

## **Second Year Admission Process:**

### **Common Steps:**

#### BBA/BCA/MBA

1. Login as a student.
2. Select first menu option  
**Application-> Apply for Admission/Examination**
3. If Student did not filled up the Identification Details Before system will ask for **Update Identification**. Student will have to update their Identification from menu  
**User -> Edit My Identification.**
4. After Completing Identification details again click on  
**Application-> Apply for Admission/Examination**  
It will display a List of Applicable courses.
5. Click on the show button. It will display list of courses for third and fourth Semester.

#### **For BBA**

6. Click on **Save** button
7. There will be a link *Print Application Form*. Student will visit that link and will print their Form

#### **BCA**

6. Students have to select their respective Elective Course for their 4<sup>th</sup> Semester.
7. Select E-commerce or Cyber Security Level – I. After selecting the elective courses practical courses will appear for that course.
8. Click on **Save** button
9. There will be a link *Print Application Form*. Student will visit that link and will print their Form

## **MBA**

6. Students have to select their respective Specialization Topics for their 3<sup>rd</sup> Semester and 4<sup>th</sup> Semester.
7. Select any of following
  - MBA HR
  - MBA MARKETING
  - MBA FINANCE

After selecting the Specialization topic respective courses will appear for that Specialization.

8. Click on **Save** button
9. There will a be a link *Print Application Form*. Student will visit that link and will print their Form