

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 instruction, News & Notice before apply.
Steps-02	Keep ready softcopy of all relevant documents as per instruction of institute.
Steps-03	Visit Form Fillup Menu to Register your new application form.
Steps-04	After submitting the application, write down the form number and acknowledgement number or download or check the SMS.
Steps-05	Click on Login bottom to visit applicant dashboard for upload documents & print application form .
Steps-06	Check merit list publication date then see merit list on that particular date. (See important dates or notice option for dates of merit list)
Steps-07	After merit list published then check admission list (See notice for admission date schedule).
Steps-08	Check admission/e-counseling list periodically for call details, get admission within due date after seeing your name in admission list or receiving SMS.
Steps-09	Login to your dashboard and check proper subject combination and pay your admission fees .
Steps-10	After admission fees payment then download Admission payment receipt .
Steps-11	See picture from below image steps for Course or combination change and admission cancel
Steps-12	This admission process will be finally completed only after verification of eligible documents 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.

The screenshot shows the home page of the UG Online Admission 2022 portal. At the top, there is a search bar and a navigation menu with links: HOME, INFORMATION, MERIT LIST, CALLING LIST, and NOTICES. Below the navigation menu is a large banner titled "ONLINE ADMISSION PROCESS" with a sequence of icons and labels: Form Fill Up, Login, Track Status, Upload, Pay Fees, and Complete. To the right of the banner is a box labeled "Admission Regarding Menus". 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, Courses Offered, Merit Point Method, HELP DESK details, and e Prospectus / FAQ. At the bottom, there is a "Latest News" section with a "Read More" button. Annotations include: "Name of Institution with Address" pointing to the top left; "Click here for Contact Us" pointing to the top right; "UG Online Admission 2022" pointing to the top right; "Admission Regarding Menus" pointing to the banner; "Regularly check this area for Latest News and Notice regarding this online process" pointing to the bottom section; "Check the name of the institution for which you are applying." pointing to the top left; and "Follow Steps of full process" pointing to the banner.

Regularly check this area for Latest News and Notice regarding this online process

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

The screenshot shows the home page of the UG Online Admission 2022 portal. At the top, there is a search bar and a navigation menu with links: Latest News, Application, Admission, Candidate Login, List, Status, Instruction. Below the navigation menu is a large banner titled "ONLINE ADMISSION PROCESS" with a sequence of icons and labels: Form Fill Up, Login, Track Status, Upload, Pay Fees, and Complete. To the right of the banner is a box labeled "Admission Regarding Menus". 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, Courses Offered, Merit Point Method, HELP DESK details, and e Prospectus / FAQ. At the bottom, there is a "Latest News" section with a "Read More" button. Annotations include: "Visit here to submit or register your online application form" pointing to the "Form Fillup" link; "After register your name then visit login page for your next step. (Profile, upload, download, etc)" pointing to the "Login" link; "Find your form number or acknowledgement number if lost." pointing to the "Know your Ack/Form No" link; "Check your merit list for merit point or admission list for take admission" pointing to the "Merit List" link; and "Verify all parts of this area before application form submit" pointing to the "Read Carefully" section.

Visit here to submit or register your online application form

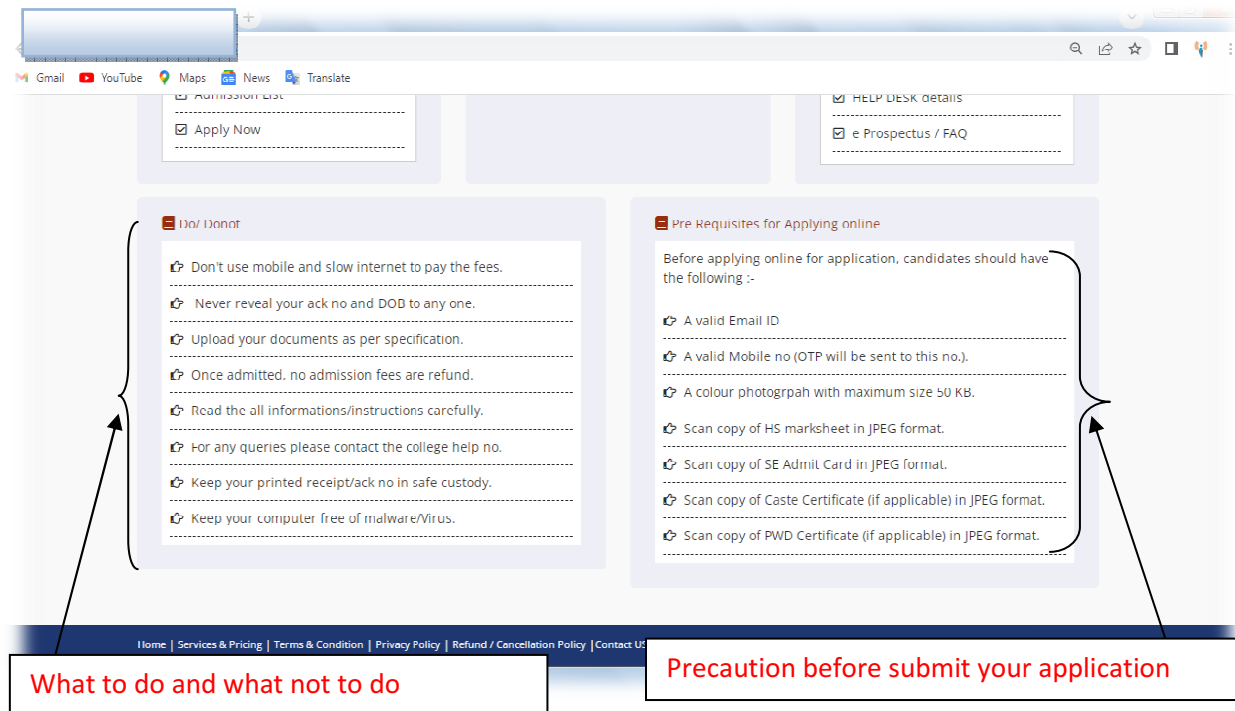
After register your name then visit login page for your next step. (Profile, upload, download, etc)

Find your form number or acknowledgement number if lost.

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 web browser displaying the Home Page for very important instruction. The page features a navigation bar with links to Home, Services & Pricing, Terms & Condition, Privacy Policy, Refund / Cancellation Policy, and Contact Us. Below the navigation bar, there are two main sections: 'Do/Donot' and 'Pre Requisites for Applying online'. The 'Do/Donot' section lists instructions for users, and the 'Pre Requisites for Applying online' section lists requirements for applying online. Arrows point from the 'Do/Donot' and 'Pre Requisites for Applying online' sections to a red text box at the bottom right.

Do/Donot

- Don't use mobile and slow internet to pay the fees.
- Never reveal your ack no and DOD to any one.
- Upload your documents as per specification.
- Once admitted, no admission fees are refund.
- Read the all informations/instructions carefully.
- For any queries please contact the college help no.
- Keep your printed receipt/ack no in safe custody.
- Keep your computer free of malware/Virus.

Pre Requisites for Applying online

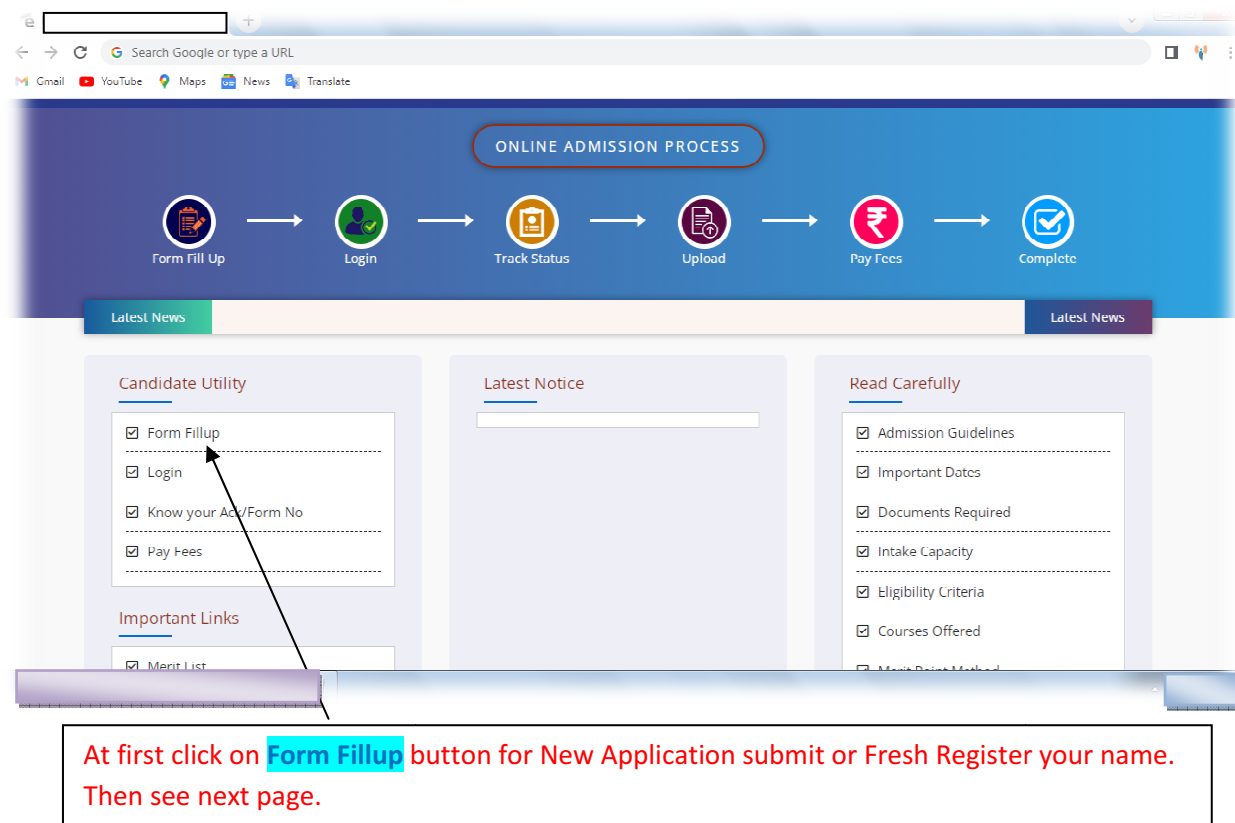
Before applying online for application, candidates should have the following :-

- A valid Email ID
- A valid Mobile no (OTP will be sent to this no.).
- A colour photograh with maximum size 50 KB.
- Scan copy of HS marksheet in JPEG format.
- Scan copy of SE Admit Card in JPEG format.
- Scan copy of Caste Certificate (if applicable) in JPEG format.
- Scan copy of PWD Certificate (if applicable) in JPEG format.

What to do and what not to do

Precaution before submit your application

4. Home Page for new application apply



The screenshot shows a web browser displaying the Home Page for new application apply. The page features a navigation bar with links to Home, Services & Pricing, Terms & Condition, Privacy Policy, Refund / Cancellation Policy, and Contact Us. Below the navigation bar, there is a section titled 'ONLINE ADMISSION PROCESS' with a flowchart showing the steps: Form Fill Up, Login, Track Status, Upload, Pay Fees, and Complete. Below the flowchart, there are three main sections: 'Candidate Utility', 'Latest Notice', and 'Read Carefully'. The 'Candidate Utility' section lists links to Form Fillup, Login, Know your Ack/Form No, and Pay Fees. The 'Read Carefully' section lists links to Admission Guidelines, Important Dates, Documents Required, Intake Capacity, Eligibility Criteria, and Courses Offered. An arrow points from the 'Form Fillup' link in the 'Candidate Utility' section to a red text box at the bottom right.

ONLINE ADMISSION PROCESS

Form Fill Up → Login → Track Status → Upload → Pay Fees → Complete

Candidate Utility

- Form Fillup
- Login
- Know your Ack/Form No
- Pay Fees

Read Carefully

- Admission Guidelines
- Important Dates
- Documents Required
- Intake Capacity
- Eligibility Criteria
- Courses Offered

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 Mobile Number and put your H.S. or 10+2 marks details

Your Contact No. (অন্যান্য/বর্তমান/পুরাতন নামে)

Mobile No/ মোবাইল নং

Your Basic Information (একেকটি করে নির্বাচন করুন)

Year of Passing/ কত সালে পর Reservation/ বরাদ্দ Board/ বোর্ড

Last Examination Marks Details (যদিওর পরীক্ষার ফলাফল)

Sl.	Subject	Theory			Practical / Project			Total
		Marks Obtained	Full Marks	Pass Marks	Marks Obtained	Full Marks	Pass Marks	
1	English (Second Language)	00	00	00	00	00	00	
2	Bengali	00	00	00	00	00	00	
3	-- Select Subject --	00	00	00	00	00	00	
4	-- Select Subject --	00	00	00	00	00	00	
5	-- Select Subject --	00	00	00	00	00	00	
6	-- Select Subject --	00	00	00	00	00	00	

If the Subject name is unavailable, Please email to us with details.

University Registration No (if already registered) Year of Registration Total Marks Obtained

NEXT

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

Section **Core Course** **Generic Elective 1 (For Sem 1 & 2)** **Generic Elective 1**

AECC1 **AECC2**

ADD

You have Selected The Following Programme Course

Code	Delete
111011141516	delete_forever

Apply for Programme/General Course

Section **Core Course 1/DSC 1** **Core Course 2/DSC 2** **Generic Elective 1**

AECC1 **AECC2** **LCC1** **LCC2**

ADD

You have Selected The Following Programme Course

Code	Delete
1410111417181920	delete_forever

NEXT

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

Personal Details

Applicant Name*	Date of Birth*	Gender*
Sritama Das	01 January 1966	Female
Blood Group	Marital Status	Mother Tongue
Undefined	Unmarried	Bengali
Religion*	Nationality*	Single Girl Child
Hinduism	Indian	Yes
Physically Challenged*	Disability Percentage	Email*
No	0	das367@gmail.com
Father's Name*	Father's Qualification*	Father's Occupation*
Suma Das	Bachelors	Govt. Service
Mother's Name*	Mother's Qualification*	Mother's Occupation*
Sima Das	Bachelors	Housewife
Guardian's Name*	Relationship with Guardian	Guardian's Mobile*
	Father	9051059597
Annual Income*	Income Status	Guardian's Email
100	AFL Card Holder	ahr@gmail.com
		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 *	Address Line 2	Post Office *
1/2 Main Road	MGM	MGM
Block/Municipality/Corporation	Police Station *	Pincode *
Kolkata	MGM	700131
Area Status	Country *	State *
Urban	India	West Bengal
District *		Alipurduar

Last Examination Details

School/College*	Instruction Medium	
MGM Girls School	Bengali	
Registration No*	Roll No*	Grade*
13698	9686	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 1966

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

*indicates mandatory fields

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

Upload Document

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

Rammohan Deshmukh

Form No: 120221290001 Acknowledgement Number: 41543423 [Print Application Form](#)

Fees

Category	Status
RA (Honours)-Education (CC1)	Not granted off now
BA (Honours) Bengali (CC1)	Not granted off now
BA (Programme)	Not granted off now

Upload Document

Document Type	File Name	File Size	Upload	Status
Applicant Photo (JPEG Format)	Choose File	No file chosen	Upload	Success
Applicant Signature (JPEG Format)	Choose File	No file chosen	Upload	Success
HS Marksheet (JPEG)	Choose File	No file chosen	Upload	Pending
SF Admin Card (JPEG Format)	Choose File	No file chosen	Upload	Pending
Costo Certificate (JPEG Format)	Choose File	No file chosen	Upload	Pending
PWD Certificate (JPEG Format)	Choose File	No file chosen	Upload	Pending
BPL Certificate (JPEG Format)	Choose File	No file chosen	Upload	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.

Application form with declaration form Status

Phase:2 (Admission Process)

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

UG Online Admission 2022

Help Desk

HOME INFORMATION + MERIT LIST ADMISSION LIST NOTICES

Latest News Latest News

Merit List

Phase: 1 Section: BA (Honours) Subject: Bengali Reservation: Select Reservation

SL	Form#	Name	Gender	PH	Category	HS Yr.	Best Total	Sub/Related	Merit Point
----	-------	------	--------	----	----------	--------	------------	-------------	-------------

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)

UG Online Admission 2022

Help Desk

HOME INFORMATION + MERIT LIST ADMISSION LIST NOTICES

Latest News Latest News

Admission List

Phase: 1 Section: BA (Honours) Subject: Bengali Reservation: Select Reservation

SL	Form#	Name	Category	Quota	PH	Merit Point	Pay Within
----	-------	------	----------	-------	----	-------------	------------

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.

ONLINE ADMISSION PROCESS

Form Fill Up → Login → Track Status → Upload → Pay Fees → Complete

Latest News

Candidate Utility

- ☒ Form Fillup
- ☒ Login
- ☒ Know your Ack/Form No
- ☒ Pay Fees

Important Links

- ☒ Merit List
- ☒ Admission List
- ☒ Apply Now

Latest Notice

Read Carefully

- ☒ Admission Guidelines
- ☒ Important Dates
- ☒ Documents Required
- ☒ Intake Capacity
- ☒ Eligibility Criteria
- ☒ Courses Offered
- ☒ Merit Point Method
- ☒ HELP DESK details
- ☒ Prospectus / FAQ

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.

UG Online Admission 2022

Help Desk

HOME INFORMATION + MERIT LIST ADMISSION LIST NOTICES

*indicates mandatory fields

Applicant Login

Acknowledgement No *

Enter Acknowledgement No

Form Number *

Enter Form Number

Date of Birth *

01 January 1966

LOGIN

New Applicants? [Apply Now](#)

Instructions

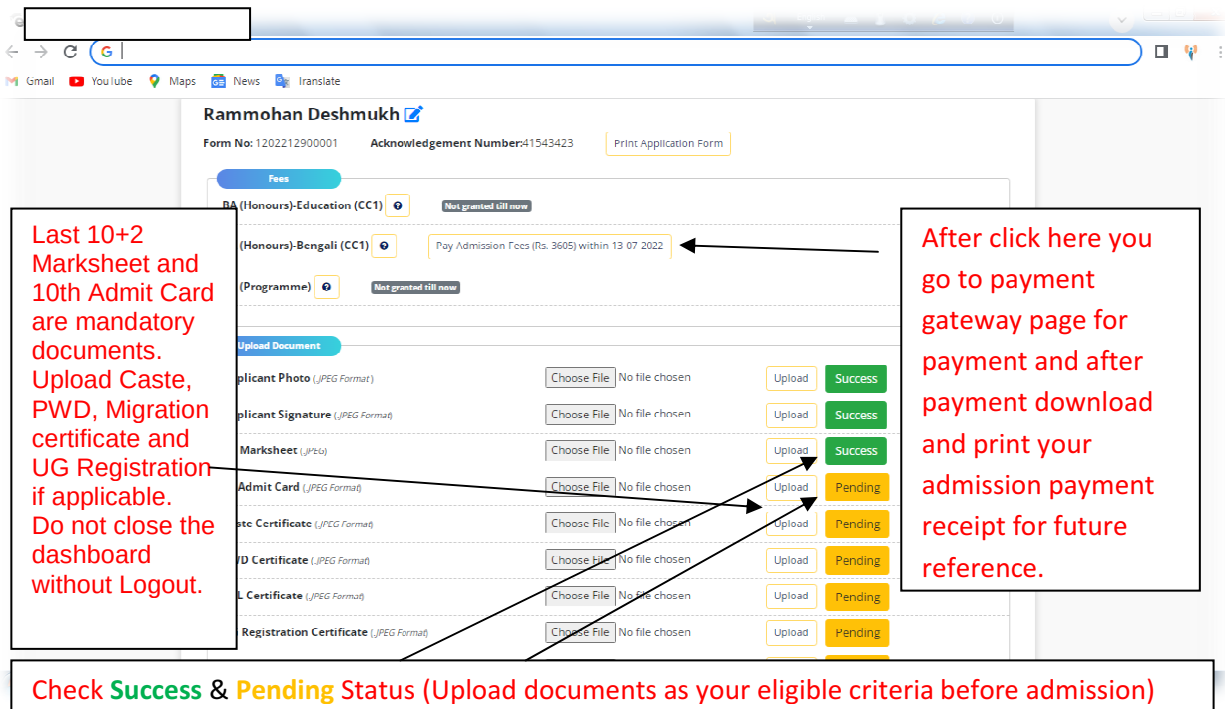
- ☒ Login to check your application status
- ☒ You can pay fees after login
- ☒ Upload your Image, Signature and Documents as per specification

Tips

- ☒ 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

Put Login Credential and go to Payment dashboard.

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



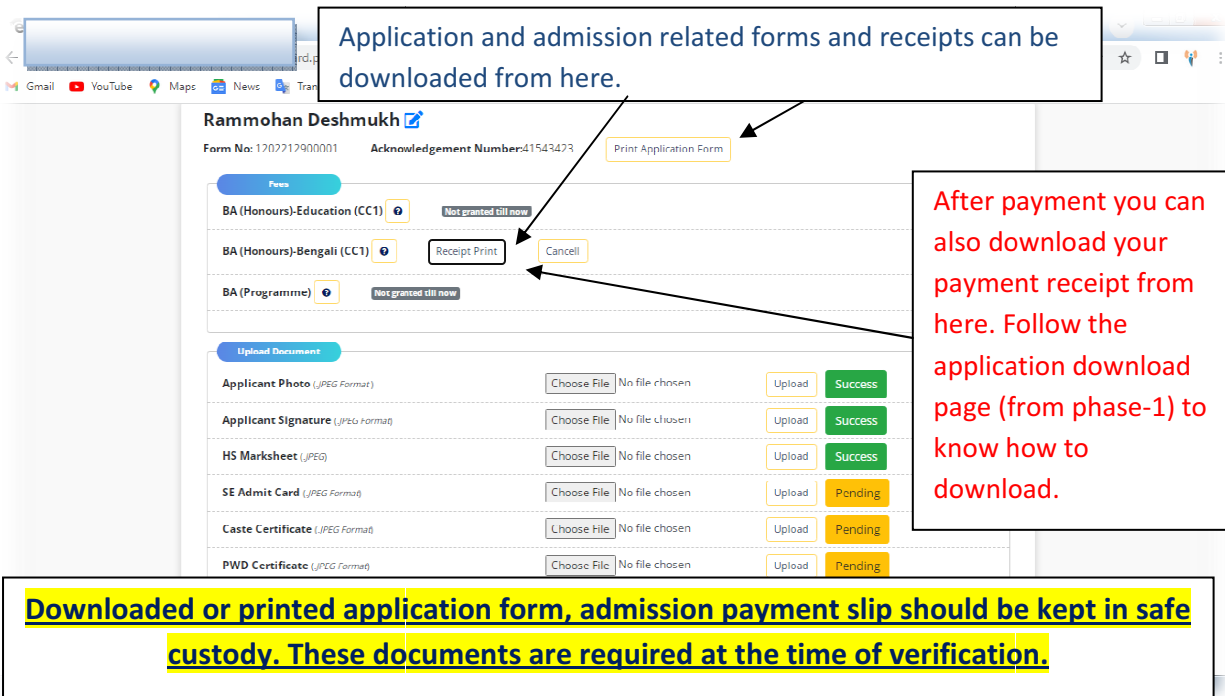
Last 10+2 Marksheet and 10th Admit Card are mandatory documents. Upload Caste, PWD, Migration certificate and UG Registration if applicable. Do not close the dashboard without Logout.

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