

Online Counselling Process

1. Click on the **Request Seat button** beside your name in a Merit List where you are listed. This will open a page like this:



ONLINE COUNSELLING

HS/Equivalent Roll Number Pin

- ▶ IF YOU HAVE LOST YOUR SECURITY PIN CALL THE HELPLINE OR EMAIL TO helpdesk@narasinhaduttcollege.edu.in by 22nd JUNE, 2016. PLEASE MENTION "SECURITY PIN" IN THE SUBJECT LINE OF YOUR EMAIL. ALSO MENTION YOUR HS ROLL NO. AND CONTACT NO.
- ▶ ONLY PAYMENT OF SECURITY DEPOSIT WILL VALIDATE YOUR SEAT REQUEST
- ▶ PAY SECURITY DEPOSIT JUST ONCE FOR ALL YOUR APPLICATIONS
- ▶ SECURITY DEPOSIT WILL BE REFUNDED TO YOUR BANK ACCOUNT IF YOU DO NOT GET A SEAT
- ▶ THE BANK ACCOUNT MAY BE OF ANY BANK HELD BY YOU / YOUR GUARDIAN / RELATIVE OR FRIEND
- ▶ YOU MAY REQUEST YOUR SEAT NOW AND PROVIDE YOUR BANK ACCOUNT DETAILS LATER
- ▶ ADMISSION WILL BE BASED ON NUMBER OF SEAT REQUESTS, NUMBER OF AVAILABLE SEATS AND YOUR MERIT RANK.
- ▶ PAYMENT OF SECURITY DEPOSIT DOES NOT MEAN ADMISSION

2. Insert your **Security Pin** (that was sent to you by SMS to your registered mobile). Now a **Seat Request Form** will open where you can set your course preference.

Online Counselling

COURSE PREFERENCE

- ▶ IF YOU HAVE APPLIED FOR MORE THAN ONE COURSE, PLEASE SET A PREFERENCE
- ▶ YOU MUST SET A PREFERENCE FOR AT LEAST ONE COURSE

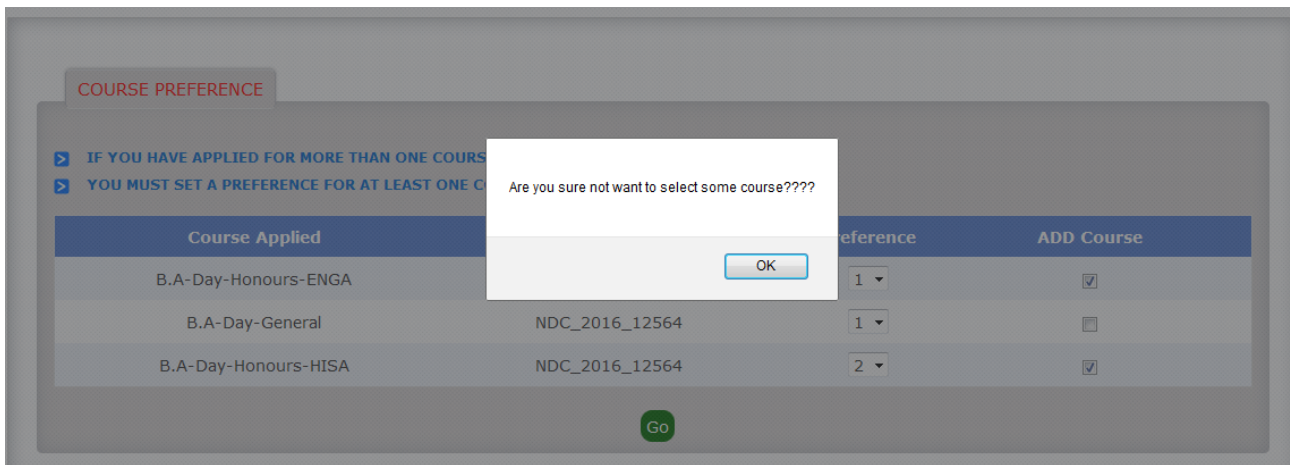
Course Applied	Form Number	Preference	ADD Course
B.A-Day-Honours-ENGA	NDC_2016_12992	2	<input checked="" type="checkbox"/>
B.A-Morning-General	NDC_2016_12992	3	<input type="checkbox"/>
B.A-Day-Honours-PLSA	NDC_2016_12992	1	<input checked="" type="checkbox"/>

SUBJECT PREFERENCE FOR B.A. GENERAL

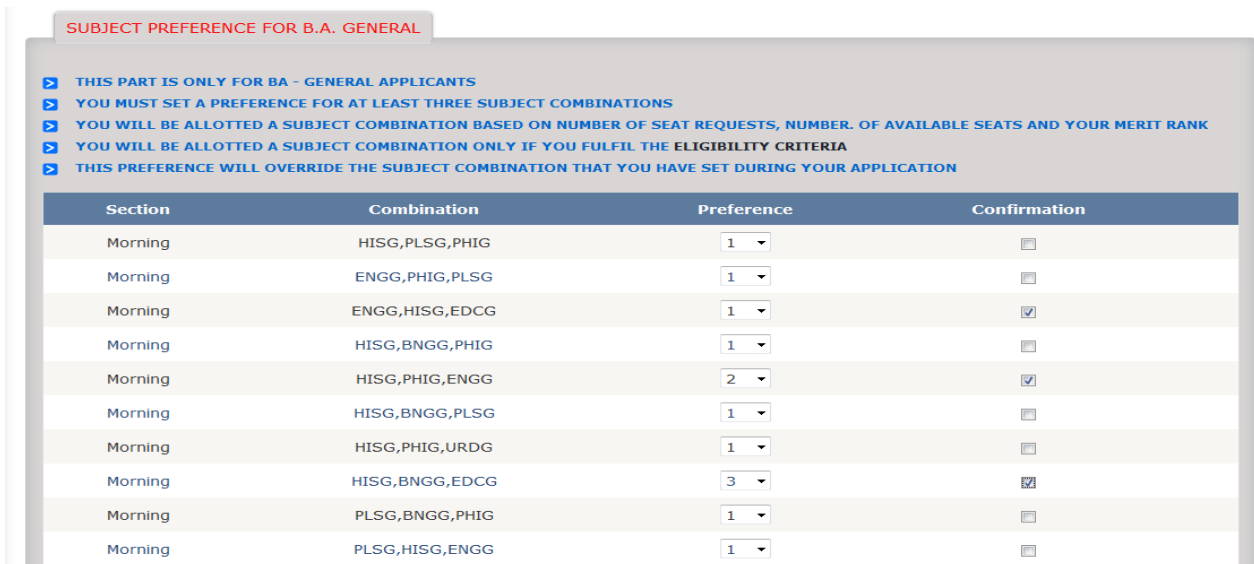
- ▶ THIS PART IS ONLY FOR BA - GENERAL APPLICANTS
- ▶ YOU MUST SET A PREFERENCE FOR AT LEAST THREE SUBJECT COMBINATIONS
- ▶ YOU WILL BE ALLOTTED A SUBJECT COMBINATION BASED ON NUMBER OF SEAT REQUESTS, NUMBER OF AVAILABLE SEATS AND YOUR MERIT RANK
- ▶ YOU WILL BE ALLOTTED A SUBJECT COMBINATION ONLY IF YOU FULFIL THE ELIGIBILITY CRITERIA
- ▶ THIS PREFERENCE WILL OVERRIDE THE SUBJECT COMBINATION THAT YOU HAVE SET DURING YOUR APPLICATION

Please do not forget to check the "Add Course" button. If you have already set your preference before please click the **Reset button**.

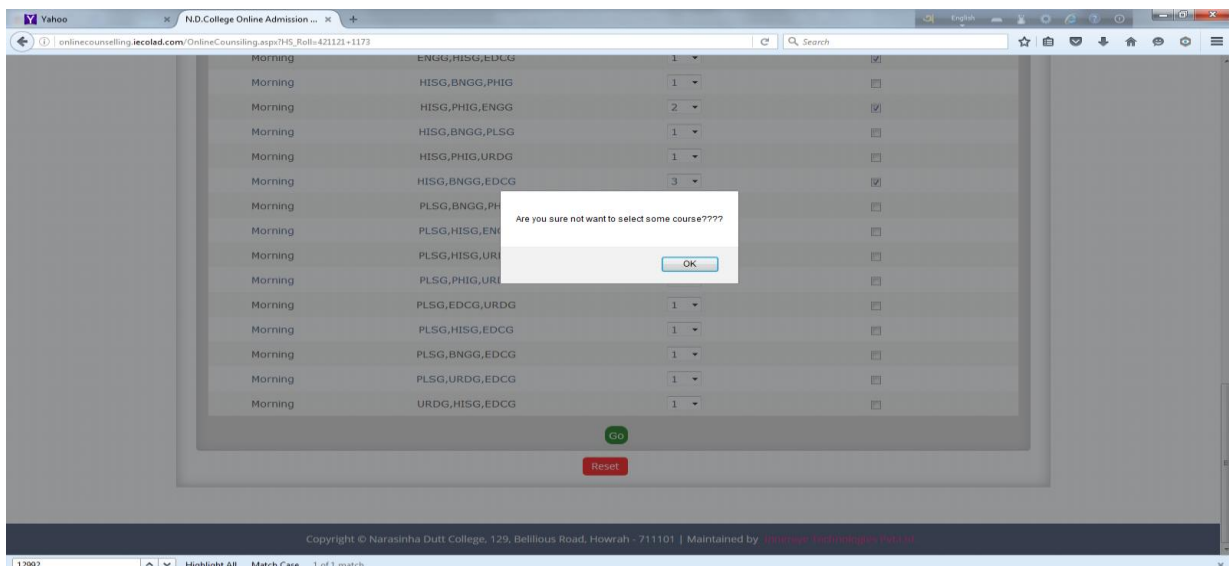
If you do not set a preference for some course click OK in the pop up box and click GO again.



3. If you had applied for BA-General and set a preference for it in step 2 you will have to set a preference for **at least three general subject combinations** in the block that will appear:



If you do not set a preference for some subject combination click OK in the pop up box and click GO again.



4. Now a block will appear where you have to provide your / your guardian's / your relative's or friend's bank account details (of any bank) where we will refund your security deposit if you do not get a seat.

BANK A/C DETAILS

- ▶ THE BANK ACCOUNT MAY BE OF ANY BANK HELD BY YOU / YOUR GUARDIAN / RELATIVE OR FRIEND
- ▶ SECURITY DEPOSIT WILL BE REFUNDED TO YOUR BANK ACCOUNT IF YOU DO NOT GET A SEAT
- ▶ PAY SECURITY DEPOSIT JUST ONCE FOR ALL YOUR APPLICATIONS
- ▶ YOU MAY REQUEST YOUR SEAT NOW AND PROVIDE YOUR BANK ACCOUNT DETAILS LATER

Bank Name: Indian Bank Branch: Howrah Maidan IFSC Code: IDIB000H012
 Account Number: 99999999 A/C Holder's Name: Anshuman Sarkar

OR

I will provide my bank account details within thirty days. I agree that if any refund of security deposit is due, I shall be allowed to claim such refund not earlier than thirty days after I provide my bank account details.

Go

If you cannot provide bank a/c details now you must check the box below against the declaration that you will provide your bank a/c details later.

5. Now you must take a printout of the Security Deposit Challan and pay Rs. 525/= at any **Axis Bank Branch**

Narasinha Dutt College
129, Belilious Road, Howrah – 711101
Date : 18-06-2016

Axis Bank Branch:

Bank Copy
A/c No: 913010026393715
Payment Dates: 21st to 24th June, 2016
(ROUTED THROUGH EASYPAY ONLY)

Application Details	
HS Roll No.	421121 1173
Name	KAINAT ASLAM
Date of Birth	8-5-1999
Mobile No.	8017431633

Fee Details	
Security Deposit for Seat Request	Rs. 500/-
Bank Charge	Rs. 25/-
Total	Rs. 525/-

(Rupees In Words) Five - hundred twenty five rupees only

Depositor's Signature

Received the above amount on.....20.....

Cashier Sign Cashier's Scroll No.

Note : To be accepted at the designated Axis Bank Branch, fund to be credited through Easypay only

Narasinha Dutt College
129, Belilious Road, Howrah – 711101
Date : 18-06-2016

Axis Bank Branch:

Candidate Copy
A/c No: 913010026393715
Payment Dates: 21st to 24th June, 2016
(ROUTED THROUGH EASYPAY ONLY)

Application Details	
HS Roll No.	421121 1173
Name	KAINAT ASLAM
Date of Birth	8-5-1999
Mobile No.	8017431633

Fee Details	
Security Deposit for Seat Request	Rs. 500/-
Bank Charge	Rs. 25/-
Total	Rs. 525/-

(Rupees In Words) - Five hundred twenty five rupees only

Depositor's Signature

Received the above amount on.....20.....

Cashier Sign Cashier's Scroll No.

Note : To be accepted at the designated Axis Bank Branch, fund to be credited through Easypay only

Narasinha Dutt College
129, Belilious Road, Howrah – 711101
Date : 18-06-2016

Axis Bank Branch:

Institution Copy
A/c No: 913010026393715
Payment Dates: 21st to 24th June, 2016
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Application Details	
HS Roll No.	421121 1173
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6. If you get a seat you will intimated by SMS and on the Website

For any queries call +91 9088992222