

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.

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 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 (where applicable) as per vacancy

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

This screenshot displays the subject selection and confirmation stage. It lists marks obtained in H.S. or equivalent (10+2) Exams for various subjects: BENGALI (64/80 + 17/20), ENGLISH (63/80 + 18/20), CHEMISTRY (37/70 + 28/30), MATHEMATICS (33/80 + 20/20), STATISTICS (39/100), PHYSICS (21/70 + 29/30), Best Total (280), and Best Percentage (70). Below this, the 'Application No. - XXXX' is shown. The subject selection section includes dropdown menus for 'Selected Course' (BSC PROGRAMME), 'Discipline 1' (Physics), 'Discipline 2' (Chemistry), 'Discipline 3' (Mathematics), and 'AECC1' (COMMUNICATIVE ENG). Next to each discipline is a 'Vacant Seat' input field. A green 'CONFIRM' button is located on the right. At the bottom, a message states: '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.