

## HOW TO APPLY

The online admission site of the College has been designed in a users' friendly way to help candidates for applying online in a step-by-step fashion. It has two major stages

- Registration and
- Admission.

**For Registration** visit [www.indasmahavidyalaya.net](http://www.indasmahavidyalaya.net)

- Click **Online Admission Form Fill Up (write upper corner)**
- Then fill-up form
- The online application allows to upload scanned photograph (within 30kb) & signature (within 20 kb)
- After filling-up click **PROCEED**
- Review & check Application Form
- If all are right then click Final Submit
- Select your choice: For **Honours - Apply for** Honours/Not apply for Honours and **For General- BA General** for BA Pass Course , **BSc General(bio/Pure)** for Science Pass Course/Not apply For General
- Click **NEXT**
- Choice your Honours Subject
- And click **Submit**

**(Special Note: After submission you get a SMS indication Registration ID, User Name & Password for future login. If you wrongly selected "Not Apply for Honours"/Not Apply for General....You never edited your form/options. You have to delete your 'application form' at student login page then apply again freshly. The deletion of your form should be done before payment of registration fee, otherwise you have to pay registration fees again without refunded the previous one.)**

- Again click **Bank Portal** for necessary payment
- State Bank Collect** page will open
- Click **I have read and accepted the terms and conditions stated above** and again click **Proceed** button.
- Select **West Bengal** from drop down (click **Select State**) from **State of Corporate/Institution**
- Again Select **Educational Institution** from drop down (click **Select Type**) from **Type of**

#### **Corporate/Institution**

- Click **Go**
- Again Select **INDAS MAHAVIDYALAYA** from drop down
- Select Appropriate category
- After filling up necessary information at each stage properly candidate should pay the requisite amount to the college through online payment system (built up in the software), without which the candidature of the candidate will be cancelled. Mode of online payment will be displayed in the software itself and the candidate should choose any one of them (**Net Banking, Debit Card, Credit Card, Cash Card (A nominal TDR charge would be applicable)**). It is important to mention that in all the cases the candidate should note the **ONLINE REGISTRATION NUMBER** failing which it may be difficult for making bank payment through online process. The same registration number should be used by the candidate for further tracking of his/her candidature at different stages.
- Student may Login at any time is required by USER NAME AND PASSWORD sent to your mobile
- Prospective candidates are advised to Follow the message sent to your mobile by Indas mahavidyalaya and also visit our college website ([www.indasmahavidyalaya.in](http://www.indasmahavidyalaya.in)) notice board at regular intervals for updates.

#### **FOR ADMISSION**

- After publishing merit list go our website (<http://www.indasmahavidyalaya.net>)
- Click notice
- Again click “merit list published-click here” to view merit list
- If your status is CONFIRMED then Login by USER NAME AND PASSWORD sent to your mobile .

- Then click Check Merit Point (Right upper Corner)
- Click “action drop down” and click “accept”
- Then click Final Submit
- Choose one subject combination from the list
- Then click submit
- Then pay your admission fee by online
- After payment come to college on schedule day for verification with Printed ONLINE APPLICATION FORM and all originals & photocopy of all testimonials to complete the admission process.
- If status is confirmed and a candidate does not accept then he/she will not get any chance to accept that subject in the next merit list.
- A candidate may take advantage of changing honours subject (two time) after taking admission, if his/her name will be enlisted in the corresponding merit list.
- Rights of cancellation or selection/admission lie with the Admission Committee of the Institute concerned.
- If a candidate gives wrong information or misguides the college, then his/her admission will be cancelled and the admission fees will be forfeited.