

ONLINE ADMISSION PROCESS - A User Guide.

A. LOGIN FIRST

Step-1: Enter Applicant ID (** Not Application No.)

Step-2: Enter password

Step-3: Click Button- **Login**

WELCOME TO ONLINE ADMISSION PROCESS
(For Under Graduate Courses)

Instructions | **Procedure** | **Courses & Intake** | **Eligibility** | **Important Links**

PROCEDURE: STEPS TO FOLLOW FOR ON-LINE SUBMISSION OF APPLICATION FORM

STEPS TO FOLLOW BEFORE DEPOSITION OF APPLICATION FEES INTO THE BANK

- Fill up the **On-Line Application Form** sequentially and carefully.
- After putting in all the information in On-Line Application form, click the **verification check-box** and then click the **Submit Button**.
- Record unique **Application No.** which has already been generated automatically on the top left hand corner of the On-Line Application Form for future reference.

Technical Help
8420665053 (Only For Technical Help From 9 A.M to 7 P.M)

Login
(If Have Any Applicant Id)

Applicant Id
Password

[Forgot Password](#) **Login**

New Applicant
(If Not Have Any Applicant Id)

Set Password
Confirm Password

Continue

Proceed for Admission after Login:

Step-4: Click on the menu- **Admission**

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IMPORTANT INSTRUCTIONS AND INFORMATION

- Read carefully all the admission related information provided in the admission web-portal.
- Read carefully all the available courses and elective subject combinations for Honours and General courses for the session 2017-2018.
- A candidate can apply for maximum of **ONE** courses in a single application form.

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Application Procedure

- Application Procedure
- Go To Home
- Apply Online
- View Application
- Show Status
- Full Merit List
- Final Merit List
- Admission**
- Admission Option
- Vacancy Status
- Log Out

Admission Notice 2017

Step-5: Enter Application No & Date of Birth. Click Button- **SUBMIT**

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Admission

Application No Date of Birth

SUBMIT

Application Procedure

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Step-6: It will show the Course & Quota in which candidate is selected for admission.

Step-7: Click on the **Course** in which course candidate like to get admitted.

Admission

Application No Date of Birth

SUBMIT

APPLICATION NO : XXXXX

Select Course

Course Name	Quota	Verified
BENGALI HONOURS	GENERAL	No
BENGALI HONOURS	SC	No

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- ▶ Final Merit List
- ▶ Admission

Step-8: Candidate may change the pass combination subject (where applicable) as per vacancy

Step-9: Click Button- **CONFIRM**

Marks obtained in H.S. or equivalent (10+2) Exams :

BENGALI :

ENGLISH :

CHEMISTRY :

MATHEMATICS :

STATISTICS :

PHYSICS :

Best Total :

Best Percentage :

Application No. - XXXXX

Selected Course : Vacant Seat

Discipline 1: Vacant Seat

Discipline 2: Vacant Seat

Discipline 3: Vacant Seat

• AECC1 :

CONFIRM

You Must Print Out Final Acknowledgement after Confirm for scrutiny at College

Step-10: Upload the following documents.

1. Admit Card for Madhyamik or Xth Level / Otherwise any document carrying Date of Birth Proof
2. H.S / X + 2 level Marks Sheet
3. Caste Certificate (SC/ST/OBC-A & OBC-B/PH) (If Exists)
4. Aadhaar Card

* Only jpg / jpeg image type can upload
* Photo & Signature Size Must be upto 30 kb

Upload Your Photo No file chosen

Upload Your Signature No file chosen

Upload Documents

* Only Pdf type can upload

1. Admit Card for Madhyamik or Xth Level / Otherwise any document carrying Date of Birth Proof	<input type="button" value="Choose File"/> No file chosen
2. H.S / X + 2 level Marks Sheet	<input type="button" value="Choose File"/> No file chosen
3. Caste Certificate (SC/ST/OBC-A & OBC-B/PH)	<input type="button" value="Choose File"/> No file chosen
4. Aadhaar Card	<input type="button" value="Choose File"/> No file chosen

Step-11: Pay the Admission Fee, through the **Option provided**.

Step-12: Go to the menu-

Take a printout of the admission acknowledgement for use during verification.

Step-13: Visit college for verification of document with all the documents mentioned in Acknowledgement