## **Admission procedure**

## **Procedure for Admission: 2019-20**

From this year entire Admission process is in 'Online mode' up to payment of fee. No prospectus & Off-line Form is available in the office

- 1. Before going to apply, candidates should keep ready with them the following documents
  - i) Signed Digital Passport size photograph
  - ii) Scanned copy of mark-sheet of the last examination passed
  - iii) Scanned copy of HSLC certificate and Mark sheet.
  - iv) Scanned copy of Caste certificate if applied for Caste category
  - v) Scanned copy of Income Certificate for Free Scheme of Govt.
  - vi) Signed Photograph of plantation for Free Scheme of Govt.
- 2. Applicants have to register their names online <a href="www.lankamahavidyalaya.in">www.lankamahavidyalaya.in</a> by paying a fee of Rs. 200.00 in online payment gateway. The Login ID will be their Mobile Number.
- 3. After successful registration they can fill up their personal details in the form by logging in the same link through their login ID.
- 4. Candidates should keep a print out of their form.
- 5. For selection, candidates have to submit the print out of the form along with all Orginal Documents before the Admission Committee for verification on the date of admission.
- 6. If selected by the admission committee on the day of admission they have to pay the Admission Fee online payment gateway. On successful payment candidates will get a receipt of payment in their login ID. They should take a print out of the receipt. Selected candidates have to pay their Admission Fee within 48 hrs of selection, otherwise their selection/seats stand forfeited.
- 7. Free students will get their Admission Receipt online through their personal Login ID.
- 8. All admitted students have to submit their print-out of Admission Receipts at the time of collection of Identity Cards and for all other purposes if and when necessary.
- 9. As the Telephone No. necessary for all SMS and other admission process, students are requested to be careful in giving their proper telephone number.
- 10. All payments are non refundable.
- 11. No Off-line process is available