

## Procedure for filling-up the forms

- 1) Firstly open our website [www.kaliyaganjcollege.ac.in](http://www.kaliyaganjcollege.ac.in) and click 'onlineadmission into 1<sup>st</sup> Semester, 2022-2023' button or open 'www.onlineadmissionkaliyaganjcollege.org.in'. Then obtain the detailed informations by clicking 'Application Procedure' button. [If the page 'Notice Board – Online Application will be started soon' come, then click 'ctrl + f5' to clear the page and then proceed]
- 2) Click 'Apply online'. Two options will come — 'Apply in Honours' & 'Apply in General'. Click the desired button and the application form will be opened.
- 3) Fill-up the form properly. Browse your photo and other documents from any source (internal or external) and paste it in proper place. Be careful about your date of birth. After submitting the form, you can edit your form except date of birth.
- 4) After completion of form fill-up, 'Submit' button will come. Click 'submit' button and the filled-up form will be seen. After checking (you can go back for correction if any), confirm it. Then two buttons will come — 'Print Form' & 'Exit'. Click 'Print Form' to get hard-copy of your application. If you click 'EXIT' then you will be left from the application.
- 5) You will find your 'Application ID' at the top of your submitted Application form. This 'Application ID, will be your user ID and your date of birth will be your password for the later operations.
- 6) You will get the options for 'Duplicate Application Form & 'Form Correction' at Home Page.
- 7) Follow the Programme at web-site.
- 8) A candidate can apply for Honours course in maximum 3 (three) subjects in a single application form.
- 9) Initially, the admission will be provisional. Later on, it will be confirmed if everything is OK.
- 10) The process of 'form fill-up' & 'admission' may be cancelled or postponed at any stage due to special reasons.

**For any queries of the Form fill-up -**

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