

Candidates' Manual

Online Admission System (CBCS Based)

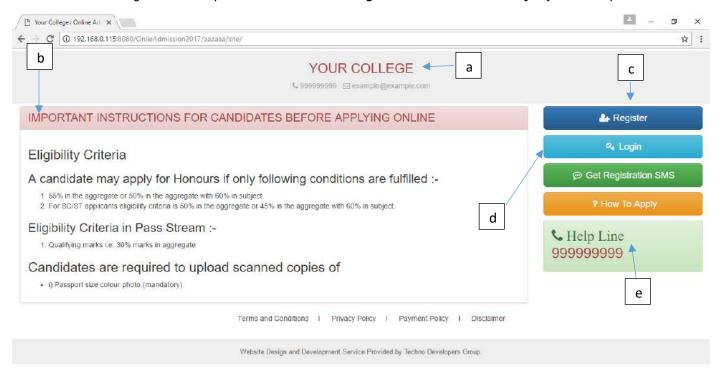
Candidate's Interface
Manual

### 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.

We recommend using latest and updated browsers like Google Chrome or Mozilla Firefox for best experience.



- a) College Name
- b) Eligibility Criteria details & notices etc.
- c) New Candidates Registration button
- d) Applied Candidates Log in button
- e) College Helpline contacts

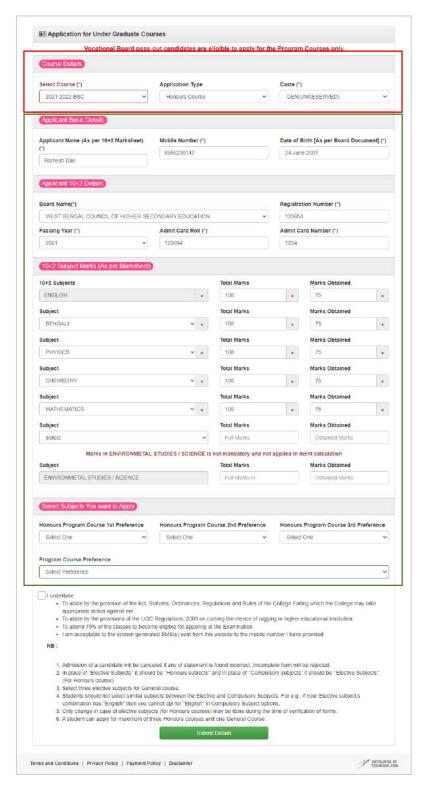
### **How to Apply?**

To apply please click on the Register button and initiate the application process



#### Registration Step 1 of 1

1) To begin the online registration process please Select the Course and Course Type from the dropdown lists. Marked with RED Border





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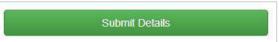
2) Next provide the Applicant's Personal Details marked with Green Border.

Please type in the following details properly

- i) Applicant Name (As per 10+2 Marksheet) (\*)
- ii) Mobile Number (\*)
- iii) Date of Birth [As per Board Document] (\*)
- iv) Board Name(\*)
- v) Registration Number (\*)
- vi) Passing Year (\*)
- vii) Admit Card Roll (\*)
- viii) Admit Card Number (\*) [in Case of Board Name = "WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION"]
- ix) 10+2 Subjects [Marks Details]
- x) Desire Honours course
- xi) Desire Program course

Please note all the fields marked with \* are compulsory

After inserting all required data click on



To proceed next step as below

Here you find your application number and date of birth, keep this data for further reference.

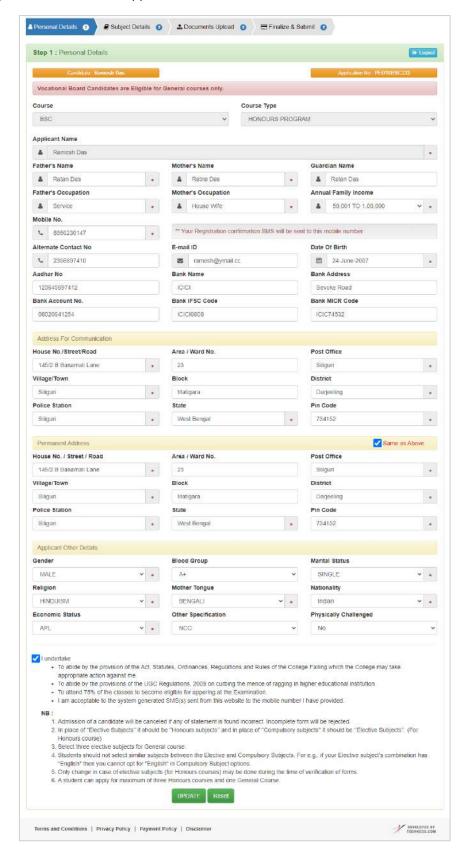


Now click on student login button marked with blue line to complete the full process of application.





After Successful login the below from is appear



Aadhar and Bank related information (not compulsory)

- i) 12 digit Aadhar Number
- ii) Your bank name
- iii) Bank Address
- iv) Bank Account Number
- v) Bank IFSC Code
- vi) Bank MICR Code

[Note: The above information may not be available in your form as it is populated as per the preference & processes of the respective college or university]

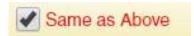
3) Please provide your communication address and permanent address



Please provide the following details of your address

- a) House No./Street Name
- b) Post Office (P.O)
- c) Ward No. (if any)
- d) Village/Town Name
- e) Block (if any)
- f) District Name
- g) Police Station (P.S)
- h) State
- i) PIN

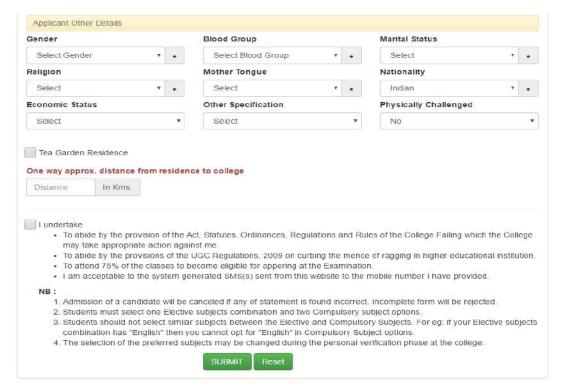
To have the same address copied to the Permanent Address fields please have the option "Same as Above" Ticked/Checked. Else Untick/Uncheck the same to provide separate details for Permanent Address.





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#### 4) Applicant's Other Details

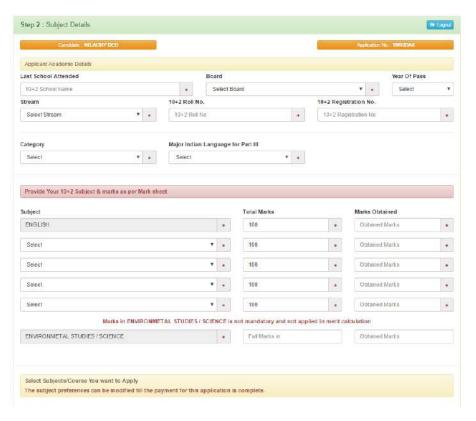


- i) Select your gender
- ii) Select your blood group
- iii) Select your marital status
- iv) Select your religion
- v) Select your mother language
- vi) Select your Nationality
- vii) Select your Economic Status [APL or BPL]
  - i. If you are in BPL [Below Poverty Level] category you must put your BPL card number
- viii) Select other specification [If you are a cadre of NSS or NCC or if you area recognised sports person, in case of sports person the institute may asked for a physical certificate issued by Govt./Renowned sports authority.]
- ix) Select your Physically Challenged Status [Whether you are Physically Challenged or not]
  - i. If you are a Physically Challenged person then you must put your Physically Challenged certificate number for verification.
- x) If you are a Residence of Tea garden then Tick on Check box, and declare the Name of Tea Garden
- xi) Before you proceed next step by clicking on Submit Button, you have to tick checkbox just beside "I undertake" and confirm agreeing to the term of the admission to the institute and the online admission system.
- xii) Click on "Submit" to save and proceed.



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#### Registration Step 2 of 4



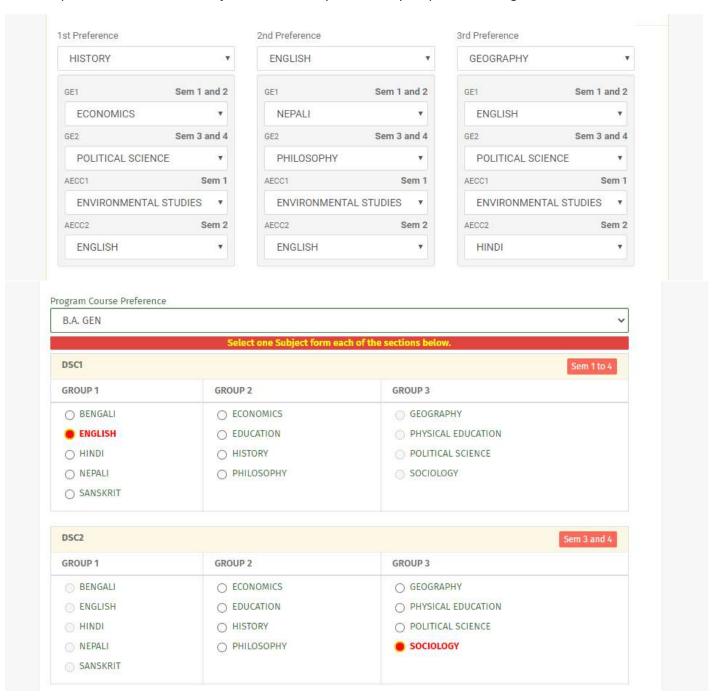
- i) Your last attended School Name from where the applicant has passed Higher Secondary (HS/10+2)
- ii) Select your Higher Secondary Board Name
- iii) Select the year of passing Higher Secondary Examination
- iv) Select your stream [Science, Arts or Commerce etc.]
- v) Your Higher Secondary Roll number.
- vi) Your Higher Secondary Registration Number
- vii) Select your category [General/Unreserved, SC, ST, OBC A or OBC B etc.]
  - i. If you are applying under any reserved category (i.e. other than General/Unreserved category) then please mention your respective category certificate number.
- viii) Select your Major Indian Language [MIL] for part III
- ix) Please provide your higher secondary examination marks appropriately as displayed in your marksheet.
- x) Select the **Subject name** from the list, provide the **Total Marks** of the Examination and then the marks Obtained by the candidate appropriately.
- xi) A few subjects may be preselected as mandatory subjects for the course selected.
- xii) Please provide your actual marks as per your marksheet only. DO NOT input percentage or average marks. The system shall calculate the same as per its set criteria appropriately.
- xiii) Also below put the marks of Environmental Science/Study subject in same manner above this is not mandatory and also not applied in merit calculation.



#### **Course & Subject Selection (CBCS Based)**

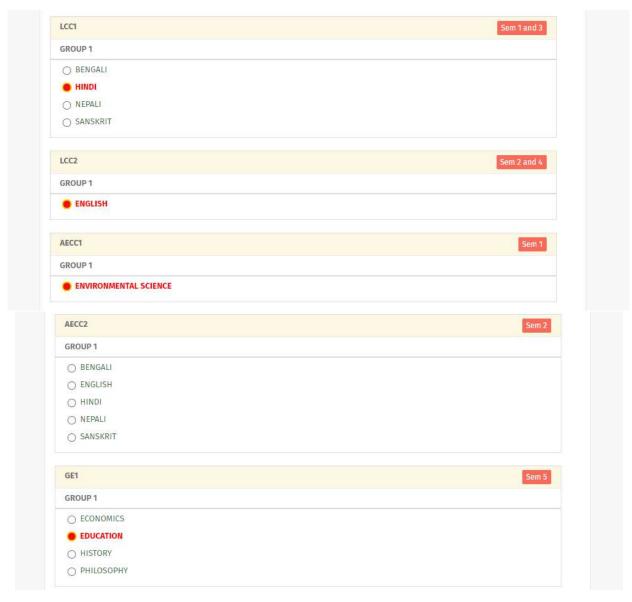
- a) Based on the 10+2 (HS) marks provided and the criteria set by the respective colleges & universities, the Subject/Course/Stream options where the candidate is eligible to apply for admission shall be populated.
- b) Select your desired Course and CBCS Subject preferences accordingly.

Please note that any modification on the 10+2 (HS) subject marks would again revalidate the eligibility of the opted courses and CBCS subjects. Please verify and select your preferences again.





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#### Legends:

- CC / DSC: Core Course for Honours / Discipline Specific Core Course for Program
- GE: General Elective
- LCC: Language Core Course
- AECC: Ability Enhancement Compulsory Course

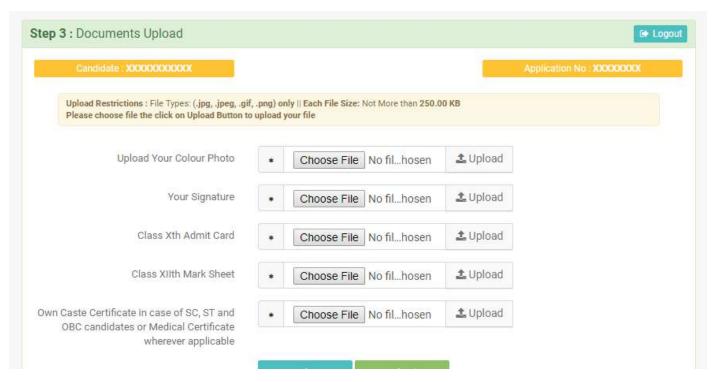
Click on the "Submit" button to save.



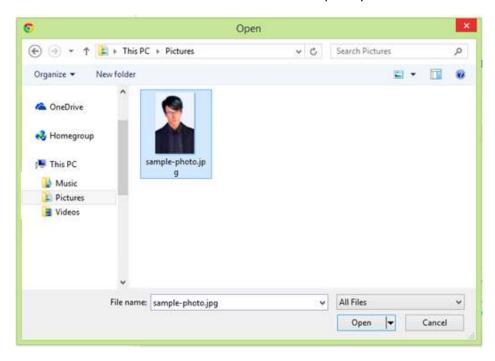
On clicking the "Submit" button the form shall be checked for the details provided and you shall be prompted for the missing or improper compulsory field data for review and submission. If all the details are completed properly then the registration will proceed to next step.

#### Registration Step 3 of 4

Documents upload section



i) To upload your photo please ensure that you have the soft copy of the photo already stored on your PC. Click on the "Choose File" or "Browse" button to explore your PC.





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- 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 shall be uploaded. The upload confirmation along with the "View" button will be visible.

Upload Your Photo 

◆ Choose File sampl....jpg ✓ Uploaded

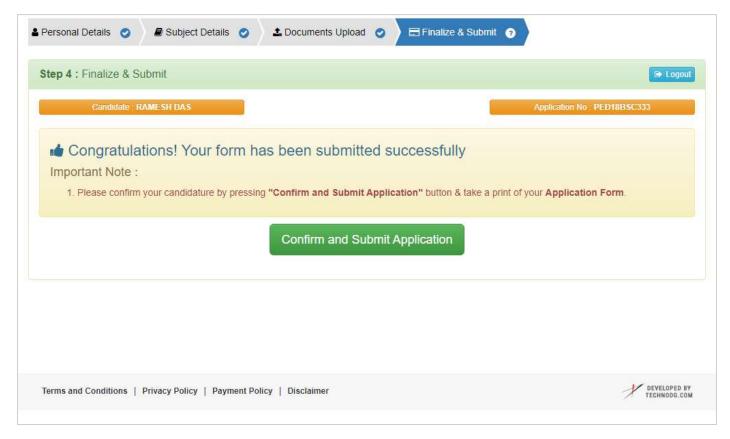
Document Upload Success

#### **Upload Documents:**

Please follow the similar process as explained above to select the scanned copies of the required documents as mentioned for uploading.

#### Registration Step 4 of 4

The Step 4 of registration provides option to process and finalized the application.



Once you "Confirm and Submit Application" you will find the application from to print



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