

Dhakuakhana College, Dhakuakhana

The following points are to be noted when applying online for admission into H.S. 1st Year & B.A./B.Sc. 1st Semester.

- 1) The candidate has to visit college website www.dhakuakhanacollege.ac.in. Then he/she should click '**Online Portal**' to be found in lower section. A new page will open up where he/she has to click '**Apply Online**'.
- 2) Then the candidate should click '**New Enrolment**', and when new window opens up he/she will have to register by filling required fields. He/she should have a valid **Email ID** and a **Mobile No.** ready for registration there.
- 3) After successful registration the candidate will have to fill up the details sought in the form. Among others, he/she should put Bank Account details like **Bank Name, Branch Name, Account No.** and **IFSC**.
- 4) He/she needs to upload his **passport sized photograph** and **scanned signature** there.
- 5) In the process the documents that needed to be uploaded are:
 - (i) **Last Examination Certificate**
 - (ii) **Last Examination Marksheet**
 - (iii) **Caste Certificate (if needed)**
 - (iv) **NCC/Extra Curricular Certificate (if needed)**
 - (v) **Bank Passbook/Cheque front page**
 - (vi) **Gap Certificate (if needed)**
- 6) Before final submission the candidate should review the filled data for any necessary modification. If there is any correction/modification needed he/she needs to make the required corrections. Remember that once submitted there is no scope for modification of the filled data.