

ONLINE APPLICATION PROCESS - A User Guide.

A. FOR FIRST TIME USER

Step-1: Enter a password of your choice (remember it for future use)

Step-2: Confirm the password (re-typing same password as step-1)

Step-3: Click Button- **Continue**

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](#)

B. FOR EXISTING USER (USER HAVING PASSWORD AND APPLICANT ID)

(While applying for more than one application)

Step-1: Enter Applicant ID (provided while used for first time)

Step-2: Enter password

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

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(If Not Have Any Applicant Id)
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Confirm Password
[Continue](#)

Proceed for Filling Up of application form (After step A or B):

Step-4: Click on the menu- **Apply online**

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[Application Procedure](#)

[Go To Home](#)

Step-5: Fill up the online applicant's registration Form.

Registration Details [Go To Home](#)

Application No: [] Application Date: 29-May-2018

Personal Informations

General Details

First Name: Somnath Middle Name: [] Surname: Pal
Sex: MALE Caste: GENERAL Date of Birth: 01/12/2000
Nationality: INDIA Religion: HINDUISM Mother Tongue: BENGALI
Living Type: RURAL Adhar No: [] Virtual Id of Adhar: []
Kanyashree Id (For Female Candidate (if Eligible)): [] Caste Id (For Non General Candidate): []
Physically Challenged: Yes No
Minority: Yes No

Family Details

Father's Name: Biswanath Pal Qualification: [- Select -] Occupation: [- Select -]
Mother's Name: Payal Pal Qualification: [- Select -] Occupation: [- Select -]
Family Income (Monthly): [] BPL Card Holder: Yes No

Local Guardian (If Other , please specify)

Guardian Name: [] Relationship: [- Select -] Occupation: [- Select -]

Step-6: Click on 'Checked & Verified all the values entered are correct and I want to submit it.'

Step-7: Click Button- **Submit**

Extra curricular activity: Others

Checked & Verified, all the values entered are correct and now I want to submit it!
There is no way to correct your form after you submit it.

SUBMIT **Click Submit button**

Step-8: **Note down Applicant ID & Application No. future login**

Step-9: Fill up the details of COURSE OPTED FOR. (Choose the course/subject- seeking admission)

Step-10: Click on 'Checked & Verified all the values entered are correct and I want to submit it.'

Step-11: Click Button- **SUBMIT APPLICATION**

[Go To Home](#) **Applicant Id - 1** [Edit Application Form](#)
Application No - 2

Application Details

Course Applying For: BA PROGRAMME Discipline 1 (Core Course): Bengali Discipline 2 (Core Course): Pol.Sc.
Course Applying For: BENGALI HONOUR
Course Applying For: [- Select -] Discipline 1 (Core Course): [] Discipline 2 (Core Course): [] Discipline 3 (Core Course): []
Course Applying For: [- Select -] Discipline 1 (Core Course): [] Discipline 2 (Core Course): [] Discipline 3 (Core Course): []
Ability Enhancement Compulsory Course (AECC1): BENGALI LANGUAGE

Checked & Verified, all the values entered are correct and now I want to submit it.

Step-11: Pay the Application Money, through the **Option provided.**

Step-12: Go to the menu- **Print Acknowledgement**

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

APPLICATION PROCESS IS COMPLETE.