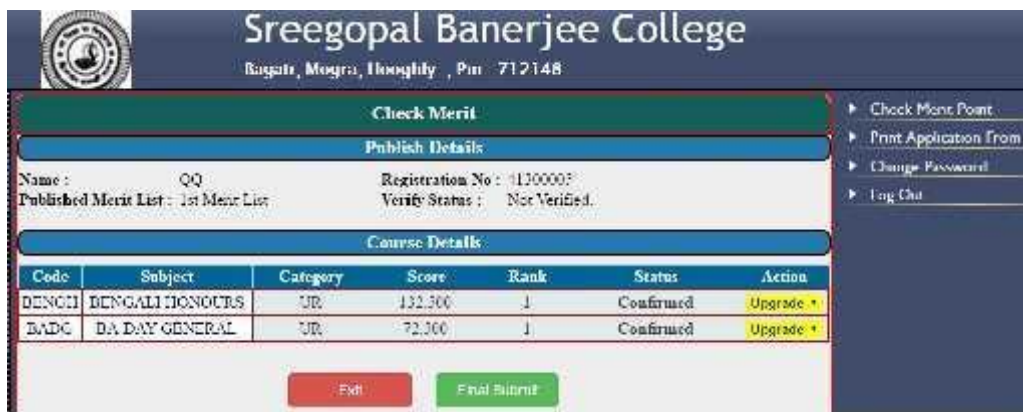


## **Important instructions to the applicants regarding online application 2018**

Every student should read carefully the instruction before online form fill-up and go through the process step by step.

1. Go to the official website of Sreegopal Banerjee Colleges (<http://www.sgbcollege.in>) and open the admission portal from the upper bar menu.
2. You will find a link regarding online admission 2018  
Clicking on it will open Admission form fill-up portal
3. Clicking on the Admission form fill up menu at the top right side corner will open the online form regarding admission.
4. Fill up the form carefully. **FIELD MARKED WITH ASTERISK (\*) ARE MANDATORY**. At the photo and signature section you have to upload a photo of the candidate (less than **30 kb**) and the signature (less than **20 kb**).
5. Before proceed to next page make sure **ALL THE INFORMATION PROVIDED BY THE CANDIDATE ARE CORRECT. WRONG INFORMATION MAY SUBJECT TO CANCELLATION OF YOUR APPLICATION FORM.**
6. Click on Proceed button will allow you to preview the form. Please Review And Check Your Application Form Very Carefully. If it is ok then click Final Submit, if it is not then back to your Application Form and Edit. Once you click Final Submit you cannot edit your Application Form.
7. If you unfortunately submitted **WRONG INFORMATION** during form fill-up. **DELETE** the previously submitted form from student login page. Wrong information is subject to cancellation of your application.
8. After final submission you will shortly receive a conformation SMS containing your login details. Please keep this SMS for further login.
9. Next you have been moved to a page for subjects apply. You can apply Honours and 2 General courses together at a time. Click next.
10. Now can you choose 3 honours subjects according to your eligibility Click **SUBMIT**.

11. For complete your registration procedure select payment method as payment online through **PAYUMONEY**. Use debit, credit , ATM card or Net Banking for Submission of your fee. After submission **Print pay slip**.
12. Now wait for merit list publication.
13. Merit list published on our dedicated admission website [www.sgbcollege.in](http://www.sgbcollege.in)
14. Selected candidates after login please click Check Merit Point



15. In action menu click upgrade to accept your admission in concern subject. (\* you can choose only ONE SUBJECT)
16. After final submission, choose you subject combination from combination list then click submit.

**You must have chose 2 subject(s). You can chose only 1 subject from each group for BA Hons and Gen /B.Com Hons and Gen /B.Sc Hons .**

**You must have chose 3 subject(s). You can chose only 1 subject from each group for B.Sc General**

**For subject combination follow the Prospectus (Course of Studies)**



17. Pay your admission fee following Bank Portal link same as registration fee submission procedure. (Select your appropriate criteria for admission fee submission).

18. After deposit admission fee within 1-2 days you will get a conformation SMS from our college.

19. Your provisional admission is now complete. For Confirm admission you have to verify your original documents on schedule date and time which is sent to your mobile through SMS.

List of documents:

- i. Admit card of Madhyamik.
- ii. Marks sheet of H.S.
- iii. Printed application form and Payment Slips
- iv. Two coloured recent passport size photo.
- v. Caste/PH certificate (if any).

Your mobile no is very important don't change it during admission process.

Any problem regarding admission contact us in our helpline number.