

## **Steps to be followed for Filling Up Online Admission form**

### **Step—1**

Read it carefully and check the Instruction for Filling up the form and important dates.

Click on 'I agree' and click on 'Next' button.

### **Step—2**

- Select your year of passing of 10+2.
- If the Year of Passing is not 2021, then you will be asked whether you appear for CU Exam under 1+1+1 system. If the answer is 'YES' then you are asked to get the University permission for taking admission
- If the answer of the above question is 'NO' then the following question will come: 'Whether admitted in any college under CU under CBCS'
- If the answer is 'YES' then the following question will come: 'Year of admission'.
- If the answer is 'NO', then continue.

### **Step—3**

All the fields to be filled carefully.

### **Step—4**

1. i) In the **Step-4** you have to enter the marks you obtained in different subjects in the preceding exam. First select the name of First and Second Language and fill the marks.  
ii) In case of some subjects you will find that some subject names are populated automatically, it means that to study that particular subjects it is necessary to have this subject in the preceding exam. If you don't studied

any particular subject among the subjects populated, you are not eligible to study that subject in graduation.

**For Example:**

**Case-I:** if you select 'Physics' as your preferred Hons. Subject then 'Mathematics' will be one of the subjects you have to pass. In this case 'Mathematics' will come in one field and you have to enter the marks of mathematics there only.

**Case-II:** If you select 'Zoology' as your preferred Hons. Subject then Chemistry will be one of the subjects you have to both in 'Theory' and 'Practical'. In this case 'Chemistry' will come in one field and enter both Theory and Practical Marks in the specified fields.

**iii) Full Marks for all subjects is 100.** In case of some boards full marks for subjects is 200. In that case it should be calculated out of 100.

**For Example:** Any one scored 80 in English out of 200. In case of entry it will be 40 out of 100.

2. Do not enter the marks of **Environmental Studies** in any other field except the field specified for it. If you enter the Marks of Environmental Studies in any field other than specific field your form will be rejected immediately.
3. **Please take utmost care in case of entering the Marks obtained in different Subjects because any wrong entry will cause cancellation of your candidature during the time of Verification even you have been selected as per Merit List as per W.B. Govt. order no. 434-Edn(CS) dt. 16/07/2020**

**Step—5**

- In case of selecting the General Subjects follow the instruction given there.
- Once application submitted subjects cannot be changed under any circumstances. So in case of selecting subjects take utmost care.

**Step—6**

- In **Step-6: For ISC students**: In the Marksheet at the Right Corner there is a no. in the following format: **123654/0124**. For entering the **Roll** Field in the form put **123654** and for **No** Field put 0124. In the **Registration** field put the **Unique ID**.
- Finally check it and submit the form. **No correction can be done after final submission. So before submission check it properly.**