## SARAT CENTENARY COLLEGE DHANIAKHALI, HOOGHLY

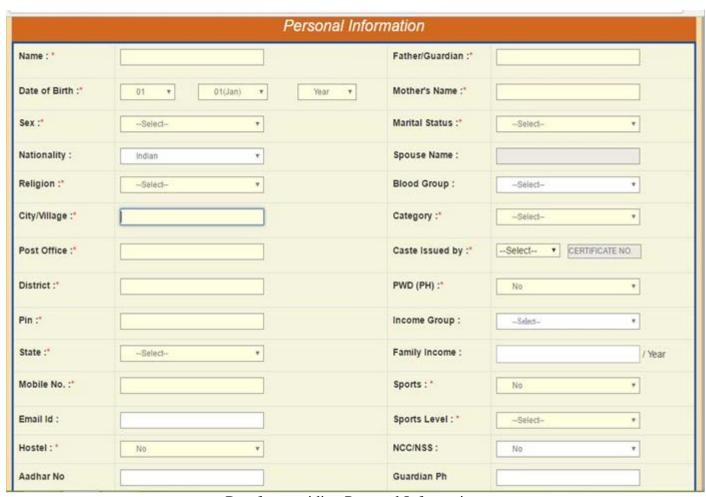
## Instruction for online application for admission to 1st Semester classes

Before applying get ready the following items.

- (a) Digital/scan copy of candidate's photo (size < 30 KB), signature (size < 20 KB), HS or equivalent Marksheet(size < 75 KB), Caste/PH Certificate(size < 75 KB) issued by competent authority (wherever applicable)
- (b) Your own email id (email id is required at several stages like University registration/semester exam. form fill up, accessing INFLIBNET contents at library etc.)
- (c) Mobile Number (all the information starting form registration, merit list status, payment status etc. shall be communicated to this mobile no.)
- (d) Marks sheet of Madhyamik Exam. (or equiv. exams)

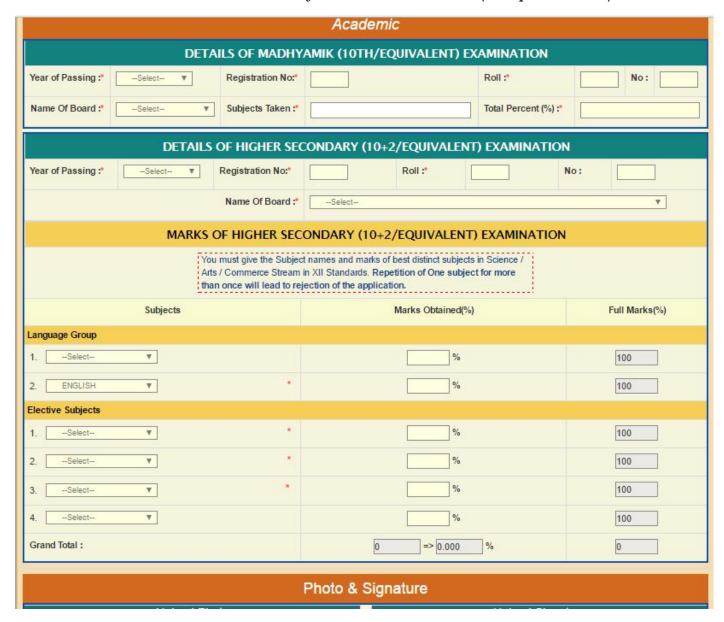
## Stepwise procedure:

- 1. Go to college website <a href="www.sccollegednk.ac.in">www.sccollegednk.ac.in</a>. Then click on online admission 2018-19. Then the page is redirected to our college admission website <a href="www.admissionsccollegednk.in">www.admissionsccollegednk.in</a>. Now click on admission form fill up for fresh registration.
- 2. Now fill up all data such as Applicant's name, Address, Parent's Name, caste information, annual income etc. in proper boxes.



Box for providing Personal Information

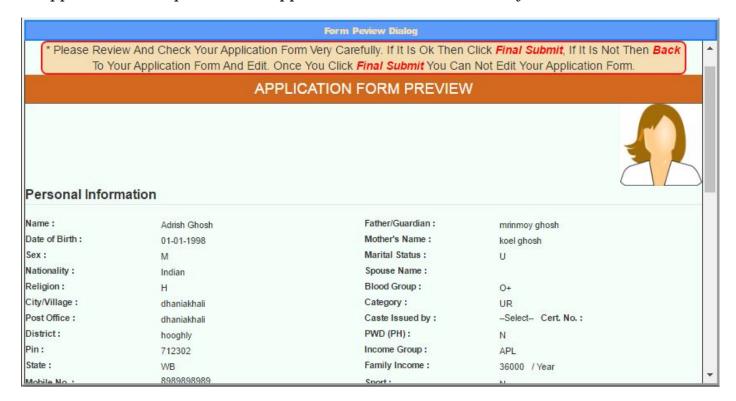
3. Then enter Academic data of Madhyamik and H.S. exam (or equiv. Exam.) results.



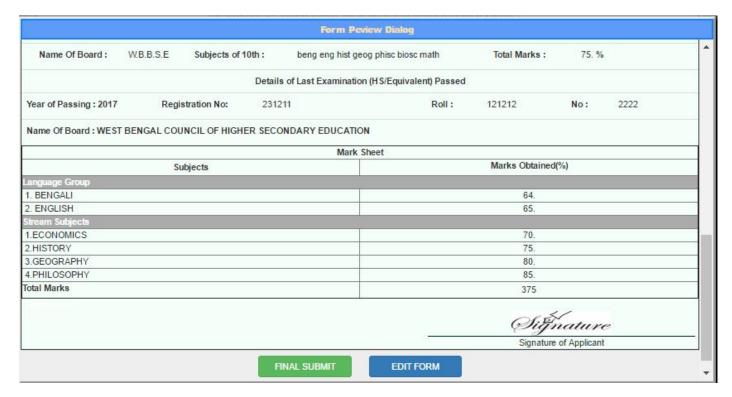
Box for providing Academic data

4. Next upload your photo (size< 30 KB) and signature (size< 20 KB) in proper boxes. Then click **PROCCED** button.

5. Application form preview will appear. Check the data carefully.



Upper part of Application Form Preview



Lower part of Application Form Preview

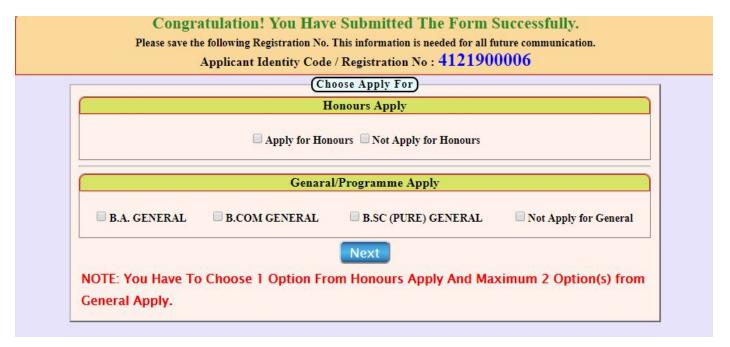
If all the data's are OK then click FINAL SUBMIT. Otherwise click on EDIT FORM and modify data where required and then submit. Note after 'FINAL SUBMIT' no change can be done. After 'FINAL SUBMIT' one will get his/her registration number, user name and password to the given mobile number through SMS.

6. In the next page you have to upload scan copy of HS or equivalent Marks sheet, Caste/ PH certificate (wherever applicable).



Click on 'Choose File' against required document. Select the concerned file and then click on 'Submit'. A pop up window will appear showing 'Successfully uploaded'. Click on 'OK' button below. After uploading of all required documents click on 'Next' button.

7. Next a screen appears where there are options for choosing streams/ courses one wish to apply.

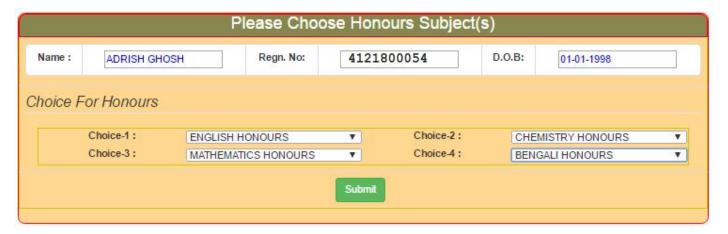


Check boxes for choosing streams/courses

Under 'Honours apply' heading one should choose the left option (Apply for Honours) if one desires to apply for honours courses. Then under 'General Apply' one can choose at most two general course streams. Click NEXT to proceed. If one wishes to apply for

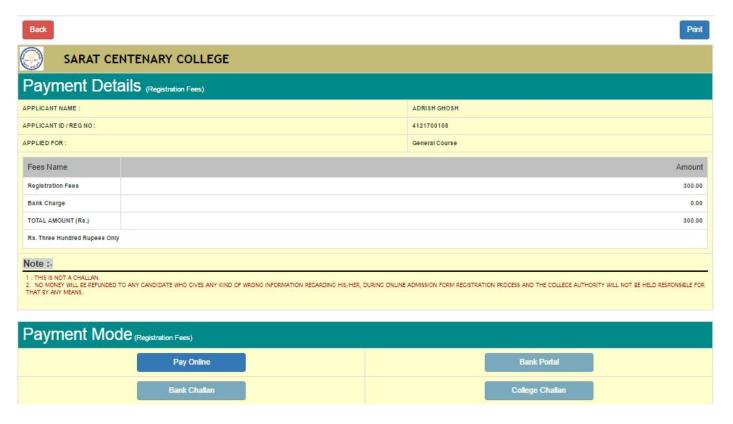
General course only he/she should choose 'Not Apply for Honours' and click NEXT. If one don't want to apply for General courses select 'Not Apply for General'

8. Next choose maximum four honours subjects for which one is eligible (this option is applicable for those who opted for Honours courses in the previous page).



## Click **SUBMIT**.

9. Payment page appears.



Click 'Pay Online'. Now pay the stipulated registration fee (Rs. 400/- excluding bank charges) through debit/credit card and internet banking. After successful payment your registration is complete.

- Note: 1. If after 'final submit' (step 5) one detects that there is some wrong information in the submitted application he/she should delete his/her data after login to admission portal (using the username password obtained during step-3) and apply a fresh.
- 2. Subjects combinations for the 3 years courses shall have to be chosen in later phase.

Website: www.sccollegednk.ac.in www.admissionsccollegednk.in

**Admission helpline number: 03213-255282/8759275925**