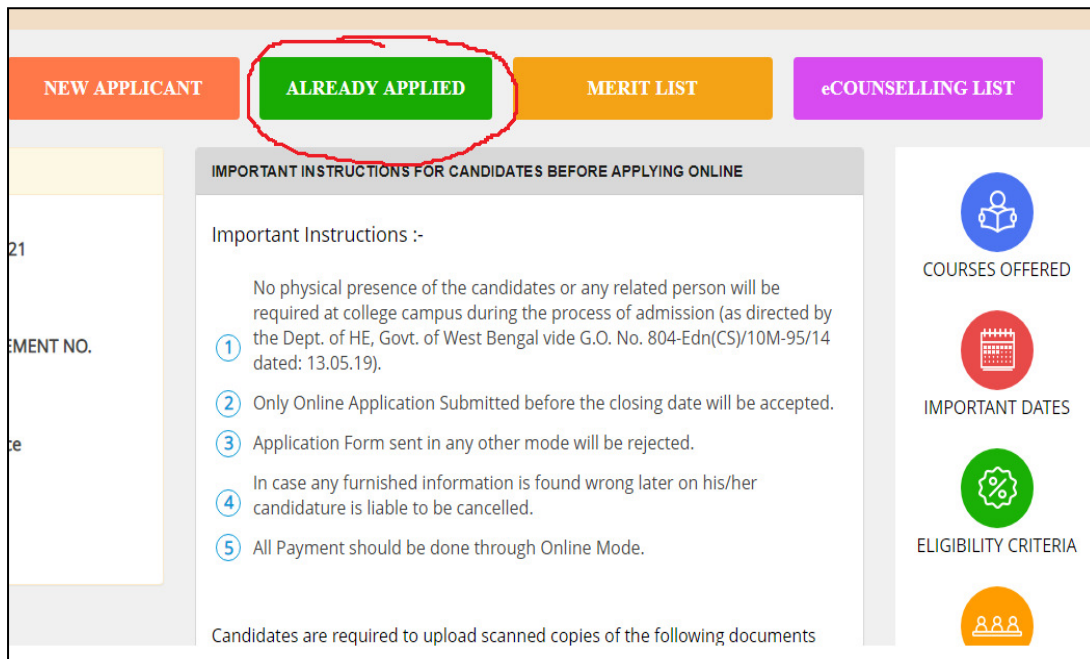


Please follow the step to take admission with the system

1. Open College Website or Online Admission Portal
2. Click on the Online Admission Option/Button
3. Click on the **Already Applied** Button as below



4. Put your Acknowledgement No, Form No & Date of Birth and then click on **Login** Button

The screenshot shows the 'Applicant Sign In' form. It has the following fields:

- Acknowledgement No**: A text input field with the placeholder 'Enter Acknowledgement No'.
- Form Number**: A text input field with the placeholder 'Enter Form Number'.
- Date of Birth**: Three dropdown menus for day, month, and year. The selected values are '01', 'January', and '1964'.

At the bottom of the form is a large blue button labeled 'LOGIN', which is circled in red.

5. Click on the button **Fees Status** as below

The screenshot shows a user dashboard with a sidebar on the left and a main content area. The sidebar contains a profile picture, a name, and several menu items: 'Dashboard', 'Print Application', 'Upload Documents', 'Upload Image & Signature', 'Edit Profile', and 'Fees Status'. The 'Fees Status' item is highlighted with a red circle. The main content area has a green header section titled 'Course Applied' listing three courses: 'BA (Honours)-History(CC1)-Pol Science(GE1)-NA(GE2)-ENVS(AECC1)-Bengali(AECC2)', 'BA (Honours)-Bengali(CC1)-History(GE1)-NA(GE2)-ENVS(AECC1)-Bengali(AECC2)', and 'BA (Programme)-Bengali (CC1)-History (CC2)-NA (GE1)-ENVS(AECC1)-Bengali(AECC2)-English(LCC1)-Bengali(LCC2)'. Below this is a blue section titled 'Admission Status' listing the same three courses. At the bottom of the main content area is a white box labeled 'Upload Status'.

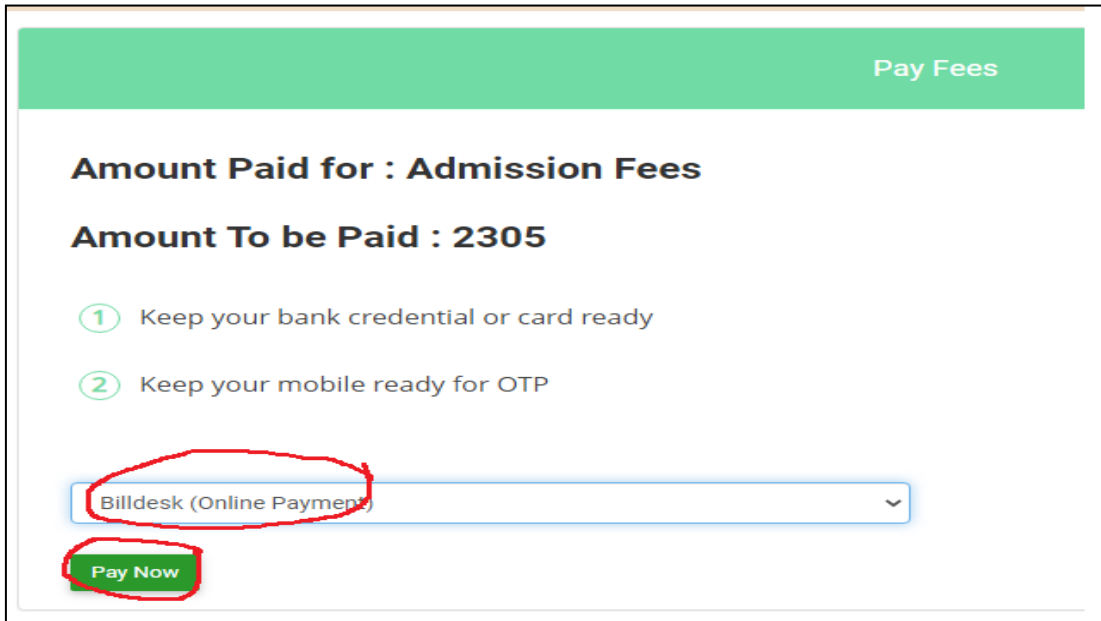
6. Click on the button **Pay Now** (beside **Your Choice Combination**) as below

The screenshot shows two sections. The first section, 'You Applied for', contains a table with columns 'Sl.', 'Course', 'Amount', 'Status', and 'Pay'. The first row shows a course with an amount of 200 and a status of 'Paid', with a 'Receipt Print' button. The second section, 'You can take Admission to the Following Courses', contains a table with columns 'Sl.', 'Course', 'Fees', 'Status', and 'Pay'. The first row shows a course with fees of 2305 and a status of 'Not Admitted', with a 'Pay Now' button circled in red. The second row shows a course with fees of 2305 and a status of 'Not Admitted', with a 'Pay Now' button. The third row shows a course with fees of 1725 and a status of 'Not Admitted', with a 'Pay Now' button.

Sl.	Course	Amount	Status	Pay
1	BA (Honours)-History BA (Honours)-Bengali BA (Programme)-Bengali	200	Paid	Receipt Print

Sl.	Course	Fees	Status	Pay
1	<u>BA (Honours)-History(CC1)-Pol Science(GE1)-NA(GE2)-ENVS(AECC1)-Bengali(AECC2)</u>	2305	Not Admitted	Pay Now
2	BA (Honours)-Bengali(CC1)-History(GE1)-NA(GE2)-ENVS(AECC1)-Bengali(AECC2)	2305	Not Admitted	Pay Now
3	BA (Programme)-Bengali (CC1)-History (CC2)-NA (GE1)-ENVS(AECC1)-Bengali(AECC2)-English(LCC1)-Bengali(LCC2)	1725	Not Admitted	Pay Now

7. Select the Payment Gateway and click on **Pay Now** as below



The screenshot shows a payment gateway interface. At the top right, there is a green header with the text "Pay Fees". Below this, the text "Amount Paid for : Admission Fees" is displayed. Underneath, it says "Amount To be Paid : 2305". There are two numbered instructions: "1 Keep your bank credential or card ready" and "2 Keep your mobile ready for OTP". A dropdown menu is shown with "Billdesk (Online Payment)" selected, and a green "Pay Now" button is located below it. Red circles highlight the dropdown menu and the "Pay Now" button.

8. Now you can do your online payment by payment gateway.

Thank you