

## WELCOME TO U.G. ONLINE APPLICATION & ADMISSION PORTAL

### Follow the Steps Below for Application and Admission

আবেদন এবং ভর্তির জন্য নিচের পদক্ষেপ গুলো অনুসরণ করুন

SL. No.	Procedure for fresh application to admission (at a glance)
Steps-01	Go to Home Page of Admission Portal and Follow all <b>instruction, News &amp; Notice</b> before apply.
Steps-02	Keep ready <b>softcopy of all relevant documents</b> as per instruction of institute.
Steps-03	Visit <b>Form Fillup</b> Menu to Register your new application form.
Steps-04	After submitting the application, write down the <b>form number and acknowledgement number</b> or download or check the SMS.
Steps-05	Click on Login bottom to visit applicant dashboard for <b>upload documents &amp; print application form.</b>
Steps-06	Check merit list publication date then see <b>merit list</b> on that particular date. (See important dates or notice option for dates of merit list)
Steps-07	After merit list published then check <b>admission list</b> (See notice for admission date schedule).
Steps-08	Check admission/e-counseling list periodically for call details, <b>get admission within due date</b> after seeing your name in admission list or receiving SMS.
Steps-09	Login to your dashboard and check proper subject combination and <b>pay your admission fees.</b>
Steps-10	After admission fees payment then download <b>Admission payment receipt.</b>
Steps-11	See picture from below image steps for <b>Course or combination change</b> and <b>admission cancel</b>
Steps-12	This admission process will be finally completed only after <b>verification of eligible documents</b> by institute authority. (follow the college website to know the verification date or documents).

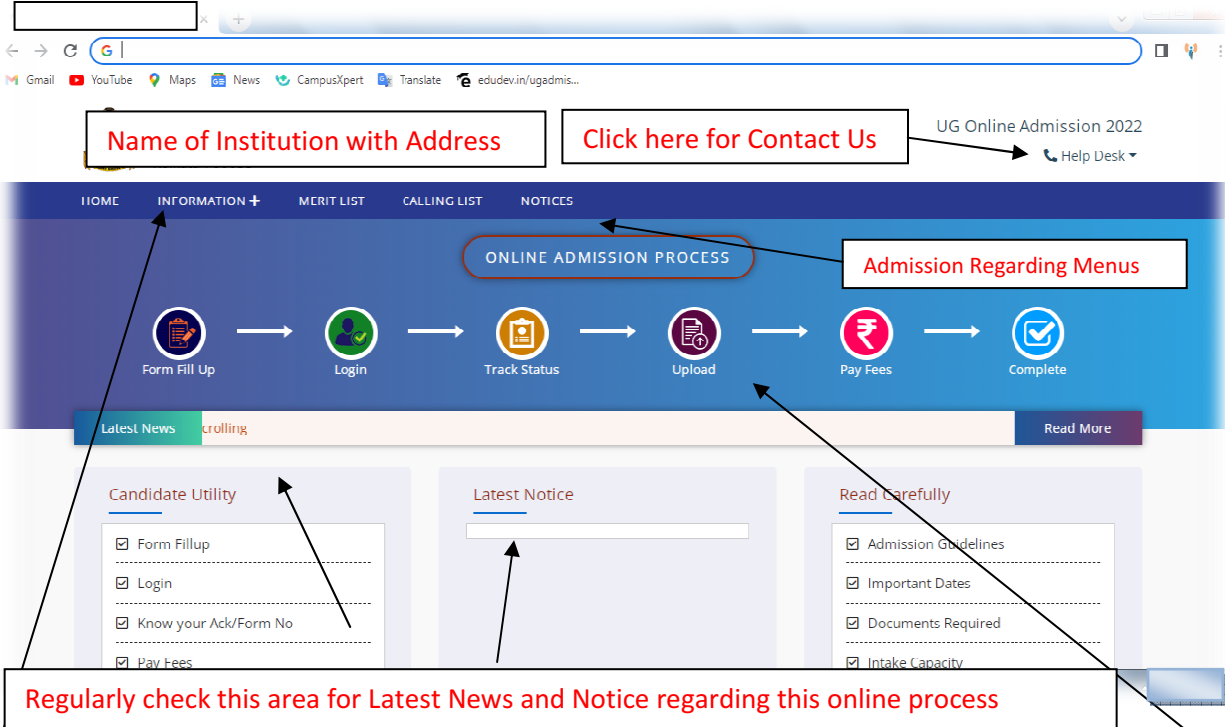
ক্রমিক সংখ্যা	ভর্তির জন্য নতুন আবেদনের পদ্ধতি (এক নজরে)
পদক্ষেপ-০১	ভর্তি পোর্টালের হোম পেজে যান এবং আবেদন করার আগে সমস্ত নির্দেশাবলী, সংবাদ এবং বিজ্ঞপ্তি অনুসরণ করুন।
পদক্ষেপ-০২	ইনস্টিটিউটের নির্দেশ অনুসারে সমস্ত প্রাসঙ্গিক নথির সফটকপি প্রস্তুত রাখুন।
পদক্ষেপ-০৩	আপনার নতুন আবেদনপত্র রেজিস্টার করতে ফর্ম ফিলআপ মেনুতে যান।
পদক্ষেপ-০৪	আবেদন জমা দেওয়ার পরে, ফর্ম নম্বর এবং স্বীকৃতি নম্বর লিখুন বা ডাউনলোড করুন বা এসএমএস চেক করুন।
পদক্ষেপ-০৫	নথি আপলোড করতে এবং আবেদনপত্র মুদ্রণের জন্য আবেদনকারীর ড্যাশবোর্ডে যেতে লগইনএর নীচে ক্লিক করুন।
পদক্ষেপ-০৬	মেধা তালিকা প্রকাশের তারিখ পরীক্ষা করুন তারপর সেই নির্দিষ্ট তারিখে মেধা তালিকা দেখুন। (মেধাতালিকা সময়সূচীর জন্য বিজ্ঞপ্তি দেখুন)।
পদক্ষেপ-০৭	মেধা তালিকা প্রকাশিত হওয়ার পরে ভর্তির তালিকা পরীক্ষা করুন (ভর্তি তারিখের সময়সূচীর জন্য বিজ্ঞপ্তি দেখুন)।
পদক্ষেপ-০৮	ভর্তি/ই-কাউন্সেলিং তালিকাটি পর্যায়ক্রমে কলের বিবরণের জন্য দেখুন, ভর্তির তালিকায় আপনার নাম দেখার পরে বা এসএমএস পাওয়ার পরে নির্ধারিত তারিখের মধ্যে ভর্তি হন।
পদক্ষেপ-০৯	আপনার ড্যাশবোর্ডে লগইন করুন এবং সঠিক বিষয় সমন্বয় পরীক্ষা করুন এবং আপনার ভর্তি ফি প্রদান করুন।
পদক্ষেপ-১০	ভর্তি ফি প্রদানের পর ভর্তির রসিদ ডাউনলোড করুন।
পদক্ষেপ-১১	কোর্স বা সমন্বয় পরিবর্তন এবং ভর্তি বাতিলের জন্য নীচের চিত্র পদক্ষেপগুলি থেকে ছবি দেখুন।
পদক্ষেপ-১২	ইনস্টিটিউট কর্তৃপক্ষ দ্বারা যোগ্য নথি যাচাই করার পরেই এই ভর্তি প্রক্রিয়াটি শেষ পর্যন্ত সম্পন্ন হবে। (যাচাইয়ের তারিখ বা নথিগুলি জানতে কলেজের ওয়েবসাইট অনুসরণ করুন)।

# Details Procedure of Application and Admission with Picture

ছবিসহ সম্পর্গ আবেদন ও ভর্তি পদ্ধতি

## Phase:1 (Application Form Fillup)

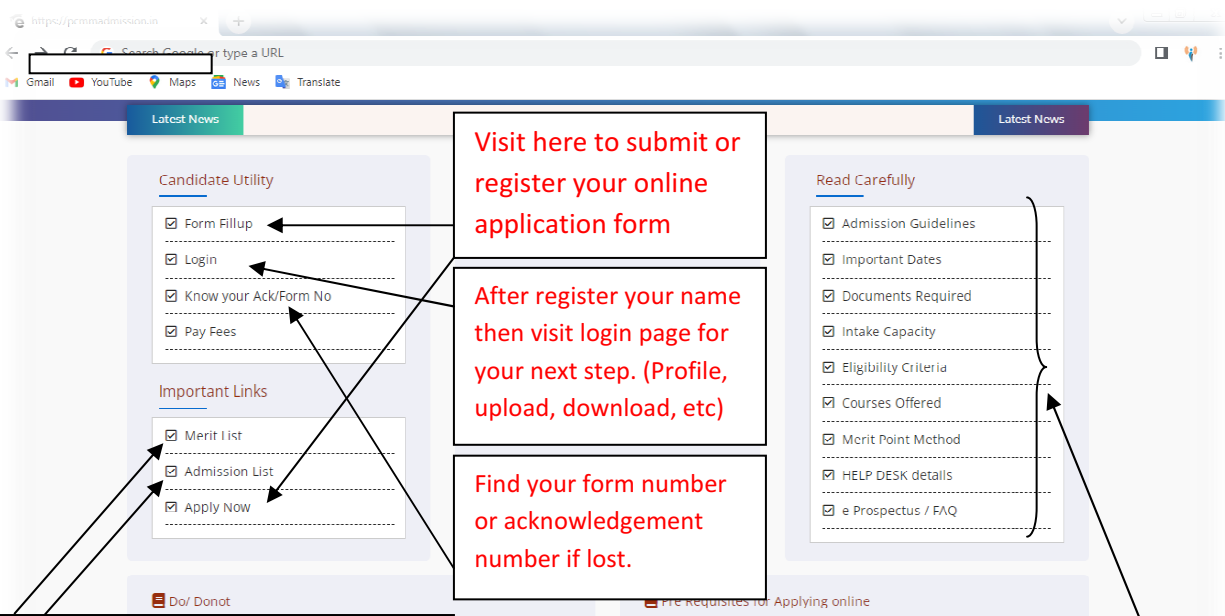
### 1. This is Home Page of Online Application & Admission Portal.



Check the name of the institution for which you are applying.

Follow Steps of full process

### 2. Home Page for Application, Admission, Candidate Login, List, Status, Instruction



Check your merit list for merit point or admission list for take admission

Verify all parts of this area before application form submit

### 3. Home Page for very important instruction

The screenshot shows a website home page with several key sections. At the top, there are navigation links for 'Admission Card' and 'Apply Now'. Below this, there are two main instructional boxes. The first box, titled 'Do/Donot', lists several rules for users, such as not using mobile or slow internet for payments and keeping documents safe. The second box, titled 'Pre Requisites for Applying online', lists requirements like a valid email ID, mobile number, and scanned documents in JPEG format. At the bottom of the page, there is a navigation bar with links for 'Home', 'Services & Pricing', 'Terms & Condition', 'Privacy Policy', 'Refund / Cancellation Policy', and 'Contact Us'. Two callout boxes with red text point to the 'Do/Donot' and 'Pre Requisites' sections.

**What to do and what not to do**

**Precaution before submit your application**

### 4. Home Page for new application apply

The screenshot shows a website home page for new applications. At the top, there is a blue banner with the text 'ONLINE ADMISSION PROCESS' and a flow diagram with six steps: 'Form Fill Up', 'Login', 'Track Status', 'Upload', 'Pay Fees', and 'Complete'. Below the banner, there are three main sections: 'Candidate Utility' with links for 'Form Fillup', 'Login', 'Know your Ack/Form No', and 'Pay Fees'; 'Latest Notice' with a search bar; and 'Read Carefully' with links for 'Admission Guidelines', 'Important Dates', 'Documents Required', 'Intake Capacity', 'Eligibility Criteria', and 'Courses Offered'. At the bottom, there is a navigation bar with a 'Merit List' link. A callout box with red text points to the 'Form Fillup' link in the 'Candidate Utility' section.

**At first click on **Form Fillup** button for New Application submit or Fresh Register your name. Then see next page.**

## 5. New Application page : Submit OTP and put your H.S. or 10+2 marks details

The screenshot shows a web application interface with the following sections:

- Your Contact No (সংযোগ নম্বর):** Includes a field for 'Mobile No/ (সংযোগ)' and a 'Generate OTP' button. An arrow points to the button with the text 'Type OTP from mobile'.
- Your Basic Information (মৌলিক তথ্য):** Includes dropdown menus for 'Year of Passing (কর্তৃপক্ষ)', 'Reservation/ Vertical (সংরক্ষণ)', and 'Board (বোর্ড)'. A callout box on the right says 'Select & enter your Passing year, Reservation, Board and H.S. or 10+2 Result marks be carefully'.
- Last Examination Marks Details (সর্বশেষ পরীক্ষার ফলাফল):** A table with columns for 'Subject', 'Theory' (Marks Obtained, Full Marks, Pass Marks), 'Practical / Project' (Marks Obtained, Full Marks, Pass Marks), and 'Total'. The table contains rows for English (Second Language), Bengali, and several 'Select Subject' entries.
- Registration Info:** Fields for 'University Registration No (if already registered)', 'Year of Registration', and 'Total Marks Obtained'.

Callout boxes provide instructions: 'Enter your own mobile number and click on Generate OTP button to get OTP message.' and 'Type OTP from mobile'.

## 6. New Application page : Chose your subject combination and click on add bottom

The screenshot shows a web application interface for selecting subject combinations. It features two sections for adding courses:

- Section 1:** Includes dropdowns for 'Section' (BA (Honours)), 'Core Course' (Political Science), 'Generic Elective [For Sem 1 & 2]' (Bengali), and 'Generic Elective 1' (Education). Below these are 'AECC1' (Bengali) and 'AECC2' (English) dropdowns, an 'ADD' button, and a table showing the selected course: 'BA (Honours)-Bengali(CC),English(GE),Political Science(GE),Bengali(AECC1),English(AECC2)' with code '111011141516' and a 'delete\_forever' button.
- Section 2:** Includes dropdowns for 'Section' (BA (Programme)), 'Core Course 1/DSC 1' (Geography), 'Core Course 2/DSC 2' (Bengali), and 'Generic Elective 1' (Political Science). Below these are 'AECC1' (Bengali), 'AECC2' (ENVS), 'LCC1' (BNGL), and 'LCC2' (ENGL) dropdowns, an 'ADD' button, and a table showing the selected course: 'BA (Programme)-Bengali(CC),English(CC),Political Science(GE),Bengali(AECC1),ENVS(AECC2),BNGL(LCC1),ENGL(LCC2)' with code '1410111417181920' and a 'delete\_forever' button.

Callout boxes provide instructions: 'Choose Section and subject combination and also click on add button to fill new section and ...' and 'You can add many combination in this way up to the limit set by the college. After verify all pages then click on next bottom.' A 'NEXT' button is visible at the bottom, with a callout box saying 'Click on next for new page'.



## 7. New Application page : Select and submit your general information

Personal Details

Applicant Name\* Sritama Das Date of Birth\* 01 January 1966 Gender\* Female

Blood Group Undefined Marital Status Unmarried Mother Tongue Bengali

Religion\* Hinduism Nationality\* Indian Single Girl Child Yes

Physically Challenged\* No Disability Percentage 0 Email\* das362@gmail.com

Father's Name\* Suma Das Father's Qualification\* Bachelors Father's Occupation\* Govt. Service

Mother's Name\* Sritama Das Mother's Qualification\* Bachelors Mother's Occupation\* Housewife

Guardian Name\* Relationship with Guardian Father Guardian's Mobile\* 9051059597 Guardian's Email\* ahr@gmail.com

Annual Income\* 100 Income Status APL Card Holder Card No 2362

Put your general information be carefully including valid Email Id, Aadhar number & date of birth.

## 8. New Application page : Put your communication and H.S. or 10+2 details and final submit

Present Address Details

Address Line 1\* 1/2 Main Road Address Line 2 MGM Post Office\* MGM

Block/Municipality/Corporation Kolkata Police Station\* MGM Pincode\* 700131 Area Status Urban

Country\* India State\* West Bengal District\* Alipurduar

Last Examination Details

School/College\* MGM Girls School Instruction Medium Bengali

Registration No\* 13698 Roll No\* 9686 Grade\* 1st

Declaration

I, hereby declare that, I agree to abide by the rules and regulations of College and also to the decision of the authority, regarding my eligibility for admission at the desired course. I have noted that the Authority has the right to withhold my application or cancel the application as may be deemed fit in the event of any of the statements made above being found incorrect. I shall not involve myself or allow anyone to be involved in any kind of ragging. I shall attend at least 60% classes held if I get admitted in this college.

Submit Back

Enter your Communication details and previous school details

Click on Submit button to register your all information in online admission portal. Please check all data carefully before final submission. Press back button to go to previous page.

After submission collect Form no. & Ack. No from next page

## 9. Applicant Login page : Note your acknowledgement and form no. and login for application print

Applicant Login

Acknowledgement No.  
Enter Acknowledgement No

Form Number  
Enter Form Number

Date of Birth  
01 January '966

**LOGIN**

New Applicants? [Apply Now](#)

Application submitted Successfully

Acknowledgement No. **41543423**  
Form No. **1202212900001**

**Print Acknowledgement**

Tips

- Please note down the Form No. & ACK no. for future Login.
- Do not share your ack & form no to anyone.
- Do not pay fees using mobile browser and slow internet
- Print acknowledgement receipt for future need.
- Logout every time
- Login to check your application status

Enter applicant credential and click on **Login** to upload softcopy of your photo, signature & relevant documents.

Note your Acknowledgement & Form number or download it after click on green button.

## 10. Applicant Login page : Upload relevant documents

Rammohan Deshmukh

Form No: 1202212900001 Acknowledgement Number:41543423 **To print application form, Upload Photo and Signature.**

**Fees**

- BA (Honours)-Education (CCT) **Not granted till now**
- BA (Honours)-Bengali (CCT) **Not granted till now**
- BA (Programme) **Not granted till now**

**Upload Document**

Applicant Photo (JPEG Format)	Choose File No file chosen	Upload	Pending
Applicant Signature (JPEG Format)	Choose File No file chosen	Upload	Pending
HS Marksheet (JPEG)	Choose File No file chosen	Upload	Pending
SE Admit Card (JPEG Format)	Choose File No file chosen	Upload	Pending
Caste Certificate (JPEG Format)	Choose File No file chosen	Upload	Pending
PWD Certificate (JPEG Format)	Choose File No file chosen	Upload	Pending
DPL Certificate (JPEG Format)	Choose File No file chosen	Upload	Pending
UG Registration Certificate (JPEG Format)	Choose File No file chosen	Upload	Pending

Click and see details of preferred subjects with admission fees.

Choose relevant & proper file and click on upload

Print Application button automatically appear after uploading relevant documents

## 11. Applicant Login page : After upload documents then check status and download application form

**Rammohan Deshmukh**

Form No: 1202212900001 Acknowledgement Number:41543423 [Print Application Form](#)

**Fees**

- RA (Honours)-Education (CC1) Not granted till now
- BA (Honours) Bengali (CC1) Not granted till now
- BA (Programme) Not granted till now

**Upload Documents**

Document Type	File Name	Status
Applicant Photo (JPEG Format)	No file chosen	Success
Applicant Signature (JPEG Format)	No file chosen	Success
HS Marksheet (JPEG)	No file chosen	Pending
SF Admit Card (JPEG Format)	No file chosen	Pending
Caste Certificate (JPEG Format)	No file chosen	Pending
PWD Certificate (JPEG Format)	No file chosen	Pending
BPL Certificate (JPEG Format)	No file chosen	Pending

**Download your application form**

After uploading Photo & Signature (jpeg file) the status will be changed to **Success** and after that open print application option. You can also upload other relevant documents as per your eligible criteria.

## 12. Applicant Login page : Download and Print Application form for future document.

**apiformprint.php**

1 / 2 50%

**Form No: 1202212900001 Application for Admission in Academic Session 2022-2023**

**Applicant's Details:**

Applicant's Name: Rammohan Deshmukh Date of Birth: 01-01-1995  
 Gender: Female Religion: Uncommunal Nationality: Indian  
 Father's/Guardian's Name: Elmula Deshmukh Mother's Name: Sita Deshmukh  
 Address: 449D Road, Nababada Post: West Bengal Pin No: 746013  
 Mobile No: 9051282858 Blood Group: A+ Email: mail.info@gmail.com

**Academic Performance:**

Sl. No.	Subjects	Theory Marks			Practical Marks			Total
		Obtained	Total	Pass	Obtained	Total	Pass	
1	English (Second Language) / English B	80	80	30	15	20	10	105
2	Bengali	70	80	30	12	20	10	82
3	HISTORY	75	80	30	10	20	10	85
4	Practical Science	65	80	30	10	20	10	85
5	Education	65	80	30	10	20	10	75
<b>Total Marks</b>								<b>412</b>

**Declaration:** I hereby declare that, I agree to abide by the rules and regulations of College and also to the decision of the authority, regarding my eligibility for admission at the desired course. I have noted that the Authority has the right to withdraw my application or cancel the application as may be deemed fit in the event of any of the statements made above being found incorrect. I will not indulge in any behavior or act that may be considered as ragging under the regulations of the Institution.

Signature of Father/Guardian: \_\_\_\_\_ Date of Submission: 13-07-2022 Signature of Applicant: \_\_\_\_\_

**Download or print it for future references.**

**Application form with declaration form Status**

**This application process is completed by submitting the form and printing the application form. See next phase for admission procedure.**

## Phase:2 (Admission Process)

### 13. Check Merit List: (after submit application form then check merit list as per college date schedule)

Select credential (Merit List Phase, Section, Subject & Reservation) and check your merit point

### 14. Check Admission (E-counseling) List: Admission list is the list of knowing the status and getting called for admission. (See phase wise date schedule of admission or e-counseling)

Select the credential (admission stage, category, subject and reservation) and check your name. In this case, after displaying your name from the list you need to keep in mind that the date of admission is valid or not. The name in the list must be admitted by logging into the portal within the specified date. Admission is possible from the list only within valid dates.

**15. Visit Home Page: Visit Login or Pay fees page for admission fees payment and take admission.**

The screenshot shows the 'ONLINE ADMISSION PROCESS' flow: Form Fill Up → Login → Track Status → Upload → Pay Fees → Complete. Below this, there are sections for 'Candidate Utility', 'Latest Notice', and 'Read Carefully'. The 'Candidate Utility' section includes a checklist: Form Fillup, Login, Know your Ack/Form No, and Pay Fees. A callout box with red text points to the 'Login' and 'Pay Fees' items, stating: 'After receiving your name in the admission list or after receiving the SMS, you have to go to the login or Pay Fees section within the date fixed for admission.'

**16. Visit Home Page: Click on Login or Pay fees button for admission fees payment and take admission.**

The screenshot shows the 'Applicant Login' form. It includes fields for 'Acknowledgement No \*', 'Form Number \*', and 'Date of Birth \*'. A blue 'LOGIN' button is highlighted with a red callout box that says: 'Put Login Credential and go to Payment dashboard.' To the right, there are 'Instructions' and 'Tips' sections. The footer contains the text: 'Home / Cancellation Policy | Contact US | ©Panel © 2022. All Right Reserved. Powered by: Infonetics'.

## 17. Visit Applicant Dashboard: Pay fees for admission and take admission.

**Last 10+2 Marksheet and 10th Admit Card are mandatory documents. Upload Caste, PWD, Migration certificate and UG Registration if applicable. Do not close the dashboard without Logout.**

**After click here you go to payment gateway page for payment and after payment download and print your admission payment receipt for future reference.**

Document Name	Format	File Chosen	Upload Status
Applicant Photo	(JPEG Format)	No file chosen	Success
Applicant Signature	(JPEG Format)	No file chosen	Success
Marksheet	(JPG)	No file chosen	Success
Admit Card	(JPEG Format)	No file chosen	Pending
Caste Certificate	(JPEG Format)	No file chosen	Pending
PWD Certificate	(JPEG Format)	No file chosen	Pending
U.G. Certificate	(JPEG Format)	No file chosen	Pending
Registration Certificate	(JPEG Format)	No file chosen	Pending

**Check Success & Pending Status (Upload documents as your eligible criteria before admission)**

## 18. Applicant Dashboard: Collect admission payment receipt to complete admission process

**Application and admission related forms and receipts can be downloaded from here.**

**After payment you can also download your payment receipt from here. Follow the application download page (from phase-1) to know how to download.**

Document Name	Format	File Chosen	Upload Status
Applicant Photo	(JPEG Format)	No file chosen	Success
Applicant Signature	(JPEG Format)	No file chosen	Success
HS Marksheet	(JPEG)	No file chosen	Success
SE Admit Card	(JPEG Format)	No file chosen	Pending
Caste Certificate	(JPEG Format)	No file chosen	Pending
PWD Certificate	(JPEG Format)	No file chosen	Pending

**Downloaded or printed application form, admission payment slip should be kept in safe custody. These documents are required at the time of verification.**

## Phase:3 (Admission Course Change and Admission Cancel)

19. Applicant Dashboard: If the applicant wants to change the course, or cancel the admission, he / she have to again login and visit this applicant dashboard.

**For direct admission cancel (follow steps)**

**For combination/course change**

**(For course change)**

If the applicant wants to change the course or subject, then first he/she has to make sure that the combination is present. If the student get a call in admission list/e-counselling list in a new course then first cancel the old one to make payment in new course.

**Admission Cancel:** Only for Admission Cancel, applicant should click on cancel button to cancel admission using OTP. Then print cancellation certificate. Follow next ...

20. Applicant Dashboard: For admission cancel and received certificate.

**Download your previous cancel Certificate**

**\*\*\* THANKS \*\*\***

**Visit our F.A.Q (Frequently Asked Questions) page or contact the helpline for further assistance.**