

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' page. 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' section contains a table with the following data:

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 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 shows the subject selection interface. On the left, there are input fields for various subjects: BENGALI (77/80 + 11/20), ENGLISH (77/80 + 11/20), MATHEMATICS (77/80 + 11/20), GEOGRAPHY (70/70 + 11/30), PHILOSOPHY (77/80 + 11/20), HISTORY (77/80 + 11/20), Best Total (352), and Best Percentage (88). In the center, the 'Application No. - xx' is displayed. Below this, there are dropdown menus for 'Selected Course' (BA (GENERAL)), 'Discipline 1' (Bengali), 'Discipline 2' (History), and 'Language' (BENGALI (LANGUAGE)). To the right, there are 'Vacant Seat' fields showing 'xx', 'Available', and 'Available'. A green 'CONFIRM' button is located at the bottom right. At the bottom of the page, a red text message reads: '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.

Step-12: Visit college for verification of document with all the documents mentioned in Acknowledgement