

# **Christ Church College, Kanpur**

## Class Promotion Guidelines for Admission in UG (2nd & 3rd Year) And PG (2nd Year) Courses

### **Step-1 Procedure of Registration**

1. Applicant will have to select Course & Class and fill previous year Roll No. in the respective fields. Thereafter, click on Proceed button.
2. After clicking on Proceed button, applicant will be redirected to **Registration for New Students** page.
3. Name of Applicant, Mother's Name, Gender, and Category will be prefilled. Fill the details like Mobile Number & Email ID. After filling all the details correctly click on **Register** button.
4. Your Registration Number will be displayed on your screen, note it down for future references. Along with an OTP and same Registration Number will also be sent to the Mobile Number and Email ID that you have entered. Fill that OTP in the given field and click on **Proceed** button.
5. After clicking on **Proceed** button a Password will be generated and sent to your registered Mobile Number & Email ID.

### **Step-2 Procedure to Login**

1. Fill your Registration Number, Password and Captcha correctly in the respective fields.
2. In case you wish to change captcha image, click on Refresh icon.
3. After filling all the details correctly click on **Login** button.
4. After Login you will be redirected to Instructions section. Read the instructions carefully before filling the form.
5. In case you forgot your password then click on **Forgot Password** button and do the necessary proceedings.

### **Step-3 Procedure to Submit Fee for Admission**

1. After successful Login you will be redirected to **Instructions** page. Click on **Continue** button after reading the instructions carefully.
2. You will be redirected to Fee Payment page. Pay the prescribed fee through Debit Card/Credit Card/Net Banking.
3. Select your Payment Mode and click on **Proceed to Pay Online** button.
4. You will be redirected to Payment Gateway through which you will have to submit the fee.
5. After successful payment you will be redirected to Payment Details page where you can download the payment receipt by clicking on **Download Receipt** button for future Reference.
6. Click on **Proceed** button to fill the remaining Application Form.

### **Step-4 Procedure to Fill Personal Information**

1. After successful Payment applicant will be redirected to Personal Information page.

2. Fill your details like Father's Name, Occupation of Father/Guardian, Religion etc.
3. After filling all the details correctly click on **Save & Continue** button.
4. You will receive a Pop-up Message of successful submission of details. Click on **OK** button to proceed.
5. Fields marked with \* are mandatory.
6. Click on **Reset** button to reset all the details.

### **Step-5 Procedure to Fill Address & Contact Details**

1. After successful submission of Personal Information, applicant will be redirected to Address & Contact Details page.
2. Fill your details like Alternate Mobile Number, Local Address, Email ID of Father/Guardian etc.
3. Click on **Check Box** if your Permanent Address is same as Local Address, else fill the details of Permanent Address.
4. After filling all the details correctly click on **Save & Continue** button.
5. You will receive a Pop-Up Message of successful submission of Address & Contact Details. Click on **OK** button to proceed further.
6. Fields marked with \* are mandatory.
7. Click on **Reset** button to reset all the details.

### **Step-6 Procedure to Fill Other Details**

1. After successful submission of Address & Contact Details applicant will be redirected to Other Details Page.
2. Select your Sports Quota among International/National/State/None and NCC Certificate.
3. After selecting Sports Quota and NCC, select Sub-Category and click on **Save & Continue** button.
4. You will receive a Pop-Up message of successful submission. Click on **OK** button to proceed.
5. Fields marked with \* are mandatory.
6. Click on **Reset** button to reset all the details.

### **Step-7 Procedure to Fill Academic Qualification Details**

1. After successful submission of Other Details applicant will be redirected to Academic Qualification Details Page.
2. If you are a student of B.A. then select the mode of Study first i.e., Hindi or English, and then proceed.
3. Fill the details related to High School & Intermediate like Roll Number, Passing Year, Board, Name of College, Marks Obtained etc.
4. Along with, select your subjects according to your course.
5. After filling and selecting all the details correctly click on **Save & Continue** button.
6. You will receive a Pop-Up Message of successful submission of details. Click on **OK** button to proceed further.
7. Fields marked with \* are mandatory.
8. Click on **Reset** button to reset all the details.

## Step-8 Procedure to Upload Documents

1. After successful submission of Academic Qualification Details applicant will be redirected to Upload Documents page.
2. Upload the photograph and signature of applicant in JPG/JPEG format whose file size should not exceed 400 KB each.
3. After uploading all the documents correctly click on **Save & Continue** button.
4. You will receive a Pop-Up Message of successful submission of details. Click on **OK** button to proceed further.
5. Fields marked with \* are mandatory.
6. Click on **Reset** button to reset all the details.

## Step-9 Review and Final Submission of Application

1. After successfully uploading the documents applicant will be redirected to Review Application Page.
2. In case you wish to make any change in the form you can click on **Edit** button of that particular form and make required changes.
3. After final review of the application, click on **Check Box** of declaration and then click on **Submit** button.
4. You will receive a Pop-Up message regarding Final Submission of Form. Click on **No, Cancel It!** button in case you are not sure for final submission of form else click on **Yes, I Am Sure!** button.
5. After final submission of application form students can download the payment receipt from their login.

## Step-10 Submit Course Fee & Upload Affidavit

1. After successful submission of application form, applicant will have to submit Course Fee Online. Once the fee is paid applicant can download its receipt.
2. Thereafter, download the affidavit appearing on your screen, fill the required details, sign the affidavit and upload the scanned copy of same in JPG/JPEG format whose file size should not exceed 400 KB.

**Note:** No changes will be allowed after Final Submission of form, hence applicants are advised to make required changes while reviewing the application.

In case of any Technical Assistance regarding this Application you can contact our helpline no. **(0512) 2367659, 95555 08404** between 09:30 AM to 04:30 PM (on working days) or can mail us your query at [support@cccknp.ac.in](mailto:support@cccknp.ac.in).