

**DECCAN EDUCATION SOCIETY'S**  
**KIRTI M. DOONGURSEE COLLEGE, DADAR**  
**Guidelines for filling the Application Form**  
**(Self-Finance Courses- CS, IT, BT, BAF, BMM, BMS)**

A. Open/Use Firefox web browser for filling the application form. (DO NOT use mobile phones to fill the application form) Go to the website [mum.digitaluniversity.ac](http://mum.digitaluniversity.ac). Fill the University Pre-Admission form for Kirti College for year 2019-20 with all details.

B. Go to website [www.kirticollege.edu.in](http://www.kirticollege.edu.in) and then find admission tab. Click on the link given in front of the course you want to choose (it will redirect you to registration page of application form).

1. Fill your details as required for registration.
2. Enter valid **email id** and **mobile no.** All communication will be done on this email id and mobile no.
3. Click on "Register" button.
4. Once Successfully Registered, you will get **Username** and **Password** on registered Email Id and password. The link will directly open on "Instructions" page of the application form. Read all instructions carefully. Fill and complete application form.
5. Please read all the instructions before proceeding. All information marked with '\*' symbol is **compulsory** and should not be left blank.
6. In the Personal Details tab the candidate is supposed to fill all personal details. Enter your **University Form number** in the field 'University Number'. Passport size Photograph has to be uploaded. Image size should be less than 340KB (format:.jpg,.jpeg,.png,.bmp) (Ideal dimensions 150px \* 200px). Also image of the signature has to be uploaded (image should be 10-20 KB). After filling all details click on Save & Next.

7. In the 10th std details tab the candidate have to fill all details related to SSC Exam. First you need to select either Percent System or Grade System before going ahead. Fill all the details and click on Save & Next.

8. In the 12th std details tab the candidate have to fill all details related to HSC Exam. First you need to select the Qualifying Status and then select either Percent System or Grade System before going ahead. Fill all the details and click on Save & Next.

9. In the Payment Mode tab select the payment mode and make payment. After completing transaction successfully click on print button and get the print out of Fee receipt.

10. You will be able to see all the details that you have filled, Please check if all the information entered is correct and then click on the CHECK BOX “Declaration to be accepted by applicant” and then click on Confirm button. Click on Application Form button to download the form. Take print out of the form.

11.\*PLEASE NOTE: YOU CAN APPLY TO OTHER COURSES THROUGH THE SAME LOGIN ID. By clicking on the link of the course you wish to apply on the college web site.

12. Select the new course you wish to apply for with your EMAIL ID you have registered the first time.

13. POP-UP WINDOW WILL OPEN ON WHICH YOU HAVE TO FILL AADHAR CARD NO./PASSPORT NO., MOTHER'S NAME, BIRTH DATE and submit.

14. The new course application will fetch all the details required already filled in the initial application form, just few details need to fill again like ‘University Number’.