

Initial Application Procedure

(Before Publication of Merit List From 01-07-2023 up to 15-07-2023)

<https://www.scm.ac.in/>

<http://sadhanchandramahavidyalaya.org>

<http://onlineadmission.sadhanchandramahavidyalaya.org>

Read this carefully before start the form fill in process:

1. The applicant (candidate) should have their own email id and mobile no(*mandatory*).
2. Scheduled Caste/Tribe and OBC applicants must be of West Bengal origin only. Certificates issued by other states will not be accepted.
3. The applicant must make sure that she/he fulfills admission norms set by the College.
4. Please remember that admission taken on the basis of false statement or misstatement is liable to be cancelled and appropriate legal action may be initiated against such applicant.
5. The mark sheet should reflect that the candidate has passed in the examination.

MANDATORY DOCUMENTS

1. Photograph Image

- Recent passport size photograph
- Size of file should be within 50 KB
- Resolution of the image is 100 DPI

2. Signature Image

- Size of file should be within 50 KB.
- Resolution of the image is 100 DPI

3. Age Proof Document Image

- Admit Card/Certificate of Madhyamik/Equivalent Examination/Birth Certificate
- Size of image should be within 150 KB.
- Resolution of the image is 150 DPI

4. Mark Sheet Document Image

- Size of image should be within 150 KB.
- Resolution of the image is 150 DPI

OPTIONAL DOCUMENTS AS PER REQUIERMENTS

Besides those mentioned above following documents are also mandatory, if applicable:

1. Caste Certificate/EWS Certificate Document Image

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

2. Persons with Disabilities (PWD) Certificate Document Image

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

3. BPL Certificate Document Image

- Valid BPL Certificate required
- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

4. Migration Certificate Document Image

- Valid Migration Certificate required
- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

5. Equivalence Certificate Document Image

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

6. Registration Certificate (for already registered candidates)

- Size of image should be within 100 KB.

- Resolution of the image is 100 DPI


Steps to follow:

CLICK ON [CLICK HERE TO SUBMIT YOUR APPLICATION ONLINE](#)



Existing applicant, login with following details

Student ID/Phone No :

Date of Birth :  (dd/MM/yyyy)

[Forgot UserName/Password](#)

New Applicant?

THIS ABOVE BOX WILL APPEAR. IF YOU ARE A NEW APPLICANT, CLICK REGISTER. IF YOU HAVE ALREADY REGISTERED, THEN ENTER YOUR EXISTING REGISTRATION NO. AND DATE OF BIRTH AND CLICK LOGIN.



AFTER CLICK ON THE **REGISTER** BUTTON, YOUR REGISTRATION FORM WILL APPEAR. FILL ALL THE DETAILS AND THEN CLICK SUBMIT. AFTER SUCCESSFUL SUBMISSION OF THE APPLICATION FORM YOU WILL GET UNIQUE STUDENT ID. EXAMPLE BELOW.



Your Student ID is: **192707693**

PLEASE KEEP YOUR STUDENT ID FOR FURTHER USE.

[Click here](#) to apply.

YOU WILL RECEIVE YOUR UNIQUE STUDENT ID. SAVE THIS NUMBER FOR FUTURE. THEN FOR APPLYING, CLICK HERE TO APPLY



Existing applicant, login with following details

Student ID/Phone No :

Date of Birth :  (dd/MM/yyyy)

[Forgot UserName/Password](#)

New Applicant?

NOW ENTER YOUR STUDENT ID/PHONE NO. AND DATE OF BIRTH AND CLICK LOGIN BUTTON.





THEN CLICK: **CLICK HERE FOR APPLY.**

A screenshot of the "Apply" page. It has a "Subject Selection" section. Below the heading, there are two labels: "Please select a course :" followed by a dropdown menu showing "--Select-", and "Please choose your Subject :" followed by a dropdown menu showing "--Select-". Below these dropdowns is a button labeled "Next >".

IN SUBJECT SELECTION BOX FIRST SELECT YOUR COURSE, AND THEN CHOOSE YOUR SUBJECTS. THEN CLICK: **NEXT>** BUTTON.



NOW CHOOSE YOUR DESIRED SUBJECT COMBINATION AND OTHER INFORMATION THEN CLICK **APPLY** BUTTON.



NEXT,

The screenshot shows a web interface for an online application. At the top right, it says "Welcome, ABIR MUKHERJEE (201538400)" with links for "Dashboard" and "Sign out". Below this, the word "Apply" is displayed. The main content area contains the text "Apply for subject/course: English Honours" and "Subject combination: EDUCATION,SOCIOLOGY". At the bottom center, there is a button labeled "Click here to Submit".

AFTER SUCCESSFUL SUBMIT, YOU WILL GET APPLICATION CONFIRMATION RECEIPT AND YOUR ONLINE APPLICATION PROCESS IS NOW COMPLETED SUCCESSFULLY. ALSO, YOU CAN APPLY FOR MULTIPLE SUBJECTS IN THIS ABOVE-MENTIONED SAME PROCEDURE.

TAKE A PRINTOUT OF THE APPLICATION FORM.

IMPORTANT NOTE:

Please double check all the details that you enter in your forms. Information once submitted cannot be changed. If any information furnished by you is found to be incorrect, your admission is liable to be cancelled at any time in the academic year & no money will be refunded to the applicant.

A student can edit personal data, print application form and check fees payment status in the dashboard and sign out after the process.

After fulfilling the above-mentioned process, the candidates have to wait for merit list to be published in the college website.

An Applicant need not come to College before the admission is over or as directed on the College website.