

## **MANUAL OF ONLINE ADMISSION FORM FILLUP**

All the applicants applying to Basanti Devi College for the admission in UG (B.A and B.Sc.) Honours, General and Major courses must read the instructions / Notices published in College Website ([www.basantidevicollege.edu.in](http://www.basantidevicollege.edu.in)) carefully and also abide by the rules of admission given bellow fully before proceed to apply.

### **DOCUMENTS REQUIRED ( IN SOFT COPY)**

#### **FOR ONLINE ADMISSION FORM FILLUP:**

#### **Scanned Images of :-**

1. Color Photograph
2. Signature
3. Mark sheet (10+2)
4. Admit Card (10<sup>th</sup>)
5. Cast Certificate (if applicable)
6. BPL Certificate (if applicable)

#### **Note :**

The scanned images should be in jpg / jpeg format only.

Size of the Photo can be minimum 10 KB or maximum 100 KB.

Size of the Signature can be minimum 8 KB or maximum 50 KB.

Size of the other documents can be minimum 50 KB or maximum 200 KB.

**College Help Desk :** [admissions@basantidevicollege.edu.in](mailto:admissions@basantidevicollege.edu.in)

**College Helpline :** 9748542646 (From 10 am to 5 pm)

**Technical Helpline :** 7890814809 (12 NOON To 4 PM)

## REGISTRATION STEP - 1

Applicants need to register themselves Online.

Once the registration detail is submitted successfully, a unique Registration Number will be generated automatically (ex: RXXXXXX).

Applicant should have to note and preserve the Registration Number and Password carefully for further process.

**Basanti Devi College**  
UG Online Admission (2019-20)

**Registration Details**

Applicant's Name : ( As in the Marksheet )

Sex : Female

Date of Birth : dd/mm/yyyy

Mobile No : 10 digit mobile no.

Email : name@example.com

Password : Length 6-10 chars.

Confirm Password :

Security Question : Select

Security Answer : Max. 20 chars.

Validation code : 

Can't read the image? click [here](#) to refresh.

**Submit**

**Login Here**

If You Are Already Registered, Please, Click Login Button.

**Login**

Technical Help Line : 7890814809 (12 NOON To 4 PM) || Email : bdc@ugonline.in || College Website || Powered By : JBS

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## LOGIN STEP - 1

Once registered, the applicant can now login to the online admission portal using Regn. ID ( Generated in Step-1) , Date of Birth , Password & CAPTCHA / Verification Code.



### Basanti Devi College UG Online Admission (2019-20)

#### Applicant Login

Enter your existing Registration No and Password to **Print Filled in Application Form, Bank Payment and Check Payment Status**

Registration No

Date of Birth

Password

Validation code

Enter the code above here :

Can't read the image? click [here](#) to refresh.

Login

Forget Your Registration No or Password ? [Click Here!](#)

#### Registration

[Register](#) to login Online Admission System.

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## AFTER LOGIN YOU WILL ENTER STUDENT DASHBOARD

The dashboard features a header with the college logo and name, followed by the admission year. Below this, there are three main sections: Registration Details, Attachments, and a Dashboard Menu. The Registration Details section lists personal information such as registration number, date, applicant name, gender, date of birth, mobile number, and email. The Attachments section shows two placeholder boxes for images. The Dashboard Menu lists nine steps of the admission process, including entering details, uploading documents, applying for courses, and checking admission status. At the bottom, there is a message box and a Logout button.

**Basanti Devi College**  
UG Online Admission (2019-20)  
147B, Rash Behari Avenue, Kolkata, West Bengal, India. Pin - 700 029.  
Phone No. -91 (033) 2464 1012 / 2463 0845, Email: info@basantidevicollege.edu.in

**Registration Details**

Reg. No	: R0002834
Reg. Date	: 27/05/2019, 09:58 AM
Applicant	: Sneha Baidya
Gender	: Female
Date of Birth	: 01/01/2001
Mobile No.	: 7684754478
Email Id	: SNEHA.BAIDYA@GMAIL.COM

**Attachments**

No Image Available

No Image Available

**Dashboard Menu**

Step 1: [Enter Personal Details](#)

Step 2: Upload Photo, Signature, Marksheet & Caste Certificate

Step 3: Enter Academics Details

Step 4: Add-on / Skill Development Courses (Mandatory)

Step 5: Apply for Courses

Step 6: Application Details

- Pay Application Fee
- View/Update Payment Status
- Print Application Form

Step 7: Admission Details

- Pay Admission Fee
- View/Update Payment Status

Step 8: Check Admission Status

Step 9: [View Notice](#)

!!! Message !!!

Logout

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## FORM FILLUP:

### STEP -1

ENTER YOUR PERSONAL DETAILS WITH CORRECT DATA

The screenshot displays a web form with three main sections: **Personal Details**, **Guardian Details**, and **Address & Communication**.   
1. **Personal Details**: Fields include Applicant's Name (Draha Baidya), Sex (Female), Date of Birth (01/01/2001), Indian Card No., Marital Status (Single), Religion (Hindu), Category (General), APJ (Arya Samaj), Blood Group (A+), Nationality (Indian), and Physical Challenged? (No).   
2. **Guardian Details**: Fields include Father's Name, Mother's Name, Father's Qualification, Mother's Qualification, Local Guardian's Name, Annual Family Income, and Guardian's Occupation.   
3. **Address & Communication**: Fields include Present Address (No. 10, City, District, State, Postal Code), Permanent Address (No. 10, City, District, State, Postal Code), and Mobile No. (9876543210).

AFTER ENTRY, PRESS SUBMIT

### STEP - 2

UPLOAD SCANNED PHOTO, SIGNATURE, MARKSHEET(12<sup>TH</sup>), ADMIT CARD(10<sup>TH</sup>),  
CAST CERTIFICATE ( IF REQUIRED, BPL CERTIFICATE (IF REQUIRED)

[ BROWSE TO PATH & SELECT]

The screenshot shows a grid of document upload fields. Each field has a title, a description, a file size limit, and a 'Browse' button.   
- **Upload Photo**: Upload Your Color Image (Required), Image (.jpg) size 128 x 128, Max File Size 500KB.   
- **Upload Signature**: Upload Your Signature (Required), Image (.jpg) size 128 x 25, Max File Size 500KB.   
- **Upload 10<sup>th</sup> Admit Card**: Upload Your Admit Card as per Photo (Required), Image (.jpg) size 400 x 500, Max File Size 500KB.   
- **Upload 12<sup>th</sup> Marksheet**: Upload Your 12<sup>th</sup> Marksheet (Required), Image (.jpg) size 400 x 500, Max File Size 500KB.   
- **Upload 10<sup>th</sup> Certificate**: Upload Your 10<sup>th</sup> Certificate (Not Required), Image (.jpg) size 400 x 500, Max File Size 500KB.   
- **Upload 12<sup>th</sup> Certificate**: Upload Your 12<sup>th</sup> Certificate (Not Required), Image (.jpg) size 400 x 500, Max File Size 500KB.   
- **Upload BPL Certificate**: Upload Your BPL Certificate (Not Required), Image (.jpg) size 400 x 500, Max File Size 500KB.   
Red text below each field indicates 'Image preview not available'.

PRESS UPLOAD

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## STEP- 3-(i) & (ii)

### ENTER ACADEMIC DETAILS

[ CAREFULLY ENTER THE BOARD, YEAR OF PASSING, ROLL NUMBER, TOTAL MARKS & OBTAINED MARKS]

**Basanti Devi College**  
UG Online Admission (2019-20)

Applicant's Name : Snaha Baidya      Sex : Female      Date of Birth : 01/01/2001

1. (a) XI Board : WBCHSE      Other Board : Not Required  
(b) Year of Passing : 2019      (c) Roll / Index No. : 12121940

2. Institute Name : Syaama      3. Institute Address : Pala

4. 10+2 Examination :      (a) Full Marks : 360      (b) Total Marks Obtained : 230      (c) Total Percentage : 75

Back    Next

PRESS NEXT

CAREFULLY ENTER MARKS FROM YOUR MARKSHEET

**Basanti Devi College**  
UG Online Admission (2019-20)

Marks Obtained At Class XII

5. Subject wise Marks Details at 10+2 Level ( If Not Applicable Select "None")      \*\* Default Pass Marks : 30% Change According To Your Board (If Required).

Subject Type	Subject	Full Marks			Pass Marks		Marks Obtained		Total Marks	Percentage
		Theory	Practical / Project	Total	Theory	Practical / Project	Theory	Practical / Project		
(1) Compl. Language	English(A)	80	20	100	24	6	Th. Mark	Pr. Marks	Total	Percentage
(2) Compl. Language	Bengali(B)	80	20	100	24	6	Th. Mark	Pr. Marks	Total	Percentage
(3) Elective Subject	Education	80	20	100	24	6	Th. Mark	Pr. Marks	Total	Percentage
(4) Elective Subject	Philosophy	80	20	100	24	6	Th. Mark	Pr. Marks	Total	Percentage
(5) Elective Subject	Sanskrit	80	20	100	24	6	0	0	Total	Percentage
(6) Elective Subject	Sociology	80	20	100	24	6	0	0	Total	Percentage
(7) Elective Subject	Political Science	80	20	100	24	6	0	0	Total	Percentage
(8) Elective Subject	Environmental Studies	80	20	100	24	6	0	0	Total	Percentage

Back    Submit

CHANGE FULL MARKS (IF NEEDED)

EXAMPLE: IF NO PRACTICAL ENTER 100 IN THEORY AND 0 IN PRACTICAL

ENTER YOUR OBTAINED MARKS HERE

[ CAREFULLY ENTER MARKS AND PRESS SUBMIT  
NO CORRECTION CAN BE DONE ONCE SUBMITTED]

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## STEP - 4

### ADD-ON / SKILL DEVELOPMENT COURSES (MANDATORY)

Choose CO-Curricular / Mandatory Add On / Skill Development Courses

**Basanti Devi College**  
UG Online Admission (2019-20)

**Co-Curricular Activities**

Applicant's Name : Sneha Baidya      Sex : Female      Date of Birth : 01/01/2001

(Choose Any Two)

NATIONAL SERVICE SCHEME (NSS)       NATIONAL CADET CORPS (NCC)       SELF DEFENSE

**Certificate Courses**

(Choose Any Two)

Computer Course - Webel (Rs. 1250/Year)       1 Yr. Certificate Course On Spoken English (Rs. 300/Month)       1 Yr. Certificate Course On Communicative French (Rs. 300/Month)

**Interest in Athletics**

(Choose Any Three)

<input type="checkbox"/> Track And Field Athletics - Sprint, Shot-Put, Discus, Long Jump	<input type="checkbox"/> Kho-Kho	<input type="checkbox"/> Badminton	<input type="checkbox"/> Table Tennis	<input type="checkbox"/> Carrom	<input type="checkbox"/> Football	<input type="checkbox"/> Yoga
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Level Of Participation In Any Athletic Event

NA

**Back**      **Submit**

[please Note that , this step is mandatory, however payment of the fees for these courses will not be taken at the time of admission, this is for shortlisting interested students, details of these courses will be notified after admission]

Press **Submit**

[ N.B. ON SUCCESSFUL SUBMISSION, THE BUTTON WILL CHANGE TO "UPDATE"]

**NOW PRESS THE BACK BUTTON**

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## STEP-5

# Apply for Courses

[ You may apply as many courses as you want ]

Eligibility will be checked while selecting courses & Reason will be shown

**Basanti Devi College**  
UG Online Admission (2019-20)

Applicant's Name : Sneha Baidya      Category : General      School Board : WBCHSE

Subject wise Marks Details at 10+2 Level

Subject Type	Subject	Full Marks			Test Marks		Marks Obtained			Percentage
		Theory	Practical / Project	Total	Theory	Practical / Project	Theory	Practical / Project	Total Marks	
(1) Compul. Language	English(A)	80	20	100	24	6	35	10	65	65.00
(2) Compul. Language	Bengali(B)	80	20	100	24	6	65	10	75	75.00
(3) Elective Subject	Education	80	20	100	24	6	61	10	71	71.00
(4) Elective Subject	Philosophy	80	20	100	24	6	50	10	60	60.00
(5) Elective Subject	Sanskrit	80	20	100	24	6	44	15	59	59.00
(6) Elective Subject	Sociology	80	20	100	24	6	68	10	78	78.00
(7) Elective Subject	Political Science	80	20	100	24	6	61	10	71	71.00
(8) Elective Subject	Environmental Studies	80	20	100	24	6	68	10	78	78.00

Application No.      Course      Subjects      AECC1      Merit Score

Application For UG Course

(a) Course Apply For :  (b) Combination :

GE1 :  GE2 :  GE3 :  GE4 :  AECC1 :  AECC2 :

Back      Next

Apply Courses , Select Subject Combinations here

Select GE1, GE2,GE3, GE4 , AECC1 & AECC2 from given options

**Press Next**

(Application preview will be shown-> Press Submit)

The system will return you to the Select Course's Page, You may apply for more subjects and submit.

After applying for all courses press the **BACK** button

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## STEP-6

### APPLICATION DETAILS



## Basanti Devi College

### UG Online Admission (2019-20)

Course Applied

Applicant's Name : Sneha Baidya      Sex : Female      Date of Birth : 01/01/2001

Application No	Course	Subjects	Fee Payment	Payment Status	Application Form
1900022	B.A. General	Philosophy, Economics, Bengali	<a href="#">Pay Online</a>	<a href="#">View</a>	<a href="#">Print</a>

N.B : After Payment Verification, Application Form "Print Option" Will Be Activated. If You Already Paid, Please Update Your Payment Status Immediately.

[Back](#)

Technical Help Line : 7890814809 (12 NOON To 4 PM) || Email : bdcugonline.in || College Website || Powered by : BS

**PLEASE PAY THE APPLICATION FEES [ THROUGH ONLINE PAYMENT ONLY]  
ON SUCCESSFUL TRANSACTION E-RECEIPT WILL BE GENERATED & APPLICATION  
FORM PRINT OPTION WILL BE ENABLED**

**TAKE BOTH THE PRINT OUTS ( PAYMENT STATUS & APPLICATION FORM)**

**CONGRATULATIONS!**

**YOU HAVE SUCCESSFULLY APPLIED FOR THE COURSE YOU WANTED,  
PLEASE WAIT FOR PUBLICATION OF MERIT LISTS ON 10.06.2019 (AFTER 4.00 P.M.)**

**ADMISSION FEES PAYMENT & DETAILED NOTICE FOR ADMISSION WILL BE  
PUBLISHED ON 10.06.2019**

**THANK YOU!**

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