

User Manual

Serampore College Online Admission Portal

Step 1: Open the Admission Portal

Visit the official online admission portal of Serampore College.

On the homepage, students will find:

- Sign In Section
 - New Registration Section
 - Important Instructions/Caution Notice
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Step 2: Create a New Registration

New applicants must first register themselves.

Under the New Registration section, enter:

- Full Name
- Mobile Number
- Email ID

Then click Submit.

After successful registration, the system will generate:

- Application ID
- Password

Keep these credentials (SMS) safely for future login.

Step 3: Login to the Portal

In the Sign In section, enter:

- Application ID
- Password

Click the Login button to access the application dashboard.

Step 4: Sections Available After Login

After login, candidates will see the following menu options:

The application form is divided into multiple sections. Candidates must complete each section carefully.

Step 5: Fill Each Section

A. Parental

Enter details of:

- Father
 - Mother
 - Guardian (if applicable)
 - Parent/Guardian contact information
 - Etc.
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2. Residential

Provide:

- Permanent Address
 - Present Address
 - PIN Code
 - District
 - State
 - Etc.
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3. Personal

Fill in personal information such as:

- Date of Birth
 - Gender
 - Category/Caste
 - Religion (if applicable)
 - Aadhaar Number or Identity Details
 - Contact Information
 - Etc.
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4. Academic

Enter educational qualifications including:

- Madhyamik/Secondary details
 - Higher Secondary details
 - Board/Council
 - Year of Passing
 - Marks/Grade obtained
 - Etc.
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5. Courses

Select:

- Desired Course/Programme
- Subject Combination
- Honours/General preference (if applicable)
- Etc.

Choose subjects carefully as changes may not be allowed later.

6. Documents

Upload scanned copies of required documents such as:

- Photograph
- Signature
- Mark Sheets
- Admit Cards
- Caste Certificate (if applicable)
- Other supporting documents

Important:

- Ensure uploaded files are clear and readable.
 - Upload files only in the prescribed format and size.
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7. Preferences

Select admission preferences or subject priorities as required by the portal.

8. Print & Pay

After completing all sections:

1. Review the entire application form carefully.
 2. Pay the application fee through the online payment gateway.
 3. Download and print the submitted application form and payment receipt.
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9. Logout

After completing your work, click Logout to securely exit the portal.

Important Instructions

- Use only your own mobile number and email ID.
 - All information must match official documents.
 - **Incomplete/incorrect applications may be rejected.**
 - Keep Application ID and Password confidential.
 - Regularly check the admission portal for updates and merit lists.
 - Payment should be made only through the official admission portal.
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Additional Options on Homepage

Students can also use:

- Retrieve Application Number / Password
 - Change Password
 - Cancel Application
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Help & Support

For technical or admission-related assistance, contact the official Serampore College admission helpdesk.

Email: sercoladmission@gmail.com