

DETAILED STEPS FOR PG (EXCEPT PGZO AND PGGR) AND BLIS:

STEP 1. Fill-up and submit on-line application form.

STEP 2. Upload your recent scanned Passport Size photograph and Signature.

- ✓ The photograph and signature must be in .GIF/ .JPEG / .JPG format only.
- ✓ The file size of each image (i.e. Photograph and Signature) must be less than 50kb.
- ✓ The dimension of the scanned photograph should be 140px X 162px (i.e. 140px in Width and 162px in Height)
- ✓ The dimension of the scanned signature should be 150px X 50px (i.e. 150px in Width and 50px in Height)

NB: Applicants can use the Retrieve Bank Challan/Pay Online option to upload your photograph and signature and Generate Bank Challan or make e-payment at later point of time using his/her Application ID and Date of Birth.

STEP 3. Take Printout of the filled in Application Form and Bank Challan (Who will pay through Bank Challan). Who will pay through Bank Challan please check and accept the condition and use the button “**Click here to Generate Bank Challan for payment through Bank Branch**” to take print out of the application form and Bank Challan.

Payment through OFFLINE Mode

(for payment through bank branch, tick the check box to enable the button below)

- I understand that I being a candidate applying for Bengali need to get the filled in application form along with challan stamped and verified by the respective study centre before payment in offline mode.**

[Click here to Generate Bank Challan for payment through Bank Branch](#)

Who will pay online please use the button “**Click here to Print Application Form**” to take print out of the application from.

Payment through ONLINE Mode

(for online payment, tick the check box to enable the button below)

- I understand that I being a candidate applying for Bengali has taken printout of the filled in application form and got the application form stamped and verified by the respective study centre.**

[Click here to Print Application Form](#)

Attach photo copy of necessary supporting documents with the filled-in computer generated application form and report to your selected Study Centre during its working hours to have it checked and verified by the Study Centre authority. After verification of your documents they will put their official stamp in the filled in Application Form and also on the Bank Challan (Who will pay through Bank Challan).

NB:

- ✓ Before leaving the Study Centre verify the **official stamp on the Bank challan** (Who will pay through Bank Challan). Without the stamp mark on the Bank Challan the bank will not accept your admission fees.
- ✓ Before leaving the Study Centre verify **the official stamp and authorised signature of Study Centre on the top left corner of Application Form** as **proof of document verification by the Study Centre**.



STEP 4. Payment of Fees:

After Application Form verification at Study Centre applicants are advise to pay their fees.

Offline Payment (Through Bank Challan):

Visit any branch of Allahabad Bank after 2 (48 hours) working day during banking hours to deposit the admission and application fees using the pre-printed challan collected at the time of on-line submission and stamped by the co-ordinator on verification. After due payment obtain two copies of Bank Challans, one Applicant Copy for your future reference and one University Copy to be submitted to the University.

Online Payment (Through Payment Gateway Service):



<p>Payment through ONLINE Mode (for online payment, tick the check box to enable the button below)</p>	
<p>Click here to Print Application Form</p>	
<p><input checked="" type="checkbox"/> I understand that I being a candidate applying for Bengali has taken printout of the filled in application form and got the application form stamped and verified by the respective study centre.</p>	
<p>Click here for e-Payment</p>	

- i. For online payment mode please check and accept the condition and click on “Click here for e-Payment” button and you will be redirected to payment gateway site to make payment for your selected course fee.
- ii. Take print out of the payment receipt.

STEP 5. Payment Status Verification:


Applicants paid their fees through **Bank Challan**: After two working day visit admission website and click on “Check Payment Status” button and give your Application ID and Date of Birth and take print out of Payment Receipt.

Applicants paid their fees through **Payment Gateway Service**: Visit admission website and click on “Check Payment Status” button and give your Application ID and Date of Birth and take print out of Payment Receipt.

	<p>NETAJI SUBHAS OPEN UNIVERSITY DD-26, Sector-I, Salt Lake City, Kolkata - 700 064.</p>
<p>PAYMENT CONFIRMATION RECEIPT</p>	
<p>Transaction / Journal No. : 123456</p>	
<p>Application No. : PA032350</p>	<p>Subject Code : PGBG</p>
<p>Name : ABCD</p>	<p>Stream : MA</p>
<p>Centre Name : Alipurduar Mahila Mahavidyalaya</p>	<p>Centre Code : K-04</p>
<p>Mobile No. : 9876543210</p>	<p>Date Of Birth (DD-MM-YYYY) : 01 / 01 / 1930</p>
<p> Your Application Fee has been received.</p>	
<p>Refund Policy The University will refund fees to the applicants for following reasons:</p> <ol style="list-style-type: none"> 1. If any applicants pay his/her requisite fees for admission twice (through Bank Challan / Payment Gateway) against same application ID. 2. If one applicant applies for two subjects inadvertently. However, be it clearly noted that if one applies for a particular PG programme and submits his/her fees but latter on requests for its refund, the deposited amount could not be refunded. <p>Applicants with above mentioned reasons are advised to visit University HQ with a written application forwarded by Study Centre Coordinator along with supporting documents within 29.09.2016 (within office hour).</p>	



NB: Applicants who did not get their payment receipt for successful payment of fees till **14.09.2016(12.00 noon)** are advised to logon to the admission website from **14.09.2016(12.00 noon)** to **15.09.2016 (01.30 PM)** to provide the transaction details. Click the button “**Check Payment Status**” and then again click on the button “**Click here to Enter your Challan Details**” and submit your payment details. Visit again admission website from **16.09.2016** to get updated payment status.

Application No. : PA032351	Subject Code : PGBG
Name : ABCD	Stream : MA
Centre Name : Alipurduar Mahila Mahavidyalaya	Centre Code : K-04
 Your Application Fee has not been received.	

- Payment status will be Updated 3 days after you have submitted the money in the bank (Excluding Saturday, Sunday and Holidays).
- In case you have paid the Application Fee and it is not reflected in your Payment Status within **14.09.2016**, then click on the link (the following link will remain active from **12.00 PM, 14.09.2016 to 01.30 PM 15.09.2016**) below and enter your payment details and recheck your Payment Status again after **16.09.2016**.

[Click here to Enter your Challan details](#)

STEP 6. Final Application Form Submission at Study Centre:

- ✓ Visit Study Centre along with the computer generated **Application Form, Supporting Documents** (Original and Photocopy), **Payment Receipt** and **Bank Challan (university copy)/ Online Payment Receipt (Photocopy)**.
- ✓ On verification of **Payment Receipt and official stamp along with authorise signature of Study Centre on the top left corner of Application Form Study Centre will issue** a copy of the University Prospectus.
- ✓ The prospectus contains a perforated **Enrollment Form**, Annexure-I and Annexure-II which are to be filled up by the applicants.

Submit the following documents to Study Centre:

1. Filled in Online Application Form
2. Payment Receipt (Mandatory)
3. Self-attested Photocopy of Supporting Documents
4. Bank Challan (University Copy)/ Online Payment Receipt(Photocopy)
5. Filled in Perforated Enrollment Form (Available in the prospectus)
6. Annexure-I and Annexure-II (Available in the prospectus/Available in admission website)

The applicants are requested to keep a computer generated admission form signed and stamped by the person attending him/her in the Study Centre. This signed and stamped copy he/she may preserve as a proof of submission.

