GUIDELINES FOR FORM FILLING FOR ADMISSION 2023-24

**Note: - 1. Provide a clear passport size colour photograph against WHITE background only .
Please do not upload selfies.**

2. Provide a clear picture of student's signature (Sign on a plain, white paper in BLACK ink only and upload the signature scanned with your mobile)

3. * Marked Fields are mandatory and must be filled with relevant information only.

4. Keep the required documents handy for uploading in JPG/PDF format.

5. Once you have clicked on the CONFIRM option, further changes cannot be made in the form.

Step 1   Click on the: - https://enrollonline.co.in/Registration/Apply/BSGD

Step 2   **When the link opens, Click on Go to Login**

Please login with the Username and Password received from the Institute.

Step 3   After Login, Read the instructions carefully and Select
Applying for Aided / Self Finance ,then click on
Continue to proceed.

Step 4   **After Clicking on Continue, it will take you to menu option for form filling**

Step 5   **Personal Details:**
Enter relevant and correct personal details and Click on **Save and Next.**

Step 6   **Address Details:**
Type the complete residential (postal) address with pin code and click on **Save and Next**.

Step 7   **Photo & Signature Details:**
Upload the scanned images of Photo & Signature (according to the specifications mentioned) and click on **Save and Next**.

Step 8   **Course Selection:**
Select your specific Course and click on **Save and Next**.

Step 9   **Last Qualifying Exam Details:**
Enter your Last Qualifying Exam Details (10th with Maths marks). Please enter the relevant details carefully and click on **Save and Next.**

Step 10   **Document Details:**
Upload all the required documents and click on **Save and Next. (Documents with * are mandatory)**

Step 11   **Subject Details:**
Confirm the Subjects of your choice by selecting subject or subject group and click on **Save and Next.**

Step 12   **Payment:**
Click on Pay Now button and make the payment of the registration amount.

Step 13   **Confirm Registration:**
After **Payment** is Successful, you will get **Registration confirmation** message.

Step 14   Click on **PREVIEW** button to check if all the details entered in the form are correct. In case of any Correction, make the necessary changes and Click on **Confirm Application.**

Step 15   After Process Completion, Click on Print Application option to save and take a copy of the duly completed form.
Then click on the Print Receipt option to save and take a copy of the Payment receipt.

Please Note :
The success rate for Rupay cards being on the lower side, you are advised to use any other card, in case of awaited/failure of payment.
If you wish to apply for multiple categories/streams, then go to Course Selection page again and Select the desired category/stream and REPEAT the above steps.

****** CHANGES CANNOT BE DONE ONCE THE FORM IS CONFIRMED******

IMPORTANT NOTE: -

For Queries regarding payment issue, where payment is deducted but shows
"PAY NOW" option again,

1. Refresh the page by pressing (CTRL + F5) Or wait for Next 24 hrs for Payment Confirmation
2. Do not make multiple transactions unless the amount is credited back to your account.