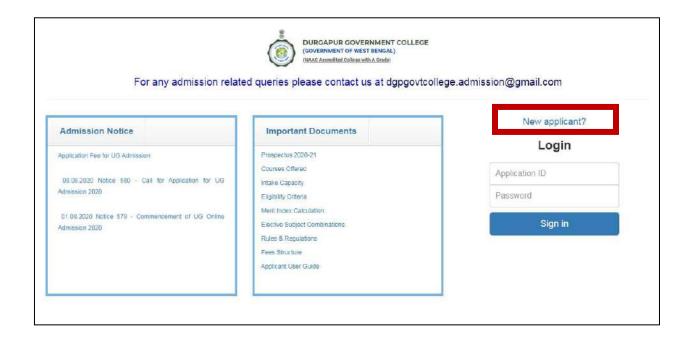
User Guide of Application Process in U.G. Courses in Durgapur

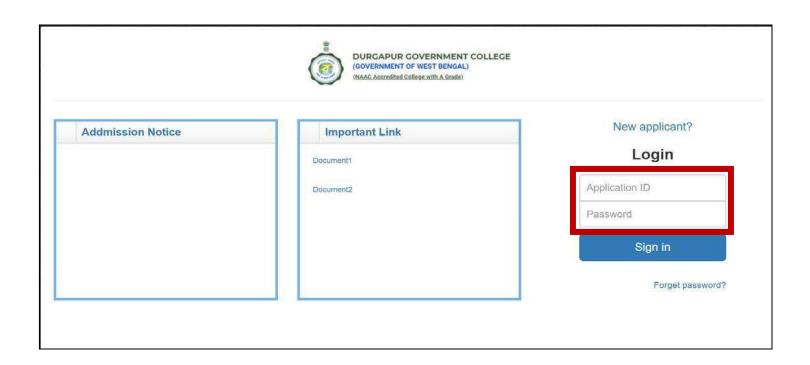
Government College for the session 2022-2023



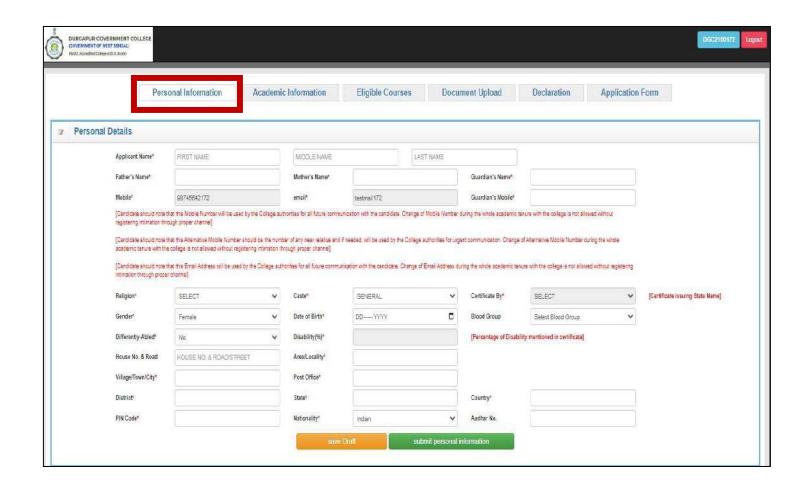
After clicking on the link given in college website this window will open. Click on the 'New applicant?' button to start the one time registration.



Provide 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.



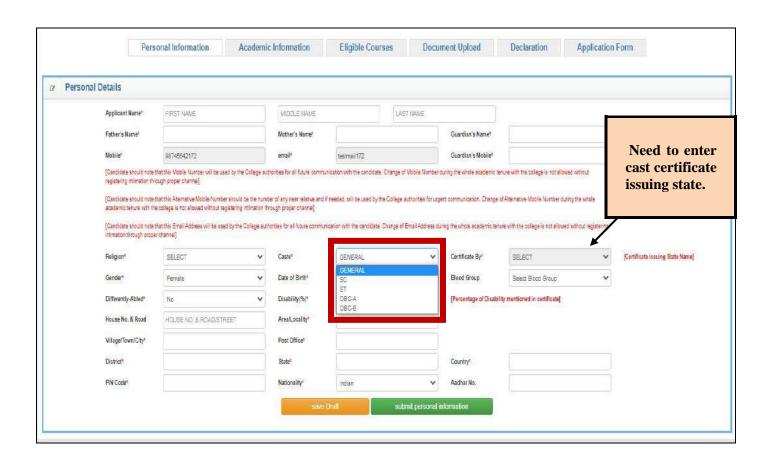
In Login page, provide the <u>Application ID</u> & <u>Password</u> received through email and mobile message and click on <u>Sign in</u> button. The main application window will open.



After signing in, the main interface where all the information will have to be entered under different tabs. Start with <u>"Personal Information"</u> tab.

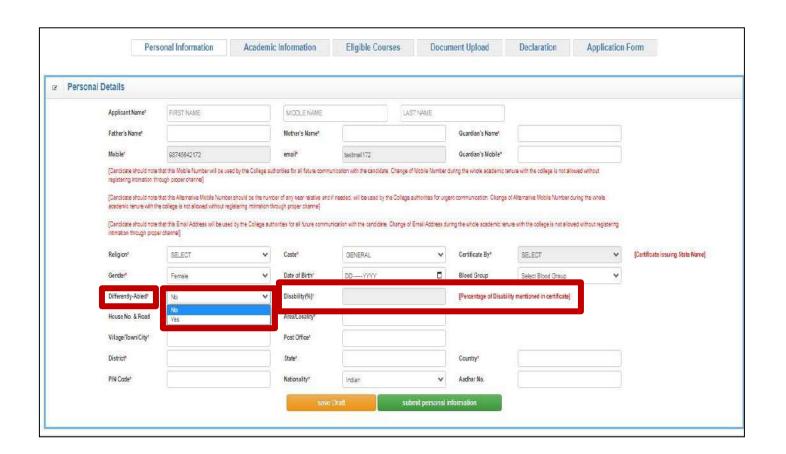
Provide all the required information.

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



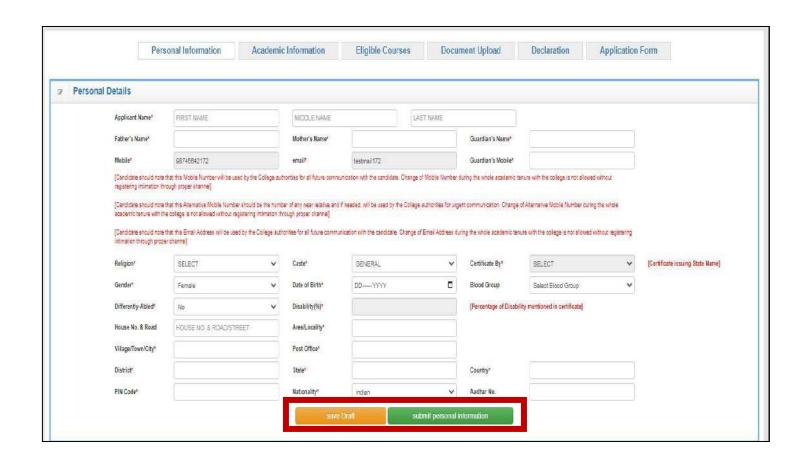
Applicants with caste reservation, choose proper option in field 'Caste' and have to specify the name of caste certificate issuing state in field 'Certificate By'.

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



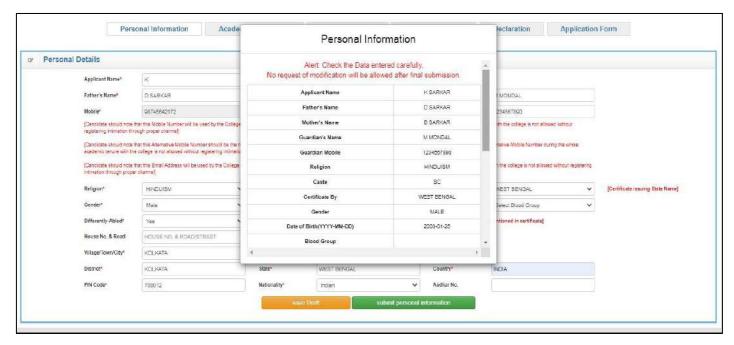
Differently-Abled (Person with Disability) applicants, choose "Yes" in the field 'Differently-Abled' and specify percentage of disability in the field 'Disability(%)' as per their disability certificate.

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



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

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



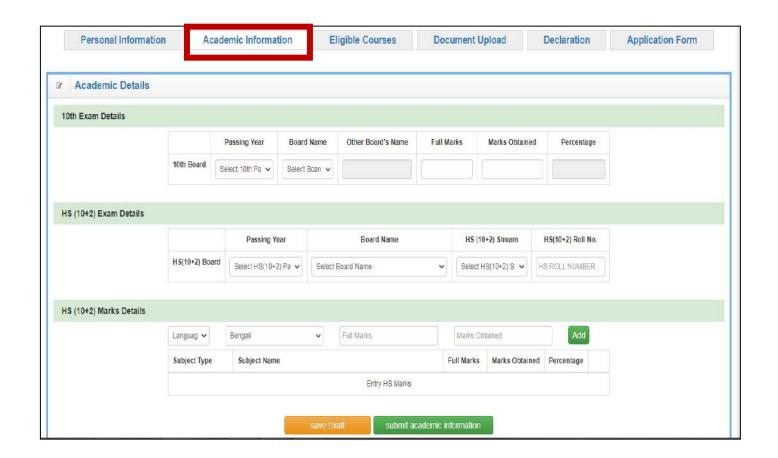


After clicking "Submit personal information" tab, this pop-up window will appear. Applicants have to check all their entries by scrolling down. For any wrong entries, applicant can change their entries by using 'Cancel' tab.

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.



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.

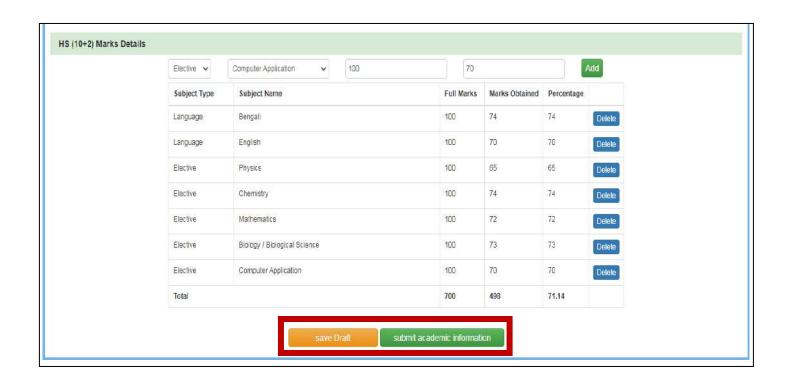
Provide Passing Year, Board Name, Stream and Roll No. as appearing in HS (10+2) Examination Mark Sheet.



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.

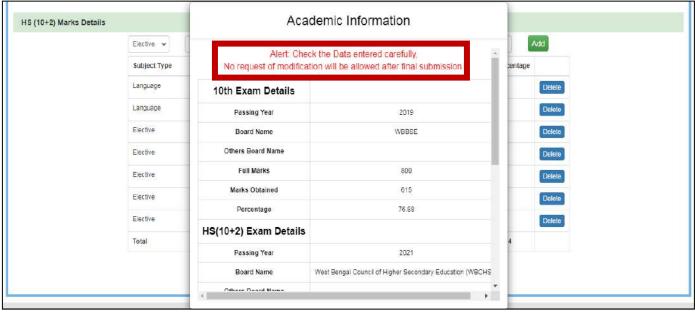
The subject with details will be added in the table.

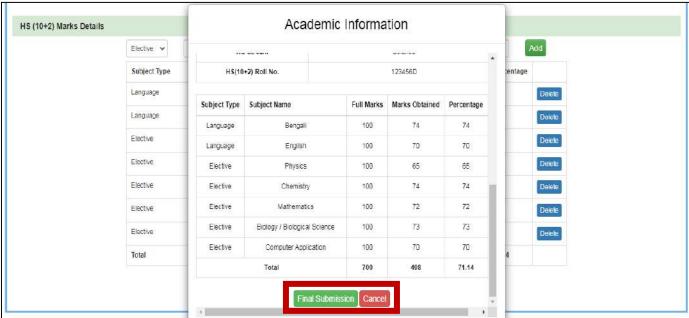


After adding all relevant subjects, check the list for any wrong entries. Wrong entries can be rectified by using the 'Delete' tab and then again have to add as mentioned earlier.

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.

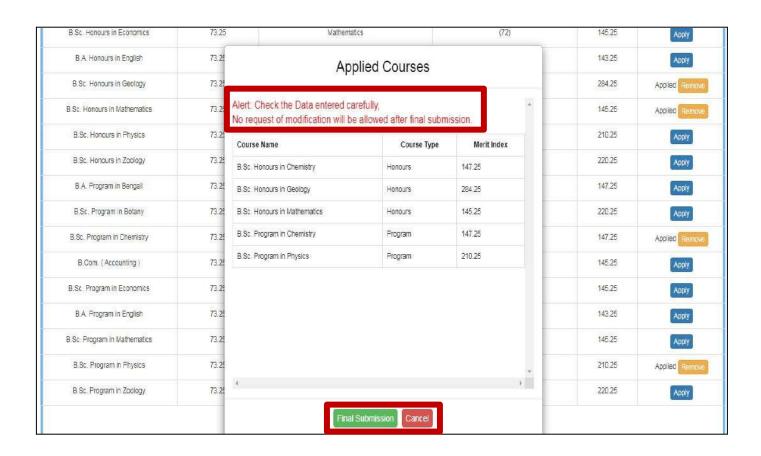
So check all the entries carefully before Final Submission.



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.

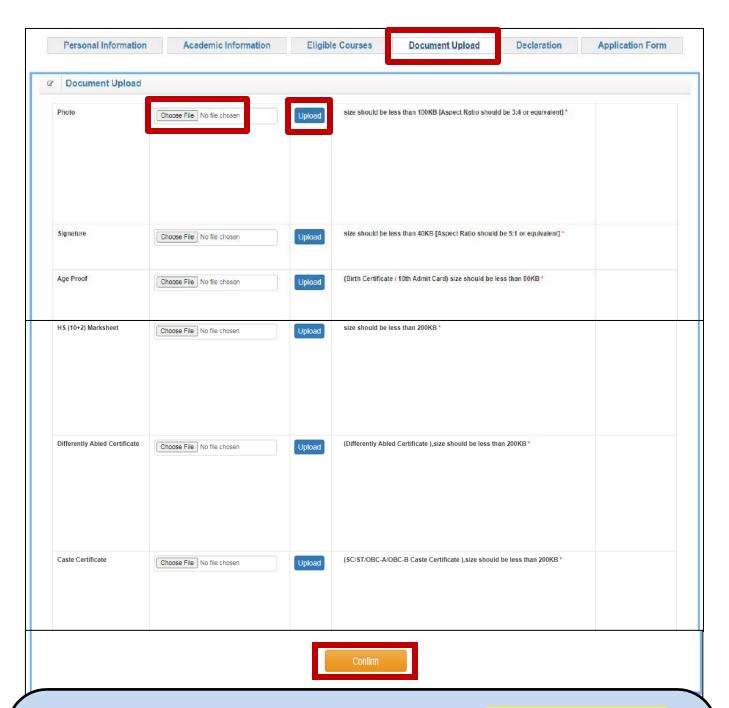
Applicants have to check their selected courses.

Applicant can change their selected course by using '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.

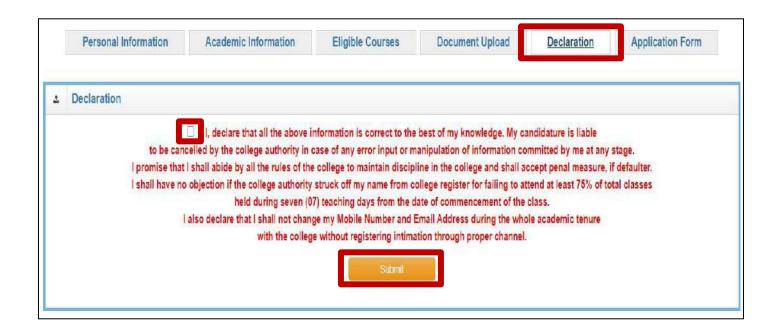


After Final Submission of Eligible Courses, go to 'Document Upload' section to upload the listed documents in JPG / JPEG/ PDF format following mentioned file size.

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.



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.