HOW TO DO CHOICE FILLING

Step 1:

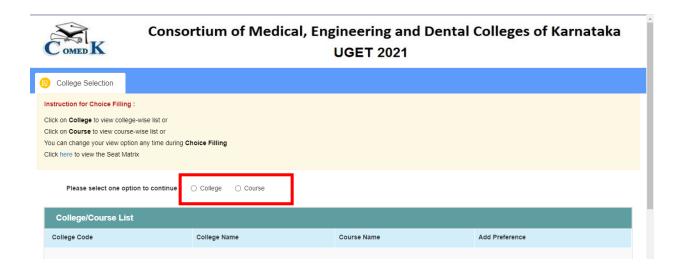
- Please read Counselling Process document before proceeding for Choice filling.
- Please use desktop or laptop to access application form.
- Login to your application using App number and Password and click on Choice filling Tab.



Step 2: Click on "Click here to view Choice Filling Form"

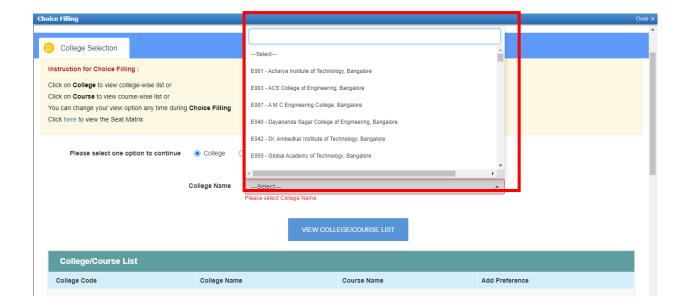


Step 3: Click on college/ course to view college –wise or course wise list.



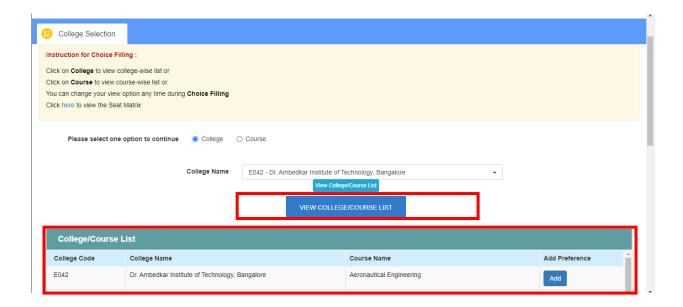
Step 4:For eg: If you opted to view college list, select the college name from the drop-down list.

In case you select course in Step 3, you will be able to see the course names in drop-down.



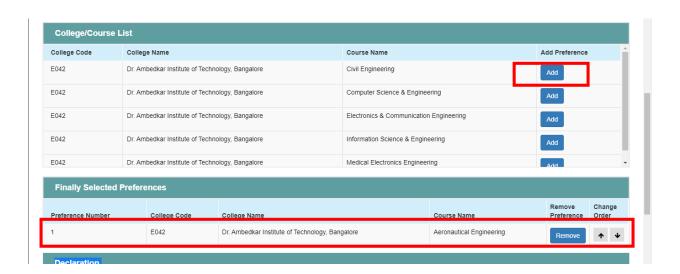
Step 5:

Click on "View college/course list" to view the respective list in the table below



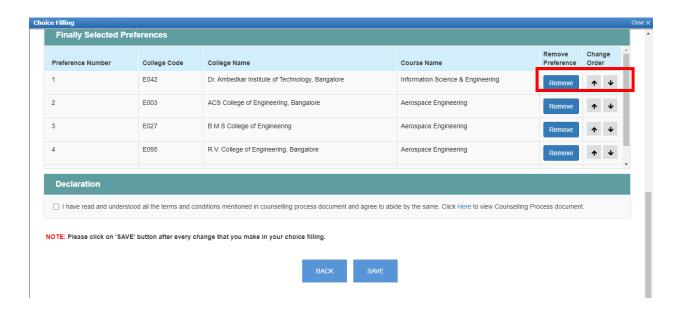
Step 6:

- Click on "Add" button in College/Course List to add the college and course to the Finally selected preferences table below.
- The first college and course you add will be considered as Preference number 1 in the table.
- Click on 'Save' after adding each preference or making any changes in your preference form.



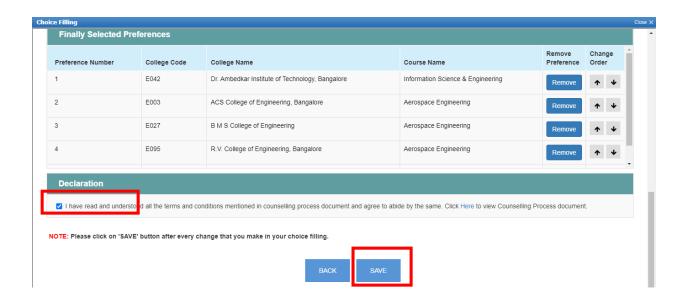
Step 7:

- Repeat step 3 to 6 to add more college and courses.
- Click on arrow ('∜' or 'û') in case you would like to reorder your preferences
- Click on "Remove" button in case you would like to remove a college/course



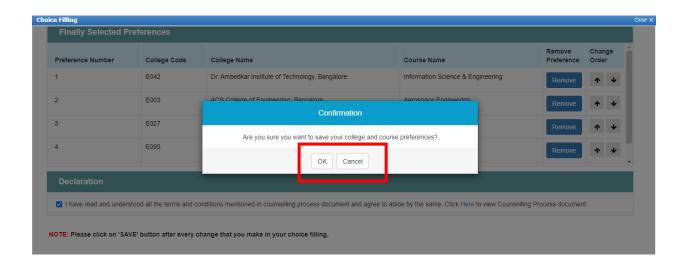
Step 8:

- Click on declaration and click on "Save" button to save your preferences.
- You are requested to save your preferences frequently.



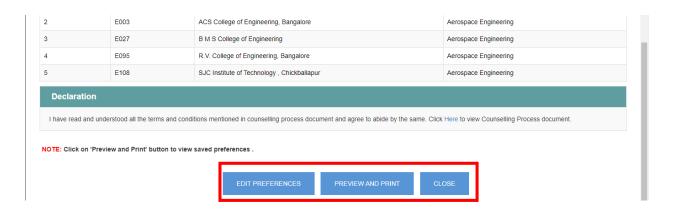
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Step 9: Click "ok" to save your college and course preference. Else click on 'cancel'



Step 10:

- Click on "PREVIEW AND PRINT" to print /preview your saved preferences. You are requested to take a print out to review your final preferences.
- In case you would like to edit your preferences, you can click on "edit preferences" button .
- In case you would not like to edit your preferences, you can click on "close" button



Step 11: In case you would like to edit/view your preferences again, you can click on "View" button in Choice filling Tab.

