Online Admission System

Candidate's Interface

Manual

Steps to apply for admission through the Online Admission system

Welcome to the online admission system prepared by TechnoDG.com. This document is aimed to provide you with a ready reference on the candidate's interface and the procedure for applying for admission through the online admission system.

We start with the welcome screen of the online admission system which provides the applicant/candidates with the following options

a) College Name
b) Session & Course to which the admissions are opened
c) Course type i.e. Honours or General (Pass) courses
d) Eligibility Criteria details & Contact details
e) Applied Candidates Log in button
f) First screen submission button to start the form filling process

Online Admission System
Candidates' Manual

How to apply?

1) To apply please start by selecting the Stream & Course

The admission opened to the Course & Session can be selected from the welcome screen's "**Select Session & Course**" drop down.

2) Select the Course type i.e. Honours or General

3) Now click on the "Go" button to start the process of form filling.

Online Admission System

Candidates' Manual

Registration Step 1 of 3

1) To begin the online registration process please provide the Applicant's Personal Details

ABC College

REGISTRATION FORM SESSION : 2015-2016-BA

APPLICANT DETAILS   **Registration Step 1 of 3**

| YOUR NAME | 👤 ⭐ |

| FATHER'S NAME 👤 ⭐ | MOTHER'S NAME 👤 ⭐ | GUARDIAN'S NAME 👤 |

| ADDRESS FOR COMMUNICATION | ⭐ |

| 9999999999 📱 ⭐ | PHONE :0123456789 📞 | EMAIL ADDRESS ✉ |

** Your Registration confirmation SMS will be sent to this mobile number

Please type in the following details properly

- i) Your Full Name
- ii) Father's Name
- iii) Mother's Name
- iv) Guardian's Name (if any)
- v) Address for communication
- vi) 10 Digit Mobile No. : Your Registration confirmation SMS will be sent to this mobile number
- vii) Alternate phone no. for contact
- viii) Email address (if any): Email confirmation shall be sent to this email if provided

Please note all the fields marked with * are compulsory

2) Please provide your academic details of the last passed board examination

APPLICANT ACADEMIC DETAILS

SCHOOL NAME FROM WHICH THE APPLICANT PASSED	⭐	SELECT BOARDS	⭥ ⭐
MADHYAMIK (10TH)		2015 ⭥ ⭐	TOTAL MARKS ⭐	MARKS OBTAINED ⭐
HIGHER SECONDARY (HS)		2015 ⭥ ⭐	TOTAL MARKS ⭐	MARKS OBTAINED ⭐

- i) Please type in the School name last attended
- ii) Select the Board from which the Higher Secondary/HS exam was passed
- iii) Select the year of passing Madhyamik (Class Xth) exam

iv)   Provide the Total Marks of your Madhyamik (Class Xth) board exam
v)   Provide the Marks obtained by you in Madhyamik (Class Xth) board exam
vi)   Select the year of passing Higher Secondary/HS (Class XIIth) exam
vii)   Provide the Total Marks of your Higher Secondary/HS (Class XIIth) board exam
viii)   Provide the Marks obtained by you in Higher Secondary/HS (Class XIIth) board exam

3)   In case of Honours courses please select the subjects you wish to apply for as per your preference.

SELECT SUBJECTS YOU WANT TO APPLY

1st Choice	2nd Choice	3rd Choice
SUBJECT APPLY ⬍ *	SUBJECT APPLY ⬍	SUBJECT APPLY ⬍

4)   Provide the Higher Secondary/HS (Class XIIth) Subject marks as per your subject selection

SELECT SUBJECTS YOU WANT TO APPLY

1st Choice	2nd Choice	3rd Choice
BENGALI ⬍ *	ENGLISH ⬍	HISTORY ⬍

HIGHER SECONDARY SUBJECTS DETAIL

BENGALI ⬍ *	FULL MARKS *	OBTAINED MARKS *
ENGLISH	FULL MARKS IN ENGLISH *	OBTAINED MARKS IN ENGLISH *
HISTORY ⬍ *	FULL MARKS *	OBTAINED MARKS *
SELECT ⬍ *	FULL MARKS *	OBTAINED MARKS *
SELECT ⬍ *	FULL MARKS *	OBTAINED MARKS *

The necessary subject marks for the applied honours subjects are preselected for convenience however in case the subjects are not available in the Higher Secondary/HS (Class XIIth) then you may change and select the proper subject from the drop down list except English.

Please provide the full marks in the subject examination and the marks obtained by you appropriately.

BENGALI ⬍ *	FULL MARKS *	OBTAINED MARKS *
↑	↑	↑
Subject Name (Eg: Bengali)	Full Marks [Numbers only] (Eg: 100)	Marks Obtained [Numbers only] (Eg: 85)

Please provide the marks of the Top 5 Subjects including English and excluding Environmental Studies (EVS)

5) In case of General (Pass) course, the subject selection will not be provided. Please select the Top 4 subjects and enter their marks appropriately.

YOU HAVE SELECTED

| B.A. GEN | ⇕ | ⋆ |

HIGHER SECONDARY SUBJECTS DETAIL

ENGLISH		FULL MARKS IN ENGLISH	⋆	OBTAINED MARKS IN ENGLISH	⋆
SELECT ⇕	⋆	FULL MARKS	⋆	OBTAINED MARKS	⋆
SELECT ⇕	⋆	FULL MARKS	⋆	OBTAINED MARKS	⋆
SELECT ⇕	⋆	FULL MARKS	⋆	OBTAINED MARKS ⇕	⋆

↑ | ↑ | ↑

Subject Name   Full Marks [Numbers only]   Marks Obtained [Numbers only]

(Eg: Bengali)   (Eg: 100)   (Eg: 85)

Please provide the marks of the Top 4 Subjects including English and excluding Environmental Studies (EVS)

6) Other Details

APPLICANT OTHER DETAILS

DATE OF BIRTH	⋆	SELECT GENDER ⇕	⋆	SELECT BLOOD GROUP ⇕	
SELECT MARITAL STATUS ⇕	⋆	SELECT RELIGION ⇕	⋆	INDIAN ⇕	⋆
OTHER SPECIFICATION ⇕		SELECT QUOTA ⇕	⋆		

☐ I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE.

☐ I UNDERTAKE

- TO ABIDE BY THE PROVISION OF THE ACT, STATUTES, ORDINANCES, REGULATIONS AND RULES OF THE UNIVERSITY FAILING WHICH THE UNIVERSITY MAY TAKE APPROPIATE ACTION AGAINST ME.
- TO ABIDE BY THE PROVISIONS OF THE UGC REGULATIONS, 2009 ON CURBING THE MENCE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTION.
- TO ATTEND 75% OF THE CLASSES DURING THE SEMESTER I/II/III/IV/V/VI TO BECOME ELIGIBLE FOR APPERING AT THE EXAMINATION.

NB :
1. Self-attested copies of marks sheets must be attached along with the form. Incomplete form will be rejected.
2. Admission of a candidate will be canceled if any of statement is found incorrect.
3. All notice regarding admission will be hang up in the University Notice Board and also will be available in the University website (www.abc.in)

Please provide some other details like

     i)   Date of Birth: The same shall be used as the password in the Candidate's Log in screen
     ii)   Select your Gender
     iii)   Select your Blood Group
     iv)   Select your Marital status
     v)   Select your Religion
     vi)   Select your Nationality
     vii)   Select the Other Specification (if applicable)
     viii)   Select your Caste Quota

7) Under Taking & Certify

☑ I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE.

☑ I UNDERTAKE

Please tick the above checkboxes to certify and undertake your application's details and accord.

8) Submit the form to complete Registration Step 1

On clicking the "Submit" button the **SUBMIT** form shall be checked for the details provided and you shall be prompted for the missing or improper compulsory field data for review and submission. If all the details are completed properly then the registration will proceed to Step 2.

Students Manual – Online Admission System

Registration Step 2 of 3

The second step of registration provides the applicant with the important information regarding the registration and also provides the options to upload the necessary scanned copies of the academic certificates and mark sheets of the applicant.

1) Registration Confirmation Details

   a) Registration No.: This is a unique number which shall be generated once the Step 1 of registration is successfully completed. The same shall be required at the time of Candidate's Log in.
   b) Candidate's Name
   c) Candidate's Date of Birth: The same shall be used at the time of Candidate's Log in to link and verify the registration for successful log in.

2) Upload Photo

i)   To upload your photo please ensure that you have the soft copy of the photo already stored on your PC. Click on the "Browse" button to explore your PC.
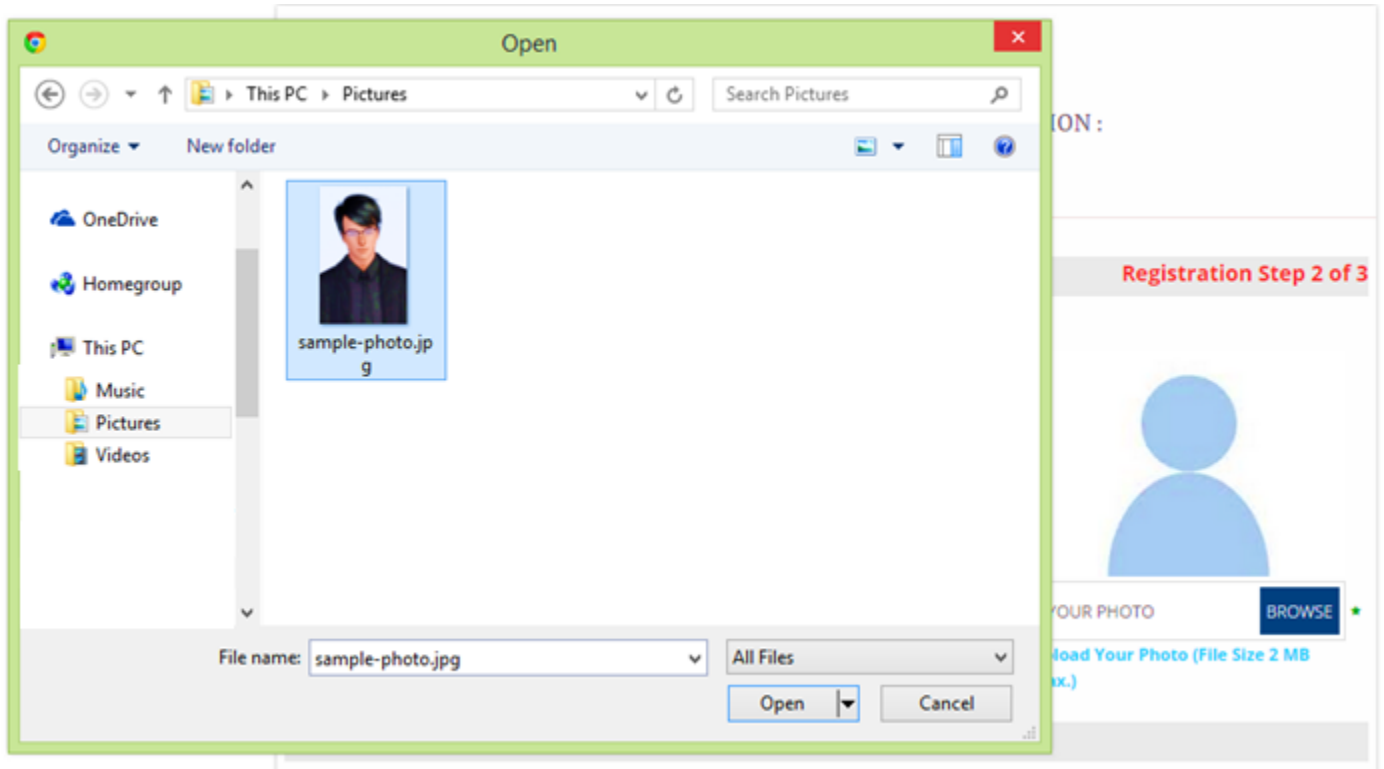
ii)   Please navigate to the appropriate location and select the appropriate image of your passport sized photo and click Open. You may also double click on the image to select and open at once.
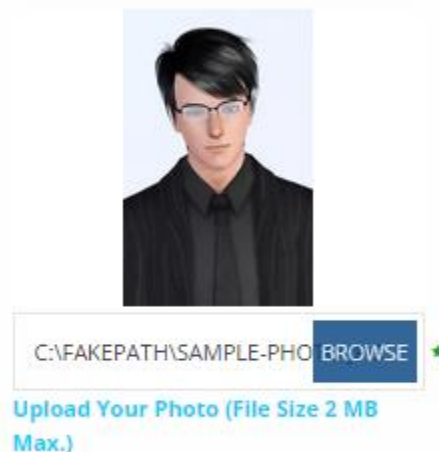
iii)   The select window shall close and the image is displayed. It is ready to upload.

3) Upload Documents:
    Please follow the similar process as explained above to select the scanned copies of the required documents as mentioned for uploading.

Online Admission System

UPLOAD YOUR DOCUMENTS

10 TH ADMIT CARD (FILE SIZE 2 MB MAX.)	BROWSE ★

Upload Your 10 th Admit Card (File Size 2 MB Max.)

HS MARKSHEET (FILE SIZE 2 MB MAX.)	BROWSE ★

Upload Your HS Marksheet (File Size 2 MB Max.)

HS CERTIFACATE (FILE SIZE 2 MB MAX.)	BROWSE ★

Upload Your HS Certifacate (File Size 2 MB Max.)

SUBMIT

4)   Uploading

Once all the necessary images are selected please click on the Submit button to upload them all.

5) On successful upload the registration step 2 will be completed and the success message with all the provided details shall be displayed. The option to pay the registration fee shall be displayed now.

Congratulations! Your form has been submited successfully

Note : Please select a payment option & take a print of your Registration Form by click on **Print** Button

ABC COLLEGE

Online Registration For Session : 2015-2016

Registration No :	2015-2016-BA-11	
Course :	Bachelor Of Arts (BA)	
Subject Applied:	BENGALI,ENGLISH,HISTORY	
Candidate Name :	DEBANGSHU CHAKRABORTY	
Father's Name :	D K CHAKRABORTY	
Mother's Name :	S CHAKRABORTY	
Guardian's Name :		
Address :	CITY CENTRE	
Mobile :	9733551000	Phone :

Applicant Academic Details:

School Name : ABC		Board : CBSE	

Particulars	Year of Passing	Total Marks	Marks Obtained
Madhyamik (10th)	2013	500	400
Higher Secondary (HS)	2015	500	450

Higher Secondary Subject Details :

Subjects	Total Marks	Marks Obtained	Percentage
BENGALI	100	80	80 %
ENGLISH	100	80	80 %
HISTORY	100	80	80 %

You may take a print out of the form for your reference. Also you may prefer to Log out and log in again as a Candidate to review and finalize the details before paying.

Registration Step 3 of 3

The last step of the registration involves the payment of registration fee.

Payment Status : Not Paid

Payment Options	Online Payment ▼
	Online Payment
	Bank Deposit

Payable Amount : Rs.250.00

Online Payments

Please click on the "Pay Now" button below to process online payments through the following:

- Credit Cards
- Debit Cards
- Net Banking
- Mobile Payments

₹ **Pay Now**

Please note: You shall be redirected to the secured payment interface of "Atomtech Payment Gateway" and will return back to our website once the the payment is processed.

The Payment interface provides the option for the payment modes available. Please select your desired payment mode to find the details and instructions accordingly.

Online Payments

This option is selected by default and you can proceed to the online payment gateway interface by clicking on the "**Pay Now**" button. Please select the desired mode of transaction from the list provided and proceed accordingly by providing the asked necessary details.

Payment Request Placed for INR 60.00	Transaction ID 2015-2016-BA-1

Billing Details

9999999999	example@example.com
(Please correct if above is not the Billing Mobile Number)	(Please correct if above is not the Billing E-Mail ID)

Payment Mode

Saved Cards		
Credit Card	Debit Card Number*	[ ] VISA MasterCard Maestro
Debit Card >	Name on Card*	[ ]
Net Banking	Card Expiry*	01 ▼ 2015 ▼
	CVV / CVV2*	[ ]
		☐ Save card for future use ❓

Transaction Charge: INR 0.66

Service Tax: INR 0.08

Total Transaction Amount: INR 60.74

Students Manual – Online Admission System

On completion of the online transaction you shall be returned back to the online admission website for the confirmation of the same and your payment shall be verified automatically. A sample payment success confirmation screen is attached below. The same shall be mailed to you as well.

Admission.example.com: ABC College

Payment Processed

Thank you very much for your payment.

Please find below the details of the payment

Transaction ID: 8258341
Name: SANDEEP DEY
Reg no.: 2015-2016-BA-9
Amount: INR 60.00
Payment Date: Sat May 30 13:15:42 IST 2015

We shall update you with further details at the earliest

Thank you once again.

🖨 Print Now

« Back   Top

Privacy Policy | Payment Policy | Disclaimer

Website Design and Development Service Provided by Techno Developers Group.

Bank Deposits

If this option is selected the details of the Bank account in a preformatted Bank Challan of the college shall be provided which needs to be printed and the amount may be deposited in appropriate Bank branch or any same bank network branch. The stamped receipt from the bank needs to be collected from the bank as confirmation.

IDBI Bansdroni Branch			Applicant's Copy	
NETAJI NAGAR COLLEGE FOR WOMEN (Registration)			Date :_____	
A/C NO. : 0201104000080468		IDBI	Registraton Fee for General Course	
IFSC Code : IBKL0000201	MICR Code : 700259014			Amount (Rs)
Application No. :	Bank Ref. No._____		Registration Fees :	800
Name : HIMADRI DAM			Bank Charges :	0.00
Depositor's Signature	Cashier's Signature		Total :	800.00

✂ - - - - - - - - - - - - - - - - - - -

IDBI Bansdroni Branch			College's Copy	
NETAJI NAGAR COLLEGE FOR WOMEN (Registration)			Date :_____	
A/C NO. : 0201104000080468		IDBI	Registraton Fee for General Course	
IFSC Code : IBKL0000201	MICR Code : 700259014			Amount (Rs)
Application No. :	Bank Ref. No._____		Registration Fees :	800
Name : HIMADRI DAM			Bank Charges :	0.00
Depositor's Signature	Cashier's Signature		Total :	800.00

✂ - - - - - - - - - - - - - - - - - - -

IDBI Bansdroni Branch			Bank's Copy	
NETAJI NAGAR COLLEGE FOR WOMEN (Registration)			Date :_____	
A/C NO. : 0201104000080468		IDBI	Registraton Fee for General Course	
IFSC Code : IBKL0000201	MICR Code : 700259014			Amount (Rs)
Application No. :	Bank Ref. No._____		Registration Fees :	800
Name : HIMADRI DAM			Bank Charges :	0.00
Depositor's Signature	Cashier's Signature		Total :	800.00

The candidate needs to log in back to upload the scanned copy of the stamped College Copy of the Bank challan receipt for manual verification.

Choose File | No file chosen | Upload Bank Receipt

The scanned copy of the challan will be displayed at an appropriate location on successful upload and the college authorities shall be intimated via mail. The candidates shall receive a mail confirmation on successful verification of their uploaded bank challan by the college authorities.

With the payment being processed the online application shall be deemed as complete and accepted for further verification and processing towards admission to the college. The candidates shall be intimated through SMS or website notification about the Merit list publication and Counselling dates and further procedures.

The Competent Authority reserves the right to cancel any application/candidature at its discretion and no correspondence in this regard will be entertained from the applicant.

Wrong declaration /submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.