

Kannada Sangha Pune's  
**KAVERI COLLEGE OF ARTS, SCIENCE AND COMMERCE, PUNE**

**STEPS FOR FILLING ADMISSION FORM**

1. Visit <https://kaveri.vriddhionline.com/>
2. Under Login -> Student Register (Register as a new student)
3. Student will receive Registration id and password on mobile number used for registration.
4. Under Login -> Student Login – Login using the Registration id and password received
5. Under Admission - > Click Application Form
6. Click Section U.G / PG
7. Select the course for which you want to apply
8. Select following
  - a. **Admission Type: Provisional**
  - b. **Division Type: Non-Grant**
  - c. **Fees Category: Open / OMS (Out of Maharashtra State)**
9. Fill in the required information (Fields marked Red \* are compulsory)
10. Upload Required Document
  - a. Aadhar Card Scanned Copy
  - b. **Mark sheet (12<sup>th</sup> / Graduation -for PG) Online Copy**
  - c. Caste Certificate (if applicable and available)
  - d. Scan copy of Original L.C. (if available / issued by the earlier college)
11. Only \*.JPG/\*.JPEG/\*.PNG Formats are allowed.
12. Maximum File Size Should Not Exceed is 500 KB per File.
13. Each Document Must Be Uploaded Separately.
14. Upload ID card size Photo and scanned copy of students Signature (File Width 80 pixel and Height 100 pixel) - File Size for Photo File and Signature File Should Not Exceed 500kb.
15. Form is successfully submitted when the following message is displayed -  
“Thank You, You Have Successfully Updated / Submitted Admission Form.”
16. Upon submitting your admission form and duly uploading scanned copy of documents; your admission form will be further processed by admission committee of the college using “**ONLINE APPROVAL**” system.
17. **Forms with completed status will be considered for admission** (make sure that you update the form immediately after the results are declared)
18. If the form gets approved/accepted by the admission committee, student will get SMS and notification on his mail within a couple of days from submission of his admission form.
  - a. In case you do not receive a message due to NETWORK CONNECTION ISSUE, you can also check your Form Status on your Vriddhi Dashboard.
  - b. If the form status is **APPROVED** > that means you can now take admission in the college by paying the fees. The Online Payment Link will be enabled.
  - c. If the form status is **PENDING** your form is in the waiting list.