their account with the given username and password. He/she may change their password, edit the submitted details etc. But remember that the editing facility will be available only until the research guide/co-guide approves your registration.

If the research guide & co-guide (if any) approve your application, you can download the completed application form from the '**Application Form**' tab available in your home page.