



St. Anthony's College Shillong

ADMISSION 2024-25

User Manual to fill the
Applications for Admission 2024



Please READ instructions Carefully

Candidates applying for the FIRST time, please register with valid Email ID and Contact No.

Important Steps to follow for Filling the Application:

1. Register using valid Email ID and Mobile No.
2. Upon successful Registration, you will receive a username and password in your Registered Email.
3. Candidates already registered may login and goto step 7
4. Log in to the portal and provide your Personal Details, Marks of Class X and XII, Aggregate percentage and other information in the Personal Details tab
5. Upload Scanned copies of your documents (as per specified file size and format; **Passport Photo: 100 Kb, Others : 2 Mb Max**) in the Upload tab
6. Candidates are required to enter their CUET UG 2024 score once it is available.
7. In **My Application Tab Click on New Application**, then fill in the Application details by selecting a Major course of study and provide your order of preferences for the Minor course, Multi-Disciplinary course (MDC), Ability Enhancement Course (AEC), Skill Enhancement Course (SEC) and Value-added course (VAC). Then Submit your application.
8. An Application ID will be generated against the Major course applied for (this ID will be required for all future communications regarding admission)
9. An Application fees of Rs. 400/- (Rupees Four Hundred Only) will be charged, which need to be paid ONLINE (through Debit/Credit cards or UPI).
10. Candidates can apply for more than one Major course by following the same process (Step 7 onwards) for an additional payment of Rs. 100/- (Rupees Four Hundred Only) for every subsequent Major course applied for with a single login id

Note

- Students provisionally selected for admission to the programme (Major course) of their choice will be intimated by the college only at their registered email and contact number. Provisional admission fee of Rs. 5000/- should be paid at the college counter.
- **Final Admission will be granted after uploading the CUET UG 2024 Score Card and fulfillment of the admission criteria.**
- Granting admission to the applied courses and corresponding preferences will be decided by the Admission Committee, whose decision will be regarded FINAL.
- **Registration to the portal does not guarantee admission**

Registration to SAC Admission Portal

First Name Middle Name Last Name

Enter First Name Enter Middle Name Enter Last Name

Date of Birth

Enter Date of Birth

Email Mobile No. (10 Digits)

Enter Email Id Enter Mobile Number

Register

[Already Registered Click here](#)

Candidates ALREADY registered, please click here.



WELCOME TO ADMISSION 2024 PORTAL

PROVISIONAL ADMISSION

Provisional admission will be granted subject to fulfillment of conditions as prescribed by the North Eastern Hill University.

Steps

1. Register using valid **Email ID** and Mobile No.
2. Upon successful Registration, you will receive a username and password in your Registered Email.
3. Log in to the portal and provide your Personal Details like Marks of Class X and XII, Category details, aggregate percentage and others.
4. Upload Scanned copies of your documents (as per specified file size and format; **Passport Photo: 100 Kb, Others : 2 Mb Max**)
5. Candidates are required to enter their CUET UG 2024 score once it is available.
6. **Final Admission will be granted after uploading the CUET UG 2024 Score Card and fulfillment of the admission criteria.**

After registration, please login to the portal for **applying** to Courses

Login to SAC Admission Portal

Email

Enter Email Id used during Registration

Password

For Password, check your email's inbox

Login

Not registered yet? [Register here](#)



- My Applications
- Personal Details
- Marks X & XII
- Documents
- Logout

Personal Details

Enter your **Personal Details**

Personal Information

First Name

Middle Name

Last Name *

Passport Photo

Email ID:

Date of Birth

Mobile No.

Your PHOTO will appear here after you UPLOAD it in the upload section

Gender

Religion

Caste

Community / Tribe

CUET Roll No.

Physically Challenged

Applying Under Sport Quota?

Save Details

These **TABS** are provided for the ease of navigating between different information required for Admission.

These are **locked** data taken from your registration details



Enter your **Class X and XII marks** below as obtained in Marksheets.

My Applications

Personal Details

Marks X & XII

Documents

Logout

Marks of X and XII

Class X and Class XII Details

10th Details

Class X Percentage

Class X Year of Passing

Class X Board

In case you **do not** have the Marks, you may **UPDATE** it later

Class XII Marks (if marks not available; update immediately after result)

Subject 1

Subject 1 Marks

Subject 4

Subject 4 Marks

Subject 2

Subject 2 Marks

Subject 5

Subject 5 Marks

Subject 3

Subject 3 Marks

Subject 6

Subject 6 Marks

Class XII Percentage

Class XII Year of Passing

Class XII Board

CUET Details

CUET Score

Enter CUET (UG) 2024 **General Score** here

Click here, once you have entered all the names of Subjects and the marks, % obtained.

Update Marks

CL-XII Marks
Select name of Subject and input corresponding marks obtained for each of *Subject 1*, *Subject 2* ... *Subject 6*



My Applications

Personal Details

Marks X & XII

Documents

Logout

Documents

My Documents

Attach your documents here, then click **UPLOAD to save (*check the file size and format before uploading*)**

[Goto My Applications](#)

Class X Board Marksheet *

Uploaded

Choose File

No file chosen

UPLOAD

VIEW

Class XII Board Marksheet *

Uploaded

Choose File

No file chosen

UPLOAD

VIEW

CUET Scoresheet *

Not yet Uploaded

Choose File

No file chosen

UPLOAD



My Applications

Personal Details

Marks X & XII

Documents

Logout

Applications

New Application

Selecting of Courses
can be done from the
tab **My Application**

To **begin** Course
Selection, Click here



New Application is a fresh **FORM** for Course Selection

- My Applications
- Personal Details
- Marks X & XII
- Documents
- Logout

During COURSE Selection –

Be **WISE** to select the courses – **MAJOR** (*Major courses are available as per SHIFT selected*)

THREE preferences each are provided for Minor course, MDC, AEC and SEC. Provide your preferences in order.

Granting of preferred Minor, MDC, AEC or SEC will depend on the availability of seats and decision of Admission Committee

Applications

[My Applications](#)

Applying For: Under Graduate

Application Details

Please select the courses wisely

Shift	CUET Subject Name (only after CUET Results)	CUET Subject Percentile/Marks (only after CUET Results)
--Select Shift--	--Select Subject--	Marks
Major Course	Value Added Courses (VAC)	
	--Select VAC--	
Minor Course Preference		
Preference 1	Preference 2	Preference 3
Multidisciplinary Course (MDC) Preference		
Preference 1	Preference 2	Preference 3
--Select MDC--		
Ability Enhancement Courses (AEC) Preference		
Preference 1	Preference 2	Preference 3
--Select AEC--		
Skill Enhancement Courses (SEC) Preference		
Preference 1	Preference 2	Preference 3
--Select SEC--		

[Submit Application](#)

Submit your Application after selecting all the Courses

Submission of Application will initiate the **PAYMENT GATEWAY** for application fees

Here **Fill in** necessary Details and **pay** the application fees.

The screenshot shows the CC-Avenue payment gateway interface. At the top left is the CC-Avenue logo. A language dropdown menu is set to 'English'. The page is divided into two main sections: 'Billing Information' and 'Payment Information'. The 'Billing Information' section contains several input fields for name, address, and contact details, along with a 'Notes (Optional)' field. The 'Payment Information' section includes a 'Credit Card' section with a 'We Accept' dropdown, and a 'Debit Cards' section with a right-pointing arrow. Below these are fields for 'Card Number', 'Expiry Date' (with month and year dropdowns), 'CVV' (with a 'CVV' icon), and 'Card Holder Name'. At the bottom of the 'Payment Information' section, there is a 'Total Amount Payable' label and two buttons: 'Make Payment' (highlighted with a red box) and 'Cancel'. At the bottom of the page, there are logos for 'Powered by CC-Avenue', 'Norton SECURED', and 'PCI DSS'.

Make payment using Credit/Debit cards or UPI

After **SUBMITTING** your application, and paying application **FEES** -
An *application card* with application ID (13 digit number) is generated

My Applications

Personal Details

Marks X & XII

Documents

Logout

New Application

Application ID:
2024-620358410

COM-100 :
Accounting For
Business

Shift: Morning
Applied On: 08-05-2024

Major:

COM-100 : Accounting For Business

Minor:

BIT-100 : Cell Biology & Genetics (Pef 1),
BBA-100 : Essentials of Management (Pef 2),
MTH-100 : Fundamental Mathematics-I (Pef 3)

Multidisciplinary Course (MDC):

MDC-110 : Commercial Arithmetic & Elementary Statistics (Pef 1),
MDC-111 : Culture And Society (Pef 2),
MDC-112 : Fundamentals Of Computer Systems (Pef 3)

Skill Enhancement Courses (SEC):

SEC-130 : Cyber Security (Pef 1),
SEC-131 : Motivation (Pef 2),
SEC-132 : Personality Development (Pef 3)

Ability Enhancement Courses (AEC):

AEC-120 : Alternative English (Pef 1),
AEC-123 : Mil-I: Garo (Pef 2),
AEC-127 : Mil-I: Hindi (Pef 3)

Value Added Courses (VAC):

VAC-140 : Environment Studies

Application Status:

Processing

Application Payment Status:

Complete

Application Card consists of –

- An application No.
- Name of MAJOR course selected
- SHIFT selected
- All the preferences of courses selected.

Application Status

Processing means – the application is under screening and if selected for Admission, the application ID will be displayed in the website and an Email / SMS will be sent to registered mail ID / Contact no.

My Applications

Personal Details

Marks X & XII

Documents

Logout

Applications

Application ID:
2024-620358410COM-100 :
Accounting For
BusinessShift: Morning
Applied On: 08-05-2024

Major:

COM-100 : Accounting For Business

Minor:

BIT-100 : Cell Biology & Genetics (Pef 1),
BBA-100 : Essentials of Management (Pef 2),
MTH-100 : Fundamental Mathematics-I (Pef 3)

Multidisciplinary Course (MDC):

MDC-110 : Commercial Arithmetic & Elementary Statistics (Pef 1),
MDC-111 : Culture And Society (Pef 2),
MDC-112 : Fundamentals Of Computer Systems (Pef 3)

Skill Enhancement Courses (SEC):

SEC-130 : Cyber Security (Pef 1),
SEC-131 : Motivation (Pef 2),
SEC-132 : Personality Development (Pef 3)

Ability Enhancement Courses (AEC):

AEC-120 : Alternative English (Pef 1),
AEC-123 : Mil-I: Garo (Pef 2),
AEC-127 : Mil-I: Hindi (Pef 3)

Value Added Courses (VAC):

VAC-140 : Environment Studies

New Application

Application Status:

Processing

Application Payment Status:

Complete

Submitting another application

For selecting new Major course, again Click **NEW APPLICATION** (new form is generated) and follow the courses selection process. Every new application will incur an additional cost of Rs. 100/-.

Application Card
consists of –

- An application No.
- Name of MAJOR course selected
- SHIFT selected
- All the preferences of courses selected.

My Applications

Personal Details

Marks X & XII

Documents

Logout

Applications

New Application

Application ID:
2024-620358410

COM-100 :
Accounting For
Business

Shift: Morning
Applied On: 08-05-2024

Major:

COM-100 : Accounting For Business

Minor:

BIT-100 : Cell Biology & Genetics (Pef 1),
BBA-100 : Essentials of Management (Pef 2),
MTH-100 : Fundamental Mathematics-I (Pef 3)

Multidisciplinary Course (MDC):

MDC-110 : Commercial Arithmetic & Elementary Statistics (Pef 1),
MDC-111 : Culture And Society (Pef 2),
MDC-112 : Fundamentals Of Computer Systems (Pef 3)

Skill Enhancement Courses (SEC):

SEC-130 : Cyber Security (Pef 1),
SEC-131 : Motivation (Pef 2),
SEC-132 : Personality Development (Pef 3)

Ability Enhancement Courses (AEC):

AEC-120 : Alternative English (Pef 1),
AEC-123 : Mil-I: Garo (Pef 2),
AEC-127 : Mil-I: Hindi (Pef 3)

Value Added Courses (VAC):

VAC-140 : Environment Studies

Application Status:

Processing

Application Payment Status:

Complete

Application ID:
2024-7974628497

HIS-100 : History Of
India: Earliest
Times To The Post
Vedic

Shift: Morning
Applied On: 08-05-2024

Major:

HIS-100 : History Of India: Earliest Times To The Post Vedic

Minor:

BIT-100 : Cell Biology & Genetics (Pef 1),
COM-100 : Accounting For Business (Pef 2),
BBA-100 : Essentials of Management (Pef 3)

Multidisciplinary Course (MDC):

MDC-110 : Commercial Arithmetic & Elementary Statistics (Pef 1),
MDC-111 : Culture And Society (Pef 2),
MDC-112 : Fundamentals Of Computer Systems (Pef 3)

Skill Enhancement Courses (SEC):

SEC-133 : Public Speaking (Pef 1),
SEC-131 : Motivation (Pef 2),
SEC-130 : Cyber Security (Pef 3)

Ability Enhancement Courses (AEC):

AEC-120 : Alternative English (Pef 1),
AEC-123 : Mil-I: Garo (Pef 2),
AEC-127 : Mil-I: Hindi (Pef 3)

Value Added Courses (VAC):

VAC-140 : Environment Studies

Application Status:

Processing

Application Payment Status:

Complete

Application Card with multiple MAJOR course selection has -

- An application No.
- Name of MAJOR course selected
- SHIFT selected
- All the preferences of courses selected.



St. Anthony's College Shillong

ADMISSION 2024-25

For any queries

Portal Related, please mail to erp@anthonys.ac.in

Payment Related, please mail to payment@anthonys.ac.in