SHRI SHIKSHAYATAN COLLEGE
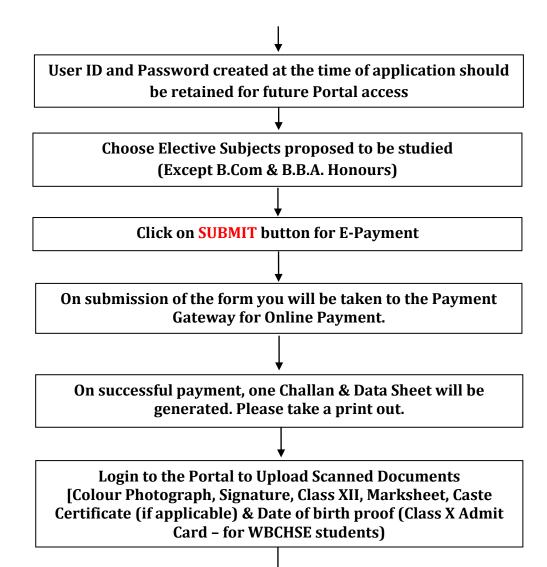
APPLICATION PROCESS

Processing Fees per Application– Rs. 1000/= (Rupees One thousand only)

Requirements:
1) **Browser: Mozilla Firefox / Google Chrome.**
2) **Software: Adobe Reader.**
3) **Scanned documents : [Scanned at a resolution of 300 DPI, JPEG format]**
   a. **Passport size photograph (3cm x 4cm)**
   b. **Full running hand Students Signature (4cm x 1.5cm)**
   c. **Marksheet of Class XII**
   d. **SC/ST/OBC Certificate – issued by Govt. of West Bengal only (If Applicable)**
4) **Debit Card /Credit Card/Net Banking details for Payment of processing fees Online.**

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Click on Admission 2018 available on our website
www.shrishikshayatancollege.org

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Go through the relevant Admission Documents
(Eligibility Criteria & Subject Combinations)

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Click on the link: Click to Apply

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Select the Course to be studied and other required information.

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Enter marks of all the Subjects as per your Class XII Marksheet.

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Please fill up the Application Form Online by entering the required information. All details should be as per Class XII Admit Card & Marksheet.

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┌─────────────────────────────────────────────────────────┐
│   User ID and Password created at the time of application should │
│              be retained for future Portal access        │
└─────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────┐
│        Choose Elective Subjects proposed to be studied   │
│                 (Except B.Com & B.B.A. Honours)           │
└─────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────┐
│           Click on SUBMIT button for E-Payment           │
└─────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────┐
│     On submission of the form you will be taken to the Payment │
│                 Gateway for Online Payment.              │
└─────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────┐
│     On successful payment, one Challan & Data Sheet will be │
│               generated. Please take a print out.        │
└─────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────┐
│         Login to the Portal to Upload Scanned Documents  │
│   [Colour Photograph, Signature, Class XII, Marksheet, Caste │
│   Certificate (if applicable) & Date of birth proof (Class X Admit │
│                 Card – for WBCHSE students)              │
└─────────────────────────────────────────────────────────┘
                              ↓
┌─────────────────────────────────────────────────────────┐
│   You may Login to the Portal by entering User ID & Password for │
│   the following functions.                               │
│        1.  For Changing Password                         │
│        2.  Application to Multiple Courses               │
│        3.  Editing of successfully submitted Application │
│        4.  Printing of Duplicate Data Sheet & Challan    │
│        5.  To view Application Status & Edit History     │
└─────────────────────────────────────────────────────────┘
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N.B.:

1. *Login id and password entered by you will be sent to your registered Mobile No. & E-mail ID. Please retain the same for future communications.*
2. *E-Challan & Data Sheet are only for your reference. Not to be submitted at college.*