

**AZAD HIND FOUZ SMRITI MAHAVIDYALAYA
DOMJUR, HOWRAH
[CO- ED. DEGREE COLLEGE]**



ONLINE ADMISSION PROCEDURE (2017-18)

The Online Application for admission to First Year B.A. and B. Com. (Honours and General) Courses (Session 2017-18) will be as follows:

Step 1: The Application Form can be filled in through the “**Online Application**” tab listed under “Important Links”

Step 2: The applicant must fill in all the details correctly

Step 3: After filling the form press “**Save and Continue**” to submit the application

Step 4: The applicant will receive an “**Form no as Application ID**” and “**Password**” through sms which must be saved for updating Application Form

Step 5: After submitting the form, select “**Easy Pay**” tab to pay Application Fees

Step 6: The applicant must fill up the mandatory fields on the payment page: **Mobile Number**, “**Form no as Application ID** and *Fees* – Honours Courses: Rs. 200/- (+ **Bank charges**)
General Courses: Rs 150/- (+ **Bank charges**)

Step 7: The applicant will receive **OTP** (One Time Password) from ICICI Bank through sms. This OTP is required to select Payment Option: Cash or Online Payment

Step 8: For payment by **Cash** the applicant must print the challan and submit the fees in any branch of ICICI Bank during banking hours. (Home Branch: Domjur)

For **Online Payment** the applicant must follow online instructions and proceed

On payment the bank will give a unique “**Transaction Id**” to the applicant

Step 9: The applicant must “**Update Application**” using “Application Id” and “Password”

Step 10: The applicant must use “**Transaction Id**” given by ICICI Bank and upload “Photograph” and “Signature”

Step 11: After completing all these steps the applicant must press “**Submit Application**” and take a print out of the Form

Step 12: The applicant must also submit the following documents to the college office

3.06.2017 to 13.6.2017 (2 pm): **Saturday 11 am to 2pm

****Monday to Friday 11am to 4pm**

1. Self-attested photocopies of Admit Cards (Madhyamik and Higher Secondary or equivalent examinations)
2. Self-attested photocopy of Mark sheet of Higher Secondary or equivalent examination
3. Self-attested photocopy of Caste Certificate (SC/ST/ OBC-A, OBC-B) and/or Physically Handicapped (PH) if applicable
4. One recent Passport-size Photograph if not already uploaded in Application Form

Note:

1. Provisional Merit List for Honours and General Courses will be displayed on the college website on **16.6.2017 after 4 pm.**
2. Applicants who passed 10+2 Examination or its equivalent examination in 2015 and onwards are eligible to seek admission to all Honours and General courses, except Geography Honours, provided the applicant has also passed in English having full marks not being less than 100.
3. Applicants seeking admission to First year Geography Honours must have cleared 10+2 Examination or its equivalent examination 2017.
4. Applicants who have already taken admission in previous years in any college will not be eligible for admission.

For any help regarding Online Application please call: +91 9614663718

By Order