

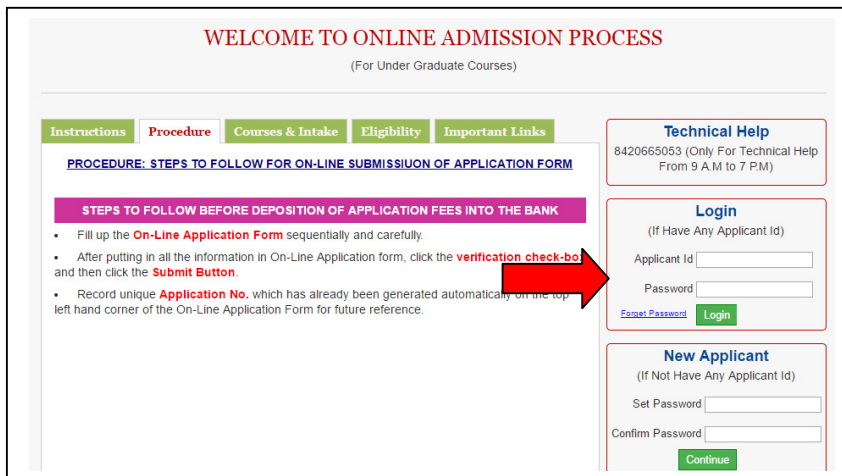
ONLINE ADMISSION PROCESS - A User Guide.

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.

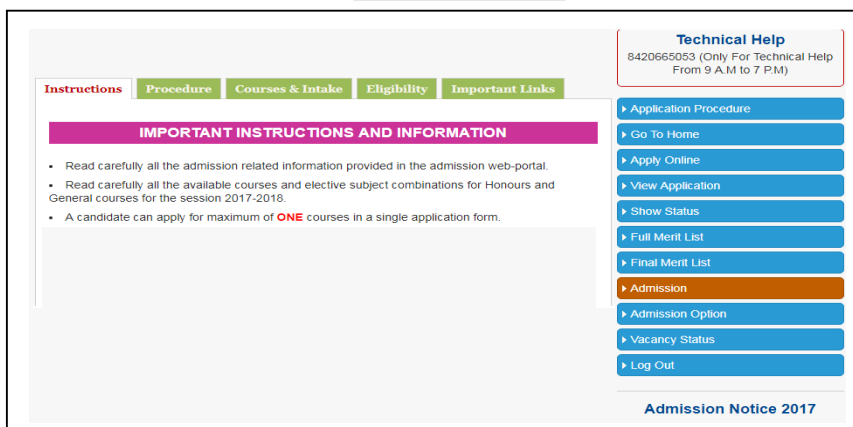
Technical Help
8420665053 (Only For Technical Help
From 9 A.M to 7 P.M)

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**



Instructions Procedure Courses & Intake Eligibility Important Links

IMPORTANT INSTRUCTIONS AND INFORMATION

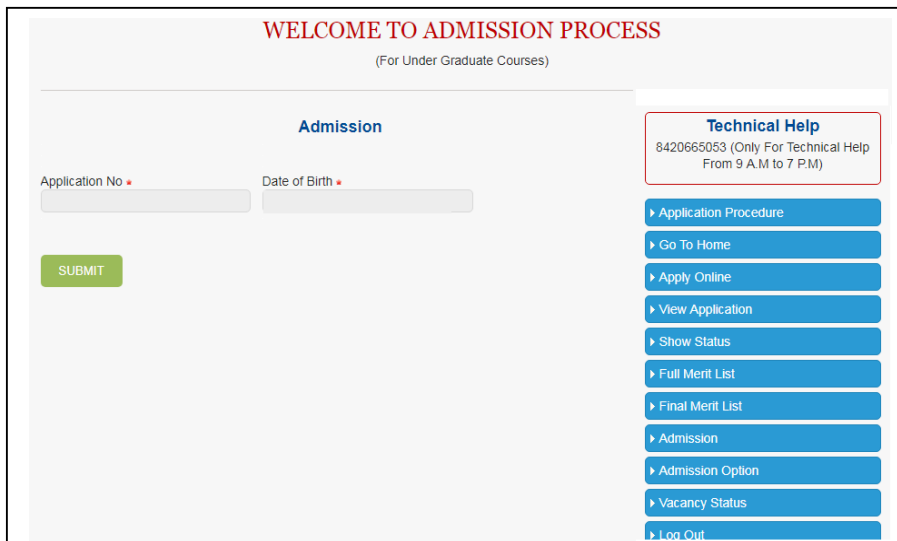
- Read carefully all the admission related information provided in the admission web-portal.
- Read carefully all the available courses and elective subject combinations for Honours and General courses for the session 2017-2018.
- A candidate can apply for maximum of **ONE** courses in a single application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



WELCOME TO ADMISSION PROCESS
(For Under Graduate Courses)

Admission

Application No Date of Birth

[SUBMIT](#)

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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 of the table is a 'Technical Help' box with the contact number 8420665053 and a list of navigation buttons: 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 as per vacancy

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

The screenshot displays the subject selection interface. It lists various subjects with their respective marks and dates: BENGALI (63/80 + 19/20), ENGLISH (56/80 + 18/20), COMPUTER APPLICATION (56/70 + 28/30), GEOGRAPHY (54/70 + 28/30), PHILOSOPHY (67/80 + 20/20), and POLITICAL SCIENCE (60/80 + 20/20). It also shows 'Best Total : 335' and 'Best Percentage : 83.75'. Below this, the 'Application No. - xxxxx' is shown. The 'Selected Course' is set to 'BENGALI HONOURS'. Three subjects are selected: Bengali (Vacant Seat: xx), Pol.Sc. (Vacant Seat: xxx), and Philosophy (Vacant Seat: xxx). Language 1 is 'ENGLISH COMP.' and Language 2 is 'BENGALI (LANGAGE)'. A green 'CONFIRM' button is located on the right side.

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