

# 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**

## Proceed for Admission after Login:

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

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

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

APPLICATION NO : XXXXX  
Select Course

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

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

- Application Procedure
- Go To Home
- Apply Online
- View Application
- Show Status
- Full Merit List
- Final Merit List
- Admission

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

Step-9: Click Button-

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 :

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

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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