

What are the responsibilities of colleges in submitting of Review/FSI application forms for B.A./B.Sc. examinations?

Colleges are to verify the eligibility of students considering the respective CSR who have submitted review/FSI applications through online. After submitting the application online, the candidate is to print the form and submit the printout of the form to the college along with requisite fees. College is required to verify that the student has submitted requisite fees. College is further to check whether the application form of candidate is valid for Review/FSI . After verifying all these facts, college is to approve or reject the student's application online.

For the above mentioned activities college is to follow following steps.

Step-1. College has already received earlier the User-id and Password from University. By clicking <COLLEGE> TAB, college is to log-in to the system by entering the same User-Id and Password correctly.

Step-2. After log-in to the system, click on the main menu displayed on left side of the screen.

Step-3. A list showing following activities will be displayed.

- 1) College Approval**-Choose this option to approve the applications of students, make approval/rejection of the application.
- 2) Application Form download**-In case any student cannot take print-out of application, then college can help him by downloading the form from college domain and take a print-out of the form.
- 3) Approval Candidate list**-After completing approval/rejection of all forms submitted by the students, college is required to take the list of approved candidates, sign all pages by the authorized person and submit the list to University.
- 4) Fees Statement**-A statement of fees to be submitted by the college to the University is to be generated using this option.
- 5) Change Password**-If require, College change the password also. A password may be a combination of maximum 20 alphanumeric characters.

Note: In case of any problem, refer [FAQ](#) page to get a solution or contact University for further help.