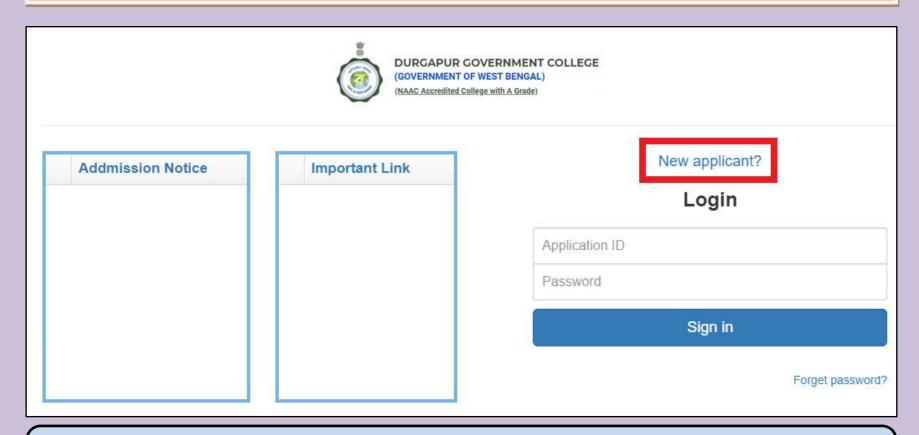
## **User Guide of Application Process in UG Courses in Durgapur Government College for the Session 2020-21**

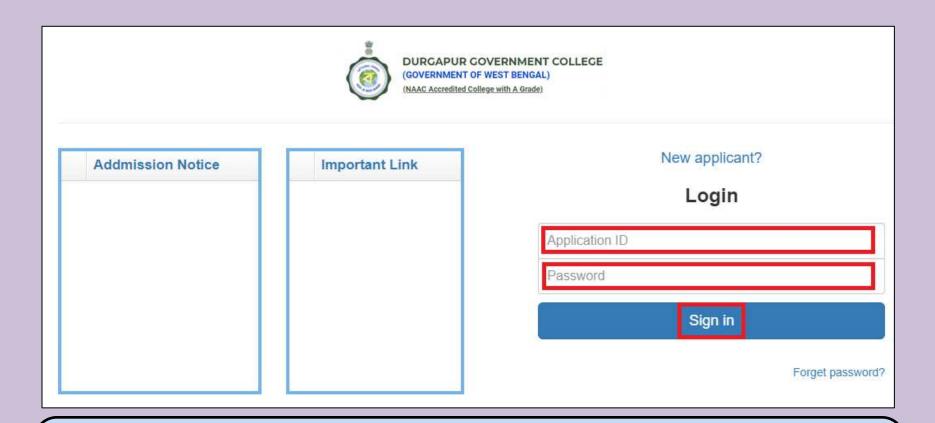


After clicking on the link given in college website this window will open. Click on the 'New applicant?' button to start the one time registration.



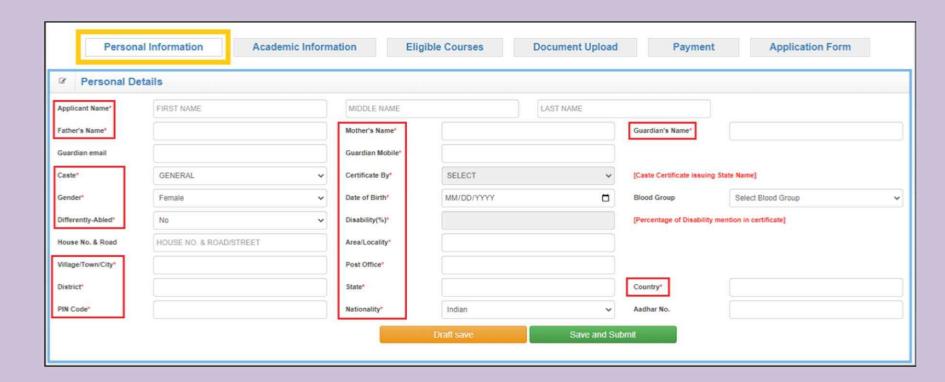
Provide Phone number and E-mail ID (use your own/ parents/ guardians mobile no. & email id). Click on 'Send Verification Code' tab. Separate OTPs will be sent to the mobile and email id. Provide both the OTPs in proper boxes. Click on the 'Sign Up' tab. The Login ID and Password will be sent to both the Email ID and Mobile No.

Finally click on 'Already Registered? Login Here', the Login Page will appear.



In Login page, provide the <u>Application ID</u> & <u>Password</u> received through email or mobile message and Click on '<u>Sign in</u>' button.

The main application window will open.

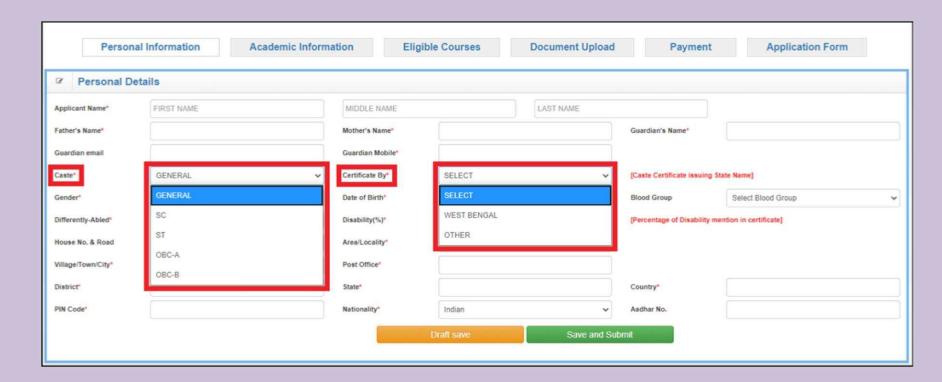


After signing in, the main interface will appear where all the information will have to be entered under six different sections.

Start with 'Personal Information' section.

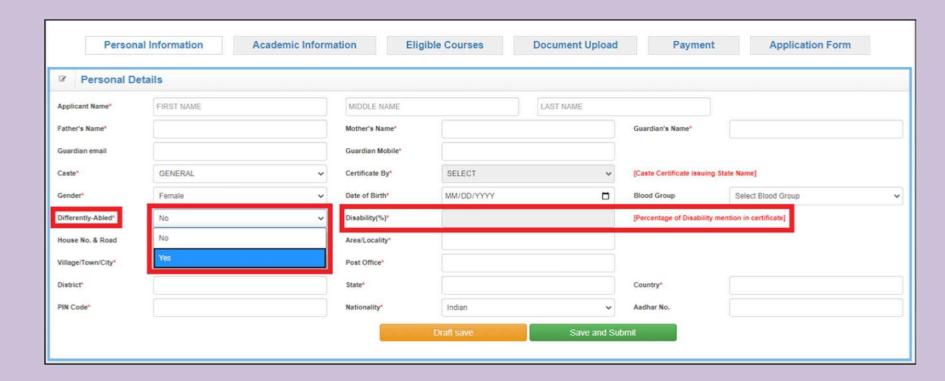
Provide all the required information.

Fields marked with red asterisk (\*) are mandatory fields.



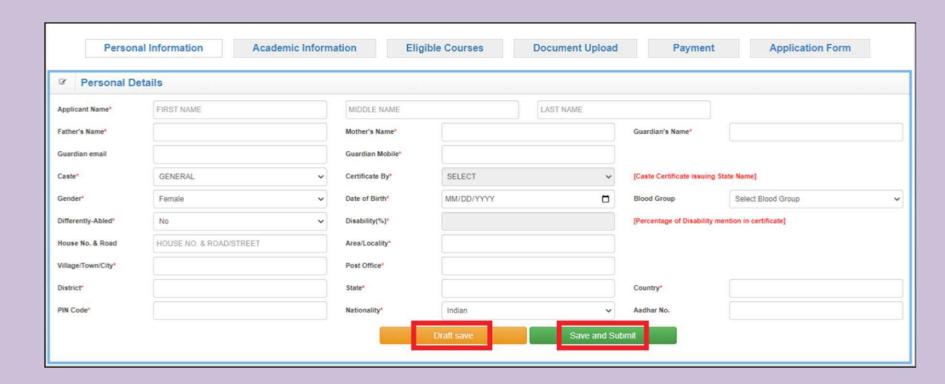
Applicants with caste reservation, choose proper option in field 'Caste' and have to specify the name of caste certificate issuing state in field 'Certificate By'.

Applicants without caste reservation, choose "GENERAL" in field 'Caste'.



Differently-Abled (Person with Disability) applicants, choose "Yes" in the field 'Differently-Abled' and specify percentage of disability in the field 'Disability(%)' as per their disability certificate.

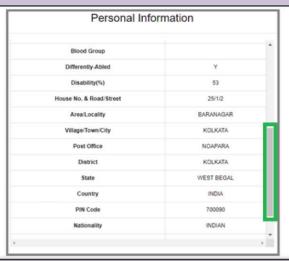
Applicants without disability, choose "No" in the field 'Differently-Abled'.



The information can be saved temporarily using '<u>Draft Save</u>' tab.

The information will be saved permanently using '<u>Save and Submit</u>' tab.





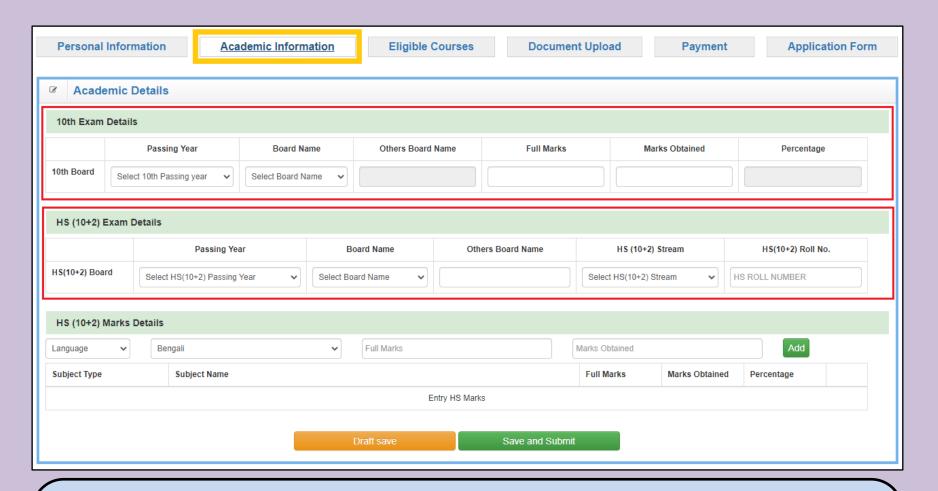


After clicking 'Save and Submit' tab, this pop-up window will appear.
Applicants have to check all their entries by scrolling down.

For any wrong entries, applicant can change their entries by using 'Cancel' tab.

If all entries are correct click on 'Final Submission' tab to submit.

After Final Submission, NO CHANGE will be allowed. So check all the entries carefully before Final Submission.



Next click on the 'Academic Information' section. All fields are mandatory.

Provide Passing Year, Board Name, Full Marks and Marks Obtained as appearing in 10th Examination Mark Sheet.

Provide Passing Year, Board Name, Stream and Roll No. as appearing in HS (10+2) Examination Mark Sheet.



Provide **HS (10+2) Marks Details** as appearing in HS (10+2) Examination Mark Sheet in two categories – Language and Elective.

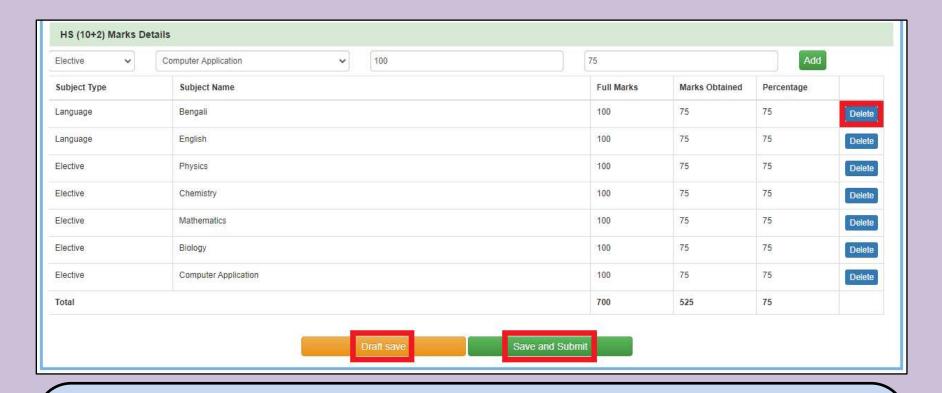
In **Language** category **maximum TWO (2)** subjects can be added.

In **Elective** category **maximum FIVE (5)** subjects can be added.

Choose the subject category from dropdown-list, then choose the subject name from dropdown-list, provide full marks and marks obtained in the subject.

Click on the 'Add' tab to incorporate.

The subject with details will be added in the table.

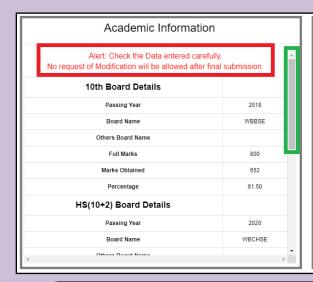


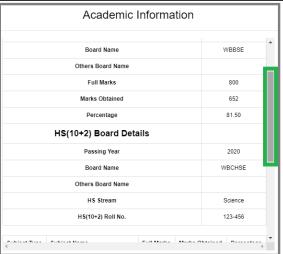
After adding all relevant subjects, check the list for any wrong entries.

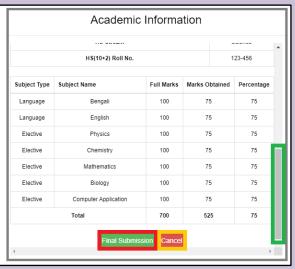
Wrong entries can be rectified by deleting using the '<u>Delete</u>' tab and then again have to add as mentioned earlier.

The information can be saved temporarily using '<u>Draft Save</u>' tab.

The information will be saved permanently using '<u>Save and Submit</u>' tab.







After clicking 'Save and Submit' tab, this pop-up window will appear.

Applicants have to check their entries.

For any wrong entries, applicant can change their entries by using '<u>Cancel</u>' tab.

If all entries are correct click on '<u>Final Submission</u>' tab to submit.

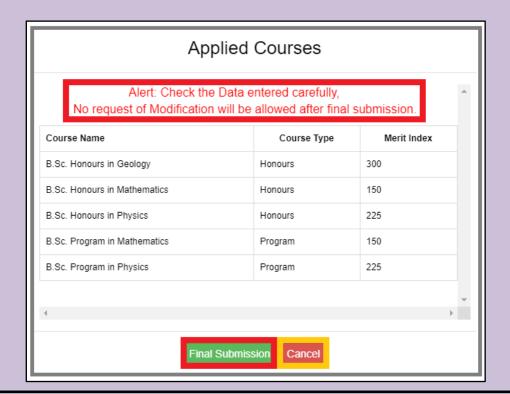
After Final Submission, NO CHANGE will be allowed. So check all the entries carefully before Final Submission.

Personal Information Academic Information		Eligible Courses	Document Upload Pa	ayment	Application Form
© Eligible Courses List					
Course Name	Merit Aggregate	Subject(s) Concern	Marks in Concerned Subject(s)	Merit Index	
B.Sc. Honours in Botany	75	Biology + Chemistry	(75+75)	225	Apply
B.Sc. Honours in Chemistry	75	Chemistry	(75)	150	Apply
B.Sc. Honours in Geology	75	Mathematics + Chemistry + Physics	(75+75+75)	300	Applied Remove
B.Sc. Honours in Mathematics	75	Mathematics	(75)	150	Applied Remove
B.Sc. Honours in Physics	75	Physics + Mathematics	(75+75)	225	Applied Remove
B.Sc. Honours in Zoology	75	Biology + Chemistry	(75+75)	225	Apply
B.Sc. Program in Botany	75	Biology + Chemistry	(75+75)	225	Apply
B.Sc. Program in Chemistry	75	Chemistry	(75)	150	Apply
B.Sc. Program in Mathematics	75	Mathematics	(75)	150	Applied Remove
B.Sc. Program in Physics	75	Physics + Mathematics	(75+75)	225	Applied Remove
B.Sc. Program in Zoology	75	Biology + Chemistry	(75+75)	225	Apply
		Confirm			

After Final Submission of Personal & Academic Information, the list of eligible courses following Minimum Eligibility Criteria will appear in the 'Eligible Courses' section.

Applicants can apply for maximum THREE (3) Honours Courses and TWO (2) Program Courses by click on the 'Apply' tab. Selected course can be changed using 'Remove' tab.

After selecting desired courses, click on 'Confirm'.



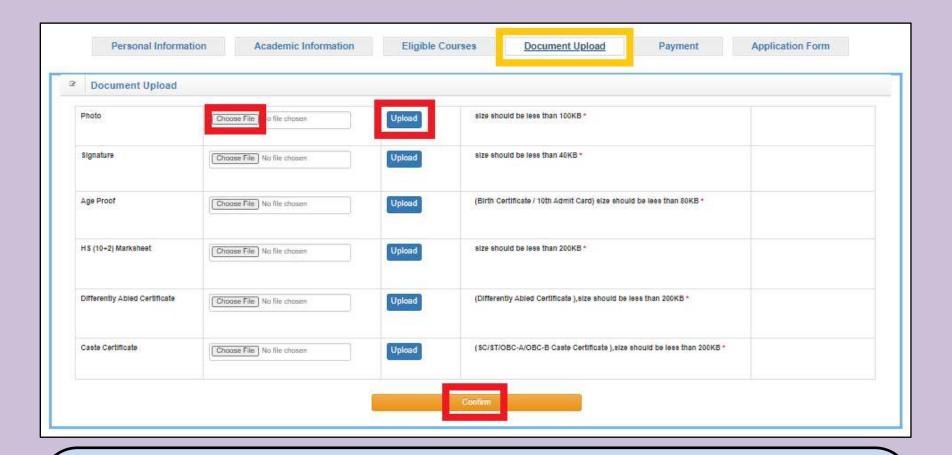
After clicking 'Confirm' tab, this pop-up window will appear.

Applicants have to check their selected courses.

Applicant can change their selected course by using '<u>Cancel</u>' tab.

If all entries are correct click on '<u>Final Submission</u>' tab to submit.

After Final Submission, NO CHANGE will be allowed. So check carefully before Final Submission.

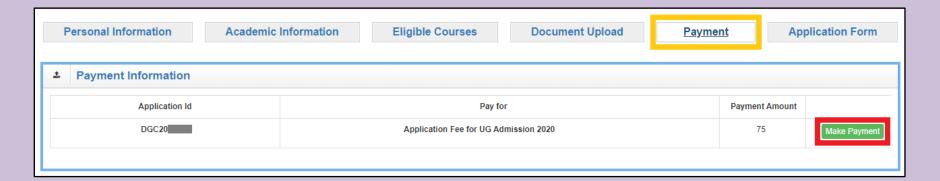


After Final Submission of Eligible Courses, go to 'Document Upload' section to upload the listed documents in JPG / JPEG format following mentioned file size.

To choose the file, click on 'Choose File' tab and select the appropriate image.

To upload the file, click on 'Upload' tab. The file will be saved to our profile.

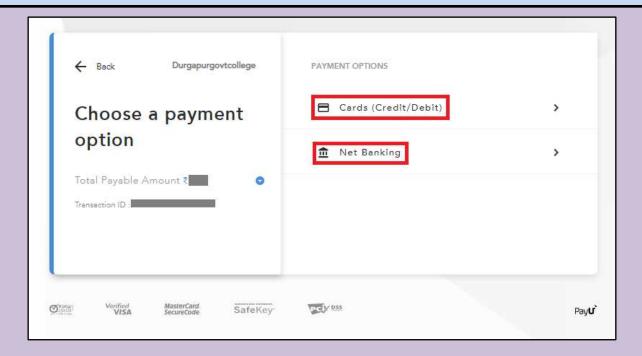
After uploading all listed files, click on 'Confirm'. All the files will be saved permanently and NO CHAGE will be allowed.

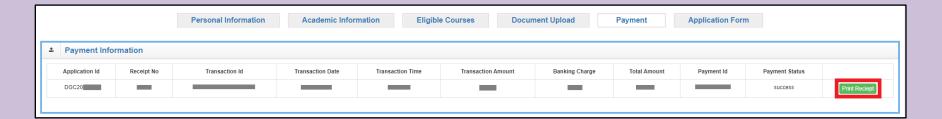


After confirming documents upload, go to 'Payment' section.

Click on 'Make Payment' tab and it redirected to the Pay Merchant Page.

Pay the Application Fees using either 'Cards' or 'Net Banking' option.





After Successful Payment of Application Fee, payment details will appear. Download and Save the Money Receipt by clicking 'Print Receipt' tab.

The Application Form will be available in the 'Application Form' Section

Download and Save the Application Form by clicking 'Print' tab at the bottom.