

User Guide of Application Process in U.G. Courses in Durgapur Government College for the session 2022-2023

The screenshot shows the website for Durgapur Government College, Government of West Bengal, NAAC Accredited College with A Grade. The header includes the college logo and name. Below the header, a contact email address is provided: dpggovtcollege.admission@gmail.com. The main content area is divided into three sections: 'Admission Notice', 'Important Documents', and a 'Login' section. The 'Admission Notice' section contains two links: '08.08.2020 Notice 580 - Call for Application for UG Admission 2020' and '01.08.2020 Notice 579 - Commencement of UG Online Admission 2020'. The 'Important Documents' section lists: 'Prospectus 2020-21', 'Courses Offered', 'Intake Capacity', 'Eligibility Criteria', 'Merit Index Calculation', 'Elective Subject Combinations', 'Rules & Regulations', 'Fees Structure', and 'Applicant User Guide'. The 'Login' section features a 'New applicant?' button (highlighted with a red border), a 'Login' heading, input fields for 'Application ID' and 'Password', and a 'Sign in' button.

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)

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

Important Documents

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

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

[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.



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

Admission Notice

Important Link

Document1

Document2


New applicant?

Login

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.



DURGAPUR GOVERNMENT COLLEGE
(GOVERNMENT OF WEST BENGAL)
BMAC Accredited College (UETA, WB)

DGC2100172
Logout

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*	testmail 172
			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]

[Candidate should note that the 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]

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

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.

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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[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* SC Blood Group* Select Blood Group

Differently-Abled* No Disability(%)* ST [Percentage of Disability mentioned in certificate]

House No. & Road HOUSE NO. & ROAD/STREET Area/Locality* OBC-A

Village/Town/City* Post Office* OBC-B

District* State* Country* Indian Aadhar No.

RIN Code* Nationality* Indian

save Draft submit personal information

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* 98745042172 email* test@mail172 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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[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 **Disability(%)*** [Percentage of Disability mentioned in certificate]

House No. & Road Yes

Village/Town/City* Area/Locality*

District* Post Office*

State* Country*

FIN 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*

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

Mobile* email* 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]

[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]

Religion* Caste* Certificate By* [Certificate issuing State Name]

Gender* Date of Birth* Blood Group

Differently-Abled* Disability(%)* [Percentage of Disability mentioned in certificate]

House No. & Road Area/Locality*

Village/Town/City* Post Office*

District* State* Country*

PIN Code* Nationality* Aadhar No.

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

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

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

Applicant Name	K SARKAR
Father's Name	D SARKAR
Mother's Name	E SARKAR
Guardian's Name	M MONDAL
Guardian Mobile	1234567890
Religion	HINDUISM
Caste	SC
Certificate By	WEST BENGAL
Gender	MALE
Date of Birth(YYYY-MM-DD)	2003-01-25
Blood Group	

Buttons: save Draft, submit personal information

Disability(%)	45
House No. & Road/Street	
Area/Locality	RAMNAGAR
Village/Town/City	KOLKATA
Post Office	POSTA
District	KOLKATA
State	WEST BENGAL
Country	INDIA
PIN Code	700012
Nationality	INDIAN
Aadhar No.	

Buttons: Final Submission, Cancel

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 Boan				

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			

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

Subject Type	Subject Name	Full Marks	Marks Obtained	Percentage	
Language	Bengali	100	74	74	<input type="button" value="Delete"/>
Language	English	100	70	70	<input type="button" value="Delete"/>
Elective	Physics	100	65	65	<input type="button" value="Delete"/>
Elective	Chemistry	100	74	74	<input type="button" value="Delete"/>
Elective	Mathematics	100	72	72	<input type="button" value="Delete"/>
Elective	Biology / Biological Science	100	73	73	<input type="button" value="Delete"/>
Elective	Computer Application	100	70	70	<input type="button" value="Delete"/>
Total		700	498	71.14	

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.

HS (10+2) Marks Details

Academic Information

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

10th Exam Details

Passing Year	2019
Board Name	WBSE
Others Board Name	
Full Marks	800
Marks Obtained	615
Percentage	76.88

HS(10+2) Exam Details

Passing Year	2021
Board Name	West Bengal Council of Higher Secondary Education (WBCHSE)
Others Board Name	

Buttons: Add, Delete (multiple)

HS (10+2) Marks Details

Academic Information

HS(10+2) Roll No. 123456D

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

Buttons: Add, Delete (multiple), Final Submission, Cancel

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	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	size should be less than 100KB [Aspect Ratio should be 3:4 or equivalent] *		
Signature	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	size should be less than 40KB [Aspect Ratio should be 5:1 or equivalent] *		
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 *		
<input type="button" value="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.**