

# 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](#)

New Applicant  
(If Not Have Any Applicant Id)  
Set Password   
Confirm Password

## 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.

Technical Help  
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- 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

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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.

The screenshot shows the 'Admission' portal. At the top, there are input fields for 'Application No.' and 'Date of Birth', followed by a green 'SUBMIT' button. Below this, the 'APPLICATION NO : xxxxx' is displayed, and a 'Select Course' button is present. A table lists available courses and their verification status:

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

To the right, there is a 'Technical Help' box with contact information and a vertical menu of navigation options: Application Procedure, Go To Home, Apply Online, View Application, Show Status, Full Merit List, Final Merit List, and Admission.

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

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

This screenshot displays the subject selection interface. It lists various subjects with their respective marks and dates in input fields: BENGALI (77/80 + 11/20), ENGLISH (77/80 + 11/20), MATHEMATICS (77/80 + 11/20), GEOGRAPHY (70/70 + 11/30), PHILOSOPHY (77/80 + 11/20), HISTORY (77/80 + 11/20), Best Total (352), and Best Percentage (88). Below this, the 'Application No. - xx' is shown. The 'Selected Course' is set to 'BA (GENERAL)'. There are three 'Vacant Seat' indicators: 'xx', 'Available', and 'Available'. The 'Discipline 1' is 'Bengali' and 'Discipline 2' is 'History'. The 'Language' is 'BENGALI (LANGUAGE)'. A green 'CONFIRM' button is located on the right. At the bottom, a red text instruction reads: 'You Must Print Out Final Acknowledgement after Confirm for scrutiny at College'.

Step-10: Pay the Admission Fee, through the **Option provided**.

Step-11: Go to the menu- **Print Acknowledgement**

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

Step-12: Visit college for verification of document with all the documents mentioned in Acknowledgement