



# BARUIPUR COLLEGE

## HOW TO APPLY ONLINE FOR 1<sup>st</sup> Year B.A./B.Sc./B.Com. Course for the 2016-17 Session

- ❖ Go to [www.baruiपुरcollege.ac.in](http://www.baruiपुरcollege.ac.in) and Click on Admission 2016 Link
- ❖ Read the instruction and click Proceed
- ❖ Carefully fill up the form and provide information regarding 'Personal Details', 'Gurdians' Details', 'Address and Communication' and Academic Details of H.S. examination. Then click 'Next'
- ❖ In the next page fill-up the form and provide information regarding 'Marks Obtained At Class XII' and then select the Course you want to apply. Then click 'Next'.
- ❖ Application Preview page is displayed. Carefully check the information in this page. If you want to make any changes click 'Back' button.
- ❖ If you are satisfied with the form click 'Submit' A message will appear warning you to review the information carefully since you will not be able to make any changes once it is submitted. Press 'OK'
- ❖ Application Submitted page is displayed. Note down your unique Application ID/Challan No
- ❖ Click on 'Click here to print your Bank Challan' and print out the Bank Challan
- ❖ With the print out of Bank Challan deposit your Application Fee (Rs. 150/-) to Axis Bank Baruiपुर Branch as soon as possible. Unless the Application Fee is paid to the bank on or before the last date of submission of forms, your form will not be considered for admission.
- ❖ Keep the student copy of the Bank Challan with you for future reference.
- ❖ After you deposit the fee at Axis Bank, visit [baruipurcollege.ac.in](http://baruipurcollege.ac.in) and log in with your unique Application ID and Date of Birth. Click on Update Payment Status. Fill-in the required information and click 'OK'
- ❖ After 4/5 days of fee deposit, Log In with your unique Application ID and Date of Birth. Click on 'Print Submitted Application' and print out your Application Form.
- ❖ Affix a recent passport size photograph on the form. Sign it and keep it with you along with the student copy of the Bank Challan.
- ❖ The Merit List of all applicants for admission will be published by the college within 16th June 2016.
- ❖ The students will be admitted on and from 21<sup>st</sup> June, 2016.
- ❖ You have to bring the printed Application Form (2 copies) and the student copy of the Bank Challan along with all the required documents (H.S. Marksheet, Cast Certificate, PH Certificate) in original for verification on the day of admission.
- ❖ After your documents are verified, again Log In with your unique Application ID and Date of Birth. Click on 'Print Admission Challan' and print out the Admission Challan
- ❖ With the print out of Admission Challan, deposit your required Admission Fee (it will vary from subject to subject) to Axis Bank Baruiपुर Branch. (for the Last date of submission of fees check college website). Unless the Admission Fee is paid to the bank on or before the last date, your application will not be considered for admission.
- ❖ Keep the student copy of the Admission Challan with you for future reference.
- ❖ Please check the College website [www.baruiपुरcollege.ac.in](http://www.baruiपुरcollege.ac.in) regularly for up-dates on admission.