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) 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 (10th)
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
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.
		T885
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 : IBS

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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.

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AFTER LOGIN YOU WILL ENTER STUDENT DASHBOARD

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

FORM FILLUP:

STEP -1

ENTER YOUR PERSONAL DETAILS WITH CORRECT DATA

AFTER ENTRY, PRESS **SUBMIT**

STEP – 2

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

[BROWSE TO PATH & SELECT]

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]

PRESS **NEXT**

CAREFULLY ENTER MARKS FROM YOUR MARKSHEET

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

[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

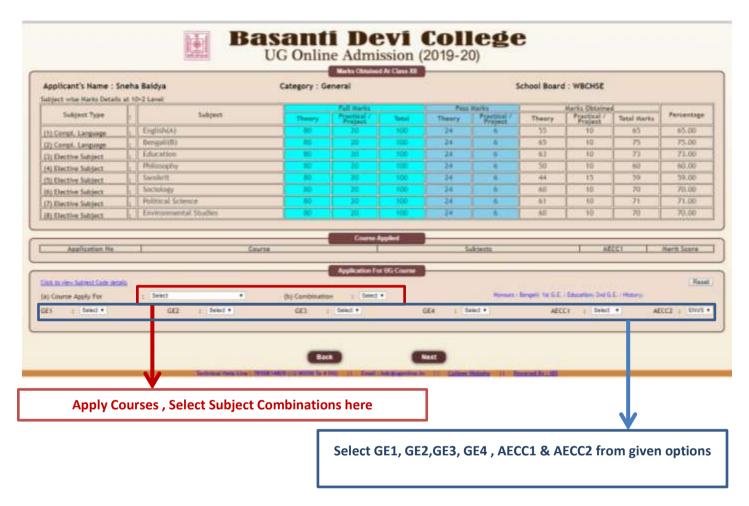[N.B. ON SUCCESFUL SUBMISSION, THE BUTTON WILL CHANGE TO "UPDATE"]

NOW PRESS THE BACK BUTTON

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Apply for Courses

[You may apply as many courses as you want]

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

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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APPLICATION DETAILS

PLEASE PAY THE APPLICATION FEES [THROUGH ONLINE PAYMENT ONLY]

ON SUCCESFUL 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 SUCCESFULLY 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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