

# Instructions for filling up of Online Registration form for the academic year 2018-19 for PG Students

- When "Click here for Registration" link has been clicked, the Registration form will be open for filling up.

The screenshot shows the online registration form for Maharaja Bir Bikram University. The form is titled "APPLICATION FOR THE REGISTRATION" and includes the following sections:

- Form No.:** [Empty field]
- Registration Year:** 2018
- Registration Date:** 27-Aug-2018
- Candidate Name:** First Name, Middle Name, Last Name
- Father's Name:** First Name, Middle Name, Last Name
- Mother's Name:** First Name, Middle Name, Last Name
- Candidate Personal Details:** Date Of Birth, Gender, Religion, Category, Nationality, Mobile No., Father's/ Mother's Occupation, Annual Family Income (Rs.), Aadhar No. of the candidate, Email Id
- Present Address:** Present Address, Pincode, State, District
- Permanent Address:** Permanent Address, Pin Code, State, District

- In the online form, the "Form No." and the "Registration Date" will be automatically generated.
- The students have to fill up the "**Candidate Name, Father's Name, Mother's Name, Candidate Personal Details, Present Address and Permanent Address**" must be filled up by the Candidates as per their Academic Certificates and other Documents.

The screenshot shows the "PROGRAM ADMISSION DETAILS" form with the following fields:

- College:** --Select College--
- Course:** --Select Course--
- Academic Year:** --Selec -
- Hons. Subject:** [Empty dropdown]

- In the "**PROGRAM ADMISSION DETAILS**", the students can select MBB University in which they have taken admission. The University name will be displayed when they click the "--Select College--" button beside "College" textbox. The University name that will be displayed is **MBB University**. Students have to select MBB University from which they belong.
- In the "**PROGRAM ADMISSION DETAILS**", the students can select the Course in which they have taken admission. The Course names will be displayed when they click the "--Select Course--" button beside "Course" textbox. The Course Names available for **MBB University (PG Students)** are **M.A., M.Sc.** and **BLIS**. If any student selects **M.A.**, then they have to select either **ENGLISH** or **PUBLIC ADMINISTRATION** and if **M.Sc.** then **Applied Mathematics** and if **B.L.I.Sc.** then **Library & Information Science** from the next field i.e. **Subject**.

- In the “**PROGRAM ADMISSION DETAILS**”, the students can select the Academic Year i.e. the Year in which they have taken admission in MBB University.
- For MBB University (PG students) **SUBJECT DETAILS** section will be disabled but not required as they do not have any subject combinations.

| SUBJECT DETAILS  |                      |                  |                      |
|------------------|----------------------|------------------|----------------------|
| Honours Subjects |                      | General Subjects |                      |
| CC               | <input type="text"/> | DSC 1            | <input type="text"/> |
| GE               | <input type="text"/> | DSC 2            | <input type="text"/> |
|                  |                      | DSC 3            | <input type="text"/> |

- The last field in the Online Registration form is the **Education Qualification's**. In this field there is a column named “**Subjects taken (Specify Honours/ Major)**”. For **Madhyamik/10<sup>th</sup> Std., HS (+2) Stage, Graduation other degree** options, the students must mention the name of subjects which they have studied in the respective Examinations.
- **After completion of filling the form, the student have to click the “Save” button at the bottom of the page.**

- **After that the student will click the link “Print Registration Form” with Mobile No. And date of Birth to print the application form to submit in the respective departments.**

- **Along with the application form the student have to download the challan form from the “Download Challan” link with acknowledgement No. And date of Birth.**
- The students are to submit the following documents along with the filled in downloaded form and the challan with Registration Fee of Rs. 200/- (out of Rs. 200/- only Rs. 100/- needs to be deposited for Registration as Rs. 100 has already been deposited by students at the time of admission) at the Administrative Block of the MBB University after proper verification of the information furnished by students with endorsement of the filled in downloaded form by the respective Departments:
  - One copy passport size photograph to be pasted in the given space of the downloaded form.
  - Migration Certificate (Original).
  - Self attested copy of 10<sup>th</sup> Mark sheet.
  - Self attested copy of 12<sup>th</sup> Mark sheet.
  - Self attested copy of Graduation mark sheet.
  - Self attested copy of Caste Certificate (if any).