

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



DURGAPUR GOVERNMENT COLLEGE  
(GOVERNMENT OF WEST BENGAL)  
(NAAC Accredited College with A Grade)

Admission Notice

Important Link

**New applicant?**

**Login**

Application ID

Password

**Sign in**

[Forget password?](#)

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.



DURGAPUR GOVERNMENT COLLEGE  
(GOVERNMENT OF WEST BENGAL)  
(NAAC Accredited College with A Grade)

#### Admission Notice

#### Note

Applicants must use their own MOBILE NO. & EMAIL for registration.

All further communication related to counselling and admission will be made through email to the given Email ID & mobile messaging to the given Mobile No.

#### New Application

Send Verification Code

Sign Up

Already Registered? Login Here

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.



DURGAPUR GOVERNMENT COLLEGE  
(GOVERNMENT OF WEST BENGAL)  
(NAAC Accredited College with A Grade)

Admission Notice

Important Link

New applicant?

Login

Application ID

Password

Sign in

[Forget password?](#)

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

The main application window will open.

Personal Information Academic Information Eligible Courses Document Upload Payment Application Form

Personal Details

Applicant Name*	FIRST NAME	MIDDLE NAME	LAST NAME		
Father's Name*		Mother's Name*		Guardian's Name*	
Guardian email		Guardian Mobile*			
Caste*	GENERAL	Certificate By*	SELECT	[Caste Certificate issuing State Name]	
Gender*	Female	Date of Birth*	MM/DD/YYYY	Blood Group	Select Blood Group
Differently-Abled*	No	Disability(%)*		[Percentage of Disability mention in certificate]	
House No. & Road	HOUSE NO. & ROAD/STREET	Area/Locality*			
Village/Town/City*		Post Office*			
District*		State*		Country*	
PIN Code*		Nationality*	Indian	Aadhar No.	

Draft save Save and Submit

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.

Personal Information   Academic Information   Eligible Courses   Document Upload   Payment   Application Form

**Personal Details**

Applicant Name\*   FIRST NAME   MIDDLE NAME   LAST NAME

Father's Name\*   Mother's Name\*   Guardian's Name\*

Guardian email   Guardian Mobile\*

**Caste\***   **Certificate By\***

Gender\*   [Caste Certificate issuing State Name]

Differently-Abled\*   Date of Birth\*   Blood Group   Select Blood Group

House No. & Road   Disability(%)\*   [Percentage of Disability mention in certificate]

Village/Town/City\*   Area/Locality\*   WEST BENGAL

District\*   Post Office\*   OTHER

PIN Code\*   State\*   Country\*   OBC-A

  Nationality\*   Indian   Aadhar No.   OBC-B

  Draft save   Save and Submit

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**'.

Personal Information   Academic Information   Eligible Courses   Document Upload   Payment   Application Form

**Personal Details**

Applicant Name\*   FIRST NAME   MIDDLE NAME   LAST NAME

Father's Name\*   Mother's Name\*   Guardian's Name\*

Guardian email   Guardian Mobile\*

Caste\*   GENERAL   Certificate By\*   SELECT   [Caste Certificate issuing State Name]

Gender\*   Female   Date of Birth\*   MM/DD/YYYY   Blood Group   Select Blood Group

**Differently-Abled\***   No   **Disability(%)\***   [Percentage of Disability mention in certificate]

House No. & Road   No

Village/Town/City\*   Yes

District\*   State\*   Country\*

PIN Code\*   Nationality\*   Indian   Aadhar No.

Draft save   Save and Submit

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**’.

Personal Information   Academic Information   Eligible Courses   Document Upload   Payment   Application Form

**Personal Details**

Applicant Name*	FIRST NAME	MIDDLE NAME	LAST NAME		
Father's Name*		Mother's Name*		Guardian's Name*	
Guardian email		Guardian Mobile*			
Caste*	GENERAL	Certificate By*	SELECT	[Caste Certificate issuing State Name]	
Gender*	Female	Date of Birth*	MM/DD/YYYY	Blood Group	Select Blood Group
Differently-Abled*	No	Disability(%)*		[Percentage of Disability mention in certificate]	
House No. & Road	HOUSE NO. & ROAD/STREET	Area/Locality*			
Village/Town/City*		Post Office*			
District*		State*		Country*	
PIN Code*		Nationality*	Indian	Aadhar No.	

**Draft save**   **Save and Submit**

The information can be saved temporarily using '**Draft Save**' tab.  
The information will be saved permanently using '**Save and Submit**' tab.

**Personal Information**

Alert: Check the Data entered carefully.  
No request of Modification will be allowed after final submission.

Applicant Name	S K DAS
Father's Name	S P DAS
Mother's Name	M DAS
Guardian's Name	R DAS
Guardian email	
Guardian Mobile	9878543210
Caste	SC
Certificate By	WEST BENGAL
Gender	FEMALE
Date of Birth	2000-05-11
Blood Group	

**Personal Information**

Blood Group	
Differently-Abled	Y
Disability(%)	53
House No. & Road/Street	25/1/2
Area/Locality	BARANAGAR
Village/Town/City	KOLKATA
Post Office	NOAPARA
District	KOLKATA
State	WEST BEGAL
Country	INDIA
PIN Code	700090
Nationality	INDIAN

**Personal Information**

Disability(%)	53
House No. & Road/Street	25/1/2
Area/Locality	BARANAGAR
Village/Town/City	KOLKATA
Post Office	NOAPARA
District	KOLKATA
State	WEST BEGAL
Country	INDIA
PIN Code	700090
Nationality	INDIAN
Aadhar No.	

Final Submission Cancel

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.**



Personal Information **Academic Information** Eligible Courses Document Upload Payment Application Form

**Academic Details**

**10th Exam Details**

	Passing Year	Board Name	Others Board Name	Full Marks	Marks Obtained	Percentage
10th Board	Select 10th Passing year	Select Board Name				

**HS (10+2) Exam Details**

	Passing Year	Board Name	Others Board Name	HS (10+2) Stream	HS(10+2) Roll No.
HS(10+2) Board	Select HS(10+2) Passing Year	Select Board Name		Select HS(10+2) Stream	HS ROLL NUMBER

**HS (10+2) Marks Details**

Language: Bengali Full Marks: Marks Obtained: Add

Subject Type	Subject Name	Full Marks	Marks Obtained	Percentage
Entry HS Marks				

Draft save Save and Submit

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.

HS (10+2) Marks Details

Language  Full Marks  Marks Obtained

Subject Name	Full Marks	Marks Obtained	Percentage
Entry HS Marks			

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.

**HS (10+2) Marks Details**

Elective

Subject Type	Subject Name	Full Marks	Marks Obtained	Percentage	
Language	Bengali	100	75	75	<input type="button" value="Delete"/>
Language	English	100	75	75	<input type="button" value="Delete"/>
Elective	Physics	100	75	75	<input type="button" value="Delete"/>
Elective	Chemistry	100	75	75	<input type="button" value="Delete"/>
Elective	Mathematics	100	75	75	<input type="button" value="Delete"/>
Elective	Biology	100	75	75	<input type="button" value="Delete"/>
Elective	Computer Application	100	75	75	<input type="button" value="Delete"/>
<b>Total</b>		700	525	75	

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

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

The information can be saved temporarily using '**Draft Save**' tab.

The information will be saved permanently using '**Save and Submit**' tab.

Academic Information

Alert: Check the Data entered carefully,  
No request of Modification will be allowed after final submission.

10th Board Details	
Passing Year	2018
Board Name	WBBSE
Others Board Name	
Full Marks	800
Marks Obtained	652
Percentage	81.50
HS(10+2) Board Details	
Passing Year	2020
Board Name	WBCHSE
Others Board Name	

Academic Information

Board Name	WBBSE
Others Board Name	
Full Marks	800
Marks Obtained	652
Percentage	81.50
HS(10+2) Board Details	
Passing Year	2020
Board Name	WBCHSE
Others Board Name	
HS Stream	Science
HS(10+2) Roll No.	123-456

Academic Information

Subject Type	Subject Name	Full Marks	Marks Obtained	Percentage
Language	Bengali	100	75	75
Language	English	100	75	75
Elective	Physics	100	75	75
Elective	Chemistry	100	75	75
Elective	Mathematics	100	75	75
Elective	Biology	100	75	75
Elective	Computer Application	100	75	75
Total		700	525	75

Final Submission
Cancel

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 '**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.**

Personal Information
Academic Information
Eligible Courses
Document Upload
Payment
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	<span style="border: 1px solid red; padding: 2px;">Apply</span>
B.Sc. Honours in Chemistry	75	Chemistry	(75)	150	<span style="padding: 2px;">Apply</span>
B.Sc. Honours in Geology	75	Mathematics + Chemistry + Physics	(75+75+75)	300	<span style="border: 1px solid red; padding: 2px;">Applied</span> <span style="border: 1px solid red; padding: 2px;">Remove</span>
B.Sc. Honours in Mathematics	75	Mathematics	(75)	150	Applied <span style="padding: 2px;">Remove</span>
B.Sc. Honours in Physics	75	Physics + Mathematics	(75+75)	225	Applied <span style="padding: 2px;">Remove</span>
B.Sc. Honours in Zoology	75	Biology + Chemistry	(75+75)	225	<span style="padding: 2px;">Apply</span>
B.Sc. Program in Botany	75	Biology + Chemistry	(75+75)	225	<span style="padding: 2px;">Apply</span>
B.Sc. Program in Chemistry	75	Chemistry	(75)	150	<span style="padding: 2px;">Apply</span>
B.Sc. Program in Mathematics	75	Mathematics	(75)	150	Applied <span style="padding: 2px;">Remove</span>
B.Sc. Program in Physics	75	Physics + Mathematics	(75+75)	225	Applied <span style="padding: 2px;">Remove</span>
B.Sc. Program in Zoology	75	Biology + Chemistry	(75+75)	225	<span style="padding: 2px;">Apply</span>

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**.

### Applied Courses

Alert: Check the Data entered carefully,  
No request of Modification will be allowed after final submission.

Course Name	Course Type	Merit Index
B.Sc. Honours in Geology	Honours	300
B.Sc. Honours in Mathematics	Honours	150
B.Sc. Honours in Physics	Honours	225
B.Sc. Program in Mathematics	Program	150
B.Sc. Program in Physics	Program	225

Final Submission Cancel

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 '**Cancel**' tab.

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

**After Final Submission, NO CHANGE will be allowed.**

**So check carefully before Final Submission.**

Personal Information   Academic Information   Eligible Courses   **Document Upload**   Payment   Application Form

**Document Upload**

Photo	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	size should be less than 100KB *
Signature	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	size should be less than 40KB *
Age Proof	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	(Birth Certificate / 10th Admit Card) size should be less than 80KB *
HS (10-2) Marksheet	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	size should be less than 200KB *
Differently Abled Certificate	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	(Differently Abled Certificate ),size should be less than 200KB *
Caste Certificate	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	(SC/ST/OBC-A/OBC-B Caste Certificate ),size should be less than 200KB *

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.

Personal Information   Academic Information   Eligible Courses   Document Upload   **Payment**   Application Form

Payment Information

Application Id	Pay for	Payment Amount	
DGC20	Application Fee for UG Admission 2020	75	<b>Make Payment</b>

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.

← Back   Durgapurgovtcollege

PAYMENT OPTIONS

**Choose a payment option**

Total Payable Amount ₹ [redacted]

Transaction ID: [redacted]

- Cards (Credit/Debit)**
- Net Banking**

Verified VISA   MasterCard SecureCode   SafeKey   PayU



Personal Information	Academic Information	Eligible Courses	Document Upload	Payment	Application Form					
Payment Information										
Application Id	Receipt No	Transaction Id	Transaction Date	Transaction Time	Transaction Amount	Banking Charge	Total Amount	Payment Id	Payment Status	
DGC20									success	<a href="#">Print Receipt</a>

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](#).