

Application procedure for submission of Online Application Form & Admission 2016-17:-

Step 1	Open the website www.beldacollege.org.in	
Step 2	Read the Admission Notification 2016-17	
Step 3	Scan your Recent Colour Passport Size Photo (within 100 KB), H.S. Mark sheet (within 200 KB) & Cast Certificate (within 200 KB) (if applicable)	
Step 4	Click on Online Admission 2016-17	
Step 5	Click on Apply Online	
Step 6	Click on Apply in Honours (for all Hons. & BCA course) and click on Apply in General & B.VOC. (for all general & B.VOC.courses)	
Step 7	Input correct data in BLOCK LETTER in the respective field	
Step 8	Attach Photo, H.S. Marksheet & Cast Certificate (if applicable)	
Step 9	After select Hons. Subject with General subject combination click on Calculate Merit . However, if the candidate after submitting one/two subjects in one application form and download Bank Challan, decides to apply another two/ one more subjects, separate ID will be generated and separate fees will be charged.	
Step 10	Click on Submit Application button	
Step 12	Choose Payment (select any one)	
	Offline Payment	Online Payment
Step 13	Click on Please confirm your details then submit your Application Form	Click on Please confirm your details then submit your Application Form
Step 14	Print Application Form (A4 Size)	Select any one payment mode (Credit Card, Debit Card, etc.) then input details and click on Pay Now.
Step 15	Print Bank Challan	Print Application Form (A4 Size)
Step 16	Submit Fees at any PNB Branch	Print Bill
Step 17	You can check Payment Status from online portal after the day	
Step 18	Check Provisional Merit List on 04.06.2016	
Step 19	Check Final Merit List on 08.06.2016	
Step 20	See Counselling & Admission Schedule	
Step 21	Appear in the Counselling in Schedule time & date	
Step 22	If Select in the Counselling then take your authenticated Bank Challan for Admission Fees and pay any PNB Branch within schedule date	
Step 23	Take Final Admission in the College Office as per Admission Schedule date and collect College Identity Card with Class Roll Number	
Step 24	Wait for SMS from college for Commencement of your class in the session 2016-17.	