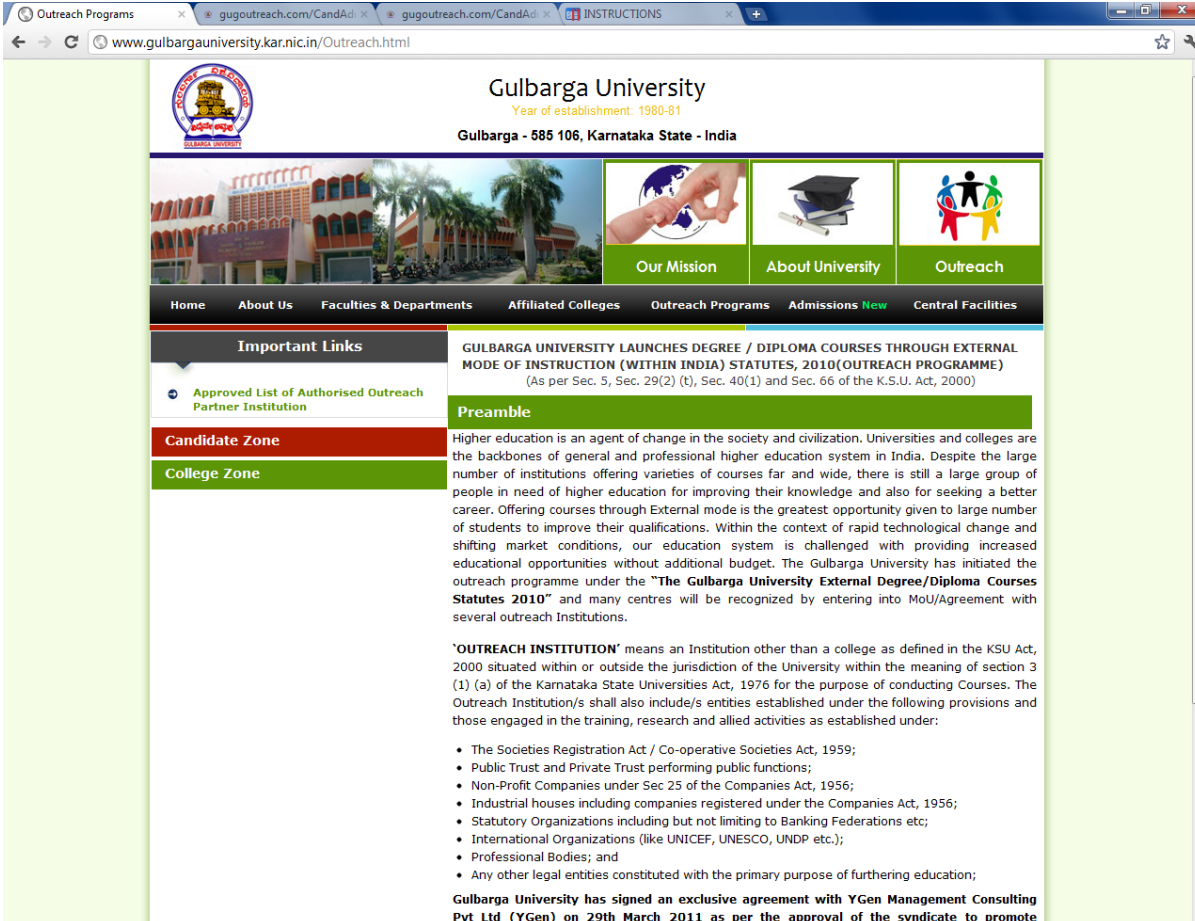


USER MANUAL FOR FILLING ONLINE APPLICATION FORM

1. Student will walk in to the Centre where he/she will be provided with the Registration Number.
2. The link to the website is provided by centre and when the student logs in, he/she will type the Registration Number given by the Centre, the system will display automatically the Centre Name and the address of the Centre.
3. The student can also see the General Instruction of filling of Admission Application online entry form and documents to be uploaded and submitted by the student before actually login into the application form.

STEP 1:

URL: <http://www.gulbargauniversity.kar.nic.in/Outreach.html>



Gulbarga University
Year of establishment: 1980-81
Gulbarga - 585 106, Karnataka State - India

Our Mission | **About University** | **Outreach**

Home | About Us | Faculties & Departments | Affiliated Colleges | Outreach Programs | Admissions **New** | Central Facilities

Important Links

- Approved List of Authorised Outreach Partner Institution
- Candidate Zone**
- College Zone

GULBARGA UNIVERSITY LAUNCHES DEGREE / DIPLOMA COURSES THROUGH EXTERNAL MODE OF INSTRUCTION (WITHIN INDIA) STATUTES, 2010(OUTREACH PROGRAMME)
(As per Sec. 5, Sec. 29(2) (1), Sec. 40(1) and Sec. 66 of the K.S.U. Act, 2000)

Preamble

Higher education is an agent of change in the society and civilization. Universities and colleges are the backbones of general and professional higher education system in India. Despite the large number of institutions offering varieties of courses far and wide, there is still a large group of people in need of higher education for improving their knowledge and also for seeking a better career. Offering courses through External mode is the greatest opportunity given to large number of students to improve their qualifications. Within the context of rapid technological change and shifting market conditions, our education system is challenged with providing increased educational opportunities without additional budget. The Gulbarga University has initiated the outreach programme under the "The Gulbarga University External Degree/Diploma Courses Statutes 2010" and many centres will be recognized by entering into MoU/Agreement with several outreach Institutions.

'OUTREACH INSTITUTION' means an Institution other than a college as defined in the KSU Act, 2000 situated within or outside the jurisdiction of the University within the meaning of section 3 (1) (a) of the Karnataka State Universities Act, 1976 for the purpose of conducting Courses. The Outreach Institution/s shall also include/s entities established under the following provisions and those engaged in the training, research and allied activities as established under:

- The Societies Registration Act / Co-operative Societies Act, 1959;
- Public Trust and Private Trust performing public functions;
- Non-Profit Companies under Sec 25 of the Companies Act, 1956;
- Industrial houses including companies registered under the Companies Act, 1956;
- Statutory Organizations including but not limiting to Banking Federations etc;
- International Organizations (like UNICEF, UNESCO, UNDP etc.);
- Professional Bodies; and
- Any other legal entities constituted with the primary purpose of furthering education;

Gulbarga University has signed an exclusive agreement with YGen Management Consulting Pvt Ltd (YGen) on 29th March 2011 as per the approval of the syndicate to promote

[Click on to the Link Candidate Zone](#)

STEP 2:

Once the student clicks on Candidate Zone, a window will appear

The screenshot shows a web interface for Gulbarga University's Outreach Academic Program. At the top, there is a blue header with the YGen logo on the left and the text "Gulbarga University's Outreach Academic Program Exclusively Promoted By YGen" on the right. Below the header, the main content area is white with a blue border. On the left side of the main area, there is a large blue vertical bar. In the center, there is a white box containing the Gulbarga University logo and the text "ACCESS Admission Form Online". Below this, there is a text input field labeled "Enter Registration Number:" with the value "TNT211029stG0343" entered. A "Continue" button with a right-pointing triangle is positioned below the input field. At the bottom of the white box, there is a small blue question mark icon followed by the text "Already registered, please click here". At the very bottom of the page, there is a footer that reads "Powered by YGen Technologies".

Student needs to enter the Registration Number provided by the centre.

STEP 3:

When the student enters Registration Number and selects continue a window is displayed with the general Instruction of filling online application



 **INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION FORM** 

Fill Online Application Form Now

The students are requested to read the below mentioned instructions carefully before filling the application form

GENERAL INSTRUCTIONS

- It is mandatory for all students applying for admission to programs offered by outreach partner institutions of Gulbarga University to fill an online application form.
- Upon completion of the online application, the student is required to upload scanned copies of the relevant documents in order to submit the application.
- A unique application number shall be generated for the student once the online application process is successful.
- The candidates are required to download the completed application form and submit the signed copy of the form along with the necessary documents in support of the application (as in Annexure I).
- All the documents submitted by the candidate must be notarized copies of the original documents. Please note that the University shall not accept any application without notarization of each document.
- Original documents are not required to be submitted to the University. The outreach partner institution however may request for original documents for the purpose of verification.
- A declaration by the candidate confirming the authenticity of the documents submitted has to be attached along with the application (as in Annexure II).
- A preview of the application form filled by the student shall be available upon filling the application.
- The student is required to carefully read the application form thoroughly before submission. It is not possible for the student to edit any part of the application form once it is submitted to the University.

FILLING THE APPLICATION FORM

1. **CENTRE DETAIL:** The Centre name and Centre Code should be carefully filled by the student. A list of centre names and their codes is available on the website for reference. No request for change in centre name/code shall be entertained under any circumstances.
2. **COURSE NAME:** The student should select the Course Name from the drop down list available in the online application page. He/she cannot apply for more than one program. If the relevant specialization (if applicable) is not selected by the student, the application shall be considered to be incomplete.
3. **LATERAL ENTRY:** Lateral entry scheme is available for the students in select courses only. In case the student is applying for lateral entry into any program, he/she should select 'YES' option in the online application page and also carefully select the semester he/she is desirous of taking admission. The University reserves the right to offer admission into the semester that the student has applied for. The University decision in case of lateral entry admission shall be final in all respects.
4. **PERSONAL DETAILS**
 - a) Applicant Name: The name should be written in block letters and should match with the name mentioned on the qualification document. In case of name change, please ensure that the relevant documentation is attached to the application as in Annexure I. The full name will appear in the admission letter, student login and on the certificate issued after successful completion of the program. Any request for change of name in the application upon submission of the application and/or during the course of studies shall not be accepted.
 - b) Community: The student should select the community he/she belongs to. Please refer Annexure-1 for documents.
 - c) Address: It is mandatory to mention, the address for communication and permanent address along with an email ID. The address should be written in block letters. Ensure that you mention the complete postal address with city pin code, contact no. and email id. All postal correspondence will be done on the communication address only. Relevant updates on the schedule of events shall be communicated to the student through email and SMS. The candidates are therefore requested to update the institution of any change in the contact details during the course of studies in the prescribed format. Nationality: In case of foreign nationals residing in India applying for the programs at any of the outreach partner institutions, it is mandatory to submit the copy of the relevant student visa procured from the Indian embassy in the parent country. Applications from foreign nationals without the student visas shall be rejected.
5. **ACADEMIC DETAIL:** It is compulsory to mention the education details as applicable for the program. The student should scan the relevant documents and upload the same in application. Please refer Annexure-1. In case of applicants, awaiting results for the last qualification held, a provisional admission to the course shall be granted. It shall be the responsibility of the student to submit the documentation in respect of completion of the last qualification held before the following dates in order to confirm the admission. In the event that the student is unable to submit the documents on or before the deadlines, the application shall stand cancelled. • For Academic Cycle: By 31st October • For Calendar Cycle: By 31st May • For Intermediary Cycle: By 30th September
6. **WORK EXPERIENCE:** The student should furnish details of work experience in case of programs where prior work experience is mandatory. Please refer Annexure 1 for details of the documents to be submitted in support of the application.

SUBMISSION OF THE APPLICATION FORM AFTER COMPLETION:

1. The candidate is expected to retain a photocopy of the application form, demand draft and the notarized documents submitted in support of the application.
2. Submission of the online form does not guarantee an admission to the program. The student is required to submit the filled application form (to be downloaded upon submission) duly signed, along with the requisite documents to the outreach partner institute. Application forms sent directly to the University shall not be entertained under any circumstances.

Fill Online Application Form Now

When the student clicks on to the **fill on line application form** a window is displayed containing **Academic Program Details**. The student needs to fill the following details,



Application Form for Outreach Academic Programme



Application Form Instructions | For Technical Issues, please contact at: +91 9980994991 | +91 9008613968 | +91 9845870398 | +91 9663401619 | +91 80-2658 1210

Academic Programs Details	Name of the Candidate*	DEEPAK	RAJ	S
Candidate Details		(First Name)	(Middle Name)	(Last Name)
Educational Qualification Details	Date of Birth*	02	JAN	1989
Photo and Document Details	Age*	22		
	Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female		
	Nationality*	Indian		
	Community*	General		
	Mother Tongue*	KANNADA		
	Name of Parent / Guardian / Husband*	RAJ SHARMA		
	Relationship*	FATHER		
	Communication Address*	201,6TH CROSS, RAJ BHOOMI, 6TH MAIN		
	Country*	India		
	State*	Karnataka		
	City*	BANGALORE		
	Pincode*	560049		
	Permanent Address*	<input checked="" type="checkbox"/> (Please check, if Permanent Address is same as Communication Address) 201,6TH CROSS, RAJ BHOOMI, 6TH MAIN		
	Country*	India		
	State*	Karnataka		
	City*	BANGALORE		
Pincode*	560049			
Email ID*	DEEPAK@GMAIL.COM			
Mobile*(Number with Country Code) :	+ 91	9456689999		
Phone(Number with STD / ISD Code) :	+ 91	080	45766666	
Institution Previously Studied	VIVEKANADA INSTITUTE			
Course Completed	B COM			
Is education loan required?*	<input checked="" type="radio"/> No <input type="radio"/> Yes			

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Note: (MANDATORY FIELDS)

The fields in * are mandatory.

1. Name of Candidate:

- First name* is Mandatory
- Middle Name
- Last Name

2. Date of birth* Mandatory (date, month, year)

3. Age*-Calculates automatically when date of birth Enters.

4. Gender*-Male/Female

5. Nationality*-

- Indian
- NRI
- Foreign Nationals

6. Community*-

- OC/BC

- BC
- MBC
- SC
- ST
- GENERAL
- OTHERS

7. Name of the Parent/Guardian/Husband*-

8. Relationship*-(to the above field)

9. Communication Address*

10. Country*

11. State*

12 City*

13. Pincode*

14. Permanent Address*-If same as communication address, Please select the checkbox or enter the details.

15. Email ID*

16. Mobile* (number with country code)-Eg.91 9769626159

17. Phone* (Number with STD/ISD Code)-

18. Institutional Previously Studied- not mandatory

19. Is Educational Loan Required- Yes/no(Not Mandatory)

All The fields marked * are mandatory, once the student finish filling the Candidates details, he/she will click on to the **Next button**.

STEP 4:

Once the student clicks the next button, Educations Qualification Window will appear

EDUCATIONAL QUALIFICATION DETAILS

The screenshot shows the 'Application Form for Outreach Academic Programme' interface. At the top, there are logos for 'YGEN transforming potential' and the institution. Below the header, there is a navigation menu on the left with options: 'Academic Programs Details', 'Candidate Details', 'Educational Qualification Details', and 'Photo and Document Details'. The main content area is titled 'Educational Qualification Details' and contains a table for entering examination information. Below the table is a 'Work Experience Details' section with a radio button for 'If the applicant is employed*' and 'No' selected. At the bottom, there are 'Previous' and 'Next' buttons. A footer indicates 'Powered by YGen Technologies'.

Application Form Instructions | For Technical Issues, please contact at: +91 9980994991 | +91 9008613968 | +91 9845870398 | +91 9663401619 | +91 80-2658 1210

Educational Qualification Details

Examination Passed	Reg / Enroll Number	Month & Year of Passing (Ex: Jan 2008)	Subject (In case of graduation, please specify course (Ex: BE Computer Science))	Percentage	Name of the University / Board
X / MATRIC	84566	JUL 2006	SH, HINDI, MATHS, SCIENCE	85	TLE ROCK INDIAN SCHOOL
XII / PUC / +2	45666	JUL 2008	ECONOMICS,CIVICS,COMMEI	75	AVS JUNIOR COLLEGE
Graduation	12478996	JUL 2011	ECONOMICS,CIVICS,COMMEI	70	AVS COLLEGE OF ARTS AN
Post Graduation					
Any Others					

Work Experience Details

If the applicant is employed* No Yes


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- 1. Reg/Enroll Number:** The Candidate has to fill in the Examination Regn/Enrollment No. as per the examination Passed.
- 2. Month and year of Passing:** The Candidate has to fill in the month and year of passing only in the prescribed format eg. JUL 2005.
- 3. Subjects:** The Candidate has to enter the subjects passed as per the examination in this box. For Graduation, only mention the name of the degree eg. BSc Physics. Please note that the candidate should separate each subject with, and **space**. (For e.g. Maths, Science, Social Science).
- 4. Percentage:** The Candidate should enter the percentage marks acquired by him as per the examination passed. Please note that the percentage marks should be entered only in numbers (for eg. 85) and rounded off to the nearest integer i.e., 85.2 should be entered as 85 and 85.8 should be entered as 86.
- 5. Name of University/Board:** The candidate should mention the University/Board name under which he/she has passed the examination.

Once the student finish filling the Education Details, he/she will click on to the **Next button**.

WORK EXPERIENCE (IF APPLICABLE):

This is not a Mandatory Field. However, if the student has applied for EMBA then it's a Mandatory Field*.




Application Form for Outreach Academic Programme



Application Form Instructions | For Technical Issues, please contact at: +91 9960904991 | +91 9008413963 | +91 9845878388 | +91 9663401619 | +91 80-2658 1210

- Academic Programs Details
- Candidate Details
- Educational Qualification Details**
- Photo and Document Details



LIVE CHAT
I'm Online
Chat Now
Live Chat by Compu155

Educational Qualification Details

Examination Passed	Reg / Enrol Number	Month & Year of Passing (Ex: Jan 2008)	Subject (In case of graduation, please specify course (Ex: BE Computer Science))	Percentage	Name of the University / Board
XII MATRIC	457899	JUL 2004	ENGLISH, HINDI, MATHS, SC	60	LITTLE ROCK INDIAN SCHK
XII / PUC / +2	545454	JUL 2006	ECONOMICS, CIVICS, COMME	70	AVS JUNIOR COLLEGE
Graduation	45455	JUL 2009	ECONOMICS, CIVICS, COMME	75	AVS COLLEGE OF ARTS AJ
Post Graduation					
Any Others					

Work Experience Details

If the applicant is employed? No Yes

Name of Employer	Period of Employment		Designation
	From (Ex: Jan 2008)	To (Ex: Aug 2010)	
ARIS GLOBAL	JUL 2006	JUL 2009	SOFTWARE CONSULTANT

Previous Next

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STEP 5:

Once the student clicks the next button, Photo and Document Details Window will appear

PHOTO AND DOCUMENT DETAILS

Application Form for Outreach Academic Programme

Application Form Instructions | For Technical Issues, please contact at: +91 9980994991 | +91 9008613968 | +91 9845870398 | +91 9663401619 | +91 80-2658 1210

Academic Programs Details
Candidate Details
Educational Qualification Details
Photo and Document Details

PHOTO & DOCUMENT DETAILS

Photo: C:\Users\Public\Pictures\ Browse...

Documents Checklist

Upload all documents at once | Upload documents one by one

10th Certificate	C:\Users\Public\Pictures\Sample Pictures\Hydrangeas.jpg	Browse...
10 + 2 Certificate	C:\Users\Public\Pictures\Sample Pictures\Koala.jpg	Browse...
Degree Certificate	C:\Users\Public\Pictures\Sample Pictures\Lighthouse.jpg	Browse...
PG Certificate	C:\Users\Public\Pictures\Sample Pictures\Tulips.jpg	Browse...

Note: Maximum file size 200 MB

Declaration: I declare that the information furnished herein above is true and correct to the best of my knowledge. In case of any discrepancy I shall be solely held responsible.

Previous Finish

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- 1. Photo:** The candidate has to upload a scanned copy of his latest passport sized photograph.
- 2. Documents:** The candidate has to upload the scanned copies of notarized certificates of all the examinations passed by him starting from Xth.
- 3. Declaration:** The candidate has to accept the declaration before clicking the “Finish” button.

STEP 6:

Once the student clicks on the “Finish button”, he will be taken to the print preview of his filled in application form (as shown below). The candidate has to take its print out and put his signature on all pages.



Demo College

Application Form for Outreach Academic Programme



Academic Programs Details

Application Number	MBAHR415
Session	ACADEMIC
Course Applied For	MSC
Lateral Entry	NO

Candidate Details

Name	OM PRAKASH
Date of Birth	03-JAN-1968
Gender	MALE
Nationality	INDIAN
Community	MBC
Mother Tongue	HINDI
Name of Parent / Guardian / Husband	OM
Relationship	FATHER
Communication Address	#2345, BTM WATER TANK TEST COMMUNICATION ADDRESS2
City	BANGALORE, CHANDIGARH, INDIA
Pincode	560085
Permanent Address	#2345, BTM WATER TANK TEST COMMUNICATION ADDRESS2
City	BANGALORE, CHANDIGARH, INDIA
Pincode	560085
Email ID	OMSINGH29@GMAIL.COM
Mobile	9122222222
Phone	9122222222222222
Institution Previously Studied	N/A
Course Completed	N/A
Is education loan required?	NO

Educational Qualifications

Examination Passed	Reg / Enroll Number	Month & Year of Passing	Subject	Marks (in %)	Name of the University / Board
X / MATRIC	111111	MAR 2009	MATHS, PHYSICS, CHEMISTRY, SOCIAL SCIENCE, HINDI,	66	BIHAR BOARD
XII / PUC / +2	222222	MAR 2010	PHYSICS, ENGLISH, CHEMISTRY, HINDI, MATHS	78	BIHAR BOARD
GRADUATION	3424234	MAR 2011	BCA	59	DAVV UNIVERSITY
POST GRADUATION	12311	JUNE 2009	MCA	58	DAVV UNIVERSITY

Document(s) Uploaded

[Print Preview](#)

The candidate has to submit the following at his outreach centre –

1. Signed application form
2. Notarized copies of all documents as mentioned in the **List of documents to be submitted along with the application**