

# 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 Programme/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 Programme /General with Geography and B.A Programme /General without Geography)
- An applicant having Arts in H.S. without Geography Subject can apply for Maximum 1 Programme /General Course (B.A Programme /General without Geography) only.
- An applicant having Commerce in H.S. can apply for Maximum 1 Programme /General Course (B.A Programme /General Without Geography) only.
- An applicant having vocational courses in 10+2 level can apply for Maximum 1 Programme /General Course (B.A Programme /General without Geography) only and it is strictly notified that Vocational candidates are not eligible for applying in any Honours Course.

## **APPLICATION CHARGE:**

**Rs. 130/- for a single Form for both Honours and Programme / General course (Excluding Bank Charges)**

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

**© Application 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 Programme /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, one Generic Elective and one AECC subject.

Choose General Elective Subjects as per the Subject Combination mentioned in the Prospectus (see college website). [<http://www.krishnagarwomenscollege.org>]

## **For Programme/General Course :**

**For B.Sc. Programme/General candidates** have to select Three General subjects (Physics, Chemistry and Mathematics) and one AECC subject as per the Subject Combination Table (see college website).

**For B.A. Programme/General candidates** have to select Two General subjects (CC-1,2), one core language (English) and one AECC subject 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, MAKE PAYMENT 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 through online generated bank challan candidates have to follow the following procedure:

**OTHER PAYMENT OPTION**

**SBI BRANCH Bankcharges Extra.>> [ 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 11.06.2019 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 18.06.2019 (at 12 noon) the Applicants are advised to contact with the College through email or helpline numbers given in the college website or Bank within 19.06.2019 (upto 2 p.m.). 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.

**PRINT DUPLICATE APPLICATION FORM:**

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 17.06.2019 (12 midnight).

**FORM CORRECTION:**

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 17.06.2019 (12 midnight). They have to print the edited Application Form and submit it to the college office at the time of document verification.

**IMPORTANT DATES :-**

Important dates for online admission	
Date of online Form Submission	11.06.2019 (12 noon) – 17.06.2019 (12 midnight)
Publication of Provisional Merit List	18.06.2019 (at 12 noon)
Rectification of merit list	19.06.2019 ( upto 2 p.m.) through email only.
Publication of final Merit List	19.06.2019 (4:30 p.m.)

**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))

College Helpline Contact:- - 9681194568, 9734824345 , 7718447869 (During 11 a.m. to 5 p.m.)

Mail id for any admission related query email id:- [kwcadmission2019@gmail.com](mailto:kwcadmission2019@gmail.com)