User Guide of Application Process in U.G. Courses in Durgapur Government College for the session 2021-2022

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

For any admission related queries please contact us at dgpgovtcollege.admission@gmail.com

Admission Notice

Application Fee for UG Admission

08.06.2020 Notice 580 – Call for Application for UG Admission 2020

01.08.2020 Notice 579 - Commencement of UG Online Admission 2020

Important Documents

Prospectus 2020-21
Courses Offered
Intake Capacity
Eligibility Criteria
Merit Index Calculation
Elective Subject Combinations
Rules & Regulations
Fees Structure
Applicant User Guide

New applicant?

Login

Application ID

Password

Sign in

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.

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Important Documents

Prospectus 2020-21
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Note

[Candidate should note that this Mobile Number will be used by the College authorities for all future communication with the candidate. Change of Mobile Number during the whole academic tenure with the college is not allowed without registering intimation through proper channel]
[Candidate should note that this Alternative Mobile Number should be the number of any near relative and if needed, will be used by the College authorities for urgent communication. Change of Alternative Mobile Number during the whole academic tenure with the college is not allowed without registering intimation through proper channel]
[Candidate should note that this Email Address will be used by the College authorities for all future communication with the candidate. Change of Email Address during the whole academic tenure with the college is not allowed without registering intimation through proper channel]

New Application

Phone Number

Email

Send Verification Code

Phone Number OTP

Email OTP

Sign Up

Already Registered? Login Here

Provide your Phone number and E-mail ID **(Applicants must use their own/parents/guardians MOBILE NO. & EMAIL ID)**. After that click on **'Send Verification Code'** button. Separate OTPs will be sent to the mobile and email id. Provide both the OTPs in proper boxes. After that you need to click on the **Sign UP** tab. The Login ID and Password will be sent to both the Email ID and Mobile No.

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Addmission Notice	Important Link
	Document1
	Document2

New applicant?

Login

Application ID

Password

Sign in

Forget password?

In Login page, provide the **Application ID** & **Password** received through email and mobile message and click on **Sign in** button. The main application window will open.

After signing in, the main interface where all the information will have to be entered under different tabs. Start with **"Personal Information"** tab.
Provide all the required information.
Fields marked with red asterisk (*) are mandatory fields.

Need to enter cast certificate issuing state.

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	Declaration	Application Form

Personal Details

Applicant Name*	FIRST NAME	MIDDLE NAME	LAST NAME		
Father's Name*		Mother's Name*		Guardian's Name*	
Mobile*	98745642172	email*	testmail172	Guardian's Mobile*	

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[Candidate should note that this Email Address will be used by the College authorities for all future communication with the candidate. Change of Email Address during the whole academic tenure with the college is not allowed without registering intimation through proper channel]

Religion*	SELECT	Caste*	GENERAL	Certificate By*	SELECT	[Certificate issuing State Name]
Gender*	Female	Date of Birth*	DD-----YYYY	Blood Group	Select Blood Group	
Differently-Abled*	No / No / Yes	Disability(%)*		[Percentage of Disability mentioned in certificate]		
House No. & Road		Area/Locality*				
Village/Town/City*		Post Office*				
District*		State*		Country*		
PIN Code*		Nationality*	Indian	Aadhar No.		

save Draft   submit personal information

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 | Declaration | Application Form |

Personal Details

| Applicant Name* | FIRST NAME | MIDDLE NAME | LAST NAME |

| Father's Name* | | Mother's Name* | | Guardian's Name* | |

| Mobile* | 98745642172 | email* | testmail172 | Guardian's Mobile* | |

[Candidate should note that this Mobile Number will be used by the College authorities for all future communication with the candidate. Change of Mobile Number during the whole academic tenure with the college is not allowed without registering intimation through proper channel]

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Religion*	SELECT	Caste*	GENERAL	Certificate By*	SELECT	[Certificate issuing State Name]
Gender*	Female	Date of Birth*	DD-----YYYY	Blood Group	Select Blood Group
Differently-Abled*	No	Disability(%)*		[Percentage of Disability mentioned 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.	

save Draft   **submit personal information**

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

The information will be saved permanently using **'submit personal information'** tab.

7

After clicking **"Submit personal information"** 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	Declaration	Application Form

☑ Academic Details

10th Exam Details

	Passing Year	Board Name	Other Board's Name	Full Marks	Marks Obtained	Percentage
10th Board	Select 10th Pa ⌄	Select Boar ⌄				

HS (10+2) Exam Details

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

HS (10+2) Marks Details

Languag ⌄	Bengali ⌄	Full Marks	Marks Obtained	Add

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

[save Draft] [submit academic information]

Next click on the **'Academic Information'** tab. **All fields are mandatory here.**
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 ▾	Bengali ▾	Full Marks	Marks Obtained	Add
Language					
Elective	Subject Name		Full Marks	Marks Obtained	Percentage

Entry HS Marks

save Draft   submit academic information

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, and 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 ▾	Computer Application ▾	100	70	Add

Subject Type	Subject Name	Full Marks	Marks Obtained	Percentage	
Language	Bengali	100	74	74	Delete
Language	English	100	70	70	Delete
Elective	Physics	100	65	65	Delete
Elective	Chemistry	100	74	74	Delete
Elective	Mathematics	100	72	72	Delete
Elective	Biology / Biological Science	100	73	73	Delete
Elective	Computer Application	100	70	70	Delete
Total		700	498	71.14	

save Draft   submit academic information

After adding all relevant subjects, check the list for any wrong entries. Wrong entries can be rectified by using the **'Delete'** tab and then again have to add as mentioned earlier.

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

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

After clicking **"Submit academic information"** 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 | Declaration | Application Form |

☞ **Eligible Courses List**

[An applicant can apply for a maximum of 03 (three) Honours and 02 (two) Program courses of his/her choice following Minimum Eligibility Criteria]

Course Name	Merit Aggregate	Subject(s) Concern	Marks in Concerned Subject(s)	Merit Index	
B.A. Honours in Bengali	73.25	Bengali	(74)	147.25	Apply
B.Sc. Honours in Botany	73.25	Biology / Biological Science + Chemistry	(73+74)	220.25	Apply
B.Sc. Honours in Chemistry	73.25	Chemistry	(74)	147.25	Applied Remove
B.Com. Honours (Accounting)	73.25	Mathematics	(72)	145.25	Apply
B.Sc. Honours in Economics	73.25	Mathematics	(72)	145.25	Apply
B.A. Honours in English	73.25	English	(70)	143.25	Apply
B.Sc. Honours in Geology	73.25	Mathematics + Chemistry + Physics	(72+74+65)	284.25	Applied Remove
B.Sc. Honours in Mathematics	73.25	Mathematics	(72)	145.25	Applied Remove
B.Sc. Honours in Physics	73.25	Physics + Mathematics	(65+72)	210.25	Apply
B.Sc. Honours in Zoology	73.25	Biology / Biological Science + Chemistry	(73+74)	220.25	Apply
B.A. Program in Bengali	73.25	Bengali	(74)	147.25	Apply
B.Sc. Program in Botany	73.25	Biology / Biological Science + Chemistry	(73+74)	220.25	Apply
B.Sc. Program in Chemistry	73.25	Chemistry	(74)	147.25	Applied Remove
B.Com. (Accounting)	73.25	Mathematics	(72)	145.25	Apply
B.Sc. Program in Economics	73.25	Mathematics	(72)	145.25	Apply
B.A. Program in English	73.25	English	(70)	143.25	Apply
B.Sc. Program in Mathematics	73.25	Mathematics	(72)	145.25	Apply
B.Sc. Program in Physics	73.25	Physics + Mathematics	(65+72)	210.25	Applied Remove
B.Sc. Program in Zoology	73.25	Biology / Biological Science + Chemistry	(73+74)	220.25	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'**.

B.Sc. Honours in Economics	73.25	Mathematics	(72)	145.25	Apply
B.A. Honours in English	73.25			143.25	Apply
B.Sc. Honours in Geology	73.25			284.25	Applied Remove
B.Sc. Honours in Mathematics	73.25			145.25	Applied Remove
B.Sc. Honours in Physics	73.25			210.25	Apply
B.Sc. Honours in Zoology	73.25			220.25	Apply
B.A. Program in Bengali	73.25			147.25	Apply
B.Sc. Program in Botany	73.25			220.25	Apply
B.Sc. Program in Chemistry	73.25			147.25	Applied Remove
B.Com. (Accounting)	73.25			145.25	Apply
B.Sc. Program in Economics	73.25			145.25	Apply
B.A. Program in English	73.25			143.25	Apply
B.Sc. Program in Mathematics	73.25			145.25	Apply
B.Sc. Program in Physics	73.25			210.25	Applied Remove
B.Sc. Program in Zoology	73.25			220.25	Apply

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 Chemistry	Honours	147.25
B.Sc. Honours in Geology	Honours	284.25
B.Sc. Honours in Mathematics	Honours	145.25
B.Sc. Program in Chemistry	Program	147.25
B.Sc. Program in Physics	Program	210.25

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** | Declaration | Application Form |

☞ Document Upload

Photo	Choose File No file chosen	Upload	size should be less than 100KB [Aspect Ratio should be 3:4 or equivalent] *
Signature	Choose File No file chosen	Upload	size should be less than 40KB [Aspect Ratio should be 5:1 or equivalent] *
Age Proof	Choose File No file chosen	Upload	(Birth Certificate / 10th Admit Card) size should be less than 80KB *
HS (10+2) Marksheet	Choose File No file chosen	Upload	size should be less than 200KB *
Differently Abled Certificate	Choose File No file chosen	Upload	(Differently Abled Certificate),size should be less than 200KB *
Caste Certificate	Choose File No file chosen	Upload	(SC/ST/OBC-A/OBC-B Caste Certificate),size should be less than 200KB *

Confirm

After Final Submission of Eligible Courses, go to **'Document Upload'** section to upload the listed documents in JPG / JPEG/ PDF 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.
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 | **Declaration** | Application Form |

Declaration

☐ I, declare that all the above information is correct to the best of my knowledge. My candidature is liable
to be cancelled by the college authority in case of any error input or manipulation of information committed by me at any stage.
I promise that I shall abide by all the rules of the college to maintain discipline in the college and shall accept penal measure, if defaulter.
I shall have no objection if the college authority struck off my name from college register for failing to attend at least 75% of total classes
held during seven (07) teaching days from the date of commencement of the class.
I also declare that I shall not change my Mobile Number and Email Address during the whole academic tenure
with the college without registering intimation through proper channel.

Submit

After confirming documents upload, go to **'Declaration'** tab. Then check the box by clicking on it and then click on **'Submit'** button.

After submitting Declaration, go to **'Application Form'** tab. The complete Application Form will be available here.
Download and Save the Application Form by clicking **'Print'** tab at the bottom.