

ONLINE ADMISSION PORTAL

Student User User manual (Session 2026–27)

Phase 1 – Registration & Application Creation
Kashi Naresh University
Student User User manual

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About this user manual

This user manual has been prepared to assist students in using the Online Admission Portal for the academic session 2026–27.

It provides detailed instructions for creating a new application, saving the application for future completion, and accessing the saved application using the generated Application Number and One-Time Password (OTP).

Students are advised to read this user manual carefully before starting the application process.

Symbol	Meaning
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Important	Information that must be read carefully before proceeding.
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Note	Additional information that may assist the applicant.
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Tip	Helpful suggestions to make the application process easier.
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Figure	Screenshot or illustration of the portal.
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Important

Applicants are advised to use their **own active mobile number and email address**, as all future communication, including the Application Number and OTPs, will be sent to the registered contact details.

Note

This user manual covers **only Phase 1 (Registration & Application Creation)** of the admission process.

Modules such as **Fee Payment**, **Academic Details**, and **Course Selection** will become available in a subsequent phase and are therefore not covered in this user manual.

1. Introduction

1.1 Purpose of the Portal

The Online Admission Portal has been developed to provide students with a simple, secure, and convenient method for initiating their admission application.

In **Phase 1**, applicants can:

- Create a new application.
- Enter their personal and address details.
- Save the application without making the admission fee payment.
- Receive a unique Application Number through SMS and email.
- Log in later using OTP authentication to continue the admission process when additional modules become available.

The portal allows applicants to complete the registration process at their convenience without the need to complete the entire admission process in a single session.

1.2 Purpose of this User Manual

The purpose of this user manual is to explain each step involved in creating and saving an admission application.

The user manual provides:

- Step-by-step instructions.
- Screen descriptions.
- Important information for applicants.
- Guidance on returning to a saved application.
- Contact details for obtaining assistance.

This manual should be used as a reference throughout the registration process.

1.3 Scope of this User manual

This user manual covers the functionality available in **Phase 1** of the Online Admission Portal.

The following topics are included:

- Accessing the Online Admission Portal.
- Understanding the Home Page.

- Starting a New Application.
 - Entering Personal Details.
 - Entering Address Details.
 - Accepting the Declaration.
 - Saving the application using the **Save and Pay Later** option.
 - Receiving the Application Number.
 - Logging in as a Returning Applicant.
 - OTP Verification.
 - Overview of the next steps in the admission process.
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The following modules are not covered in this user manual:

- Admission Fee Payment
- Academic Details (Class 10 & Intermediate)
- Course Selection
- Document Upload
- Final Submission of Application

These modules will become available in a future phase of the Online Admission Portal.

1.4 Benefits of the Save and Pay Later Facility

The **Save and Pay Later** feature enables applicants to save the information entered in the application form without completing the remaining admission process.

This allows applicants to:

- Complete the registration process in multiple sessions.
 - Verify their personal information before proceeding further.
 - Return later using the generated Application Number.
 - Continue the application once the remaining admission modules become available.
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Important

After the application is saved successfully, the generated **Application Number** should be kept safely.

The Application Number will be required every time the applicant logs in to continue the admission process.

Tip

Applicants are encouraged to note the Application Number in a safe place immediately after receiving it through SMS and email.

2. System Requirements

Before starting the online application process, applicants should ensure that they have the necessary information and a suitable device to complete the registration successfully.

The Online Admission Portal has been designed to work on both desktop and mobile devices. However, for the best user experience, applicants are advised to use a desktop or laptop computer.

2.1 Hardware Requirements

The following devices are recommended for accessing the Online Admission Portal:

- Desktop Computer
 - Laptop Computer
 - Android Smartphone
 - Apple iPhone / iPad
 - Tablet
-

2.2 Software Requirements

The portal is compatible with the latest versions of modern web browsers.

Recommended browsers include:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Apple Safari

Older or unsupported browsers may not display certain pages correctly.

2.3 Internet Connectivity

A stable internet connection is recommended throughout the registration process.

Avoid refreshing the browser or closing the browser window while entering information.

2.4 Information Required Before Starting

Applicants are advised to keep the following information readily available before starting a new application.

Information	Purpose
Applicant's Full Name	Personal Details
Father's Name	Personal Details
Mother's Name	Personal Details
Date of Birth	Personal Details
Gender	Personal Details
Aadhaar Number (if applicable)	Identity Information
Active Mobile Number	OTP and Application Updates
Active Email Address	OTP and Application Updates
Correspondence Address	Address Details
Permanent Address	Address Details (if different)

Important

The mobile number and email address entered during registration will be used throughout the admission process.

These contact details will be used for:

- Sending the Application Number
- Sending OTPs for login
- Admission related communication

Applicants are advised to enter their own active mobile number and email address.

Note

Fields marked with an asterisk (*) are mandatory and must be completed before the application can be saved.

Tip

Before starting the application, ensure that you have uninterrupted internet connectivity. This will help avoid unnecessary delays while completing the registration.

3. Home Page

The Home Page is the starting point of the Online Admission Portal.

From this page, applicants can:

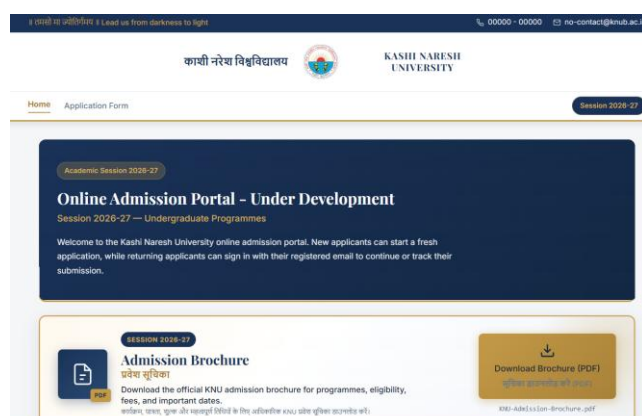
- Download the Admission Brochure.
- View the list of documents required for admission.
- Start a new application.
- Continue a previously saved application.
- Access the Admission Helpdesk details.

3.1 Accessing the Portal

Open the Online Admission Portal using the web address provided by Kashi Naresh University.

Once the portal opens, the Home Page will be displayed.

Figure 3-1 – Home Page



3.2 Home Page Components

The Home Page contains the following sections.

Section	Description
Admission Brochure	Allows applicants to download the Admission Brochure containing eligibility criteria, admission rules and other important instructions.
Documents Required	Displays the list of documents required during the admission process. Applicants are advised to review this section before starting the application.
New Applicant	Used by students who are creating a new application for the first time.
Returning Applicant	Used by applicants who have already created an application and wish to continue using their Application Number and OTP.
Helpdesk	Displays the contact details of the University Admission Helpdesk for assistance.

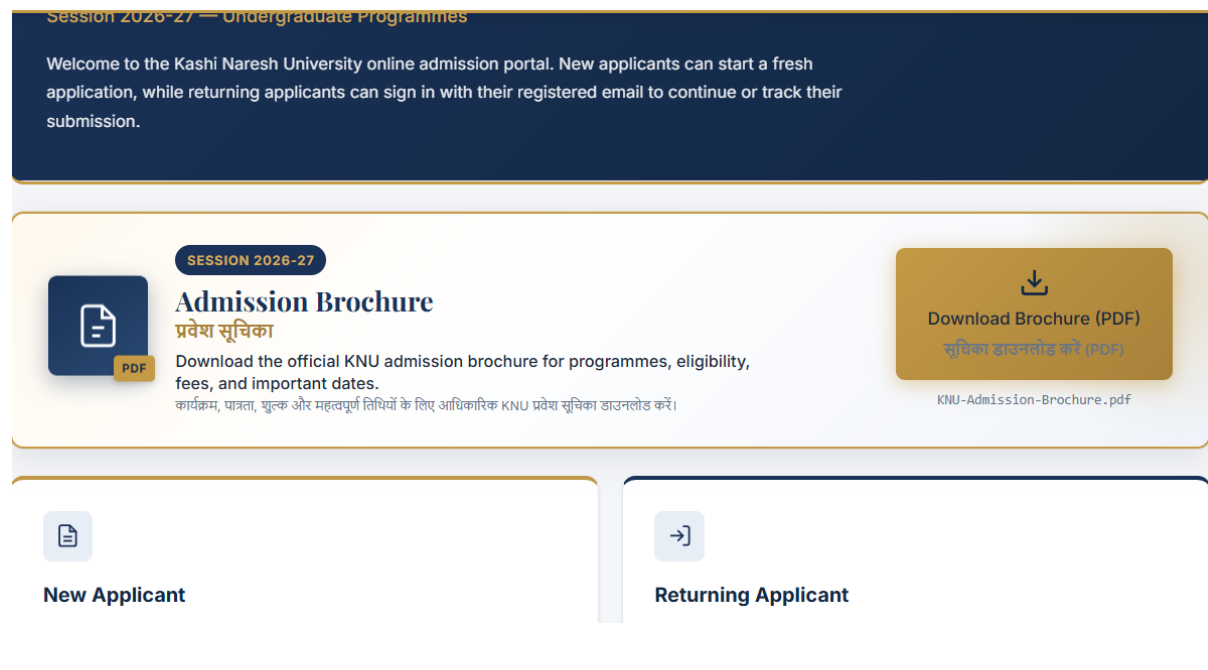
3.3 Admission Brochure

The Admission Brochure contains important information related to admissions, including:

- Eligibility criteria
- Subject combinations
- Admission rules
- Reservation policy
- Weightage rules
- Important dates
- University instructions

Applicants are strongly advised to read the Admission Brochure before starting the registration process.

Figure 3-2 – Admission Brochure



3.4 Documents Required

Before creating a new application, applicants should review the **Documents Required** section available on the Home Page.

This section provides the list of documents that may be required during the admission process.

Reviewing these requirements in advance helps applicants complete the application smoothly.

Figure 3-3 – Documents Required



3.5 New Applicant

Applicants who are using the portal for the first time should select the **New Applicant** option.

Selecting this option opens the online application form where the applicant can enter personal and address details.

The process for completing a new application is explained in the following chapters.

3.6 Returning Applicant

Applicants who have already created an application should use the **Returning Applicant** option.

This option allows applicants to access their previously saved application using:

- Application Number
- Registered Email Address
- One-Time Password (OTP)

Detailed instructions for logging in as a Returning Applicant are provided in a later section of this guide.

Important

Each application submitted through the Online Admission Portal is valid for **one course only**.

Applicants wishing to apply for multiple courses must create a **separate application for each course**. The same mobile number and email address may be used for all applications; however, each application will have its own **unique Application Number**. Applicants should preserve the Application Number of each application separately for future login and admission-related activities.

Tip

Before selecting **New Applicant**, ensure that you have reviewed the Admission Brochure and Documents Required section. This will help you complete the application more efficiently and reduce the likelihood of having to restart the process.

4. Before You Begin

Before starting a new application, applicants should ensure that they have all the necessary information readily available. Completing the application in one sitting helps reduce the possibility of errors and ensures that all required details are entered correctly.

Although the application can be saved and completed later, applicants are advised to carefully verify the information entered before clicking the **Save and Pay Later** button.

4.1 Information Required

Applicants should keep the following information ready before starting the registration process.

Information	Remarks
Applicant's Full Name	Enter exactly as per official records.
Father's Name	Enter the full name without abbreviations.
Mother's Name	Enter the full name without abbreviations.
Date of Birth	Select the correct date from the calendar.
Gender	Select the appropriate option.
Aadhaar Number	Enter carefully, if applicable.
Mobile Number	Must remain active throughout the admission process.
Email Address	Must remain active throughout the admission process.
Correspondence Address	Complete postal address.
Permanent Address	Required only if different from correspondence address.

4.2 Mandatory Fields

Fields marked with an asterisk (*) are mandatory.

The application cannot be saved unless all mandatory fields have been completed.

Applicants should carefully review the application before saving it.

Important

Once the application has been saved, the information entered in this phase will form the basis of the applicant's admission record.

Applicants are therefore advised to ensure that all details are entered accurately.

4.3 Mobile Number and Email Address

The registered mobile number and email address are used throughout the admission process.

They will be used for:

- Sending the Application Number.
- Sending One-Time Passwords (OTP).
- Communicating important admission updates.

Applicants should avoid using another person's mobile number or email address.

4.4 Aadhaar Number

Where applicable, applicants should enter their Aadhaar Number carefully.

The Aadhaar Number should be entered exactly as printed on the Aadhaar Card.

Note

Applicants should ensure that the mobile number and email address entered during registration remain accessible throughout the admission process.

Tip

Before proceeding to the application form, verify that all information is available. This will help complete the registration quickly and minimise the need for corrections.

5. Starting a New Application

Applicants who are registering for the first time should use the **New Applicant** option available on the Home Page.

Selecting this option opens the Online Application Form.

5.1 Opening the Application Form

Follow the steps below to begin a new application.

Step 1

Open the Online Admission Portal.

Step 2

Click **New Applicant**.

The Online Application Form will open.

Figure 5-1 – New Applicant

The screenshot displays two side-by-side panels. The left panel, titled 'New Applicant' with a document icon, contains the text: 'Start a fresh online application for UG / Certificate / Diploma programmes. No login required to begin Part 1.' At the bottom, a gold button labeled 'Go to Application Form →' is highlighted with a red rectangle. Below the button, it says 'Part 1 of the admission process'. The right panel, titled 'Returning Applicant' with a right arrow icon, contains the text: 'Sign in with your application number and email. An OTP will be generated for verification.' followed by Hindi text: 'अपनी आवेदन संख्या और ईमेल से साइन इन करें। सत्यापन हेतु OTP भेजा जाएगा।' It includes input fields for 'Application Number / आवेदन संख्या' (with example 'e.g. 26001234') and 'Email Address' (with example 'you@example.com'). A gold 'Get OTP' button is below these fields. At the bottom, a yellow box contains the text: 'Testing: use OTP 123456'.

5.2 Application Form Overview

The application form is divided into the following sections.

Section	Purpose
Personal Details	Captures applicant's personal information.

Section	Purpose
Address Details	Captures correspondence and permanent addresses.
Declaration	Applicant confirms that the information entered is correct.

Applicants are required to complete all sections before saving the application.

5.3 Personal Details

The Personal Details section captures the applicant's basic information.

Applicants should carefully enter each field exactly as it appears in their official records.

Figure 5-2 – Personal Details

[Home](#)
[Application Form](#)
Session 2026-27

1 Candidate's Personal Details

अभ्यर्थी का व्यक्तिगत विवरण

Candidate's Name / अभ्यर्थी का नाम *

Father's Name / पिता का नाम *

Mother's Name / माता का नाम *

Guardian's Name / अभिभावक का नाम

Relation with Guardian / अभिभावक से संबंध

Select / चुनें

Date of Birth / जन्म तिथि *

dd-mm-yyyy

Gender / लिंग *

Select / चुनें

Caste / Category / जाति / वर्ग *

Select / चुनें

Sub-Category / उप-वर्ग

Select / चुनें

Religion / धर्म *

Select / चुनें

Caste Certificate # / जाति प्रमाण पत्र संख्या

N/A if not applicable

Income Group / आय समूह *

Select Your Income Group

The following information is required.

Field	Description
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Applicant's Name	Enter the full name exactly as per official records.
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Father's Name	Enter the father's full name.
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Mother's Name	Enter the mother's full name.
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Gender	Select the appropriate option.
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Field	Description
Date of Birth	Select the correct date of birth.
Aadhaar Number	Enter carefully, where applicable.
Mobile Number	Enter an active mobile number.
Email Address	Enter an active email address.

Important

The information entered in the Personal Details section should match the applicant's official records.

Incorrect information may result in difficulties during the admission process.

5.4 Address Details

After completing the Personal Details section, applicants should enter their address information.

Two addresses may be provided:

- Correspondence Address
- Permanent Address

Figure 5-3 – Address Details

2 Address Details
पता विवरण

CORRESPONDENCE ADDRESS
पत्राचार का पता

Address / पता *

State / राज्य *

Select / चुनें

District / जिला *

Pin Code / पिन कोड *

☐ Permanent address is same as correspondence address स्थायी पता पत्राचार पते के समान है

PERMANENT ADDRESS
स्थायी पता

Address / पता

Applicants should first enter the Correspondence Address.

If the Permanent Address is the same, simply select the checkbox:

"Permanent Address same as Correspondence Address."

The system will automatically copy the Correspondence Address into the Permanent Address section.

If the Permanent Address is different, applicants should leave the checkbox unchecked and enter the Permanent Address separately.

Note

Applicants should ensure that the address entered is complete and accurate, as it may be used for future communication by the University.

5.5 Declaration

Before saving the application, applicants are required to read the declaration carefully.

By accepting the declaration, the applicant confirms that:

- All information entered is true and correct.
- The applicant understands that incorrect information may affect the admission process.
- The applicant agrees to comply with the University's admission rules.

Figure 5-4 – Declaration

3 Declaration
घोषणा

I solemnly declare that all the information furnished above is true to the best of my knowledge and belief. If any information is found incorrect, my candidature may be cancelled. The college reserves the right to verify all documents and reject applications that do not meet eligibility criteria. Submission of this form does not guarantee admission.

☐

I accept the above declaration and confirm that all information provided is correct.

मैं उपरोक्त घोषणा स्वीकार करता/करती हूँ और पुष्टि करता/करती हूँ कि दी गई सभी जानकारी सही है।

Important

Applicants should carefully review all information entered in the application before accepting the declaration.

Once satisfied that the information is correct, proceed to the next section to save the application.

6. Saving the Application

After completing all mandatory fields in the application form and accepting the declaration, applicants can save their application for future completion.

The **Save and Pay Later** feature allows applicants to securely save the information entered without proceeding to the admission fee payment stage.

6.1 Save and Pay Later

After reviewing all the information entered in the application form, click the **Save and Pay Later** button available at the bottom of the page.

The system will verify that all mandatory information has been entered.

If all mandatory fields have been completed successfully, the application will be saved.

Figure 6-1 – Save and Pay Later

The screenshot displays the 'Application Form' page of Kashi Naresinh University. The header includes the university's name in Hindi and English, its logo, and contact information. The main content area lists five instructions for applicants. At the bottom right, there are two buttons: 'Reset Form / फॉर्म रीसेट करें' and 'Submit Form and Pay Later / फॉर्म सबमिट करें और फीट में भुगतान करें'. The footer contains a 'CONTACT US' link and 'QUICK LINKS'.

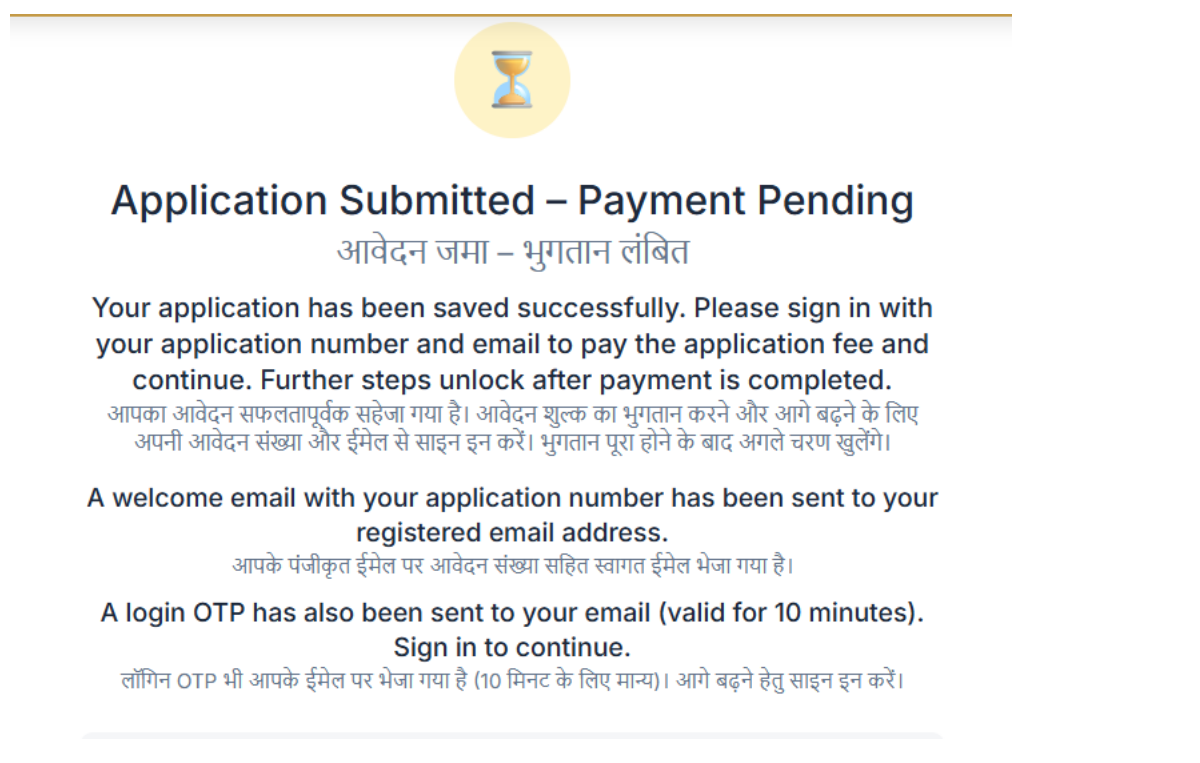
6.2 Application Saved Successfully

Once the application has been saved successfully, the system will display the following confirmation message:

Application saved successfully.

This confirms that the applicant's information has been securely stored in the Online Admission Portal.

Figure 6-2 – Application Saved Successfully



6.3 Automatic Logout

After the confirmation message is displayed, the applicant will be logged out of the Online Admission Portal.

The system will then redirect the applicant to the Home Page.

This ensures that the application remains secure and can only be accessed using the applicant's registered credentials.

6.4 Application Number

After successfully saving the application, the system automatically generates a unique **Application Number**.

The Application Number serves as the unique reference number for the application and will be required to access the application in the future.

Important

The Application Number should be preserved carefully.

Applicants will require this Application Number to:

- Access the saved application.

- Verify their application.
 - Continue the admission process.
 - Complete future admission stages.
-

6.5 SMS and Email Notification

After the application has been saved successfully, the system sends an acknowledgement to the applicant through:

- Registered Mobile Number (SMS)
- Registered Email Address

These communications contain the Application Number generated for the application.

Applicants should verify that the SMS and email have been received successfully.

Note

The acknowledgement SMS and email are sent for the applicant's reference.

Applicants are advised to retain the Application Number safely throughout the admission process.

Tip

It is recommended that applicants note the Application Number separately immediately after receiving the SMS or email. This will help in accessing the application at a later stage.

7. Returning Applicant Login

Applicants who have already created an application may continue the admission process by logging in as a **Returning Applicant**.

This option allows applicants to access their previously saved application using their Application Number and One-Time Password (OTP).

7.1 Opening the Returning Applicant Login

From the Home Page, click the **Returning Applicant** button.

The Returning Applicant Login page will be displayed.

7.2 Entering Login Details

The Returning Applicant Login page requires the following information.

Field	Description
Application Number	Enter the Application Number received after saving the application.
Registered Email Address	Enter the same email address used while creating the application.

After entering the above information, click **Generate OTP**.

Figure 7-2 – Login Details

The figure shows a login interface with two main sections: 'New Applicant' and 'Returning Applicant'.

New Applicant: This section includes a document icon, the title 'New Applicant', and instructions: 'Start a fresh online application for UG / Certificate / Diploma programmes. No login required to begin Part 1.' At the bottom, there is a large orange button labeled 'Go to Application Form →' and the text 'Part 1 of the admission process'.

Returning Applicant: This section includes a right-pointing arrow icon, the title 'Returning Applicant', and instructions: 'Sign in with your application number and email. An OTP will be generated for verification.' Below this is a Hindi instruction: 'अपनी आवेदन संख्या और ईमेल से साइन इन करें। सत्यापन हेतु OTP भेजा जाएगा।' There are two input fields: 'Application Number / आवेदन संख्या' with the example 'e.g. 26001234' and 'Email Address' with the example 'you@example.com'. A large orange button labeled 'Get OTP' is highlighted with a red rectangle. Below the button is a black rectangular area.

7.3 OTP Generation

Once the **Generate OTP** button is clicked, the system validates the Application Number and Registered Email Address.

If the information entered is correct, a One-Time Password (OTP) is generated and sent to:

- Registered Mobile Number
- Registered Email Address

Important

The OTP will be sent only to the contact details registered with the application.

Applicants should ensure that they have access to both their registered mobile number and email address before attempting to log in.

7.4 OTP Verification

After receiving the OTP, enter it in the OTP field provided on the login page.

Click **Verify OTP** to continue.

If the OTP is verified successfully, the applicant will be logged in to the Online Admission Portal.

7.5 Successful Login

Upon successful verification of the OTP, the applicant is redirected to the application dashboard.

From the dashboard, the applicant will be able to continue the admission process as additional modules become available.

Note

During **Phase 1**, applicants will only be able to access the modules that have been made available by the University. Additional admission modules such as Fee Payment, Academic Details, and Course Selection will be introduced in subsequent phases.

8. Next Steps in the Admission Process

The current version of the Online Admission Portal allows applicants to create and save their application.

After successfully logging in as a **Returning Applicant**, additional modules will be made available by the University in subsequent phases of the admission process.

The remaining admission process will generally consist of the following steps:

1. Payment of the Application Fee.
2. Entry of Academic Details (Class 10 and Intermediate).
3. Selection of the desired course based on eligibility.
4. Relevant documents upload.
5. Completion of the remaining admission formalities as notified by the University.

Applicants are advised to regularly visit the University website for updates regarding the availability of these modules.

Important

Each application is valid for **one course only**.

Applicants wishing to apply for more than one course must create a **separate application** for each course. The same registered mobile number and email address may be used for multiple applications; however, each application will be assigned a separate **Application Number**.

9. Frequently Asked Questions (FAQ)

Q1. Who should use the New Applicant option?

Students creating an application for the first time should select **New Applicant**.

Q2. Who should use the Returning Applicant option?

Applicants who have already created and saved an application should select **Returning Applicant**.

Q3. Can I save my application without paying the application fee?

Yes. In the current phase, applicants can save their application using the **Save and Pay Later** option.

Q4. How will I receive my Application Number?

The Application Number will be sent to the registered mobile number through SMS and to the registered email address after the application has been saved successfully.

Q5. What information is required to log in again?

Applicants must enter their **Application Number** and **Registered Email Address**. An OTP will then be sent to the registered mobile number and email address for verification.

Q6. Can I use the same mobile number and email address for multiple applications?

Yes. However, a separate application must be created for each course. Each application will have its own unique Application Number.

Q7. Whom should I contact if I need assistance?

Applicants may contact the University Admission Helpdesk using the contact details provided below.

10. Helpdesk & Application Summary

10.1 Admission Helpdesk

For any assistance related to the Online Admission Portal, applicants may contact the University Admission Helpdesk.

Contact Method Details

Email admission-help@knub.ac.in

Phone +91 84233 39027

0.2 Application Summary

The admission process covered in this version of the Online Admission Portal is summarised below.

Home Page

|



New Applicant

|



Personal Details

|



Address Details

|



Declaration

|



Save and Pay Later

|



Application Saved

|



Application Number sent through SMS & Email

|



Returning Applicant Login

|



OTP Verification

|



Application Ready for Next Phase

Important

Applicants should preserve their **Application Number**, as it will be required to access the application and continue the admission process in future phases.

10.3 Conclusion

Congratulations! You have successfully completed the first phase of the online admission process.

The University will notify applicants when the remaining admission modules are made available. Applicants are advised to keep their Application Number safe and regularly check the University website for further updates.

Admission Helpdesk

 **Email:** admission-help@knub.ac.in

 **Phone:** +91 84233 39027