Steps for Challan Generation:-
Click “Second year Admission” link for Enrollment to 2\textsuperscript{nd} year or “Third year Admission” link for Enrollment to 3\textsuperscript{rd} 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) Fill up your marks as per 1\textsuperscript{st} / 2\textsuperscript{nd} / 3\textsuperscript{rd} year Calcutta University Mark sheet.
5) Select the appropriate category.
6) Click “Submit” Button.
7) Print Fees Challan for each of the category opted for and Enrollment Form.
8) Pay the Fees in Bank as mentioned in Challan and follow Steps for Payment Verification.

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

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 4\textsuperscript{th} Floor, System Control Room in college premises.

Steps for Payment Verification:-
Click “Third year Admission” link 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) Verify Fees Paid Amount.
4) Enter the date of Payment.
5) Select the Bank & Branch where payment is made.
6) Click “Confirm” Button.

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

S.K. Dan
Principal