



Online Admission System

Candidates' Manual

Online Admission System

(CBCS Based)

Candidate's Interface

Manual

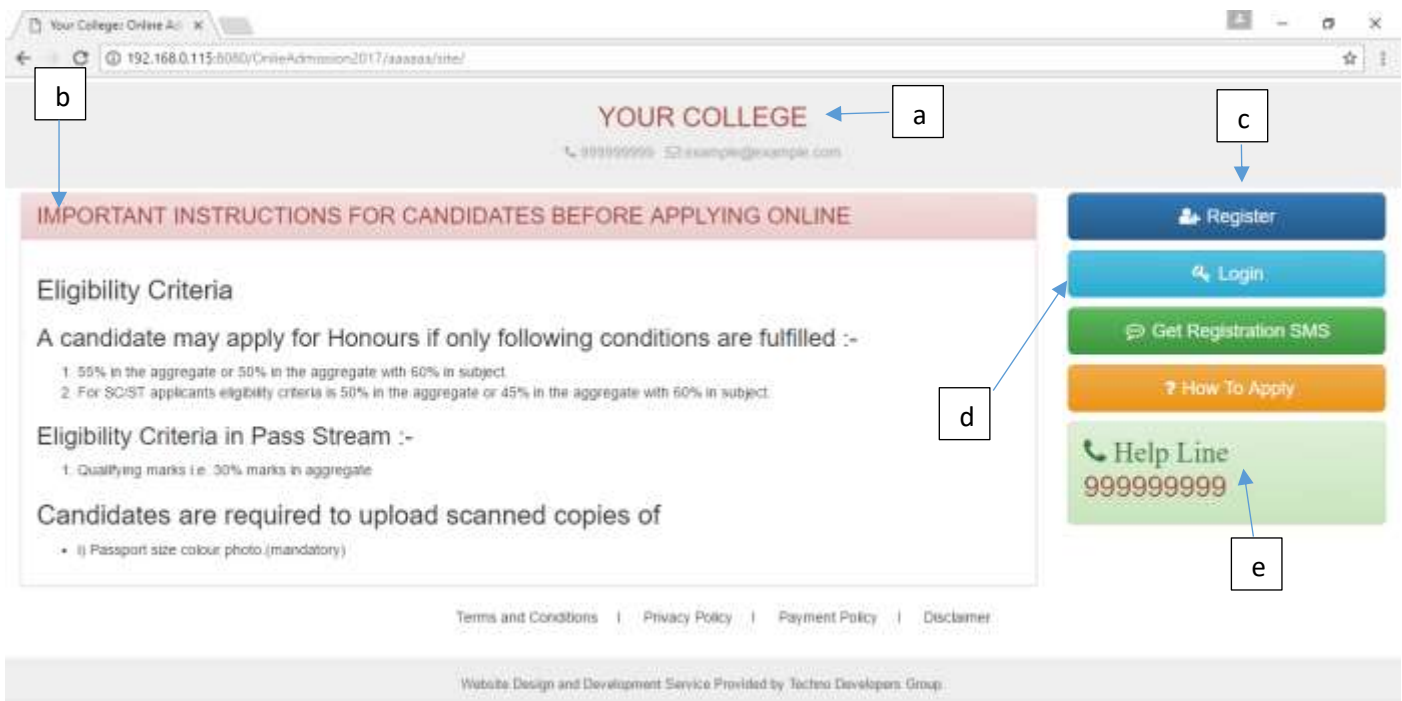


Steps to apply for admission through the Online Admission system

Welcome to the online admission system prepared by TechnoDG.com. This document is aimed to provide you with a ready reference on the candidate's interface and the procedure for applying for admission through the online admission system.

We start with the welcome screen of the online admission system which provides the applicant/candidates with the following options.

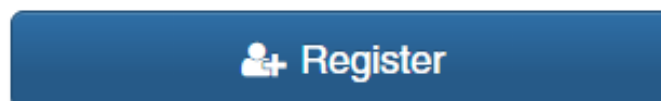
We recommend using latest and updated browsers like **Google Chrome** or **Mozilla Firefox** for best experience.



- a) College Name
- b) Eligibility Criteria details & notices etc.
- c) New Candidates Registration button
- d) Applied Candidates Log in button
- e) College Helpline contacts

How to Apply ?

To apply please click on the Register button and initiate the application process





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Registration Step 1 of 4

- 1) To begin the online registration process please Select the Course and Course Type from the dropdown lists. Marked with **RED Border**

Personal Details Subject Details Documents Upload Fee Payment Admission

Step 1: Personal Details Logout

Candidate Name: SSSSS SSSSS **Application No: XXXXXXXX**

Course: BCOM Course Type: HONOURS

Applicant Name (As per 10+2 Marksheet): SSSS SSSSS *

Father's Name (As per Board Document): RAJENDRA *	Mother's Name: SUNITA *	Guardian / Local Guardian: RAJENDRA *
Father's Occupation (If Late put N/A): SERVICE	Mother's Occupation (If Late put N/A): Mother's Occupation	Annual Family Income: 1,00,001 - 2,50,000 *
Mobile No.: 4534534534 *	Student WhatsApp Number: 9999999999 *	
Guardian Contact No: Phone :0123456789 *	E-mail ID: email address *	Date Of Birth (As per Board Document): 10-February-2000 *

- 2) Next provide the Applicant's Personal Details marked with **Green Border**.

Please type in the following details properly

- i) Your Full Name
- ii) Father's Name
- iii) Mother's Name
- iv) Guardian's Name (if any)
- v) Father's Occupation
- vi) Mother's Occupation
- vii) Annual Family Income
- viii) 10 Digit Mobile No. : Your Registration confirmation SMS will be sent to this mobile number & the same shall be used for all further correspondence with the applicant by the concerned authorities.
- ix) Alternate phone no. for contact
- x) Email address (Mandatory): Email confirmation/notifications may be sent to this email
- xi) Date of Birth: The same shall be used as the password in the Candidate's Log in screen

Please note all the fields marked with * are compulsory



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Aadhar and Bank related information (not compulsory)

- i) 12 digit Aadhar Number
- ii) Your bank name
- iii) Bank Address
- iv) Bank Account Number
- v) Bank IFSC Code
- vi) Bank MICR Code

[Note: The above information may not be available in your form as it is populated as per the preference & processes of the respective college or university]

- 3) Please provide your communication address and permanent address

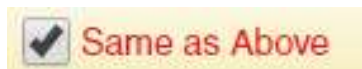
Address For Communication					
House No./Street *	P.O. *	Ward No.			
Village/Town *	Block	District *			
P.S. *	State *	PIN *			

Permanent Address <input checked="" type="checkbox"/> Same as Above					
House No./Street *	P.O. *	Ward No.			
Village/Town *	Block	District *			
P.S. *	State *	PIN *			

Please provide the following details of your address

- a) House No./Street Name
- b) Post Office (P.O)
- c) Ward No. (if any)
- d) Village/Town Name
- e) Block (if any)
- f) District Name
- g) Police Station (P.S)
- h) State
- i) PIN

To have the same address copied to the Permanent Address fields please have the option “**Same as Above**” Ticked/Checked. Else Untick/Uncheck the same to provide separate details for Permanent Address.





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4) Applicant's Other Details

Applicant Other Details		
Gender	Blood Group	Marital Status
MALE	AB+	SINGLE
Religion	Mother Tongue	Nationality
HINDUISM	HINDI	INDIAN
Economic Status	Other Specification	Physically Challenged
APL	NCC	No

I undertake

- To abide by the provision of the Act, Statutes, Ordinances, Regulations and Rules of the College failing which the College may take appropriate action against me.
- To abide by the provisions of the UGC Regulations, 2009 on curbing the means of ragging in Higher Education Institutions.
- To attend 75% of the classes to become eligible for appearing at the Examination.
- I am acceptable to the system generated SMS(s) sent from this website to the mobile number I have provided.

NB :

1. Incomplete form will be rejected. Admission of a candidate will be rejected if any of statement is found incorrect.

- Select your gender
- Select your blood group
- Select your marital status
- Select your religion
- Select your mother language
- Select your Nationality
- Select your Economic Status [APL or BPL]
 - If you are in BPL [Below Poverty Level] category you must put your BPL card number
- Select other specification [If you are a cadre of NSS or NCC or if you area recognised sports person, in case of sports person the institute may asked for a physical certificate issued by Govt./Renowned sports authority.]
- For Sports Person mention the Sport
- Select your Physically Challenged Status [Whether you are Physically Challenged or not]
 - If you are a Physically Challenged person then you must put your Physically Challenged certificate number for verification.
- Before you proceed next step by clicking on Submit Button, you have to tick checkbox just beside “**I undertake**” and confirm agreeing to the term of the admission to the institute and the online admission system.
- Click on “**Submit**” to save and proceed.



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Registration Step 2 of 4

Step 2 : Subject Details Logout

Candidate Name: RAJA RAJAK **Application No: CC21BCOM3**

Applicant Academic Details

Last School Attended	<input type="text" value="Hbv"/>	Year Of Pass	<input type="text" value="2020"/>
10+2 Board	<input type="text" value="CENTRAL BOARD OF SECONDARY EDUCATION"/>	Stream	<input type="text" value="COMMERCE"/>
Admit Card Roll (*)	<input type="text" value="558496"/>	Registration Number (*)	<input type="text" value="53854288866"/>
Category	<input type="text" value="GEN(UNRESERVED)"/>		

Provide Your 10+2 Subject & marks as per Mark sheet

Subject	Total Marks	Marks Obtained
<input type="text" value="ENGLISH"/>	<input type="text" value="100"/>	<input type="text" value="70"/>
<input type="text" value="ACCOUNTS"/>	<input type="text" value="100"/>	<input type="text" value="70"/>

- i) Your last attended School Name from where the applicant has passed Higher Secondary (HS/10+2)
- ii) Select your Higher Secondary Board Name
- iii) Select the year of passing Higher Secondary Examination
- iv) Select your stream [Science, Arts or Commerce etc.]
- v) Your Higher Secondary Roll number.
- vi) Your Higher Secondary Registration Number
- vii) Select your category [General/Unreserved, SC, ST, OBC A or OBC B etc.]
 - i. If you are applying under any reserved category (i.e. other than General/Unreserved category) then please mention your respective category certificate number.
- viii) Select your Major Indian Language [MIL] for part III
- ix) Please provide your higher secondary examination marks appropriately as displayed in your marksheet.
- x) Select the **Subject name** from the list, provide the **Total Marks** of the Examination and then the marks Obtained by the candidate appropriately.
- xi) A few subjects may be preselected as mandatory subjects for the course selected.
- xii) **Please provide your actual marks as per your marksheet only. DO NOT input percentage or average marks. The system shall calculate the same as per its set criteria appropriately.**



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- xiii) Also below put the marks of Environmental Science/Study subject in same manner above this is not mandatory and also not applied in merit calculation.

Course & Subject Selection (CBCS Based)

- Based on the 10+2 (HS) marks provided and the criteria set by the respective colleges & universities, the Subject/Course/Stream options where the candidate is eligible to apply for admission shall be populated.
- Select your desired Course and CBCS Subject preferences accordingly.

Please note that any modification on the 10+2 (HS) subject marks would again revalidate the eligibility of the opted courses and CBCS subjects. Please verify and select your preferences again.

Honours

B.COM. HONOURS PROGRAM ▼

AECC-1 Sem 1

ENVIRONMENTAL STUDIES ▼

AECC-2 Sem 2

MIL ENGLISH ▼

I wish to apply to a Program Course also

Program

B.COM. PROGRAM ▼

Select one Subject from the section below.

AECC-1 Sem 1

ENVIRONMENTAL STUDIES

LCC-1 Sem 1 and 3

MIL BENGALI

Click on the “**Submit**” button to save.



On clicking the “Submit” button the form shall be checked for the details provided and you shall be prompted for the missing or improper compulsory field data for review and submission. If all the details are completed properly then the registration will proceed to next step.



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Registration Step 3 of 4

Documents upload section

Personal Details ✓ Subject Details ✓ Documents Upload ✓ Fee Payment ? Admission ?

Step 3 : Documents Upload Logout

Candidate Name: RAJA RAJAK Application No: CC21BCOM3

Upload Restrictions : File Types: (.jpg, .jpeg, .gif, .png) only
Please choose file the click on Upload Button to upload your file

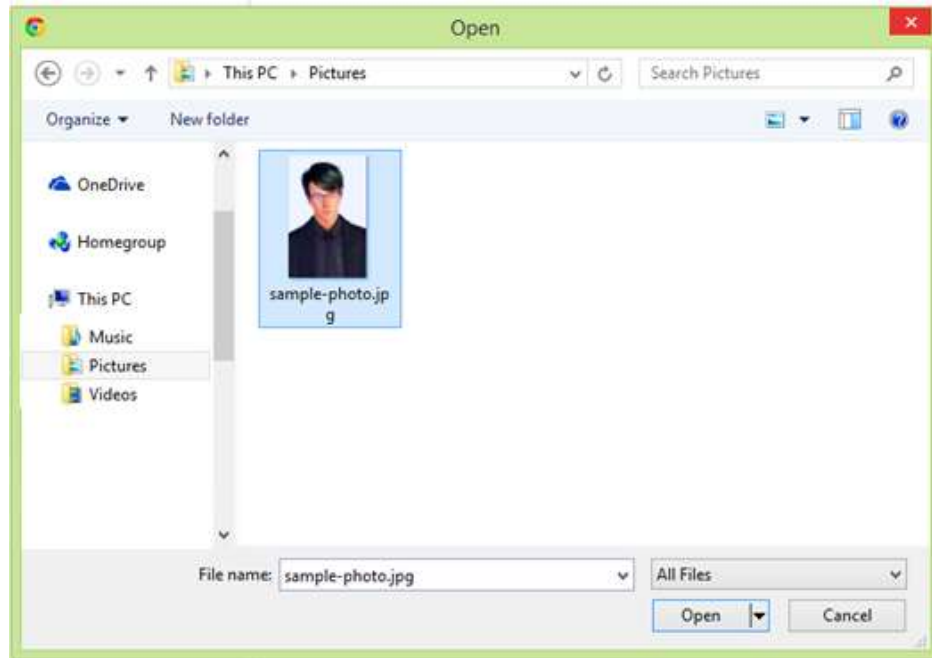
Upload your Recent Passport size Photo	* <input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="View"/>
	Do not upload any selfies File size should be between 20KB to 50KB	
Proof of Date of Birth	* <input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="View"/>
	File size should be between 100KB to 250KB	
Upload Your 10+2 Marksheet	* <input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="View"/>
	File size should be between 100KB to 250KB	
Upload your Signature	* <input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="View"/>
	File size should be between 20KB to 50KB	

- i) To upload your photo please ensure that you have the soft copy of the photo already stored on your PC. Click on the “Choose File” or “Browse” button to explore your PC.

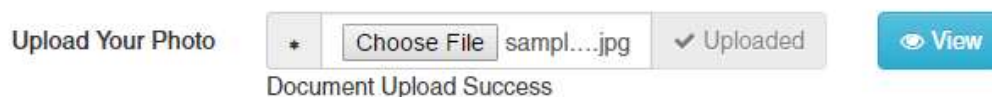


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- ii) Please navigate to the appropriate location and select the appropriate image of your passport sized photo and click Open. You may also double click on the image to select and open at once.
- iii) The select window shall close and the image shall be uploaded. The upload confirmation along with the “View” button will be visible.



Upload Documents:

Please follow the similar process as explained above to select the scanned copies of the required documents as mentioned for uploading.

Click on “**SUBMIT**” button once all the documents upload is completed.

Registration Step 4 of 4

The Step 4 of registration provides option to process the Fee payment and view/print the finalized application.



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Personal Details ✓

Subject Details ✓

Documents Upload ✓

Fee Payment ?

Admission ?

Step 4 : Fee Payment

Logout

Candidate : GAUTAM ROY

Registration No : KG16BA7825

 Congratulations! Your form has been submitted successfully

Important Note :

1. Please process your payment from the options given below & take a print of your Application Form.
2. Once your online payment successful or a Bank Challan is generated, the Candidate's Name and Category data cannot be modified.

Application Fee : **Rs. 50.00**

Payment Status : **Not Paid**

INSTANT ONLINE PAYMENT

Instant & Auto update of payment status.
Update of payment will take less than a minute.

PAY NOW



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Fee Payment Options

There may be multiple options from the following to process the Fee payment.

a) Online Fee Payment option for payment through

- i. Credit Cards
- ii. Debit Cards
- iii. Net Banking

This option enables instant payment and auto payment status update for any transaction when completed properly.

Please check Page 12 for further details.

ONLINE PAYMENT IS ALWAYS RECOMMENDED

INSTANT ONLINE PAYMENT

Instant & Auto update of payment status.
Update of payment will take less than a minute.

PAY NOW

Please click on the "Pay Now" button above to process your online payments with:

- Credit Cards
- Debit/ATM Cards
- Net Banking
- Mobile Payments

Please note:

1. You shall be automatically redirected back to our system once your payment is processed.
2. Transaction charges & taxes are applicable extra for the online payment mode.

Online Payments (Recommended)

This option is most preferred for automated payment status update. A candidate can proceed to the online payment gateway interface by clicking on the "Pay Now" button. Please select the desired mode of transaction from the list provided and proceed accordingly by providing the asked necessary details.

Payment Request Placed for INR 60.00 Transaction ID: 2015-2016-BA-1

Billing Details

9999999999 example@example.com

(Please correct if above is not the Billing Mobile Number) (Please correct if above is not the Billing E-Mail ID)

Payment Mode

▣ Saved Cards

▣ Credit Card

▣ Debit Card >

▣ Net Banking

Debit Card Number*

Name on Card* _____

Card Expiry* 01 2015

CVV / CVV2* _____

Save card for future use ?

Transaction Charge: INR 0.65
Service Tax: INR 0.08
Total Transaction Amount: INR 60.74



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On completion of the online transaction you shall be returned back to the online admission website for the confirmation of the same and your payment shall be verified automatically. A sample payment success confirmation screen is attached below. The same shall be mailed to you as well.

Payment Processed

Thank you very much for your payment.
Please find below the details of the payment:

Transaction ID	100004261237
Application No:	SBS19BA2
Name:	NARBU SHERPA
Amount	INR 200.00
Payment Date	Saturday, 1st June 2019 6:35 PM

We shall update you with further details at the earliest
Thank you once again.

[Print Now](#)

[Go back to Student Portal](#)

With the payment being processed the online application shall be deemed as complete and accepted for further verification and processing towards admission to the institute. The candidates shall be intimated through SMS or website notification about the Merit list publication and Counselling dates and further procedures.

The Competent Authority reserves the right to cancel any application/candidature at its discretion and no correspondence in this regard will be entertained from the applicant.

Wrong declaration /submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.