

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

This application is compatible with Internet Explorer 7 or above, Google Chrome & Mozilla Firefox.

Dear Applicant:

All the applicants are advised to read the Prospectus/information brochure carefully of the University Institute of Information Technology, H.P. University, Shimla – 171 005 in pdf format available on www.hpuitshimla.org & www.hpuniv.in and also ensure his/her eligibility in terms of the conditions/provisions mentioned in the prospectus/information brochure.

Please read these instructions carefully before proceeding with the ONLINE filling of B.Tech. (IT/CSE) Entrance Application Form 2014.

ADMISSION CRITERION (FRESH ENTRY TO 1st-Year)

Eligibility

- a) The eligibility is 10+2 examination or equivalent, passed with Physics, Mathematics and any one of the other elective subjects of a Board/University established by law of India with 50% marks or equivalent grade. For SC/ST Candidate's eligibility will be 45% marks or equivalent grades.
- b) In case of candidates studying in University/Board/College or School in a foreign country, the eligibility/qualifying examination will be same as recognized equivalent to 10+2 by the University or the Association of Indian Universities with 50% marks in three subjects as detailed above in (a). For SC/ST candidates, eligibility will be 45% marks or equivalent grades.
- c) The candidate should not be more than twenty-two years (22) in age as on 1st July of the year of admission.

STUDENT INTAKE

- **Fresh Entry (1st Semester): Total Seats: 60 + 6* + 1** + 3*** For Each Branch**

Basis of Admission

For admission to all seats, a common entrance examination will be conducted by the University. Separate merit lists for **HIMACHALI** (passing 10+2 from school located in Himachal Pradesh) candidates and **ALL INDIA** Category (Open to all Candidates) will be prepared.

*** Note:** 6 Seats are 10% of the sanctioned intake approved by the AICTE for first year in B.Tech (IT) & B.Tech (CSE) each over and above, to provide concession/programme fee waiver for Women, Economically Weaker Sections (Having annual income of parents/family less than Rs. 2.5 lakh) and Physically Challenged meritorious students in the ratio of 2:3:1 as per AICTE norms.

****** One Seat over & above is reserved for Single Girl Child (*Parents having only one child i.e. Girl only*)

******* Three Seat over and above are reserved for the wards of H.P. University Employee.

Important Dates

1. Online filling up of B.Tech (IT/CSE) Entrance Application form commences from **01.04.2014**.
2. **Last date** for filling up the ONLINE B.Tech (IT/CSE) Entrance Application Form **17.05.2014**.
3. **Last date for submitting the hard copy** of B.Tech (IT/CSE) Entrance Application Form in UIIT office by post (*through registered post only*) or by hand is **20.05.2014**.
4. **Admit Cards/Roll No. download begins** on www.hpuitshimla.org, www.hpuniv.in with effect from **26.05.2014**.
5. **Date of Entrance Examination 01.06.2014**.

Important Steps

(A) Before proceeding to apply, please ensure that you have:

(i) Scanned copy of applicant's recent photograph with following specifications.

- Photograph must be a passport size color picture.
- Photograph must be taken in full face view directly facing the camera.
- Photograph should have no shadows and red eyes.
- Maximum size **50 kb**.
- Photo format should be jpg. only.

(ii) Scanned copy of applicant's signature with following specifications.

- Applicant should sign with black ink on a white paper and get the signature scanned.
- The signature must be signed only by the applicant and not by any other person.
- Maximum size **30 kb**.
- Scanned signature format should be jpg. only.

(B) Create an email account if you already don't have one.

(C) You must give a mobile number in basic details. If you don't have mobile number, please enter your guardian's mobile number for any further correspondence in this regard.

(D) Instructions for filling the ONLINE APPLICATION FORM FOR B.TECH ENTRANCE EXAM-2014.

1. Click on "**Register Now**" to create a new account. Once the new account is created online system *will generate the unique application form number*. Applicants are advised to *note down the application form number for all future references*.
2. After account creation, click **login** to complete the Entrance Examination application online. Online Entrance Application form has following subsequent information.
 - Basic Details Form
 - Upload Photo & Signature Form
 - Fees Payment Form
 - Payment Details Form
 - Filled Form View Page Confirmation Button.
 - Filled Form Downloaded Page.
3. Applicants are required to fill their information in above mentioned web pages. All mandatory fields are marked with red star.
4. Upload photo and signature. Photo and signature uploaded should be **as per specifications and size listed in step (A)**.
5. To save the data please click on '**Continue and Save**' button at the bottom of each screen before proceeding further.

6. Steps for making Application Fees Payment

- a) Once you click on **Fees Payment Button** new window of **SBI-Collect** will be open on your screen in which you have to complete the following steps for making the payment:

Step 1

- a) State of Corporate/ Institution : <Select> **Himachal Pradesh**
b) Type of Corporate/Institution: <Select> **Educational Institution**

Then click on **Go** button

Step 2

- a) Educational Institution Name: <Select> **Director UIIT**

Then click on **Submit** button

Step 3

- a) Select Payment Category: <Select> **Application Fee**

Step 4

Enter all the details of payment as per the fields given on the present screen, all these fields are mandatory to fill for making the Application fee payment. Then press the **Submit** button.

Step 5

Once you **Confirm** the 'payment details', a new window will appear on your screen in which three modes of payment are there i.e 1) **Net Banking** 2) **Card Payment** (By Using Debit/Credit Card) 3) **Other Payment modes in which Challan is generated** and the applicant has to take the print out of that Challan to the nearest SBI Branch for depositing the Cash. After depositing the Cash, the bank will issue the receipt/ Journal No. on the Challan. In case of Net Banking and Card Payment, e-receipt will be generated. Then applicants are directed to take print out of that e-receipt for completing the application form and retained for his/her record purpose also.

7. After depositing the fee in the bank, re-login to your account, *atleast after 8 hours* to enter payment details, i.e. e-receipt/ Journal number as provided by the bank at the time of depositing the fee, in **Payment details page**.
8. Click on '**Save & Continue**' to see your filled application details on the computer, before proceeding further please make sure that all the fields are filled in correctly in the confirmation screen before clicking the **Submit** Button. **Once the applicant click on the Submit button of his/her application page, he/she cannot Edit/Change the details entered.**
9. After clicking on '**Submit**' button new window will appear on the Screen displaying full details of the applicant entered in the application form. Take the print out of the same page and **attach the photocopy of payment receipt alongwith the application form** and sent it by **registered post** with the quote on the envelope "**Application for B.Tech(IT/CSE) Entrance Test – 2014**" at following address:

**Director,
University Institute of Information Technology (UIIT),
H.P. University, Summer Hill, Shimla – 171 005 (H.P.)**

Important Notes:

- Do not make any changes with the pen on the details printed on the print out of your application form; otherwise your application form will be rejected straightforward.
- Before sending the form to University Institute of Information Technology, the applicant should make sure that Parent/Guardian has countersigned the application form in original on space provided in the application form.
- For any queries please contact- 0177-2831655, 2833582.

Director (UIIT)