

INSTRUCTIONS AND PROCEDURES OF KRISHNAGAR  
WOMEN'S COLLEGE ONLINE ADMISSION

**Read the following instructions and be sure of the eligibility for applying in different courses (see menu of our college website [www.krishnagarwomenscollege.org](http://www.krishnagarwomenscollege.org)) very carefully before submission of Application Form.**

- An applicant can apply for maximum 3 Honours Subjects (B.A./B.Sc.) in a Single Form.
- An applicant having Science in H.S. can apply for maximum 2 General Courses (B.Sc. & B.A.) in a Single Form.
- An applicant having Arts in H.S. with Geography Subject can apply for Maximum 2 General Courses (B.A General with Geography and B.A General without Geography)
- An applicant having Arts in H.S. without Geography Subject can apply for Maximum 1 General Course (B.A General without Geography) only.
- An applicant having Commerce in H.S. can apply for Maximum 1 General Course (B.A General without Geography) only.
- An applicant having vocational courses in 10+2 level can apply for Maximum 1 General Course (B.A General without Geography) only and it is strictly notified that Vocational candidates are not eligible for applying in any Honours Course.

**APPLICATION CHARGE:**

**Rs. 100/- for a single Honours / General Form (Excluding Bank Charges)**

**NOTE:** ☺ Payment can be made through SBI Debit Card, Credit Card, Net Banking and Online Generated Challan only.

☺ **Fees once paid cannot be refunded.**

**KEEP IN MIND (for future correspondence):**

**Applicant's User Id : Auto-generated Application Id No. (mentioned in their printed form) Applicant's Password : Applicant's Date of Birth (DD/MM/YYYY)**

**APPLY IN DIFFERENT COURSES:**

**Apply in Honours Course :** The applicants, who are willing to apply in Honours Course, have to use "APPLY IN HONOURS" button.

**Apply in General Course :** The applicants, who are willing to apply in General Course, have to use "APPLY IN GENERAL" button.

**SUBJECT CHOICE:**

**For Honours Course :** The Honours candidates have to select One Honours subject and two General Subjects as per the Subject Combination Table (see college website). [<http://www.krishnagarwomenscollege.org>]

**For General Course :** The General candidates have to select Three General subjects as per the Subject Combination Table (see college website).

**All the Fields are mandatory. Incomplete Forms will be treated as cancelled.**

**STEP-BY-STEP PROCESS:**

**STEP 1: (FORM SUBMISSION)**

Before filling in Form, applicants have to scan/ directly upload Soft copy of their recent passport size photo for uploading it in the Form by using CHOOSE FILE button (picture size should not more than 100kb). They have to click "APPLY ONLINE" button to submit necessary data like name, date of birth, address, caste/category, contact no., subjects marks etc. very carefully.

**STEP 2: (FORM CONFIRMATION, PAYMENT APPLICATION FEES AND PRINT FORM & PAYMENT SLIP/BANK CHALAN)**

After submitting properly filled application form a Confirm Page will be displayed in the monitor for confirmation of all data by the applicants and they have to CLICK on PLEASE CONFIRM YOUR DETAILS THEN SUBMIT YOUR APPLICATION FORM Button. Then appear PRINT FORM, MAKEPAYMENT and EXIT Button. Candidates have to CLICK on MAKE PAYMENT Button. After completing all these process properly candidate can chose the payment option i.e. Debit Card, Credit Card, Net Banking or by Bank Challan etc. and complete their payment procedure. In case of payment thorough online generated bank challan candidates have to follow

the following procedure:

**OTHERPAYMENTOPTION**

**SBI BRANCH BankchargesRs.57.>>>** [ Click here]. Then candidates have to complete the other procedure. After Printing Bank Challan candidate have to go in any SBI Branch and deposit the requisite money through printed Bank Challan.

For Printing Application From candidates may print by clicking in PRINT FORM Button in STEP2 or by clicking in PRINT DUPLICATE APPLICATION FORM Button in online line admission Home Page.

NOTE : Without payment of Application fees, No Forms will be considered for Merit List.

**Step 3 : (PAYMENT STATUS CHECKING)**

Applicants are advised to check the Payment Status of their Forms on and from 02.06.2017 through “Payment Status” button by using their Application ID No. as User ID and Date of Birth as Password. The Form will be displayed as “PAID”; otherwise, it will be displayed as “UNPAID”. **If the “payment status” is not displayed as “PAID” even after 14.06.2017 the Applicants are advised to contact with the College or Bank within 15.06.2017 latest by 1 PM. Only “PAID” forms will be considered for Merit List.**

NOTE : After completion of STEP 3, applicants are advised to follow the Merit List and Admission Notice that will be published in this website([www.krishnagarwomenscollege.org](http://www.krishnagarwomenscollege.org)). Nothing is required to be sent to the college.

**PRINTDUPLICATEAPPLICATIONFORM:**

Applicants may take print out of Duplicate Application Form through “PRINT DUPLICATE APPLICATION FORM” button by using their Application ID No. as User ID and Date of Birth as Password even after Form Submission within 12.06.2017 by 12 Noon.

**FORMCORRECTION:**

Applicants may edit their Forms (Except Date of Birth) through “FORM CORRECTION ” button by using their Application ID No as User ID and Date of Birth as Password in any time within 12.06.2017 by 12 Noon. They have to print the edited Application Form and submit it to the college office at the time of admission.

**IMPORTANT DATES :**

Date of online Form Submission	: 31/05/2017 (10 AM) to 12/06/17 (12 PM)
Last date of Deposit/Payment Application Fees through Online generated Challan	: 13.06.2017 (4 PM)
Last Date of Checking Payment Status	: 14.06.2017 (4PM)
Last Date of Print Duplicate Application Form & Form Correction	: 12.06.2017 (4 PM)
Publication of Provisional Merit List	: 17.06.2017 (4 PM)

**NB: For further steps and dates regarding online admission process, students are requested to visit our college website ([www.krishnagarwomenscollege.org](http://www.krishnagarwomenscollege.org))**

NOTE : Applicants have to complete all the steps /process of Online Application (i.e.,Form Submission, Depositing/payment Application Fees, any discrepancy regarding Bank Challan / Payment Status, Form Correction etc.) within 14.06.2017 by 4.00 pm positively. No steps / process will be entertained after 15.06.2017 by 1.00 pm

**HELPDESKANDHELPLINE:**

If any difficulty arises in applying online, students may feel free to visit the college and contact with the **ADMISSION OFFICE HELP DESK** during application period. Technical support will be provided in the application process.

**DATEOFCOUNSELING:**

Date of e-counseling and other important matters regarding admission process will be notified in our college website time to time.

**HELPLINEMOBILENUMBER : 9433752056/ 8100081565/ 9681194568/ 9609237493 (From 11 am to 4.00 pm).**

PROCEDURE OF ONLINE PAMENT

I have read and accepted the terms and conditions stated above.  
(Click Check Box to proceed for payment.)

Proceed ← Click

State of Corporate/Institution \* West Bengal ▾

Type of Corporate/Institution \* Educational Institutions ▾

Go ← Click

Educational Institution Name KRISHNAGAR WOMEN'S COLLEGE ADMISSION ▾

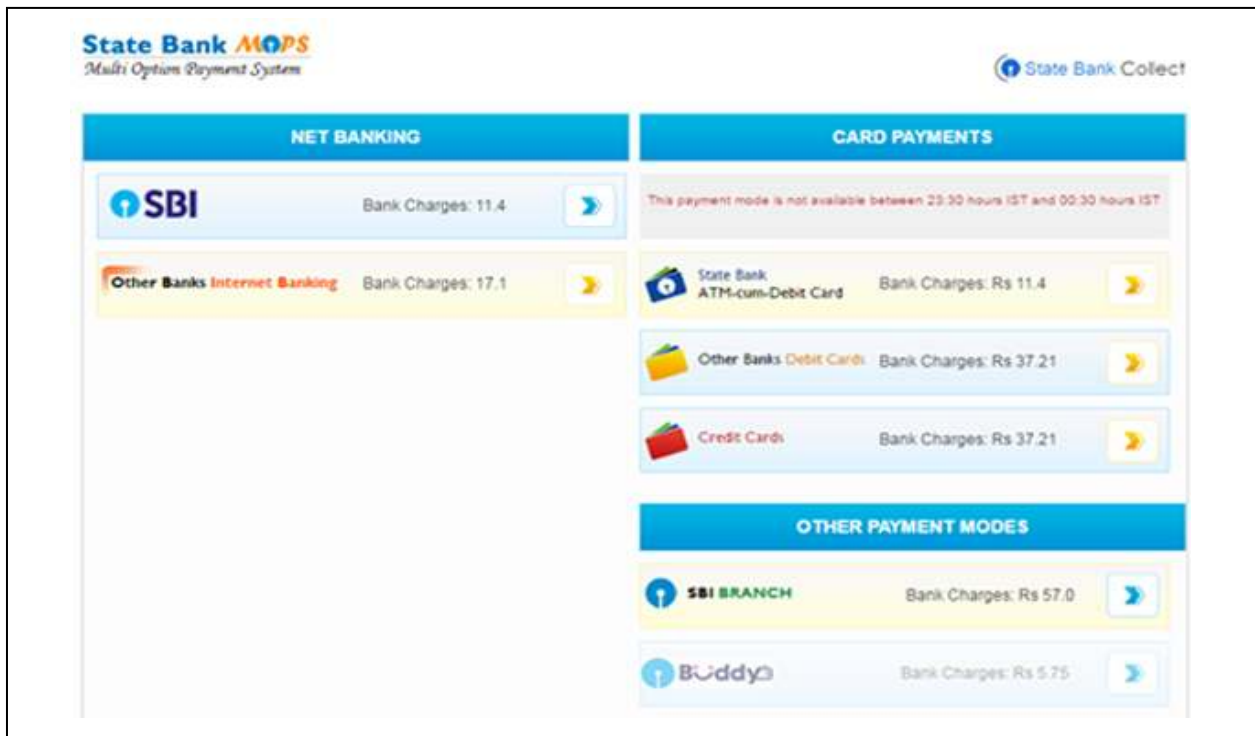
Click → Submit Back

Select Payment Category Select desired Fees category ▾

Candidates must fill up all the text boxes properly and must take special care while filling up her **Application ID**, otherwise her payment will not be validated, never select **Fees after Admission**

Click → Submit Reset Back

Click → Confirm Cancel



Please click on the desire payment mode and make payment online, if candidates wish to pay through online generated Challan then Select **OTHER PAYMENT MODES**.