

LALBABA COLLEGE

117, G.T. Road, P.O. Belurmath,
Howrah 711202, West Bengal, INDIA.



TECHNICAL INSTRUCTIONS FOR ONLINE FORM FILL UP : 2017-18

STEPS FOR FILLING UP APPLICATION FORM

Step 1. Creation of Application Code:

- A candidate must create an applicant code before filling an application.
- During the process the candidate must provide the mobile number and email.

Step 2. Filling Up Applicant Application Form:

- An Applicant must log in to the site with user id (Applicant Code) and password (Date of Birth) provided.
- Applicants personal details form will appear
- Fill all the necessary data very carefully
- Click 'Save' for proceed.
- 'CANDIDATE Academic Details Form' will appear
- Auto selection session 2017-18
- Choose Section (Day or Morning), level and course respectively
- Choose Modern Indian Language
- Choose Honours or General Course
- Choose Honours subject if applied for Honours
- Choose Elective Subjects from Group of subjects
- Select HS (10+2) Board Name, Enter Roll Number very carefully.
If your HS (10+2) Board Name does appear in the list, click 'Other' check box and enter Your Board Name (with Short form of the Board Name) in the box and Roll No.
Your HS (10+2) Board name will be listed automatically.
- Choose your HS (10+2) subjects from list and enter your HS (10+2) marks and other details (Total marks etc. if necessary) for corresponding subjects very carefully. Once the application is submitted finally marks cannot be edited.
- Your top 4(four) marks and aggregate % will appear in the box.
- Click 'SAVE' and proceed for next section
- Upload photo and Signature in Scanned form
- Choose payment option:**
 - e-Challan Mode** (Offline Mode, fee should be deposited at any Axis bank branch).
Challan will be generated (3 nos. copies) for deposit of fees.
or
 - Payment Gateway Mode** (Direct online payment to College Account)
 - Applicant must take a [Print out of Online Payment Receipt & Save it for Future Reference](#) (Success Payment Page)