

Procedure for Admission to Certificate/Diploma Courses

The Admission Process proceeds online as follows:

1. When a candidate is shortlisted in a Cut-Off List, the Status on candidate's dashboard becomes "Admission Offered" for the course/courses applied in which he/she is shortlisted.
2. When the Status is "Admission Offered", the candidate gets the button "Accept Offer."
3. Clicking on "Accept Offer" changes the status to "Document Verification Pending".
If the offer is not accepted and the List duration expires (i.e. time-out), the status automatically becomes "Refused by Candidate".
4. The status "Document Verification Pending" will change to "Not found Eligible – Offer Withdrawn", if the Documents uploaded by the candidate do not support the candidature as per the relevant cut-off criterion, or other norms of eligibility.
5. If eligibility is accepted by the Admission Incharge during verification, the "Pay Admission Fee" button appears on the dashboard, clicking which the Payment procedure starts.
The candidate can pay fee within the time-window specified in the cut-off list, or if any updated schedule is notified. After the expiry of this time-window, if the fee is not paid, the status changes to "Refused by Candidate".
6. If fee-payment is made successfully in (5) above, the dashboard shows status as "Admitted."
7. An admitted candidate will see "Cancel Admission" button till the admission process is on.
Upon such cancellation,
 - (a) The paid fee-money may be moved into "Standing credit" for the candidate, after the deduction of Cancellation Charges (normally Rs. 1000/-)
 - (b) The money in the "Standing Credit" can be used to take admission in another Certificate/Diploma Course, if offered to the candidate, in the current admission process for Certificate/Diploma Courses. In such case, only the difference of the Admission Fee and Standing Credit will have to be paid for taking the subsequent admission.
 - (c) Candidate can click "Generate Admission Fee Refund" if he/she has cancelled the admission, and does not wish to keep/reuse money in the standing credit. The refund will be generated after the deduction of Cancellation charges, and money shall be transferred to the Bank Account specified by the candidate at the time of payment transaction. In such case please retain the "Refund Advice Memo" generated since the actual money transfer may take a few weeks time, depending upon working of the Accounts Section of the College.
8. The candidate-dashboard is disabled after the entire admission process is complete, i.e., there shall be no clickable buttons.

All admission process related queries and communication should be made to:

cdadmission@sgtbkhalsa.du.ac.in

Please mention your Name, Form No, and Reference ID in all such mails.

Incharge

Admission to Certificate and Diploma Courses