Documents you will need while filling up the form

1) Class X Marksheet
2) Class X Certificate
3) Class XII Marksheet
4) Class XII Certificate
5) CUET Scorecard
6) Class XII Character Certificate
7) Class XII Migration Certificate
8) PwD Certificate (Eligibility Requirement)
9) Minority Certificate (Eligibility Requirement)
10) Fee Receipt from DU (Eligibility Requirement)
11) Sports/ECA Undertaking/Certificate (Eligibility Requirement)
12) Sports/ECA Counselling Letter (From University) (Eligibility Requirement)
13) CW/KM/PMSSS/BBE Rank Letter (Eligibility Requirement)
14) Medical Fitness Certificate with Blood Group
15) Address Proof

The Process of filling up the form
STEP 1:

Get Your SGNDKC College Roll Number (CRN) & Course ID (CID):

Click Link :
https://www.sgndkc.org/sk/page.php?page=admission%20lists
Or
Visit www.sgndkc.org
>Go to Admissions
>Got to Admission Lists
Search
>Locate your CRN & CID. Note for all future references.

STEP 2:

Students Login:
Click Link :
https://www.sgndkc.org/sk/page.php?page=students%20login
Or
Visit www.sgndkc.org
>Go to Login
>Go to Student Login
Enter
>Input year of admission
>Select Semester I
>Select CID
>Enter User Name: Your CRN.
>Enter Password: First four characters of your first name in Capital letters + *plus* CRN.
(e.g. if CRN is 234 and name Parashar then Password is PARA234)
>Enter Captcha Code (Case Sensitive): Enter Displayed Captcha Code
< (*Password should be changed and remembered for future reference.*)

*(**In Case Password Reset required then College may take seven working days.**)*
>From Your Dashboard Check Credentials and note them for Logging into College Admission Data Portal.

STEP 3:

College Admission Data Portal:
Click Link :
https://sgndkc.org/admission/
Or
Visit www.sgndkc.org
>Go to Admissions
>Go to College Admission Data Portal
>Go to College Admission Data Portal 2022-23
>Go to UG Admissions 2022-23
>Login
- Use your email as registered on 'University of Delhi Admission Portal'
> *Passcode:* As per credentials noted from Dashboard
> *Password:* As per credentials noted from Dashboard
>Enter Captcha Code (Case Sensitive): Enter Displayed Captcha Code

Your COLLEGE DATA FORM PORTAL Dashboard will open:
>Information as available on University of Delhi Admission Portal will be pre-filled.
STAGES IN FORM FILLING (initial stage to be submitted before moving to next stage)
>Personal Info. : in case pre-filled data doesn't match then write email for correction.
>Educational Information: Fill this information Carefully & Correctly.
>Undertakings: Fill information Carefully & Correctly.
>Option Forms : The optional Papers will be restricted as per your Course & Educational Information.
>Uploads for ID Card: Photograph & Signature as will appear on your "College ID Card"
>Documents Uploads : Upload Mandatory Documents first (marked *) & then rest of Documents. (Upload 'Admission fee slip' for payment of fee online on DU Admission portal).
>Addition Info. : Complete the information required. Fill information Carefully & Correctly.

Now ADMISSION DATA FORM Filing is complete.
You can logout after saving at any stage. Login again and complete the rest of Stages.
Till your Data Form is not Locked You can login again to Change/ Correct any information or Upload / Replace any document.

NOTE:

Regularly visit College Website:
>Notices.
>Time-Table for your Main/Optional papers.
>Dates of General as well as Course-specific Orientations.
>Students Section.