



# RAIGANJ UNIVERSITY

## Counseling & Admission Process

There will be online counseling Admission process in the year 2017 for all Science, Arts, Commerce Honours and Post-Graduate Courses and BA, BSC, BCOM General Courses.

### Process Flow for Online Counselling-2017

- Type of candidates are eligible for counseling

Type 1: Merit listed candidates (as per the cut off declared by the University) of all Science, Arts, Commerce Honours and Post-Graduate Courses Students and BA, BSC, BCOM General Courses Students who have paid successfully their Application fees through online payment process.

Above type of candidates are allowed in the 1st round of counseling through single interface

- All eligible candidates are required to visit the University website

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and click on to the online portal "**LOGIN TO YOUR PORTAL**" from places convenient to them with your login id and Password.

If you forget your password then click the forget password button at the top of the login screen.

Enter your registered phone No. and Date of Birth and after verification, system will send your password through SMS to your registered Mobile No.

- After successfully entering into your login dashboard, click the '**Counseling**' from the dash board menu.

- There will a sub menus under it.

i>Select Desired Course

Click on to '**Select Desired Course**'

You will get an interface where your applied courses will be displayed as per the cut off merit list declared by the University.

- All the Merit listed candidates are required to submit their choices of subject online from any internet point within the specified period mentioned in the website.

Candidates are required to submit the single subject of choices against their Applications even if they are eligible for multiple subjects.

- After locking your desired subject Course for Admission, System will take you to the Payment Gateway 'BILL DESK" for online payment process. You may use your Debit Card/Credit Card or Net Banking for payment of your respective 1<sup>st</sup> semester course fee which you have to pay successfully.

After successful online payment of your desired Subject course fee, system will generate a Payment confirmation Receipt where all details of you online Payment transaction history, Roll No, Course opted history will be displayed which you may take printout for your future references.

System will also fire an SMS to your registered Mobile no. confirming your successful payment amount of the desired Course selected by you and the University scheduled verification date at University campus respective department.

- Further, if candidate desires to upgrade or change the desired choice of subjects against which online course fees have already been paid can be done multiple times if the candidate is also merit listed for other courses but will be blocked if he or she again wants to opt for the previous course.

For example: if the candidate is merit listed for English(H), Geography(H) and History (H) in the first round and the candidate at first opted for English (H) course and had completed the online payment successfully and a confirmation receipt have been generated by the system, the candidates can again swap his or her courses to Geography (H) or History (h) as desired but once locked to the new course of choice he or she will not be allowed to choose again for English (H) course.

- During the course of swapping of choice of subjects, if there is any difference of course fees, then the balance difference amount are to be paid Online and after completion of your payment successfully system will again generate a new confirmation receipt with all details history of your Payments and Course swapping details so far done by you.