

Steps to be followed for Filling Up Online Admission form

1. Go to the Website: www.vckolkata63.org
2. **For each subject it is necessary to fill up separate form.**
3. Put the cursor on the Link '**Admission**'—A top down Menu Bar will be populated.
4. From that Menu Bar select "**On Line Admission Form**".
5. Fill it Step-by-step.
6. I) In the **Step-2** you have to enter the marks you obtained in different subjects in the preceding exam. First write the name of First and Second Language and fill the marks.
 - ii) If you select **BA (HONS.) or BA (Gen) or B.Com (HONS) or BCom (Gen)** then put the total marks of each subject you obtained in 10+2 Exam in the **Th. Field** and keep the **PR. Field blank**.
 - iii) In case of some subjects you will find that some subjects names are populated automatically, it means that to study that particular subjects it is necessary to have this subject in the preceding exam.

For Example:

Case-I: if you select 'Physics' as your preferred Hons. Subject then 'Mathematics' will be one of the subjects you have to pass. In this case 'Mathematics' will come in one field and you have to enter the marks of mathematics there only.

Case-II: If you select 'Zoology' as your preferred Hons. Subject then Chemistry will be one of the subjects you have to both in 'Theory' and

'Practical'. In this case 'Chemistry' will come in one field and enter both Theory and Practical Marks in the specified fields.

iv) Full Marks for all subjects is 100. In case of some boards full marks for subjects is 200. In that case it should be calculated out of 100.

For Example: Any one scored 80 in English out of 200. In case of entry it will be 40 out of 100.

7. Do not enter the marks of **Environmental Studies** in any other field except the field specified for it. If you enter the Marks of Environmental Studies in any field other than specific field your form will be rejected immediately.
8. In **Step-3: For ISC students**: In the Marksheet at the Right Corner there is no. in the following format: **123654/0124**. For entering the **Roll** Field in the form put **123654** and for **No** Field put 0124. In the **Registration** field put the **Unique ID**.
9. In **Step-3** candidate must choose one Generic Elective subject for first semester.
- 10. Please take utmost care in case of entering the Marks obtained in different Subjects because any wrong entry will cause cancellation of your candidature during the time of Verification even you have been selected as per Merit List.**
11. Finally check it and submit the form. **No correction can be done after final submission. So before submission check it properly.**
12. **After the submission candidate must have to pay the APPLICATION FEE otherwise form will not be accepted by the college. Without depositing this fee the form will not be entertained and summarily rejected at the time of Merit List Preparation.**

13. Candidate can pay APPLICATION FEE through offline as well as ONLINE facility (ONLINE facility is preferred for paying the EFF)
14. For OFFLINE facility a **Challan** will be generated for submitting the **APPLICATION FEES**. Take a printout of this challan.
15. Deposit the Application fees through this challan (follow the instruction given in this challan). Sign the challan and go to the nearest **Canara Bank (CBS Branch)** and deposit the Fees. (**No need to send Scan copy of the Challan through E-Mail**)

FOR ONLINE PAYMENT

- Two banks are available for online payment: SBI and CANARA BANK.
- Click on any of the BANK a payment page will come.
- Fill up the required fields.
- Pay the Application fee.

****Check the status of your Application after two days from the date of paying the APPLICATION FEES.**