Steps for Challan Generation:-

Click “Second year Admission” link for Enrollment to 2nd year or “Third year Admission” link for Enrollment to 3rd year on the website.

Click on the website.

1) Type in your College Roll No. (4 digit ex. 0001/0011/0111/1111) and Date of Birth (Through Calendar)

2) Select “Challan Generation” and click “Continue” Button.

3) Check and update your Personal Information.

4) Select & check your enrollment year (Serial No. 18 in form)

5) Fill up your marks as per 1st / 2nd/ 3rd year Calcutta University Mark sheet.

6) Select the appropriate categories (Casual/ Regular).

(Explanation on Regular & Casual student is given at end of this notice)

7) Click “Submit” Button.

8) Print Fees Challan. (In case of student enrolled as both Regular & Casual student, multiple challan needs to be printed).

9) Pay the Fees in Bank as mentioned in Challan and follow Steps for Payment Verification.

Applicable for Students enrolling for both Regular & Casual.

❖ You can avail multiple options as a Casual Student (For reappearing in failed (Back) papers of Part I, II & III) and as a Regular Student either for 2nd or 3rd Year depending upon your result.

❖ You can either be casual student up to 3 subjects or casual student for more than 3 subjects for a particular year depending upon the number of fail (Back) Papers you have.

❖ For repeating a year as casual student. You must select Casual student for more than 3 subjects.

❖ The categories can be reselected by doing Challan Generation process again till the payment Confirmation has been done. Once the payment confirmation is done, for adding a category student must contact 4th Floor, System Control Room in college premises.

❖ For the students who are getting error “Data Not Found” after giving their Roll no. & Date of Birth please bring along the following documents.

1) Calcutta University Registration certificate in original and 1 Photo copy.

2) Last appeared Calcutta University Exam’s Admit card & Mark sheet in original.

3) Last ID Card issued by college if any.
**Steps for Payment Verification:-**

Click “Second year Admission” link for Enrollment to 2nd year or “Third year Admission” link for Enrollment to 3rd year on the website

1) Type in your College Roll No. 4 digit ex. 0001/0011/0111/1111) and Date of Birth (Through Calendar).
2) Select “Payment Verification” and click “Submit” Button.
3) Select the challan for which you want to confirm the payment.
4) Verify Fees Paid Amount.
5) Enter the date of Payment.
6) Select the Bank & Branch where payment is made.
7) Click “Confirm” Button.
8) Repeat from step 3 for each individual challan.

**Explanations For:**

**Regular Student:** Students who have to attend classes in the college & thereafter apply to Calcutta University for giving the exam in Subject & Course studied (Generally first time in a particular year)

**Casual Student:** Student who require to clear back (Failed) papers as well as student, who has to repeat a year, has to enroll as casual student and then at the appropriate time fill Calcutta University Exam Form. Students do not require to attend the classes & can appear for exam after filling Calcutta University Exam Form.

**Note:** You can be Regular Student only for one particular year (Part I, II, III) however you can be a casual student of multiple years (where failed papers are) along with being regular for a particular year. A student enrolled as a casual student for repeating a full year (Part I, II, III) cannot be a regular student of any other year.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>1st Year (Part I)</th>
<th>2nd Year (Part II)</th>
<th>3rd Year (Part III)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student A</td>
<td>Casual Up to 3</td>
<td>Casual Up to 3</td>
<td>Regular</td>
</tr>
<tr>
<td></td>
<td>Failed in two Subjects</td>
<td>Failed in One Subjects</td>
<td></td>
</tr>
<tr>
<td>Student B</td>
<td>Passed</td>
<td>Casual Up to 3</td>
<td>Passed (PNC Result)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Failed in One Subjects</td>
<td></td>
</tr>
<tr>
<td>Student C</td>
<td>Casual Up to 3</td>
<td>Regular</td>
<td>Not Eligible</td>
</tr>
<tr>
<td></td>
<td>Failed in One Subjects</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your Enrollment will be confirmed by an SMS once The College receives payment confirmation from Bank.

S.K. Dan
Principal