

Important instructions for the Applicants before applying to UG Courses through online mode.

- When the Applicant first enters the Admission portal (after registration), they have to check the eligibility against the selected subjects as per the College /CU laid norms.
- When the student is found eligible he/she will be allowed to proceed to the next stage. If he / she will not be allowed to proceed to the next section if the applicant fails the eligibility test.
- Now the student must enter the page where he or she will **have a profile to be created** along with details of the Higher Secondary and other required documents.
- Student Profile will have three sections;
 - **Personal Profile.**
 - **Academic Profile.**
 - **Admission profile.**

Personal profile

- Name of the Candidate*.
- Photo*
- Full signature*
- Name of Father*
- Name of Mother *
- Name of Guardian (Optional) – if staying with parents then Guardian is either father or mother. If not staying with parents then the local guardian name will be mandatory.

Date of Birth* - MM/DD/YYYY – Provide Calendar also as input.

Age as on the date of application/Government notification*.- it will be Auto populated.

- **Gender*:** Male, Female and Transgender.
- **Religion*:** Hinduism, Islam, Sikhism, Christianity, Buddhism, Jainism, Zoroastrianism, and Judaism.
- **Caste Category*:** General, SC, ST, OBC-A, OBC-B, PWD status
- **Note:** Caste Certificate issued by Government of West Bengal will only be accepted. **SC/ST/OBC applicants of other states** will be treated **as General category students.**
- **Nationality*:** Indian/others.
- Whether differently abled*: **Yes / No**
 - (a) **Disability Code:** VH – Visually Handicapped / HI - Hearing Impaired /OH – Orthopedically Handicapped.
 - (b) **Percentage:**
- Contact Mobile number*: Enter your personal mobile number (for future correspondence)
- **Email*:** Will automatically get populated after the successful verification & Login process.
- Whether Belonging to BPL*: Yes / No
- **Annual Family income* (in Rs):** Enter the approximate annual family income.
- Locality* : URBAN / SEMI-URBAN / RURAL
- **Present Address*:**
 - **Is the Present Address and Permanent Address same? If Yes is selected** – Then the Permanent Address field will get populated with data as in Present address.
 - **If No is selected then Address details will have to be entered separately.**

- **Documents to upload for proof of Address:** Bank Pass book front page, **Passport**, **Electricity Bill** or **Gas** or **Credit Card bill** (Bill can be in the name of Guardian or Parents).
- **Enter:** Aadhaar Number, if available then Upload Aadhaar Card in JPEG format.
- **If Aadhaar not available then - School Id card**, /Driving License/ PAN Card/Voter id etc.

Note: * Are the mandatory information.

Academic Profile

- **Non-Migrating Students:**

Applicants passed Higher Secondary Examination from the **WBCHSE/CISCE/CBSE/NIOS/Rabindra Mukhta Vidyalaya** will not have to **submit any Migration Certificate**. When this option gets selected by the applicant in the portal, the uploading section of Migration certificate gets disabled/de-activated.

- **Migrating Students:**

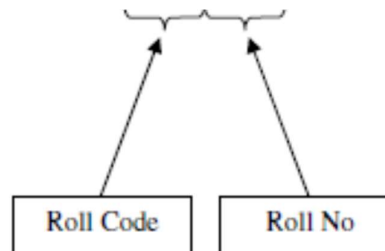
Applicants of other boards will have to upload the Migration certificate and it is mandatory. There is some special condition in case of **BIHAR INTERMEDIATE EDUCATION COUNCIL**, **BIHAR SCHOOL OF EXAMINATION BOARD** and **U. P. BOARD OF HIGH SCHOOL & INTERMEDIATE EDUCATION**.

- Applicant's qualified from Bihar Boards as mentioned above will have to provide **Authentic Certificate** along with **Migration Certificate**. Both the upload sections will be mandatory.
- Applicants qualified from **U. P. BOARD OF HIGH SCHOOL & INTERMEDIATE EDUCATION/U.P boards** will have to provide **Scholar**

Register and **Transfer Certificate**. In this case the **Migration Certificate** upload **is not required and upload section will be disabled/de-activated**.

- Enter the name of Examination: **Example - Senior School Certificate Examination-2021 (CBSE) - Write it in full.**
- **Select the board accordingly;** - Carefully select the board from the drop-down menu. It should match the Marksheet and the admit card which would be uploaded as supporting documents.
- **Year of Passing** - This automatically gets selected in the portal. As the information is populated from the data already taken during the initial phase of registration details.
- **Roll Number / Index Number / Unique ID** - All the applicants are required to fill the Roll Number with code if given in the Marksheet) or the Index number or Unique ID as given in the ICSE board Marksheet (whichever is applicable).

Example - Suppose the Roll Code - 01896, Roll Number - 23415, then enter - **0189623415**



In case of ICSE board – enter the **Unique ID**.

- **Enter the top – 4 subjects (“Environmental Studies” cannot be included in top 4 subjects).**

Note: Environmental Science with full marks 100 can be taken as one of the subjects in top – 4, if the marks are so obtained. Enter the marks very carefully.

- **Enter the other subjects and the marks as obtained in the other section.**

Very important: Aggregate marks obtained in Top-4 subjects are used for merit list, so applicants are advised to fill-up the online form very carefully. The marks entered must be same as awarded in the Higher Secondary Marksheet else the application form can be rejected.

Admission Profile

- If applicant is applying for Honours subject then the field will be pre-filled. The Honours subject gets selected in the eligibility check stage.
- **Generic Subject 1 & 2** can be selected as per the courses offered by our institution.
- **AECC-2** id ENV5 and it is fixed.
- **AECC-1** is for the **Major Indian Language Group**. Anyone can be selected from the drop down {**Hindi (HINM)**, **English (ENGM)** and **Bengali (BNGM)**}.

When the applicant chooses Generic Subject-1 from the drop-down courses – then the GE-1 and GE-2 automatically gets populated. Similarly, when the applicant chooses Generic Subject-2 from the drop-down courses – then the GE-3 and GE-4 automatically gets populated.

B.A (General)

Step – 1: Choose the LCC2 – it is the first field that can be selected. From the Drop down select ENGL / HINL / BNGL. Based on LCC-2 AECC-1 will get automatically populated – either as ENGM / HINM / BNGM.

Step 2: Generic Elective will be activated after selection of LCC-2. Now depending on LCC-2 Generic Elective will provide Drop down list. **No language group will be available** under **Generic Elective**.

Step 3: General Subject – 2 will now be available for selection, anyone to be selected from the drop-down list. The subject selected here will not be available in General Subject – 1.

Step 4: General Subject – 1 will now be available for selection, anyone to be selected from the drop-down list.

Note: AECC-2 - ENVS is pre-populated and cannot be changed. LCC-1 is also pre-populated and is fixed.

Documents to be scanned before filling up the online application form are given below;

S.No	Document Image	Format	Size	DPI	Remarks
1	Recent Passport size Photograph	JPEG	50KB	100	Mandatory documents.
2	Signature Image	JPEG	50KB	100	Very Important: NET Copy (Downloaded internet Copy) of Marksheet and Admit Card is not allowed. Original Marksheet and admit Card must be scanned (restricting to the size specified) and uploaded.
3	Age Proof: Admit Card / Certificate of Secondary or Madhyamik or Equivalent examination / Birth Certificate	JPEG	150KB	150	
4	Madhyamik Marksheet	JPEG	150KB	150	
5	Higher Secondary Marksheet	JPEG	150KB	150	
6	Caste Certificate:	JPEG	100KB	100	
7	PWD Certificate	JPEG	100KB	100	Person with disabilities only need to upload the certificate issued by competent authority.
8	BPL Certificate	JPEG	100KB	100	Valid BPL Certificate issued by competent authority.
9	Scholar Register and Transfer Certificate	JPEG	100KB	100	Only for applicants from U.P board.
10	Authenticate Certificate	JPEG	100KB	100	Only for Applicant from Bihar Board. See Academic section for details.

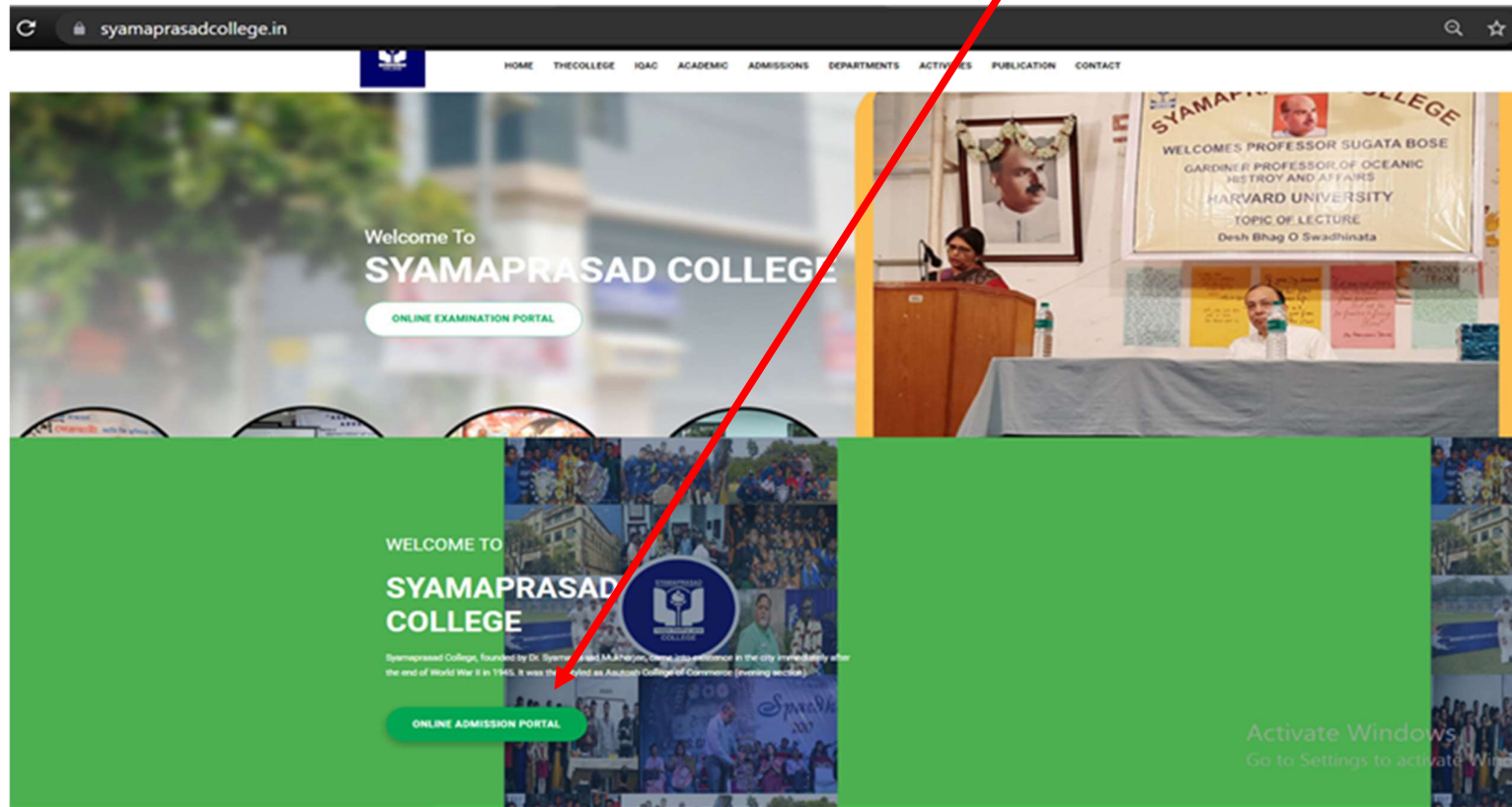
S.No	Document Image	Format	Size	DPI	Remarks
11	Migration Certificate	JPEG	100KB	100	For migrating students only.
12	Aadhaar Card	JPEG	100KB	100	Id Proof
13	ID proof – PAN / Voter / School ID / Driving License.	JPEG	100KB	100	Only required when Aadhaar Card is not available.
14	Registration Certificate – issued by University Calcutta.	JPEG	100KB	100	For already registered candidates

Very Important

An Applicant who have passed the **Higher Secondary (10+2) Vocational examination** conducted by the **West Bengal State Council of Vocational Education and Training** shall be eligible to seek admission to the **B.A. (General) 1st year Course of Studies** taking the subjects under **Humanities Division only**.

How to Apply?

1. Visit the official website (<https://syamaprasadcollege.in>) and click on **Online Admission Portal**.



2. This is the welcome page of the Syamaprasad College online Admission Portal. All the important notices will be available in the notice section of the front page/welcome page.

✉ syamaprasadcollege@gmail.com

☎ (033) 2455-1738/7671



SYAMAPRASAD COLLEGE

Affiliated to University of Calcutta, NAAC Accredited "B"

📍 **Main:** 92, SP Mukherjee Road, Kolkata -700026

☎ (033)-2455-1738

📍 **Annex:** 5B, R. Dasgupta Road, Kolkata -700026

☎ (033)-2455-7671

WELCOME TO SYAMAPRASAD COLLEGE ADMISSION : 2021-22

IMPORTANT INSTRUCTIONS FOR CANDIDATES BEFORE APPLYING ONLINE

General Notice | Bsc. Notice | BA. Notice | B.Com. Notice

Applicant Login



New user?

REGISTER YOURSELF

Existing user?

Sign In

Click here to register

For more details please read this..

3. Register yourself in the online admission Portal, by entering your personal email id and choose a password of your choice and select register.

Password: It must contain at least a number, special character, Alphabet and minimum of 8 Characters.

1. Enter your personal email id

2. Choose your password

3. Confirm your password

4. Click on Register

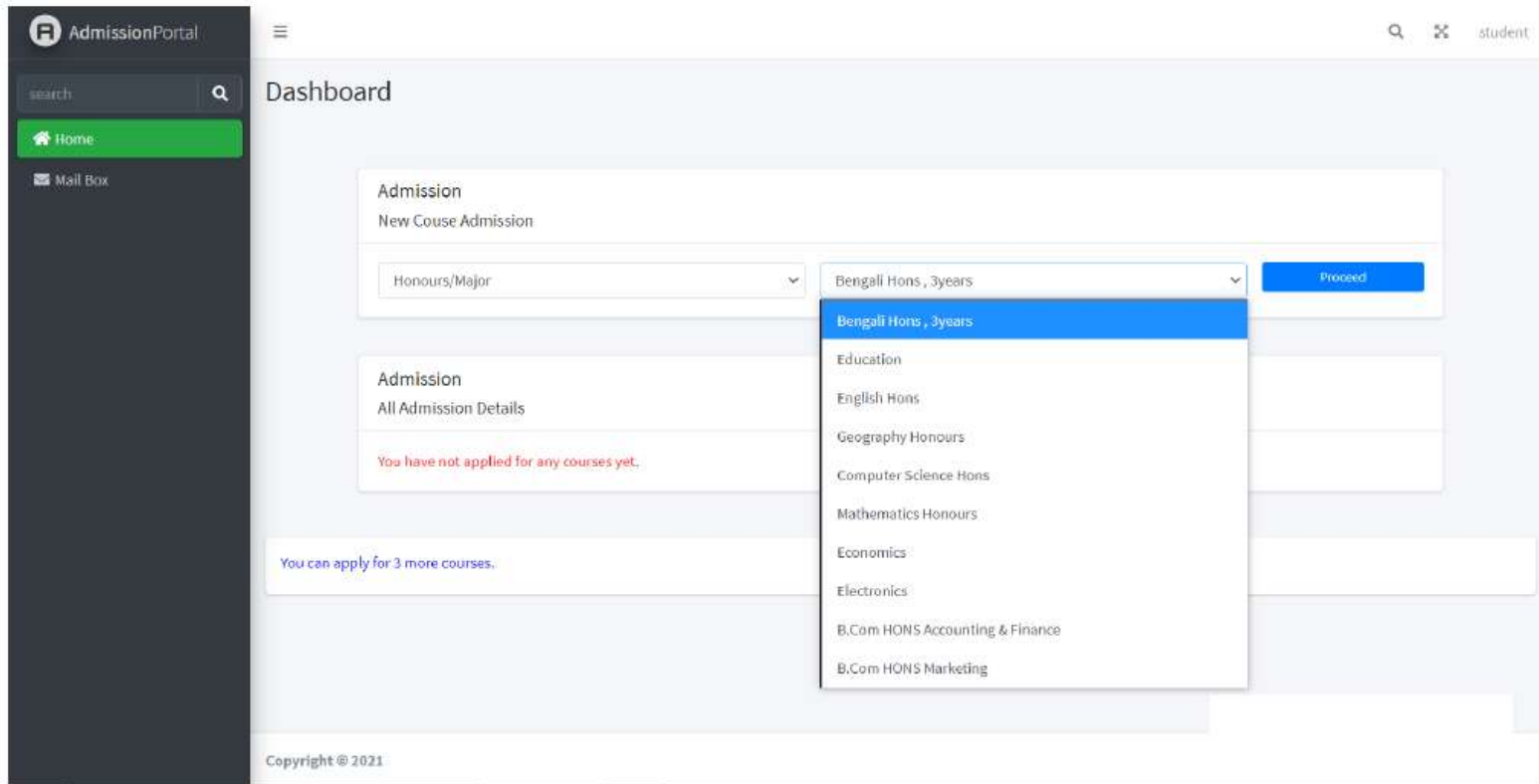
The screenshot shows the 'AdmissionPortal' registration interface. At the top, it says 'AdmissionPortal' with a logo. Below that is a form titled 'Register a new membership'. The form contains four input fields: 'Email' (with an envelope icon), 'Password' (with a lock icon), 'Retype password' (with a lock icon), and a blue 'Register' button with a user icon. Below the button is a link that says 'I have already registered myself!'. Four red arrows point from the numbered steps on the left to the corresponding fields: Step 1 points to the Email field, Step 2 points to the Password field, Step 3 points to the Retype password field, and Step 4 points to the Register button.

Note: The password used here is not the password of your email id but it has to be chosen by you to register here in the portal. Remember the user id & the password for future correspondence.

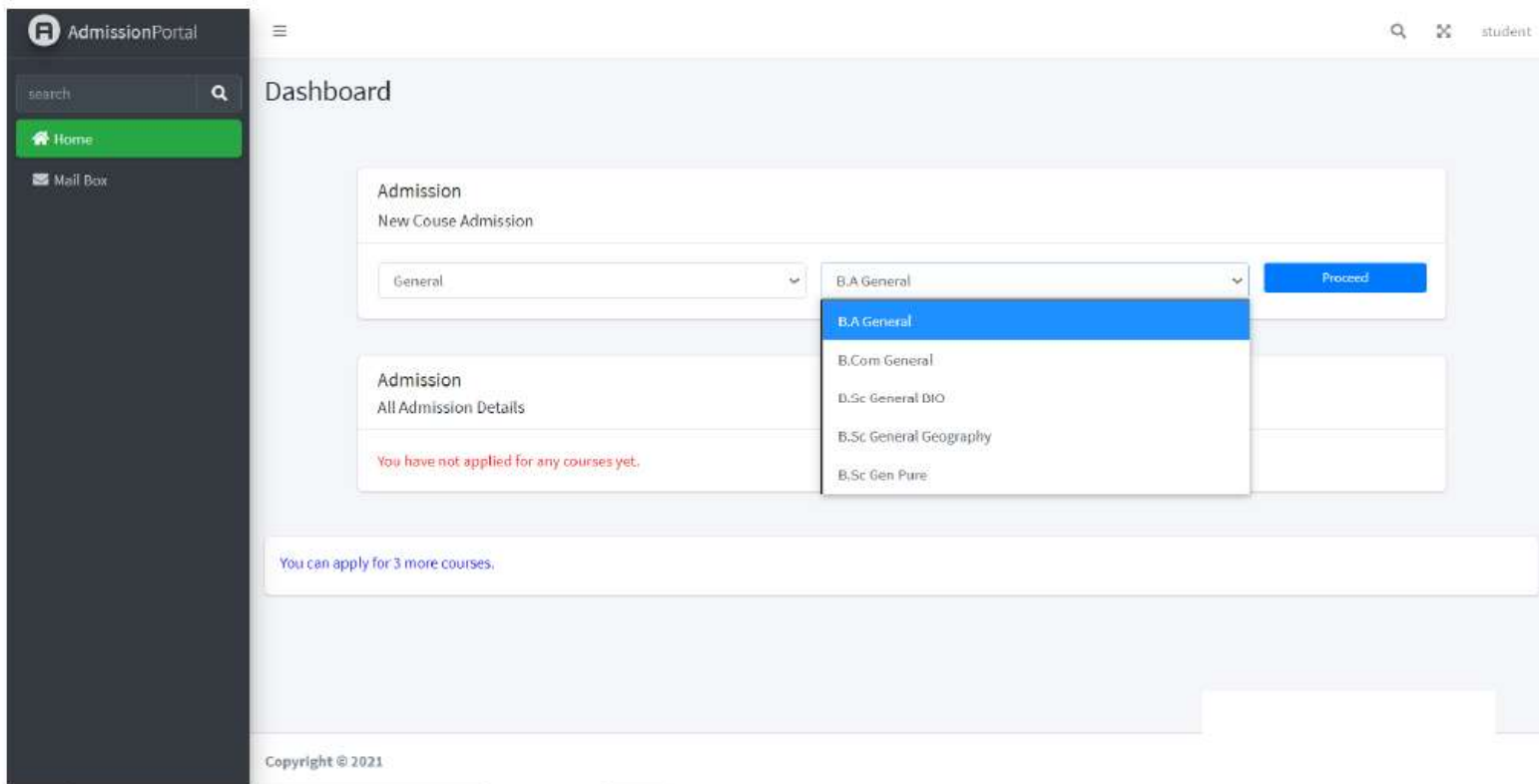
4. After registration student will enter into his/her profile page. You can apply for a maximum of three courses subjected to eligibility. Please read the earlier instructions carefully.

The screenshot displays the 'AdmissionPortal' dashboard. On the left, a dark sidebar contains a search bar, a 'Home' button, and a 'Mail Box' icon. The main content area is titled 'Dashboard' and features a 'New Course Admission' form. The form includes a dropdown menu for 'Honours/Major' (circled in red), a dropdown for 'Bengali Hons, 3years', and a blue 'Proceed' button. A red dashed oval highlights the 'Honours/Major' dropdown. Several callout boxes with red arrows point to specific elements: 'Click here for selecting Honours or General' points to the 'Honours/Major' dropdown; 'Click here Logging out' points to the 'student' profile icon in the top right; 'Click here to proceed to next section' points to the 'Proceed' button; and 'Click here for selecting Honours or General Subject' points to the 'Bengali Hons, 3years' dropdown. Below the form, a message states 'You have not applied for any courses yet.' and another message indicates 'You can apply for 3 more courses.' The footer shows 'Copyright © 2021'.

5. If honours is selected then the available subjects will be in the drop down menu as shown below;



6. If General is selected, the subjects/stream will be available under the drop down menu.



7. Now it is the time for checking Eligibility. Please enter the subjects carefully. English is prefixed.

Registration
Check Eligibility

Stream Name: Computer Science Hons.

Select caste category or PWD status: [Gen/SC/ST/OBC-A/OBC-B/PWD]
General

HS Subject details - Candidates applying for B.A/B.Sc/B.Com (Honours / Major /General):

Select HS Subject	Full Marks	Obtained Marks	Select HS Subject	Full Marks	Obtained Marks
English	100	Enter ↴	Select Subject	100	Enter ↴
Select Subject	100	Enter ↴	Select Subject	100	Enter ↴
Select Subject	100	Enter ↴	Select Subject	100	Enter ↴
Select Subject	100	Enter ↴	Select Subject	100	Enter ↴

Copyright © 2021

Annotations:

- Select the category
- English with full marks 100 is pre-fixed and it is a mandatory field.
- Enter the subjects and corresponding marks very carefully as per your Higher Secondary Marksheet
- Enter the subjects and corresponding marks very carefully as per your Higher Secondary Marksheet.

8. Enter the marks as per numbers scored against the subjects in your higher secondary Marksheet as shown below; the numbers shown in the figure are sample for demonstration purpose only.

Check Eligibility

Registration
Check Eligibility

Stream Name **Select caste category or PWD status : [Gen/SC/ST/OBC-A/OBC-B/PWD]**

Computer Science Hons General

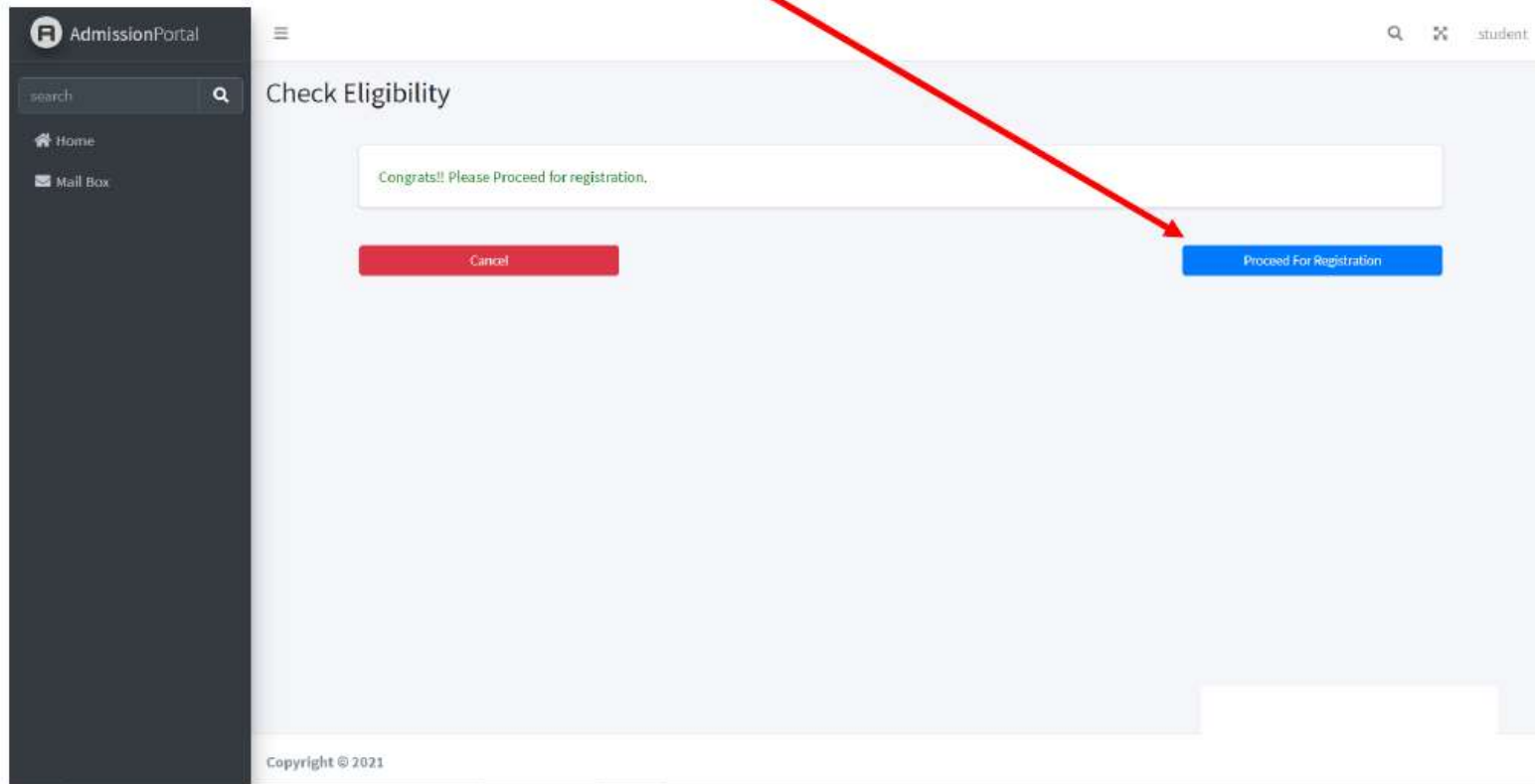
HS Subject details - Candidates applying for B.A/B.Sc/B.Com (Honours / Major /General):

Select HS Subject	Full Marks	Obtained Marks	Select HS Subject	Full Marks	Obtained Marks
English	100	67	Bengali	100	56
Mathematics	100	56	Biological Sciences	100	60
Physics	100	67	Select Subject	100	Enter
Chemistry	100	68	Select Subject	100	Enter

Cancel
Check for eligibility

Copyright © 2021

9. If passed the eligibility check then click on **Proceed for Registration**.



10. Now enter all the status as Fresh or Backlog Candidate. – If fresh selected then;

AdmissionPortal

Registration

Application ID : 0162021515

Registration
Registration Details

Name Of the College : Syamaprasad

Status of the Candidate :
Fresh Candidate

Year of passing (10+2) level :
2022

Previous CU Registration Available : No

Enter the CU Registration number :

Pay for Application Fee : Rs. 150.00

Cancel Preview Save and Proceed

Copyright © 2021

If fresh is selected then Year of passing is automatically 2022 and previous CU registration is by default "No".

11. If backlog is selected then;

The screenshot shows the 'Registration' step of the admission process. The progress bar indicates the current step is 'Registration', followed by 'Payment', 'Personal Details', 'Academic Details', and 'Admission'. The form contains the following fields:

- Application ID: 0162021S15H000006
- Registration Details
- Name Of the College: Syamaprasad College
- Status of the Candidate: Backlog Candidate
- Year of passing (10+2) level: 2017
- Previous CU Registration Available: No (selected)
- Enter the CU Registration number: (field is inactive)
- Buttons: Cancel, Previous, Save and Proceed, Upload CU Registration

Annotations provide the following instructions:

- Year passing allowed will be 2017, 2018, 2019, 2020, 2021. Choose as per your year of passing Higher Secondary Examination.** (Points to the 'Year of passing' dropdown)
- Upload the CU registration Certificate** (Points to the 'Upload CU Registration' button)
- If "No" selected, the CU registration number field will be inactive.** (Points to the 'Previous CU Registration Available' dropdown)
- If selected "Yes", then you need to enter the CU registration number you already have with Registration certificate to load.** (Points to the 'Enter the CU Registration number' field)

12. Preview the form anytime you want by clicking the Preview button.

Preview Registration Form

Name Of the College :	Syamaprasad College
Status of the Candidate :	FRESH
Year of passing (10+2) level :	2021
Previous CU Registration Available :	NO
CU Registration :	Not Available

Close

Name Of the College: Syamaprasad College

Status of the Candidate :
Fresh Candidate

Year of passing (10+2) level :
2021

Previous CU Registration Available :
No

Enter the CU Registration number :

Pay for Application Fee : Rs. 150.00

Cancel Preview Save and Proceed

Copyright © 2021

13. There are no application fees so you can just proceed further;

AdmissionPortal

search

Home

Mail Box

Payment

Registration

Payment

Personal Details

Academic Details

Admission

Application ID : 0162021SISH000003

Registration

Payment Details

No need to make payment

Cancel

Proceed Next

No Application Fees is Applicable for applying to the UG Courses offered by Syamaprasad College.

Copyright © 2021

14. Now it is the personal profile section: All the personal information are uploaded here; Star marked are all mandatory fields.

Application ID : 0162021SISH000003

Personal Profile
Admission to 1st semester 2021

Name Of the College : Syamaprasad College

Name *
Asmit Das

Father's Name *
Ranjit Das

Mother's Name *
Anamika Das

Guardian's Name *
Ranjit Das

Date of Birth *
11/30/2000

Age
20 Years 8 Months

Gender *
Male

Aadhaar:
Yes

Aadhaar Number :
Enter Aadhar number

Religion *
Hinduism

Nationality *
Indian

Cast Category
gen

Copyright © 2021

If you are staying with your parents then write Father's or Mother's name as Guardians name else write the name of your local Guardian.

Date of Birth is in MM/DD/YYYY

15. If Aadhaar is not available then select it as NO and then select the id from the drop down menu as shown below;

Personal Profile
Admission to 1st semester 2021

Name Of the College : Syamaprasad College

Name
Asmit Das

Father's Name
Ranjit Das

Mother's Name
Anamika Das

Guardian's Name
Ranjit Das

Date of Birth : 11/30/2000
Age : 20 Years 8 Months
Gender : Male

Aadhaar : No
ID Type : PAN card
ID Number : Enter ID number

Religion : Hinduism
Cast Category : gen

Whether BPL : No
Whether Differently Abled : No

Contact Mobile Number :
Annual Family Income :
Email :

Copyright © 2021

16. Enter Address – if the present and permanent address is same then tick the check box.

Tick here if the present and permanent address is same.

Addresses

Present Address Permanent Address Same as Present Address

Building No^{*} Street no & name^{*} Building No^{*} Street no & name^{*}

149 S.P.Mukherjee Road 149 S.P.Mukherjee Road

Police station^{*} Post Office^{*} Police station^{*} Post Office^{*}

Bhowanipur Kalighat Bhowanipur Kalighat

State^{*} District^{*} State^{*} District^{*}

West Bengal Kolkata West Bengal Kolkata

Country^{*} Pin^{*} Country^{*} Pin^{*}

India 700026 India 700026

Upload Documents

Student Photo^{*} (Max 50KB)

Student's Signature^{*} (Max 50KB)

Drag & Drop your files or Browse

Drag & Drop your files or Browse

Proof of Date of Birth^{*}
(Admit Card /Birth Certificate by Competent Authority.)(Max 150KB)

Address proof^{*}
(Electricity bill, Telephone Bill, Passport, Credit Card Bill Connection Bill etc) (Max 100KB)

Copyright © 2021

Admit Card Top Upload complete

Preview Personal Profile Form

Name Of the College : Syamaprasad College

Name of the candidate : ASMIT DAS

Father's name : RANJIT DAS

Mother's name : ANAMIKA DAS

Guardian's name : RANJIT DAS

Date Of Birth : 2000-11-30 **Age :** 20 YEARS 8 MONTHS

Gender : MALE

ID Type : PAN card **ID Number :** ARQPBB902M

Religion : HINDUISM **Nationality :** INDIAN **Caste :**

Whether BPL : NO **Whether Differently Abled :** NO

Mobile : 9595095950 **Email :** DEMO22@GMAIL.COM

Annual Income : 120000 **Locality type :** RURAL

Foreign national : NO

Present Address : **Permanent Address :**

Building No : 149 **Building No :** 149

Street no & name : S.P.MUKHERJEE ROAD **Street no & name :** S.P.MUKHERJEE ROAD

Police station : BHOWANIPUR **Police station :** BHOWANIPUR

Post Office : KALIGHAT **Post Office :** KALIGHAT

State : WEST BENCAL **State :** WEST BENCAL

District : KOLKATA **District :** KOLKATA

Country : INDIA **Country :** INDIA

Pin : 700026 **Pin :** 700026

Copyright © 2021

Upload complete

Save and Proceed

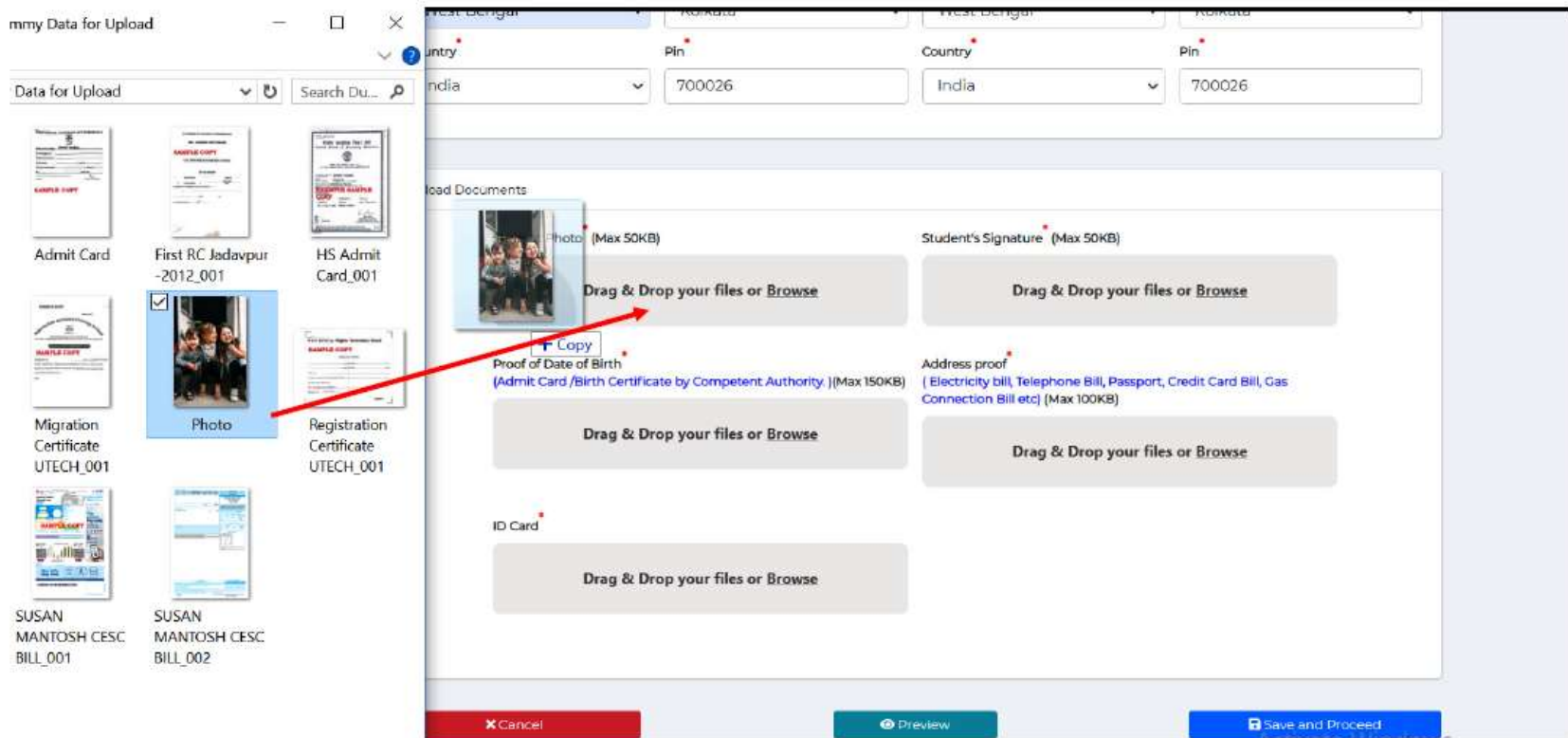
18. Personal information related documents upload; -

The screenshot displays a web form for UG Admission. At the top, there are four input fields for 'First Name', 'Last Name', 'First Name', and 'Last Name'. Below these are two sets of 'Country' and 'Pin' dropdown menus, both set to 'India' and '700026'. The main section is titled 'Upload Documents' and contains five upload areas, each with a 'Drag & Drop your files or Browse' button:

- Student Photo (Max 50KB)
- Student's Signature (Max 50KB)
- Proof of Date of Birth (Admit Card / Birth Certificate by Competent Authority.) (Max 150KB)
- Address proof (Electricity bill, Telephone Bill, Passport, Credit Card Bill, Gas Connection Bill etc) (Max 100KB)
- ID Card

At the bottom of the form, there are three buttons: 'Cancel' (red), 'Preview' (teal), and 'Save and Proceed' (blue). The footer includes 'Copyright © 2021' on the left and 'JWS.' on the right.

19. Just drag and drop the required and specified file in JPEG format (Restricting it the size specified).



20. After clicking Proceed – **Academic Profile** will be visible.

Academic Profile

Migration Status: Click the appropriate (Only one can be selected)

Non-Migrating Student (Passed from WBCHSE/CISCE/CBSE/NION/Rabindra Mukhta Vidyapith)

Migrating Student (Passed from other boards/University).

Last Qualifying Examination details

(b) Name of the Examination

Enter name of examination

(a) Board

West Bengal Council of Higher Secondary Education

West Bengal Council of Higher Secondary Education

West Bengal Board of Madrasa Education

Rabindra Mukhta Vidyalyaya

Central Board of Secondary Education

Council for The Indian School Certificate Examinations

National Institute of Open Schooling

Details of subjects and marks obtained in (10+2) level examination under any board /University

(a) Enter the subject(s) (Top-4 subjects-excluding the computer science)

	Subject-1	Subject-2	Subject-3	Subject-4	Other Subjects
Subject Title	Select	Select	Select	Select	
Full Marks	Enter	Enter	Enter	Enter	Auto
Marks Obtained	Enter	Enter	Enter	Enter	Auto
% of Marks	%	%	%	%	Auto

(b) Enter the subject(s) other than Top-4 subject

Copyright © 2021

If you have passed from WBCHSE / CISCE / CBSE / NION / Rabindra Mukhta Vidyapith then Select Non-Migrating Student.

21. For other boards select Migrating students.

Other boards select Migrating Students.

Application ID : 0162021515H000003

Registration
Academic Profile

Migration Status: Click the appropriate (Only one can be selected)

Non-Migrating Student (Passed from any of the boards listed in the list below)

Migrating Student (Passed from other board/University)

Last Qualifying Examination details

(a) Name of the Examination

Enter name of examination

(b) Board

Board of Intermediate Education Andhra Pradesh

(c) Roll/Index Number/Unique ID (For ICSE) (Insert as it is in your admit card)

Enter Roll/Index

Details of students and marks obtained in (10+2) level examination under any board /University

(a) Enter the subject(s) (Top-4 subjects-excluding the compulsory)

	Subject-1	Subject-2	3	4
Subject Title	Select	Select		
Full Marks	Enter	Enter		
Marks Obtained	Enter	Enter		
% of Marks	%	%		

(b) Enter the subject(s) other than Top-4 subject

	Subject-5	Subject-6	7	8
Subject Title	Select	Select		
Full Marks	Enter	Enter		
Marks Obtained	Enter	Enter		
% of Marks	%	%		

Upload Documents

Marksheet of 10+2 Level / Equivalent (Max 100KB)

Drag & Drop your files or Browse

Admit Card - of 10+2 Level / Equivalent (Max 100KB)

Drag & Drop your files or Browse

Migration Certificate (Max 100KB)

Drag & Drop your files or Browse

- Board of Intermediate Education Andhra Pradesh
- Board of Intermediate Education Andhra Pradesh
- Board of Secondary Education Andhra Pradesh
- Assam Higher Secondary Education Council
- Board of Secondary Education Assam
- Bihar Intermediate Education Council
- Bihar School of Examination Board
- Gos Board of Secondary & Higher Secondary Education
- Gujrat Secondary & Higher Secondary Education Board
- Haryana Board of School Education
- H.P Board of School Education
- Jammu & Kashmir State Board of School Education
- Karnataka Board of the Pre-University Education
- Karnataka Secondary Education Examination Board
- Kerala Board of Public Examinations Pariksha Bhavan

22. If Bihar Board is selected then Authentic Certificate & Migration Certificate is required to be uploaded else the form will be rejected.

Migration Status: Click the appropriate (Only one can be selected)

Non-Migrating Student (Passed from WBCHSE/CISCE/CBSE/NION/Rabindra Mukhta Vidyapith)

Migrating Student (Passed from other boards/University)

Last Qualifying Examination details

(b) Name of the Examination

Enter name of examination

(a) Board

Bihar Intermediate Education Council

(c) Roll Number/Unique ID (For ICSE) (Insert as it is in your admit card)

/Index

(d) Year of Passing

2021

Details of students and marks obtained in (10+2) level examination/Details of previous qualifying examination under any board /University

(a) Enter the subject(s) (Top-4 subjects-excluding the compulsory paper on environmental)

	Subject-1	Subject-2	Subject-3	Subject-4	Aggregate of top Four Subjects
Subject Title	Select	Select	Select	Select	
Full Marks	Enter	Enter	Enter	Enter	Auto
Marks Obtained	Enter	Enter	Enter	Enter	Auto
% of Marks	%	%	%	%	Auto

(b) Enter the subject(s) other than Top-4 subject

	Subject-5	Subject-6	Subject-7	Subject-8	Total Marks obtained
Subject Title	Select	Select	Select	Select	
Full Marks	Enter	Enter	Enter	Enter	

Copyright © 2021

Bihar board – authentic certificate is necessary

23. Uploading Section automatically enables the Migration Certificate and Authentic Certificate upload section and it is mandatory.

	Subject-5	Subject-6	Subject-7	Subject-8	Total Marks obtained
Subject Title	Select	Select	Select	Select	
Full Marks	Enter	Enter	Enter	Enter	Auto
Marks Obtained	Enter	Enter	Enter	Enter	Auto
% of Marks	%	%	%	%	Auto

Upload Documents:

Marksheet of 10+2 Level / Equivalent (Max 150KB)

Drag & Drop your files or Browse

Marksheet Secondary Level / Madhyami (Max 150KB)

Drag & Drop your files or Browse

Admit Card - of 10+2 Level / Equivalent (Max 100KB)

Drag & Drop your files or Browse

Admit Card - of 10 Level / Equivalent / Secondary (Max 100KB)

Drag & Drop your files or Browse

Migration Certificate (Max 100KB)

Drag & Drop your files or Browse

Authentic Certificate (Max 100KB)

Drag & Drop your files or Browse

Cancel
Preview
Proceed Next

24. When UP board is selected then, **Scholar Register and Transfer Certificate** upload section will get enabled and it is mandatory else the form will get rejected. Migration Certificate section for upload will be disabled in this case.

Enter the Roll/Index number and in case of ICSE board enter the Unique ID.

Example – Suppose the Roll Code – 01896, Roll Number – 23415, then enter – 0189623415

Scholar Register and Transfer Certificate

Registration
Academic Profile

Migration Status: Click the appropriate (Only one can be selected)

Migrant Student (Moved from other board/university)

Last Qualifying Examination details

(A) Name of the Examination:

(B) Board:

(C) Roll/Index Number/Unique ID (For ICSE) (Insert as it is in your admit card):

(D) Year of Passing:

Details of students and marks obtained in (10+2) level examination/Details of previous qualifying examination under any board /University

(a) Enter the subject(s) (Top-4 subjects-excluding the compulsory paper on environmental)

Subject Title	Subject-1	Subject-2	Subject-3	Subject-4	Aggregate of top 4 Out/Subjects
Full Marks	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Auto"/>
Marks Obtained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Auto"/>
% of Marks	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Auto"/>

(b) Enter the subject(s) other than top-4 subject

Subject Title	Subject-5	Subject-6	Subject-7	Subject-8	Total marks obtained
Full Marks	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Auto"/>
Marks Obtained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Auto"/>
% of Marks	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Auto"/>

Upload Documents

Marksheet of 10+2 Level / Equivalent (Max 150KB):

Marksheet Secondary Level / Matric/10th (Max 150KB):

Admit Card - of 10+2 Level / Equivalent (Max 100KB):

Admit Card - of 10 Level / Equivalent / Secondary (Max 100KB):

Migration Certificate (Max 100KB):

Scholar Register & Transfer Certificate (Max 100KB):

25. Enter the top four subjects excluding “Environmental Studies”. But the subject “Environmental Science” with Full marks 100 can be considered as a subject under top-4 if the marks are so obtained. Then enter the rest of the subjects and the marks;

Caution:

If the marks entered and the marks awarded in the Marksheet are not correct or differ then the form will be rejected. There is no option for correcting the form once finally submitted.

Details of students and marks obtained in (10+2) level examination/Details of previous qualifying examination under any board /University

(a) Enter the subject(s) (Top-4 subjects-excluding the compulsory paper on environmental)

	Subject-1	Subject-2	Subject-3	Subject-4	Aggregate of top Four Subjects
Subject Title	English	Mathematics	Chemistry	Physics	
Full Marks	100	100	100	100	400
Marks Obtained	78	78	87	88	331
% of Marks	78.00	78.00	87.00	88.00	82.75

(b) Enter the subject(s) other than Top-4 subject

	Subject-5	Subject-6	Subject-7	Subject-8	Total Marks obtained
Subject Title	Select	Select	Select	Select	
Full Marks	Enter	Enter	Enter	Enter	400
Marks Obtained	Enter	Enter	Enter	Enter	331
% of Marks	%	%	%	%	82.75

Upload Documents

Marksheet of 10+2 Level / Equivalent (Max 150KB) Marksheet Secondary Level / Madhyamik (Max 150KB)

26. Proceed next for **Admission Profile**; here the subject will be automatically populated; as you have already passed the eligibility section.

The screenshot shows the 'Admission Profile' page in the 'AdmissionPortal' system. The page features a navigation bar with 'Home' and 'Mail Box' options. A progress indicator at the top shows five steps: Registration, Payment, Personal Details, Academic Details, and Admission, with 'Registration' and 'Payment' marked as completed. The main form area contains the following fields:

- Application ID: 0162021515H000003
- Registration Admission Profile
- Course of Study: Computer Science Hons
- Category: Honours
- Whether Passed (10+2) or Equivalent Examination from Non Formal education System (Approved by Distance Council of India or UGC): Yes
- Subject Details (For B.A/B.Sc (Honours & Major) candidates only):
 - Hons/Major: CMSA
 - 1st Generic Elective: Select subject
 - 2nd Generic Elective: Select subject
 - AECC1: ENGM
 - AECC2: ENVS
 - GE-1, GE-2, GE-3, GE-4: (Empty input fields)

At the bottom of the form, there are three buttons: 'Home' (red), 'Preview' (teal), and 'Final Submit' (blue).

27. Select the first Generic Subject; as per the selection of 1st Generic subject GE1 & GE2 will be automatically populate.

AdmissionPortal

search

Home

Mail Box

Admission Profile

Registration Payment Personal Details Academic Details Admission

Application ID : 0162021515H000003

Registration
Admission Profile

Course of Study: Computer Science Hons. Category: Honours

Whether Passed (10+2) or Equivalent Examination from Non Formal education System (Approved by Distance Council of India or UGC)

Yes

Subject Details (For B.A/B.Sc (Honours & Major) candidates only):

Hons/Major: CMSA

1st Generic Elective: MTMG

2nd Generic Elective: Select subject

AECC1: ENCM

AECC2: ENVS

GE-1: MTMG

GE-2: MTMG

GE-3:

GE-4:

Home Preview Final Submit

28. Select the **second Generic Subject**: As soon as the second generic subject is selected GE3 & GE4 will get populated automatically.

The screenshot displays the 'Admission Profile' page on the Admission Portal. The page features a navigation bar with 'Registration', 'Payment', 'Personal Details', 'Academic Details', and 'Admission' steps. The main form area contains the following details:

- Application ID: 0162021S1SH000003
- Registration Admission Profile
- Course of Study: Computer Science Hons
- Category: Honours
- Whether Passed (10+2) or Equivalent Examination from Non-Formal education System (Approved by Distance Council of India or UGC): Yes
- Subject Details (For B.A./B.Sc (Honours & Major) candidates only):
 - Hons/Major: CMSA
 - 1st Generic Elective: MTMG
 - 2nd Generic Elective: PHSG (highlighted with a red dashed circle and a red arrow)
 - AECC1: ENGM
 - AECC2: ENV5
 - GE-1: MTMG
 - GE-2: MTMG
 - GE-3: PHSG
 - GE-4: PHSG

At the bottom of the form, there are three buttons: 'Home', 'Preview', and 'Final Submit'.

Note: Availability of Subject under 1st & 2nd Generic Subject depends upon the courses offered as mention earlier in the notification.

29. **Selection of Language Group:** Select **Hindi (HINM)** or **English (ENGM)** or **Bengali (BNGM)** as per your choice, ENVS under AECC-2 is compulsory hence pre selected.

The screenshot displays the 'Admission Profile' form on the AdmissionPortal. The form includes a progress bar at the top with five steps: Registration, Payment, Personal Details, Academic Details, and Admission. The 'Registration' step is currently active. The form contains the following fields and options:

- Application ID: 0162221515H000003
- Registration Admission Profile
- Course of Study: Computer Science Hons
- Category: Honours
- Whether Passed (10+2) or Equivalent Examination from Non Formal education System (Approved by Distance Council of India or UGC): Yes
- Subject Details (For B.A/B.Sc (Honours & Major) candidates only):
 - Hons/Major: CMSA
 - 1st Generic Elective: MTMC
 - 2nd Generic Elective: PHSG
- Language Group Selection (highlighted with a red dashed circle and a red arrow):
 - AECC1: ENGM (selected)
 - AECC2: ENVS
 - GE-1: MTMC
 - GE-3: PHSG
 - GE-4: PHSG

Buttons for 'Home', 'Review', and 'Final Submit' are visible at the bottom of the form.

30. **Final Form Preview;** You can Print the form as well as see all the documents uploaded in the green tabs shown above the form.

The screenshot shows the 'AdmissionPortal' dashboard for a student. The main content area displays the 'Application Form' preview for Syamaprasad College. The form includes the college's logo, name, affiliation to the University of Calcutta, and contact information. A 'Candidate Photo' is shown on the right. Below the form, there are fields for registration details and a table with pre-filled information.

Application Form
 [B.A. / B.Sc. / B.Com. (Honours / Major / General), B.Mus. (Honours / General), BBA(Honours), BFA & BFAD]

1. CU Registration No. (For already Registered Candidate) : N/A	Fresh Candidate: Yes
2. Name of the College :	Syamaprasad College
3. Course of Study	Computer Science Hons
4. Date of Admission	
5. Session of Admission	2021-22

31. After finishing the first application the dashboard will show the status of the application;

The screenshot displays the AdmissionPortal dashboard. On the left is a dark sidebar with 'Home' and 'Mail Box' options. The main content area is titled 'Dashboard' and features two primary sections:

- Admission - New Course Admission:** A form with two dropdown menus. The first is set to 'Honours/Major' and the second to 'Bengali Hons, 3years'. A blue 'Proceed' button is to the right.
- Admission - All Admission Details:** A table with columns for 'Stream', 'Application Number', and 'Status'.

Stream	Application Number	Status
Computer Science Hons	016202151SH000003	<ul style="list-style-type: none">Registration details submittedPayment is madePersonal details submittedAcademic details submittedAdmission details submitted

Below the table, a status message reads: 'You can apply for 2 more courses.' At the bottom left, it says 'Copyright © 2021'. Two callout boxes provide instructions: one points to the 'Proceed' button, and another points to a 'View All stages >' button in the table's status column.