

SARAT CENTENARY COLLEGE

DHANIAKHALI, HOOGHLY

Instruction for online application for admission to 1st year classes

Before applying get ready the following items.

- Digital/scan copy of candidate's photo (size < 30 KB) and signature (size < 20 KB)
- Your own email id (email id is required at several stages like University Part-I/II/III form fill up, accessing INFLIBNET contents at library etc.)
- Mobile Number (all the information starting from registration, merit list status, payment status etc. shall be communicated to this mobile no.)
- Mark sheets of Madhyamik and H.S. Exam. (or equiv. exams)
- Copy of Caste certificate issued by SDO or higher authority (wherever applicable)

Stepwise procedure:

- Go to college website www.sccollegednk.org.in. Then click on online admission 2017-18. Then the page is redirected to our college admission website www.sccollegeadmission.in. Now click on **admission form fill up** for fresh registration.
- Now fill up all data such as Applicant's name, Address, Parent's Name, caste information, annual income etc. in proper boxes.

The screenshot shows a web browser window with the URL www.sccollegeadmission.in/Studentpart/student_form_fillup.aspx#!. The form is titled "Personal Information" and is divided into two columns of fields. The fields are as follows:

Personal Information			
Name : *	<input type="text"/>	Father/Guardian : *	<input type="text"/>
Date of Birth : *	01 ▾ 01(Jan) ▾ Year ▾	Mother's Name : *	<input type="text"/>
Sex : *	--Select-- ▾	Marital Status : *	--Select-- ▾
Nationality :	Indian ▾	Spouse Name :	<input type="text"/>
Religion : *	--Select-- ▾	Blood Group :	--Select-- ▾
City/Village : *	<input type="text"/>	Category : *	--Select-- ▾
Post Office : *	<input type="text"/>	Caste Issued by : *	--Select-- ▾ CERTIFICATE NO. <input type="text"/>
District : *	<input type="text"/>	PWD (PH) : *	No ▾
Pin : *	<input type="text"/>	Income Group :	--Select-- ▾
State : *	--Select-- ▾	Family Income :	<input type="text"/> / Year
Mobile No. : *	<input type="text"/>	Sports : *	No ▾
Email Id :	<input type="text"/>	Sports Level : *	--Select-- ▾
Hostel : *	No ▾	NCC/NSS :	No ▾
Aadhar No	<input type="text"/>	Guardian Ph	<input type="text"/>

Box for providing Personal Information

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

Academic					
DETAILS OF MADHYAMIK (10TH/EQUIVALENT) EXAMINATION					
Year of Passing :*	--Select--	Registration No:*	<input type="text"/>	Roll :*	<input type="text"/> No : <input type="text"/>
Name Of Board :*	--Select--	Subjects Taken :*	<input type="text"/>	Total Percent (%) :*	
DETAILS OF HIGHER SECONDARY (10+2/EQUIVALENT) EXAMINATION					
Year of Passing :*	--Select--	Registration No:*	<input type="text"/>	Roll :*	<input type="text"/> No : <input type="text"/>
Name Of Board :*		--Select--			
MARKS OF HIGHER SECONDARY (10+2/EQUIVALENT) EXAMINATION					
You must give the Subject names and marks of best distinct subjects in Science / Arts / Commerce Stream in XII Standards. Repetition of One subject for more than once will lead to rejection of the application.					
Subjects			Marks Obtained(%)	Full Marks(%)	
Language Group					
1.	--Select--		<input type="text"/> %	<input type="text"/> 100	
2.	ENGLISH	*	<input type="text"/> %	<input type="text"/> 100	
Elective Subjects					
1.	--Select--	*	<input type="text"/> %	<input type="text"/> 100	
2.	--Select--	*	<input type="text"/> %	<input type="text"/> 100	
3.	--Select--	*	<input type="text"/> %	<input type="text"/> 100	
4.	--Select--		<input type="text"/> %	<input type="text"/> 100	
Grand Total :			<input type="text"/> 0 => <input type="text"/> 0.000 %	<input type="text"/> 0	
Photo & Signature					

Box for providing Academic data


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

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

Form Preview Dialog

* 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 Can Not Edit Your Application Form.

APPLICATION FORM PREVIEW



Personal Information

Name :	Adrish Ghosh	Father/Guardian :	minmoy ghosh
Date of Birth :	01-01-1998	Mother's Name :	koel ghosh
Sex :	M	Marital Status :	U
Nationality :	Indian	Spouse Name :	
Religion :	H	Blood Group :	O+
City/Village :	dhaniakhali	Category :	UR
Post Office :	dhaniakhali	Caste Issued by :	--Select-- Cert No. :
District :	hooghly	PWD (PH) :	N
Pin :	712302	Income Group :	APL
State :	WB	Family Income :	36000 / Year
Mobile No. :	8989898989	Sport :	N

Upper part of Application Form Preview

Form Preview Dialog

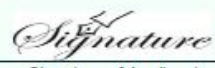
Name Of Board :	W.B.B.S.E	Subjects of 10th :	beng eng hist geog phisc biosc math	Total Marks :	75. %
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Details of Last Examination (HS/Equivalent) Passed

Year of Passing :	2017	Registration No:	231211	Roll :	121212	No :	2222
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Name Of Board : WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Mark Sheet	
Subjects	Marks Obtained(%)
Language Group	
1. BENGALI	64.
2. ENGLISH	65.
Stream Subjects	
1.ECONOMICS	70.
2.HISTORY	75.
3.GEOGRAPHY	80.
4.PHILOSOPHY	85.
Total Marks	375


 Signature of Applicant

FINAL SUBMIT
EDIT FORM

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

The screenshot shows a web browser window with the URL 'egeadmission.in/Studentpart/success.aspx'. The page has a yellow header with the text: 'Congratulation! You Have Submitted The Form Successfully. Please save the following Registration No. This information is needed for all future communication. Applicant Identity Code / Registration No : 41200018'. Below this is a section titled 'Choose Apply For' with two main boxes. The first box is 'Honours Apply' and contains the options: Apply for Honours and Not Apply for Honours. The second box is 'General Apply' and contains the options: B.A. GENERAL, B.SC (BIO SCIENCE), B.SC (PURE SCIENCE), and Not Apply for General. A blue 'Next' button is located below these options. At the bottom of the form, there is a red note: 'NOTE: You Have To Choose 1 Option From Honours Apply And Maximum 2 Option(s) from General 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.


7. 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).

The screenshot shows a form titled 'Please Choose Honours Subject(s)'. At the top, there are three input fields: 'Name : ADRISH GHOSH', 'Regn. No: 4121700109', and 'D.O.B: 01-01-1998'. Below these is a section titled 'Choice For Honours' with four dropdown menus: 'Choice-1 : ENGLISH HONOURS', 'Choice-2 : CHEMISTRY HONOURS', 'Choice-3 : MATHEMATICS HONOURS', and 'Choice-4 : BENGALI HONOURS'. A green 'Submit' button is located at the bottom of the form.

Click SUBMIT.

8. Payment page appears.

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 **SARAT CENTENARY COLLEGE**

Payment Details (Registration Fees)

APPLICANT NAME :	ADRISH GHOSH
APPLICANT ID / REG NO :	4121700108
APPLIED FOR :	General Course

Fees Name	Amount
Registration Fees	300.00
Bank Charge	0.00
TOTAL AMOUNT (Rs.)	300.00

Rs. Three Hundred Rupees Only

Note :-
1 : THIS IS NOT A CHALLAN.
2. NO MONEY WILL BE REFUNDED TO ANY CANDIDATE WHO GIVES ANY KIND OF WRONG INFORMATION REGARDING HIS/HER, DURING ONLINE ADMISSION FORM REGISTRATION PROCESS AND THE COLLEGE AUTHORITY WILL NOT BE HELD RESPONSIBLE FOR THAT BY ANY MEANS.

Payment Mode (Registration Fees)

Pay Online	Bank Portal
Bank Challan	College Challan

Click 'Pay Online'. Now pay the stipulated registration fee (Rs. 300/- 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.