

# 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](#)

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

## 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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Applicant Id   
Password   
[Forgot Password](#)

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

## 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  
**Apply Online**  
Contact Us

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

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

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

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

For **PROGRAMME COURSE** select **2 CORE** subject and **1 ELECTIVE** subject

For **HONOURS COURSE** select **Honours Subject** and **2 ELECTIVE** subjects

Go To Home

Applicant Id - 0

Application No - 0

Edit Application Form

Application Details

Course Applying For: BENGALI HONOUF

Elective 1: - Select -

Elective 2: - Select -

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 APPLICATION Click here

Step-12: Upload your photo and signature.

Step-13: Click Button- **Upload Image**

\* Only jpg / jpeg / png / jif image type can upload

\* Photo & Signature Size Must be upto 50 kb

Upload Your Photo

Choose File No file chosen

Upload Your Signature

Choose File No file chosen

Upload Image

Step-14: After click **Upload Image** Payment Option will come.

Step-15: Click **Razorpay Gateway** for Online Payment. Gateway Service Charge will be added with Application Fee as below.

\* For Debit Card 0.40% (for amount upto Rs.2000) and 0.85% (for above Rs.2000) + GST

\* For Credit Card 0.85% + GST

\* For Net Banking Rs.11 (for AXIS & ICICI) : Rs.17(for HDFC & SBI) : Rs.7(for Others Bank) + GST

\* For UPI Rs.2 + GST

\* For Wallet 1.65% + GST

**Payment Option**

**Course Applied For :**  
1.BENGALI HONOURS

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Applicant Id : \_\_\_\_\_ Application Date : \_\_\_\_\_

Application No : \_\_\_\_\_

Applicant Name : \_\_\_\_\_


**Application Fee - 200/- (two hundred only)**

**Payment By Following Option**



↑

Click here



*Pay With Razorpay*

**\* Transaction Charge will be added extra.**

- \* For Debit Card 0.40%(for amount upto Rs.2000) and 0.85%(for above Rs.2000) + GST
- \* For Credit Card 0.85% + GST
- \* For NetBanking Rs.11(for AXIS & ICICI) : Rs.17(for HDFC & SBI) : Rs.7(for Others Bank) + GST
- \* For UPI Rs.2 + GST
- \* For Wallet 1.65% + GST

Step-15: Click Button- Confirm

Please check and Confirm your details

STUDENT NAME	XXXXXXXX
COURSE NAME	XXXXXXXX
PHONE NUMBER	XXXXXXXX
FEEES	RS. 200/- (TWO HUNDRED ONLY)

**Privacy Policy**

This Privacy Policy briefly provides the way your information is collected and used by College through Website. By accessing the services provided by this website you affirm to the collection and use of your personal information by college in the way it has been presented in this Privacy Policy. You are advised to read the policy carefully. If you have any query or doubt regarding this declaration, you should contact with Authority.

We collect the information about student while applying for admission in Under Graduate courses through our website only for creating merit list, admission confirmation and to store student data for future use for academic purpose only.

**Disclaimer**

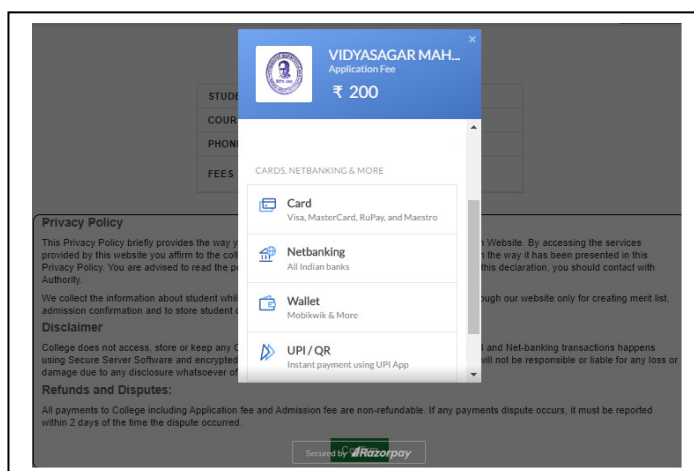
College does not access, store or keep any Credit/Debit card / Net-banking data. All Credit/Debit card and Net-banking transactions happens using Secure Server Software and encrypted through third party gateways. Accordingly, the College will not be responsible or liable for any loss or damage due to any disclosure whatsoever of Personal Information.

**Refunds and Disputes:**

All payments to College including Application fee and Admission fee are non-refundable. If any payments dispute occurs, it must be reported within 2 days of the time the dispute occurred.

Confirm

Step-15: After clicking confirm Button then select payment option and select any option to make payment.



Step-16: After successful payment a MONEY RECEIPT will come. **PRINT** this receipt as a proof of payment.

Step-17: Go to the menu- ➤ Print Acknowledgement

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

**APPLICATION PROCESS IS COMPLETE.**