User Manual for Students

Table of Contents	Page
Introduction	<u>2</u>
Pre-login Activities	<u>5-18</u>
Registration and Log in	<u>19-24</u>
Profile Creation	<u>25-3</u> 6
Adding Program/HEIs to Preference	<u>3</u> 7- <u>5</u> 6
Admission related Activities	<u>5</u> 7- <u>6</u> 9
Cancellation of Admission	70- <u>7</u> 5
Other Options	<u>7</u> 6-81

Introduction:

Under the visionary leadership of Mamata Banerjee, Hon'ble Chief Minister, West Bengal, The Department of Higher Education, Government of West Bengal through the West Bengal State Council of Higher Education has introduced *Centralised Admission Portal* from 2024-2025 academic session considering the need for uniformity and transparency in the admission system in all Colleges and Universities throughout the state. Admission to the Undergraduate Courses in 17 Universities and 460 Government and Government-aided Colleges/ Higher Educational Institutions (HEIs) will be conducted through this portal.

The Centralised Admission Portal is a single window for admission to UG Courses/Programmes across HEIs of the state of West Bengal. This manual is a step-by-step guidance to the students who will apply through this portal in the Undergraduate Courses in HEIs of the State of West Bengal.

The Department of Higher Education, Government of West Bengal welcomes all students and wishes them a hassle-free admission journey to the path of higher education in Bengal.





Homepage

PRE-LOGIN ACTIVITIES

Information that you can get, even before you log in to the system

Scroll down the Homepage to see the Pre-Login options

Pre-Login Options to know the Steps of Admission and Other Related Details







There are 5 different ways to search for your preferred option.



Example: How to Search by District



Example: How to Search by Programme



Example: How to Search by Subject



Example: How to Search by College / Higher Education Institute (HEI)



Example: How to Search by University













Go to the top of the home page and click on the 'Register Now' button







	Persona	al Information		Step 2/2 During the process of Registration, you need to enter few
First Name*	Middle Name		Last Name	personal details like Name, Date of Birth, Nationality.
Enter first name	Enter middle name	73	Enter last name	Domicile, Gender & Social Category
Nationality*	State (Domicile)*		District*	
Select Nationality	✓ Select State (Domicile)		Select District	By default, system will consider email
Sender*	Date of Birth*		Social Category*	address as
Select Gender	✓ DD/MM/YYYY	1	Select Caste	your username. However, you may change
JSER ID (To be created / entered by applicant)*	Set Password (To be create	ed / entered by applicant)	Confirm Password*	create
sample6@gmail.com	Enter password		Enter password	new password
Nobile No.*		Mobile OTP*		
+91 6291153672		Enter Mobile OTP		
mail*		An OTP has been sent to your Email OTP*	registered mobile No. Please enter the OTP here Resend not received	You will receive two OTPs, one in your mobile and the other in your email. Please fill
sample6@gmail.com		Enter Email OTP		up in the space provided.
lave you passed in 10+2 or equivalent examination?" Select	_	An OTP has been sent to your (10-2) Academic Year*	email inbox. Please enter the OTP here Resend OTP within not received	To complete the Registration process ,you
10+2) Roard* (If your board is not included in the list conta	ct Helpline/e mail)	(10+2) Board Name*		need to enter a few details regarding your
Select	sectory many	HS Board Name		10+2 Exam – Firstly, a confirmation is
10+2) Registration No./ Unique ID No.(Reg. Year Not Required)*	(10+2) Roll Number*		(10+2) Registration Certificate/Documents	exam. Then, you must mention your year of
HS Registration Number	HS Roll Number		Choose File No file chosen	passing, Board name, Registration Number.
I agree to abide by all rules, regulat	ions and guidelines now in force and	d those, which may be issued for ete Registration	JPG, JPEG or PNG less than 2 MB Centralised Admission Process from time to time.	certificate or any other document which contains Registration Number. System will generate a warning message if the content of
				the document doesn't contain your

22

Registration Number.







As you log in , you will find the page as shown in page 26



How to Create Profile



Documents

In this section, system will prompt to upload all relevant documents. Kindly keep scan copies of your certificates, marksheets ready.

Preview

You need to check this section carefully and check each checkbox to proceed further. Once completed, submit the Profile. After successful submission, you will be able to apply for different courses.

Edit

Once submitted, you are not supposed to modify the profile. If genuinely required, you need to open the profile for editing from this section. Only then you may update your profile once again.

Download PDF You can download your

You can download your application.







	Address	Additional Information		
	Father	Mother	Guardian	
Parents (Non-Mandatory)	Name DocksSELECT First Name ENTER FIRST NAME Middle Name ENTER MIDDLE NAME Last Name	Name PrefixSELECT First Name ENTER FIRST NAME Middle Name ENTER MIDDLE NAME Last Name	Relationship*	Enter Guardian Details by selecting
	ENTER LAST NAME Qualification SELECT Occupation ENTER OCCUPATION Phone Number +91 ENTER MOBILE NUMBER	ENTER LAST NAME	ENTER MIDDLE NAME Last Name ENTER LAST NAME Occupation ENTER OCCUPATION Phone Number* +91 ENTER MOBILE NUMBER	Father/Mother/Other from 'Relationship' dropdown menu
mention the annual income	Acquis Income*	Other Info	select the languages	Additional
	Language R SELECT V Add Language	ead Write	which you can read/write/speak Action	
		Save & Continue		

	Personal Information 0	Address	Additional In	formation <mark>()</mark>	10th	Standard R	esult <mark>0</mark>	10+2 Standar	d Result 😶	Document	s <mark>0</mark> Pre	view	Edit
					101	h Standard	l Result						
					101	h Standard	l Result						
Board Council	Board*					Bo	ard Name *				have passed	10th exam	select the
	West Bengal Board	d of Secondary Educat	ion		2	× + w	/EST BENGAL BO	ARD OF SECON	DARY EDUCA	TION			medium of
	Vear of Passing*					Me	dium of Instructi	ion*			/		Institution
	2021						SELECT						
class 10											-	÷.,	
Evam	Hegistration Number*					RO	ll Number						
Passing year													
	Mark neet details											Add Subjec	t
		Is Optional	s Theory		Theory		F	Practical/Proje	ect	Total Marka			
Class 10	Subject	Subject? (Please On Tick)	ly? (Please Tick)	Full Marks	Pass Marks	Marks Obtained	Full Marks	Pass Marks	Marks Obtained	Obtained	Percentage(6)	If any subject is wrongly added, you
Registration	Select × +	O	0	80	20		20	5					can use this 'Delete'
number	Select × *	O	O	80	20		20	5					subject
Tick have to mark	Select × *	0	0	80	20		20	5					
the	Select × +	O	Ο	80	20		20	5				1	
subject as optional subject	Add Subject					Save & Cont	tinue		Ticl the theo	k here to m subject has ory marks b practical	ark if s only out no)	



	Docume Candida can uplo downloa docume	ents: ate bad/ ad all ents	Additional Information ()	10th Standard Result ()	10+2 Standard Result ()	Documents () Preview ()
				Documents		
O A Y	TE: Please up After Uplo You can ch	pload file only in pdf format (Maximum bading the required document hange your uploaded document	file size is 2MB) you can view the uploaded docu t if found any anomalies.	ment by clicking the view icon.		Upload Document: Document can be uploaded here
#	#	Document Name			Upload Status	Upload Document
1	1	Identity Proof Document			O View	
2	2	Scheduled Tribe Certificat	e	View	1	
Document Name: Name	a e	10th Standard Marksheet			Not up or ded	1
of document are shown here	4	10+2 Standard Marksheet		For the required	Not uploaded	1
5	5	Age Proof Document Class 10th Admit Card / C	lass 10th Registration	documents, please refer	Not uploaded Upl Yo dow doc	load Status: ou can only nload / view sument here
6	Once doo	cuments uploading is complet	ed, please go to Preview page.			




How to Add Programme/HEIs to Preference

Before Profile Completion, , 'Add to Preference' option is unavailable		Only after 100% Profile completion, one can check for eligibility	
If Course/Programme Eligibility check is Successful, one can proceed to add the preferences		Check Fee Details applicable for the Programme/Course & Electives Subject Combination	
Select preference for this Programme		Check Your Preference List	
Re-Order/D Preference of Preference of Application remains ope	elete your or Add New ill the window en		Refer to Pages 37-41 to add Programme/HEI to Preference





Centralised Admission Portal

An initiative of the West Bengal State Council of Higher Education



A A A A Admin Login







	Centralised Admission Portal An Initiative of The West Bengal State Council of Higher Education	Eligibility	A A A* Admin La
	Home How To Apply • FAQ Video Production Dow	Eligibility Criteria	Contraction of the second seco
	Showing 7 institutions/courses out of 7 result	Genders Allowed: All	Eligibility Rule for Sort Badmission
Click here to view Eligibility Rule details	Acharya Brojendra Nath Seal College Coochiethar Panchanan Barma University	For Category [Any] & Passing Year [2024, 2023, 2022] (Must Pass in Class 10+2 Exam And Must Pass in English in Class 10+2 Exam And Must Pass in Any Subjects (Economics, Mathematics, Business Economics Including Business Mathematics, Applied Mathematics) in Class 10+2 Exam)	Dinhata College Coochibehor Panchanan Barma University
		Merit Rule	Merit Rule with
	4 - Year B.A. (H/H.&.R.) in ECONOMICS Total Application Count: 1	Merit Index: If Percentage Marks in (Economics) [10+2 Exam] More Than Then	Index calculation details
	Website Sest Matrix Course and Fees Eligibility	((Percentage Marks in (Economics) [10+2 Exam] × 2.00) + Percentage Marks in (English) [10+2 Exam] + Percentage Marks in (Economics) [10+2 Exam] + Total Marks in Top 2 Subjects Excluding (English, Economics) [10+2 Exam]) ÷ 6.00	Website Seat Matrix Course and Feet
	Not yet checked	Else Total Marks in Top 4 Subjects Including (English) [10+2 Exam] ÷ 4.00 .	Not yet checked
		Tie Break 2: Percentage Marks in (Economics) [10+2 Exam]	
	Mathabhanga College, Coochbehar	Tie Break 3: Total Marks in Top 5 Subjects [10+2 Exam]	Sitalkuchi College, Coochbehar Coochtehar Panchanar Barma University
	Coochidehar Pandhanan Barma University	Tie Break 4: Percentage Marks () [X Exam]	(SSeets)

Profile Entry (Preview Page-Final Acknowledgement)









	D Mobiles	+	Choose Subject Comb	ination		(Rance) Kolkata
Salasta sam	Email: su	Acharya I	Prafulla Chandra College - (4 - Year BJ	A. (H/H.& R.) in EC	UCATION)	harya Brojendra Nath Seal College - Yeor B.A. (H/H.G.R.) in HISTORY Conch Behor
subject	ts for	Total Course/Programm	e Fees (for 6 Semesters)			sutosh College
Program	a Course/ mme cent Searches	SUBJECT COMBINATION	ON	FEES PAYABLE AT THE TIME OF ADMISSION	TOTAL COURSE/PROGRAMME FEES (FOR 6 SEMESTERS)	- Year B.A. (H/H.& R.) In HISTORY Kolkata lutath College
	Acharya Prafulia Chandra College	 Major: Education Mine 	or 1: History Minor 2: Philosophy	₹ 1,769.00	₹22,376.00	- Year B.A. (H/H.S.R.) IN ENGLISH
	4 - Year B.A. (H/H.S. R.) in EDUCATION West Bengal State University	Major: Education Mine Science ** The University Fees (If apple	or 1: History Minor 2: Political	₹1,769.00	₹22,376.00	aharaja Manindra Ch. College - Yeot B.A. (H/H.G. R.) in JOURNAUS)
	Apply					
	Behala College		Proceed			
	4 - Year B.A. (H/H& R) in EDUCATION University of Calcutta	4 - Year B.A. (H/H.&.R.) in JOURNALISM & MASS COMMUNICATION (JORA) West Bengial State University	4 - Year B.A. (H/H& R) in ECONOMICS Coochbehar Panchanan Barma University	4 - Year B.A JOURNALISN COMMUNIC West Bango	. (H/H.S.R.) in KS.MASS ATION # State University	
	10.00		a line the		No. of Concession, Name	







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	Preference Onter	Applied In		Applied On	Differently Abled?	Seats	Admission Fees	
	1 11	•	4 - Year B.A. (H/H.S.R.) in JOURNALISM & MASS COMMUNICATION (Self Finance) in Asutosh College Konatal Asutosh Merit Index.	02/19/2024	NO	#	0	8
	1		205 10 Moor 1: English Minor 2: Political Scien Application Number: 4000551257					
			Select Preferene 1	~				
dify your order Preference List y clicking this op-down arrow	2 11	66	4 - Year B.A. (H/H.& R.) in HIST Applies Merit Index: 75.17 C Minor 1: English Minor 2: Economics Admission Fees: ₹1,855.00 Total Course Fees: ₹10,080.00 Application Number: A000651269	24 Series 11	NO		0	8
	3 11	•	4 - Year B.A. (H/H.S. R.) in HISTORY in Abutoch College Makata Merit Index: 205 T Minor 1: Sociology Minor 2: Political Science Admission Fees: 76,050.00 Total Course Fees: 724,240.00 Application Number: A000651260	03/19/2024	NO		0	۵
	4 †↓		4 - Year B.A. (H/H.&.R.) in ENGLISH in Asutosh College (kakata)	03/19/2024	NO		0	8

On the Students' Dashboard you may select a particular institution from your 'Preference list' and see this page by clicking the 'Merit index' button

Ranking Rule Calculation for Merit Index.

Merit Rule	
calculation details	
with TIE BREAK	
Rule calculation	

5 11

6 11

2 11

3 1

Applied Mer 76.1

Minor 1: English M

Minor 1: S			
Applicatio	Rule	Calculation	Calculated Value
4 - Yebi Apple Minor 1: H	(2.00 × Percentage Marks in (Mathematics) [10+2 Exam]) + Aggregate Percentage Marks in Top 4 Subjects (Excluding (Environment Studies, Environmental Education)) [10+2 Exam]	(2.00 * 84.00) + 328.00	496
	Percentage Marks [10+2 Exam]	82.00	82
4 - Year Ch. Coll	Percentage Marks in (English) [10+2 Exam]	88.00	88
Application N	625 0 ory Minor 2: Political Science: Admission Fees: ₹6,800.00 Total Course Fees: ₹27,200.00 lumber: A000651263		
4 - Year B. Gurudas C	A. (H/H.&.R.) in JOURNALISM & MASS COMMUNICATION(SELF FINANCE) I College (Kolkata)	n 03/19/2024 NO	0

Merit list will be published and notified in the portal and the applicants will be

 (\times)

Post Merit List Publication Activities

Refer to Pages 57-63 for details

Check for your application wise Merit Rank Check Overall Merit List and allocation list Check for Allotment Status





Preference Order	Applied In.	Applied On	Orflerently Abled?	Sejts	Admission Fees	
1 11	Allotted Allotted	18/04/2024	NO	4	۲	Taka Administra
	After allotment of College with Course/ Programme, you can see Allotted details, Merit Index, Merit Rank,					















Sample Provisional Admission slip

When Allotted to Higher Preference:

Suppose you are allotted a seat in higher preference in the upgrade round



You may opt for admission



Check for Balance amount to be paid, if any



If higher preference is allotted through upgradation, an applicant can check the same in the dashboard

Proceed for Payment

If you take admission in higher allotted preference, then refer to page 67-68





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NOTE: If fee paid for the previous admission is more than the admission fee of the current institution, the excess fee will be transferred to the applicant's account (as entered by the applicant) after the entire admission process is over.

Procedure for Cancellation of Admission





Congratulations!	Course/Programm B.A.(Hons) - BENG AECC: Environmen Amount Paid:	n e: Admitte SALI (GE-1: English May 13, ntal Science)	<mark>d on:</mark> 2023, 8:56:07 AM	B.A.(HORS) - BENGALI
Bankura Sammilani College Bankura University • Kolkata	 ₹4030 Cancellation of Admission Reason for cancellation of admission I wish to cancel my admis admission as per my own 	ssion for reasons personal to me. I decision and under no pressure / p	solemly declare that I am withdraw provocation from any body.	If you want to cancel your Provisional Admission, click this option & give a proper reason for cancellation
Recent Searches			Cancel	Stemit
Abhedananda Mahavidyalaya	Abhedananda Mahavidyalaya	Acharya Brojendra Nath Seal College	Cancel Acharya Prafulia Chandra College	
Abhedananda Mahavidyalaya B.A.(Hons) - BENGALI The University of Burdwan	Abhedananda Mahavidyalaya B.A.(Hons) - ENGLISH The University of Burdwan	Acharya Brojendra Nath Seal College B.A. (Hons) - BENGALI Coochbehar Panchanan Barma University	Cancel Acharya Prafulla Chandra College B.A.(GENERAL) - GENERAL West Bengal State University	Submit
Abhedananda Mahavidyalaya B.A.(Hons) - BENGALI The University of Burdwan Apply	Abhedananda Mahavidyalaya 8 A. (Hons) - ENGLISH The University of Burdwan Apply	Acharya Brojendra Nath Seal College B.A. (Hons) - BENGALI Coochbehar Panchanan Barma University Apply	Cancel Acharya Prafulla Chandra College B.A.(GENERAL) - GENERAL West Bengal State University Apply	Submit
Abhedananda Mahavidyalaya B.A. (Hons) - BENGALI The University of Burdwan Apply Acharya Prafulla Chandra College	Abhedananda Mahavidyalaya B.A.(Hons) - ENGLISH The University of Burdwan Apply Acharya Prafulla Chandra College	Acharya Brojendra Nath Seal College B.A. (Hons) - BENGALI Coochbehar Panchanan Barma University Apply Acharya Prafulla Chandra College	Cancel Acharya Prafulla Chandra College B.A.(GENERAL) - GENERAL West Bengal State University Apply Acharya Prafulla Chandra College	Submit
Abhedananda Mahavidyalaya B.A.(Hons) - BENGALI The University of Burdwan Apply Acharya Prafulla Chandra College B.A.(Hons) - BENGALI	Abhedananda Mahavidyalaya B.A. (Hons) - ENGLISH The University of Burdwan Apply Acharya Prafulla Chandra College B.A. (Hons) - EDUCATION	Acharya Brojendra Nath Seal College B.A.(Hons) - BENGALI Coochbehar Panchanan Barma University Apply Acharya Prafulla Chandra College B.A.(Hons) - ENGLISH	Cancel Acharya Prafulla Chandra College B.A.(GENERAL) - GENERAL West Bengal State University Apply Acharya Prafulla Chandra College B.SC.(GENERAL) - GENERAL	Submit






Other Options for the Applicant

Applicant can check the Dashboard for Other Options







CONTACT INFO

L 1800-102-8014

─ support@wbcap.in

EXPLORE LINKS

Banglar Uchcha Siksha NAAC NIRF West Bengal Council for Higher



Centralised Admission Portal

An initiative of the West Bengal State Council of Higher Education

Site maintained by Webel Technology Limited





	Home	About 🝷	How To Apply 🝷	FAQ	Videos Gallery	Photo Gallery	Downloads 🔹	Contact Us	Notice Board		🔅 🧕 -
		_									
9		1	Miscellaneous							^	
		(,	on May 27, 2024	4							
		5	Schedule of Mop	-up adm	nission process	5				~	00
		1	mportant Instru	ctions				AI	notifications regarding	~	
		1	Schedule of Adm	ission p	process (First re	ound)		adı	nission will be available here	~	
		1	aunch of portal							~	

Pr

Documents Required for Application :

- 1. Class 10th standard mark sheet. (In Pdf format, max 2 MB)
- 2. Class 12th standard mark sheet. (In Pdf format, max 2 MB)
- 3. SC/ST/OBC-A/OBC-B/EWS etc. certificate (if applicable) (In Pdf format, max 2 MB)
- 4. PWD certificate (if applicable) (In Pdf format, max 2 MB)
- 5. Identity Proof Document (eg. Aadhar, Driving Licence, Passport etc.) (In Pdf format, max 2 MB)
- 6. Banglar Siksha ID if available.
- 7. Age proof certificate (Class X Admit Card / Class X Registration Certificate) (In Pdf format, max 2 MB)
- 8. A photograph of the candidate (In JPG/JPEG/PNG format, max 2 MB)
- 9. Signature of the candidate (In JPG/JPEG/PNG format, max 1 MB)
- 10. Bank Account Number of the candidate/ guardian along with IFSC code.
- 11. Cheque leaf / pass book/Bank Account Statement (Front page) (In JPG/JPEG/PNG format, max 2 MB)

For any query or support find us at:

✓ Toll free no: 1800-102-8014
✓ E-mail: <u>support@wbcap.in</u>