



SABANG SAJANIKANTA MAHAVIDYALAYA

LUTUNIA, PASCHIM MEDINIPUR, PIN-721166

email address: sasama1970@gmail.com

Ref. No. Sab/Admission/2

Date:- 16/05/2018

How to fill up the form

1. Click on the link for ONLINE ADMISSION FOR PG COURSES
2. Menu, that will be appeared, has been given below

The screenshot displays two main sections. The left section is titled 'Online Admission to PG Courses' and features a blue button labeled 'Apply for PG Courses'. Below this, there is a 'Know your Form No' section with a note: 'Your Form No will sent to you as SMS to your Registered Mobile No'. It includes a 'Mobile No' field with the placeholder 'Enter your mobile no' and a blue 'Send SMS' button. The right section is titled 'Reprint of Application Form/Challan' and contains the text 'Enter your form No and name'. It has a 'Form No' field with the example 'Ex: SSM/PG/2018/10001' and a blue 'Submit' button.

3. Then click on **Apply for PG Courses**
4. Menu that will be appeared, has been given below

The screenshot shows an application form with a prominent warning box. The warning box, titled 'Read Carefully before Applying', contains five instructions: 1. Before SUBMITTING APPLICATION, check all information and make sure that all information is correct. 2. You DO NOT have any editing option after submitting the form. 3. Take printout of Form and Challan when it is available after submission of application. 4. You DO NOT have any 2nd chance to print the Form and Challan. 5. For any further information, call the office telephone no. The form itself is addressed to 'The Teacher-in-Charge, Sabang Sajanikanta Mahavidyalaya, Lutunia, Paschim Medinipur'. It includes a 'For Office Use' section with fields for 'Roll No.', 'Session: 2018-19', and 'Signature'. The applicant's name is partially visible as 'Sir, I beg to apply for admission to the Post-Graduate Course in PHYSICS as a regular student for the session 2018-2019'.



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5. Then click **close**
6. Then you have to fill up the form
7. Appeared candidates have to put the combined HONS. MARKS OF PART I AND PART II and the HONS. PERCENTAGE MARKS obtained.
8. After the publication of result candidate can edit the data given in the particular column of marks obtained and final print out of the form then can be made.
9. Read the procedure for uploading photo as notified in our previous notification.
10. Then click submit on line
11. Draw Challan to make payment.
12. Payment may be made through Bank Challan or through payment gateway.
13. Complete the online admission process and keep all the hard copies along with self attested photocopies as per the instruction which will be verified later.
14. Follow the notifications that will be given in the website time to time.
