

## READMISSION PROCEDURE

For taking readmission into the college, a student has to visit the college for verification of his/her documents on the date already notified in the college website. After verification of the documents he/she will be provided with a unique 8 Digit STUDENT ID.

After receiving the student ID. The student has to login to the following website:

### STEP 1

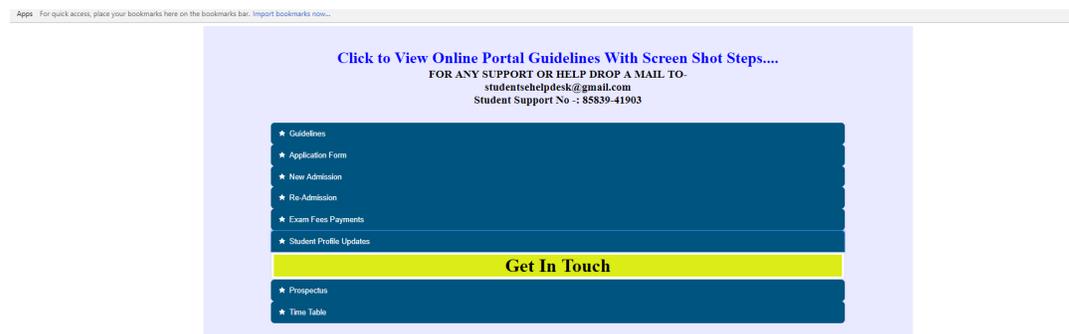
<https://www.srikishansardacollege.edu.in/online.html>

At the bottom of the webpage he has to select **STUDENT PROFILE UPDATE** link. The screen shot is given below



### STEP 2

And then he/she has to click on the **GET IN TOUCH** Link. The screenshot is given below



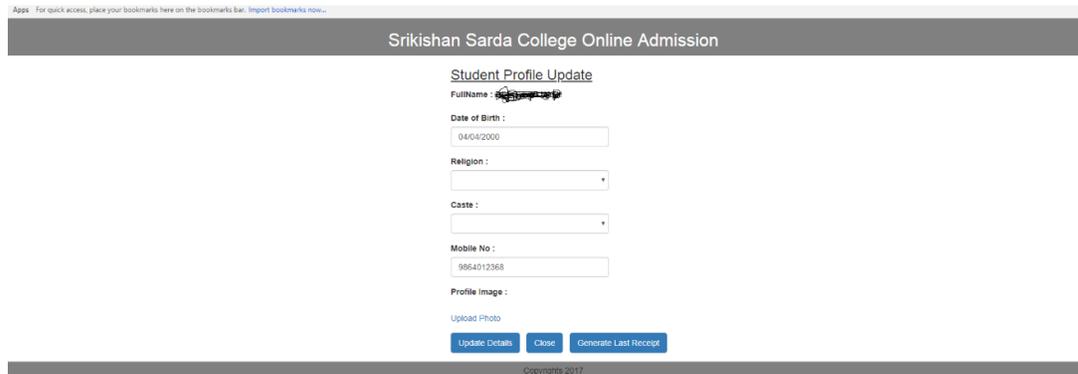
### STEP 3

A webpage will appear where he/she has to provide the unique 8 digit STUDENT ID. The screen shot is given below



## STEP 4

After typing the unique STUDENT ID the student has to click on the **SUBMIT** Button. One web page will appear with following details.

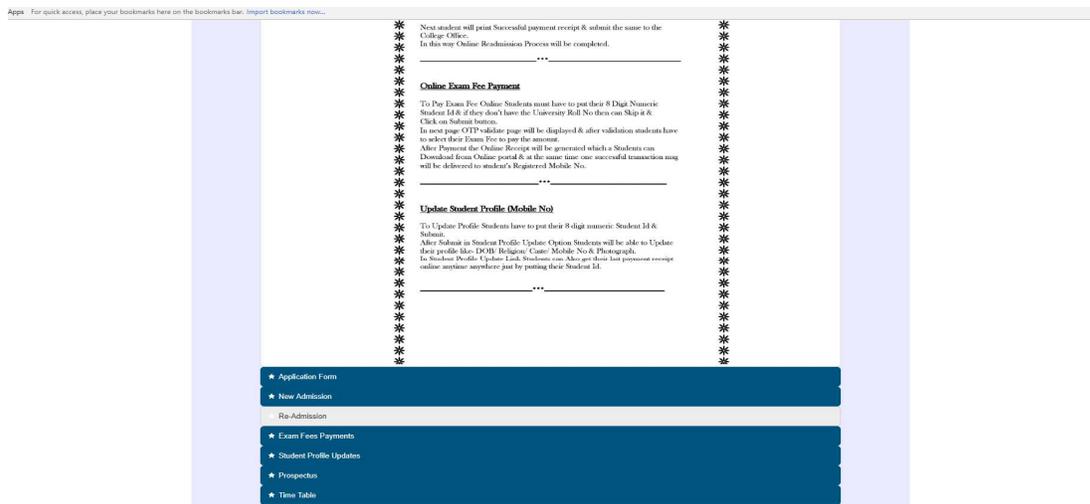


Students has to provide the details like Date of Birth, Religion, Caste, a valid mobile no (the OTP will be delivered to this mobile no) and one passport size photographs shall be uploaded. After that, the student has to click on **UPDATE DETAIL**

A popup message will confirm the procedure.

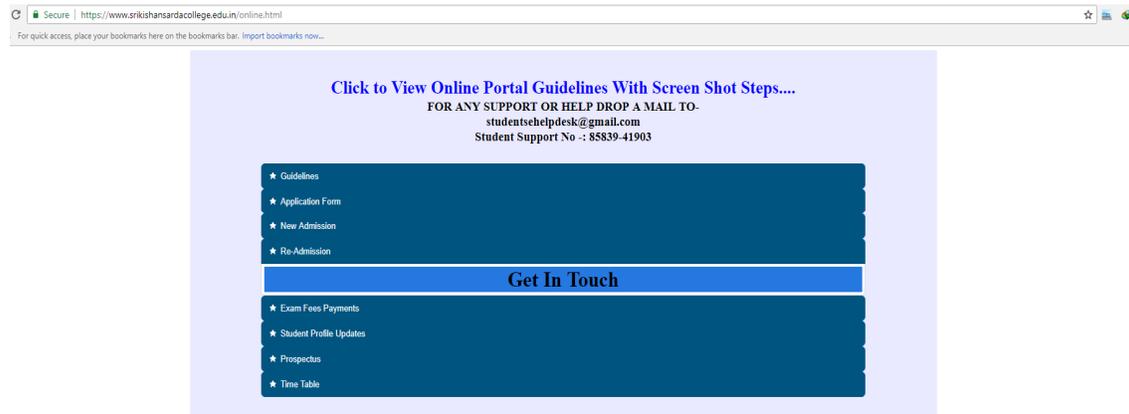
## STEP 5

After this procedure, the student again has to login into the website <https://www.srikishansardacollege.edu.in/online.html> and has to select the link **RE-AMMISSION**



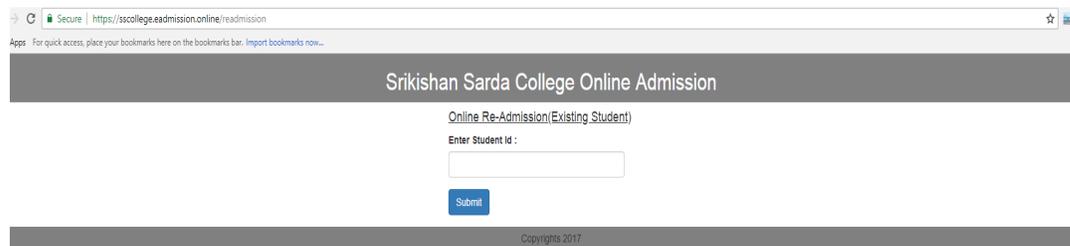
## STEP 6

And then he/she has to click on the **GET IN TOUCH** Link. The screenshot is given below



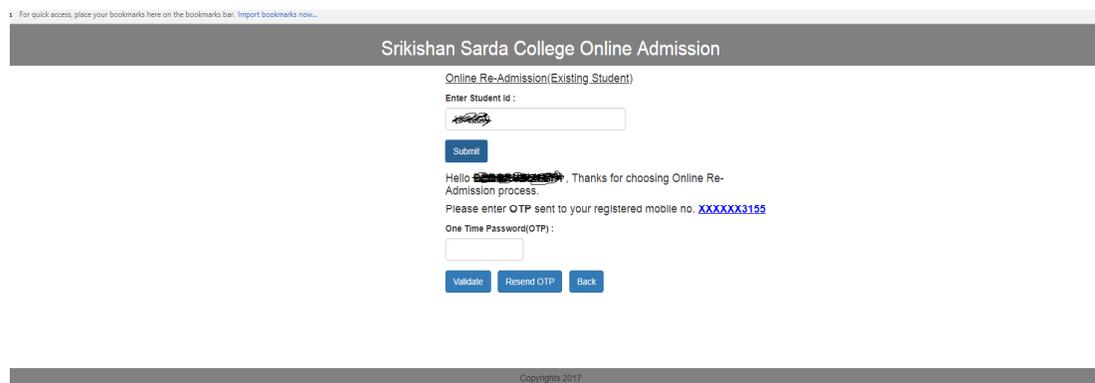
## STEP 7

A webpage will appear where he/she has to provide the unique 8 digit STUDENT ID again. The screen shot is given below



## STEP 8

After typing the unique STUDENT ID the student again has to click on the **SUBMIT** Button. One OTP will be delivered to the **Mobile No** provided in the **STEP 4**. One web page will appear with following details.



## STEP 9

The student has to put the OTP to the space provided and then to click **VALIDATE** button. After successful validation the following web page will appear.

## STEP 10

If any changes are required then student will be able to update the details and then has to click on **SAVE & NEXT** Button. Then the student will be redirected to payment information page where he/she has to select the fee and to click on the **PAY NOW** Button to pay the fees online.

After successful payment, a money receipt will be generated. The office copy of the same has to be submitted to the Cash Counter of the college.

*N.B.:*

- *You will be charged the Online Processing fee of Rs. 29.00 (Rupees twenty nine) only added internally with the fees amount, and will display neither in Payment page nor in Fees Receipt. But the amount which will be debited from your account that will be Fees Amount + Processing Fees Rs. 29.00+ the Payment Gateway Charges as per given below*
- *Bank will charge 0.75% on total amount, (below 2000) and 1% on total amount (above 2000) on any debit card payment.*
- *Bank will charge 1.9% on total amount, (on any amount) on credit card payment). Bank will charge Rs.19.00 (Rupees nineteen) fixed for any amount in the case of Net Banking.*