Online Admission System

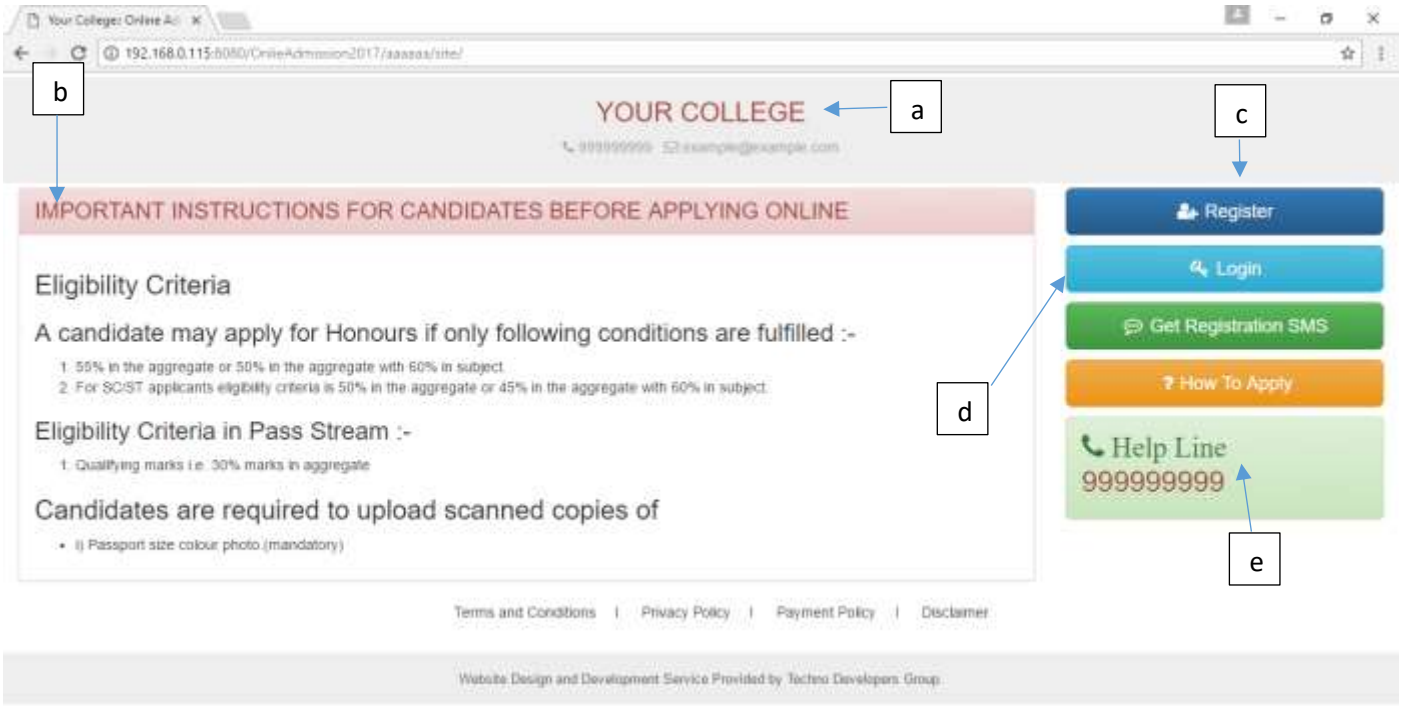
Candidate's Interface Manual

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.*



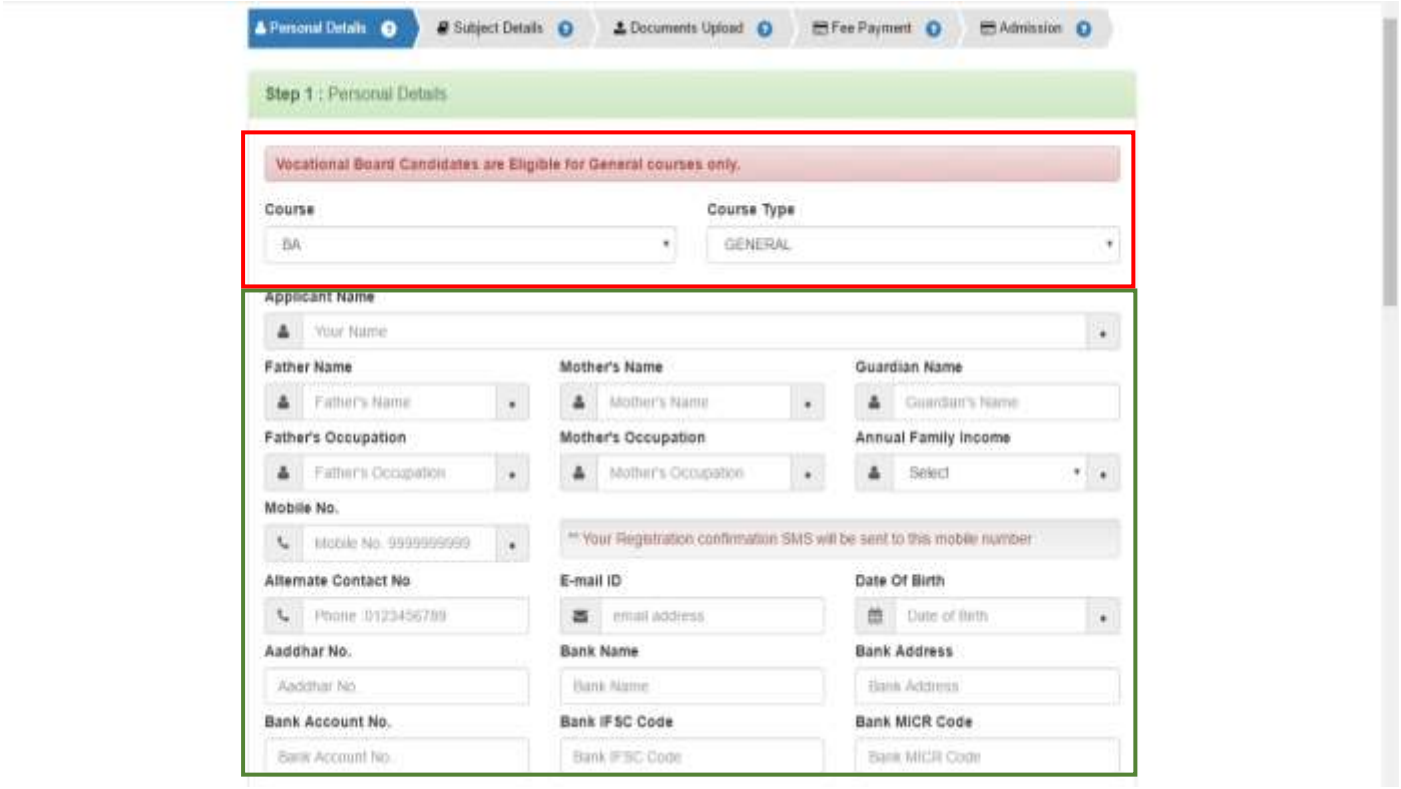
a) College Name
b) Eligibility Criteria details & notices etc.
c) New Candidates Registration button
d) Applied Candidates Log in button
e) College Helpline contacts

How to Apply ?

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

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



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 (if any): Email confirmation/notifications shall be sent to this email if provided
xi) Date of Birth: The same shall be used as the password in the Candidate's Log in screen

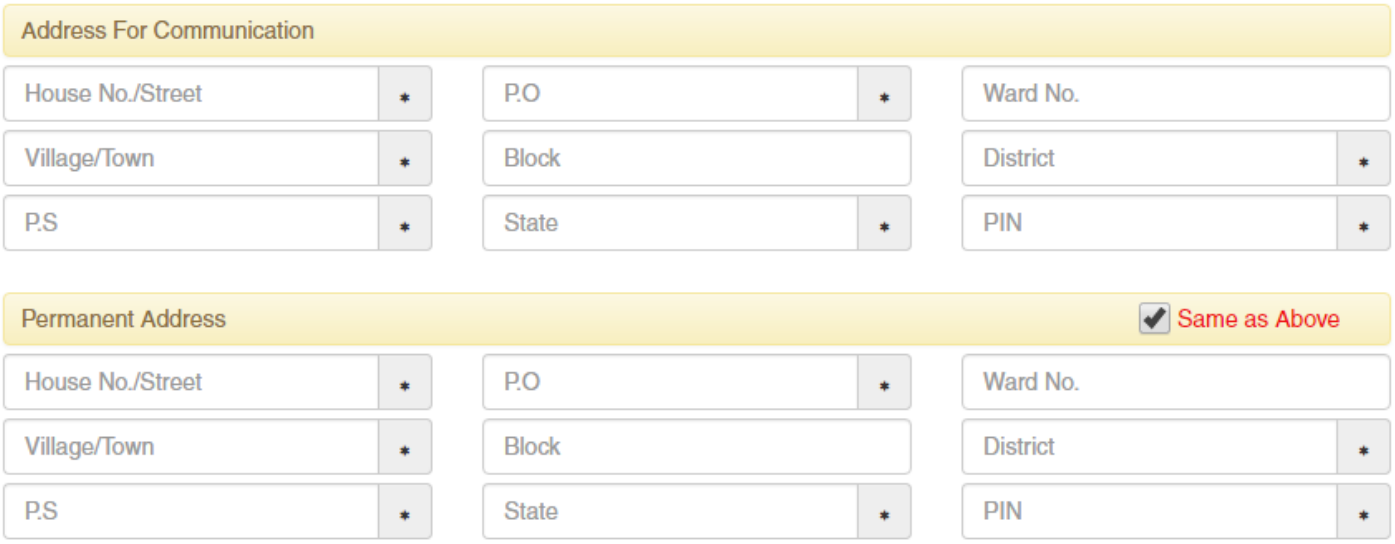
Please note all the fields marked with * are compulsory

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***]

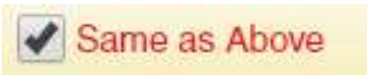
3) Please provide your communication address and permanent address



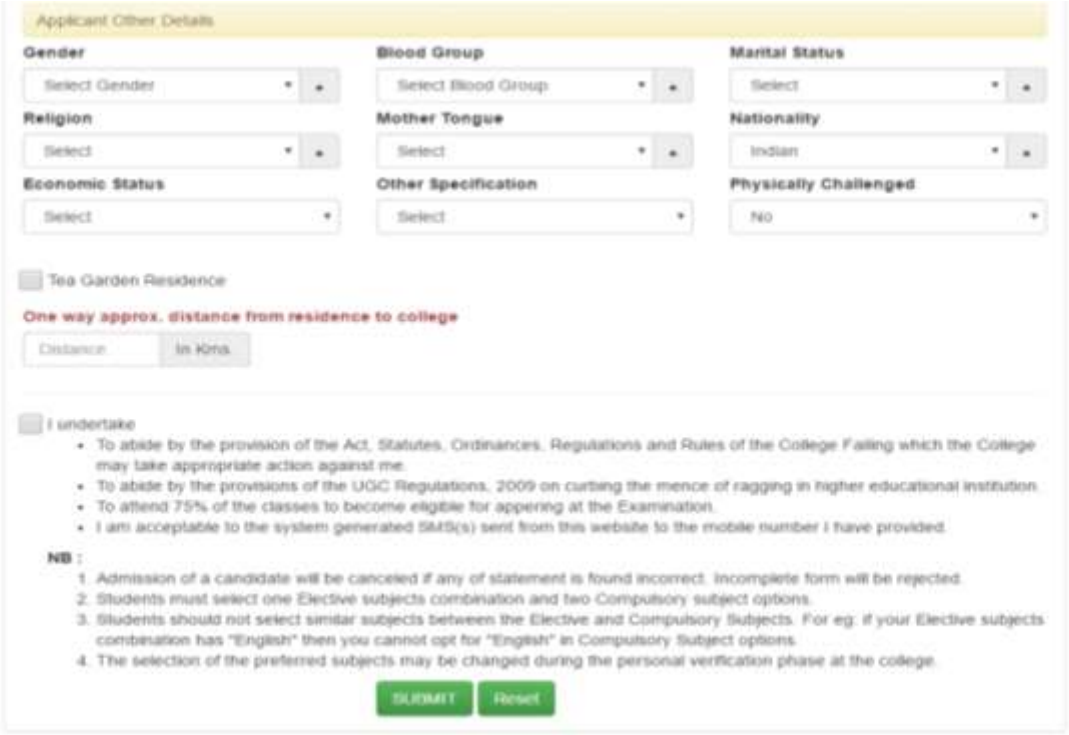
Please provide the following details of your address

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.

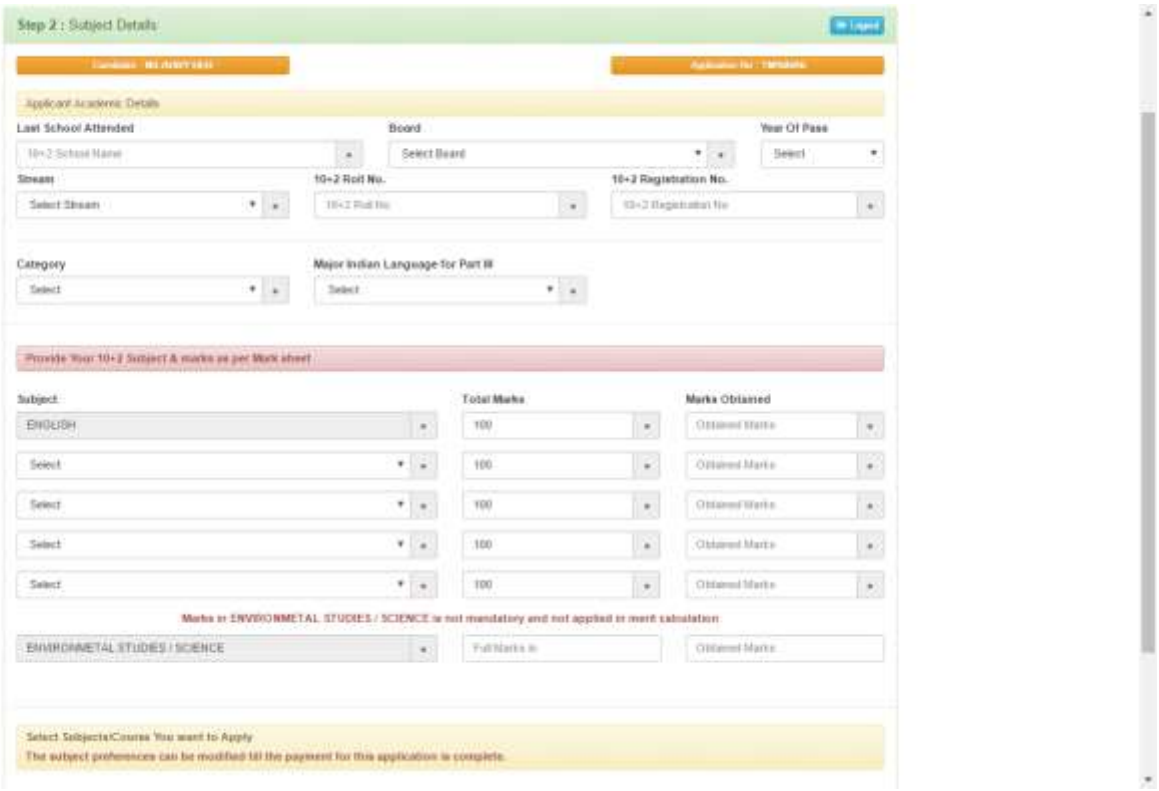


4) Applicant's Other Details



i) Select your gender
ii) Select your blood group
iii) Select your marital status
iv) Select your religion
v) Select your mother language
vi) Select your Nationality
vii) Select your Economic Status [APL or BPL]
    i. If you are in BPL [Below Poverty Level] category you must put your BPL card number
viii) 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.]
ix) Select your Physically Challenged Status [Whether you are Physically Challenged or not]
    i. If you are a Physically Challenged person then you must put your Physically Challenged certificate number for verification.
x) If you are a Residence of Tea garden then Tick on Check box, and declare the Name of Tea Garden
xi) 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.
xii) Click on "**Submit**" to save and proceed.

Registration Step 2 of 4

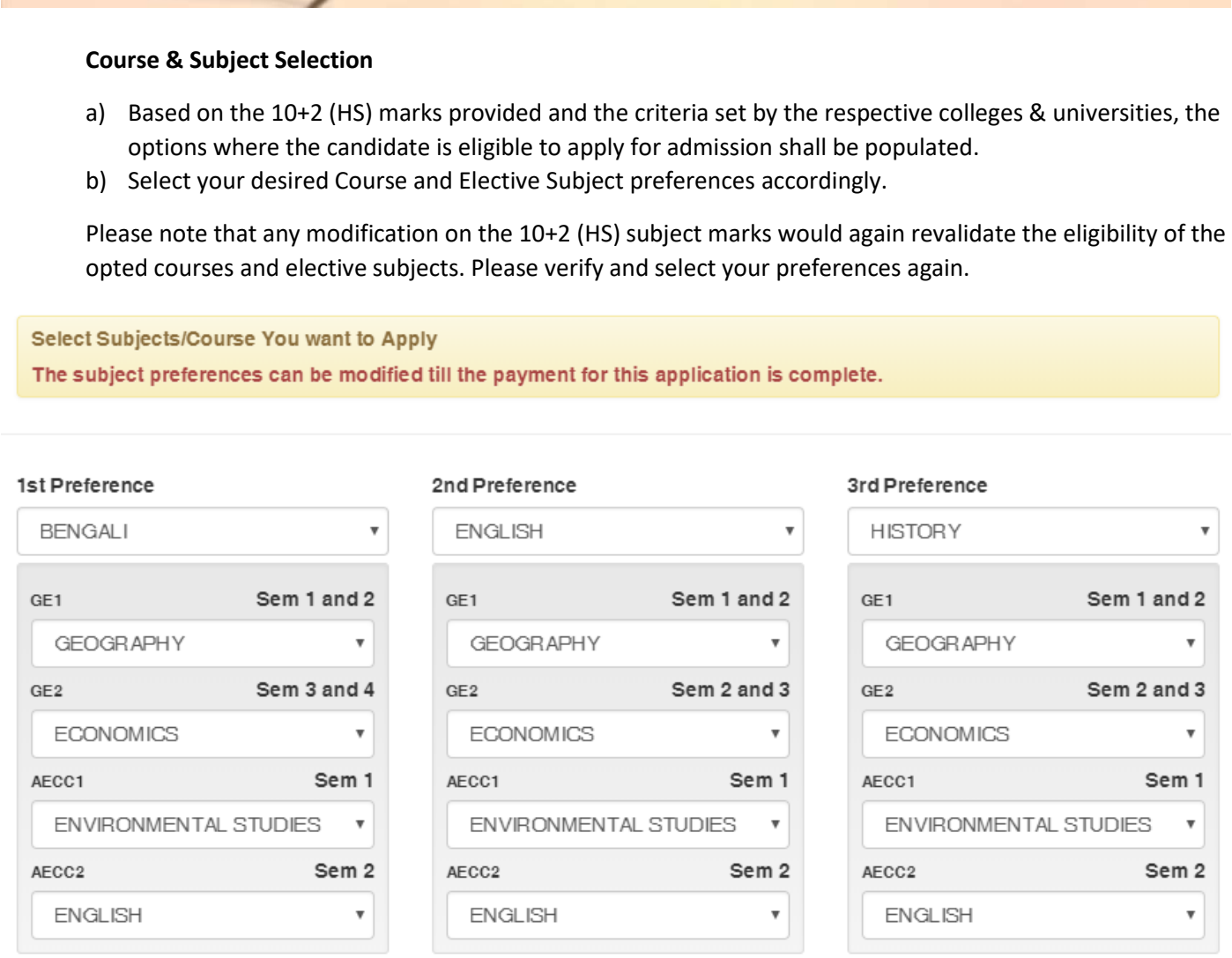


i) Your last attended School Name from where the applicant has passed Higher Secondary (HS/10+2)
ii) Select your Higher Secondary Board Name
iii) Select the year of passing Higher Secondary Examination
iv) Select your stream [Science, Arts or Commerce etc.]
v) Your Higher Secondary Roll number.
vi) Your 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.
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

a) Based on the 10+2 (HS) marks provided and the criteria set by the respective colleges & universities, the options where the candidate is eligible to apply for admission shall be populated.
b) Select your desired Course and Elective 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 elective subjects. Please verify and select your preferences again.



☑ I wish to apply to a General Course also

General Preference

B.A. GEN

Select one Subject form each of the sections below.

DSC1 — Sem 1 to 4

GROUP 1	GROUP 2	GROUP 3
● BENGALI	○ EDUCATION	○ GEOGRAPHY
○ ENGLISH	○ HISTORY	○ POLITICAL SCIENCE
○ SANSKRIT	○ PHILOSOPHY	○ SOCIOLOGY

DSC2 — Sem 1 to 4

GROUP 1	GROUP 2	GROUP 3
○ BENGALI	○ EDUCATION	○ GEOGRAPHY
○ ENGLISH	● HISTORY	○ POLITICAL SCIENCE
○ SANSKRIT	○ PHILOSOPHY	○ SOCIOLOGY

LCC1 — Sem 1 and 3

GROUP 1

● BENGALI

AECC1 — Sem 1

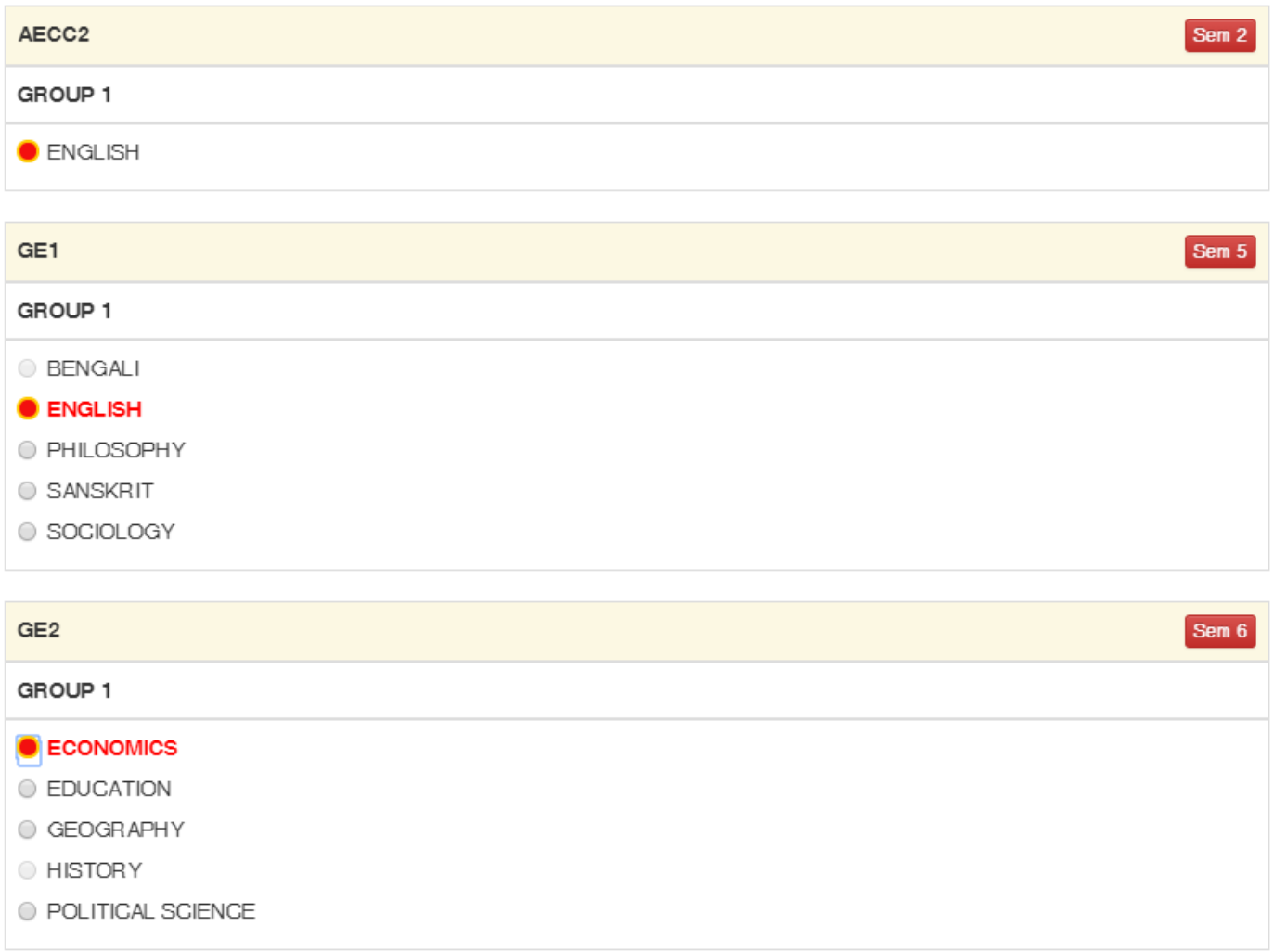
GROUP 1

● ENVIRONMENTAL STUDIES

LCC2 — Sem 2 and 4

GROUP 1

● ALTERNATIVE ENGLISH
○ BENGALI
○ COMMUNICATIVE ENGLISH

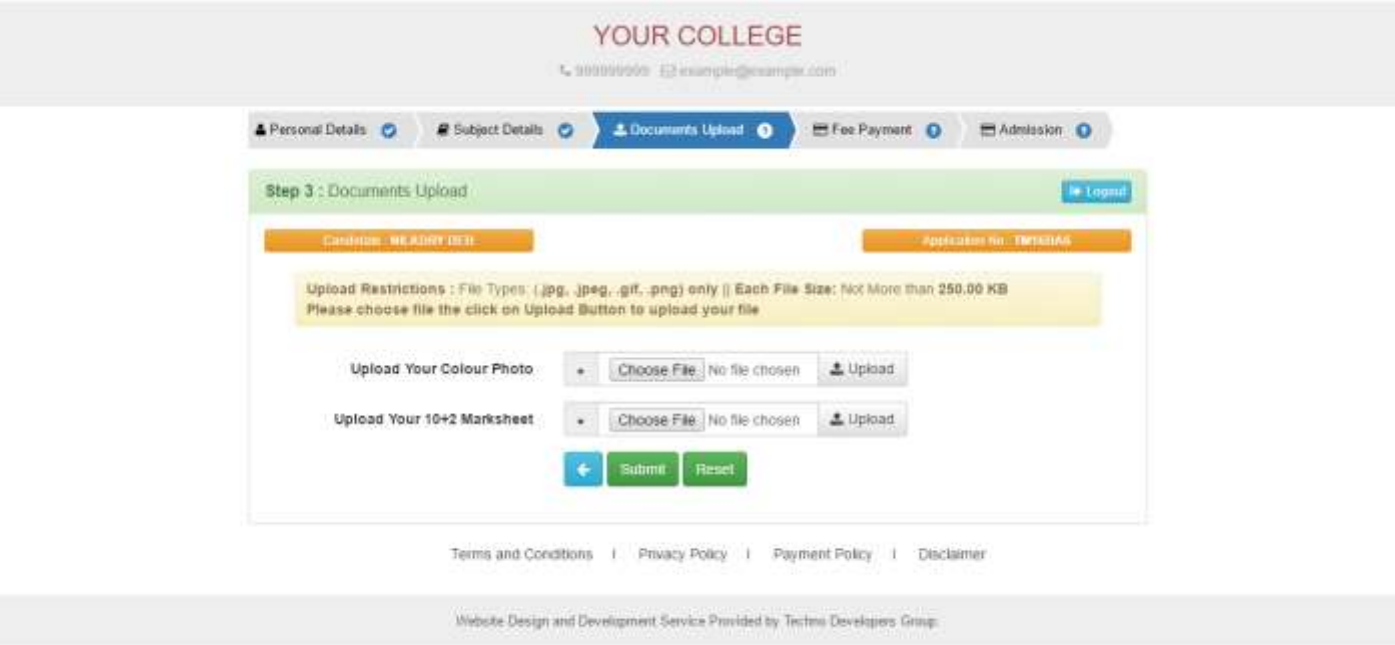


Click on the "**Submit**" button to save.

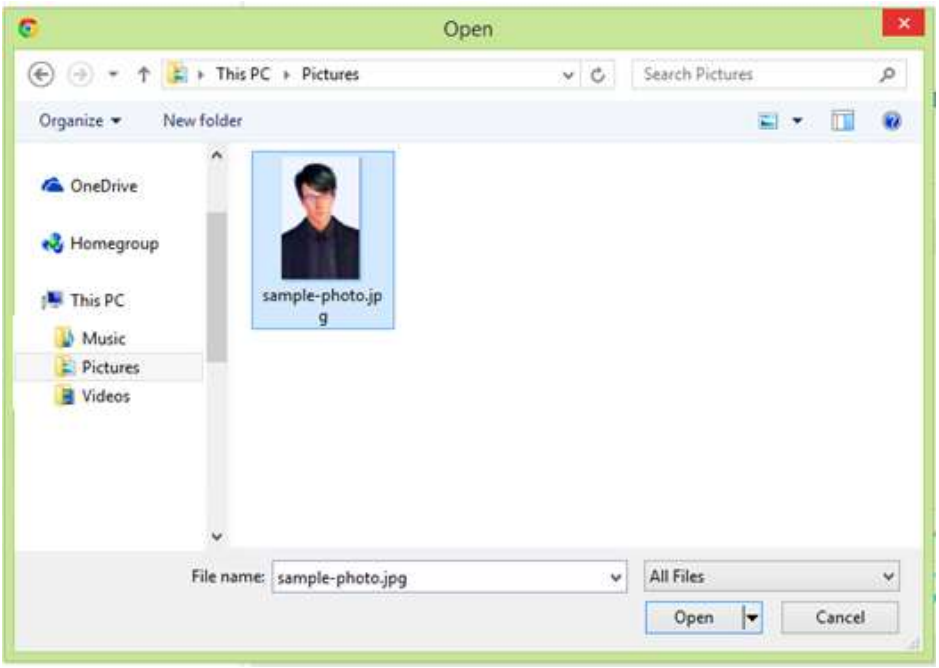
On clicking the "Submit" button the form shall be checked for the details provided and you shall be prompted for the missing or improper compulsory field data for review and submission. If all the details are completed properly then the registration will proceed to next step.

Registration Step 3 of 4

Documents upload section



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.



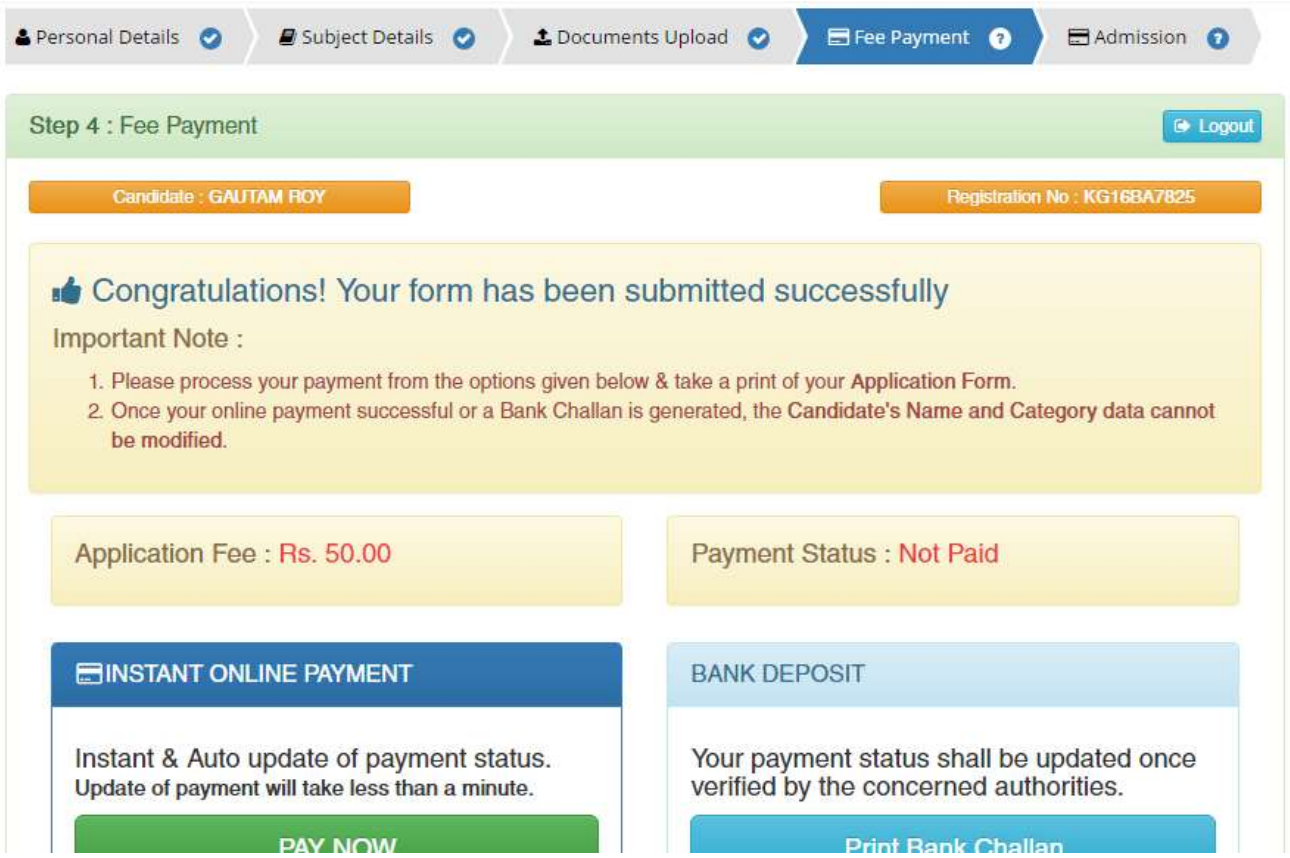
ii) Please navigate to the appropriate location and select the appropriate image of your passport sized photo and click Open. You may also double click on the image to select and open at once.

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.

Registration Step 4 of 4

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

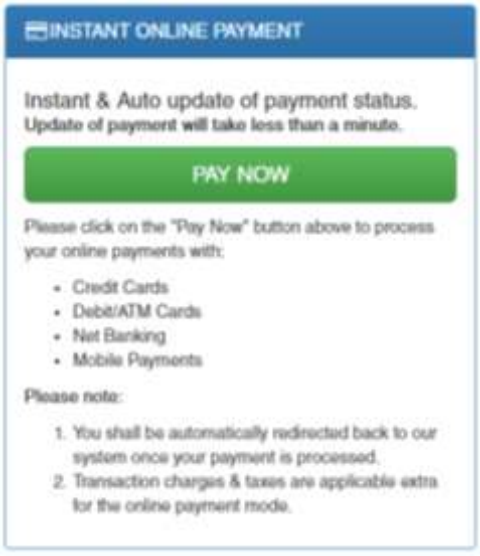


Fee Payment Options

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

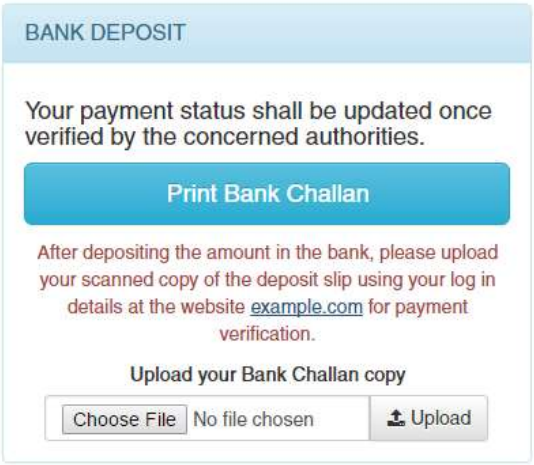


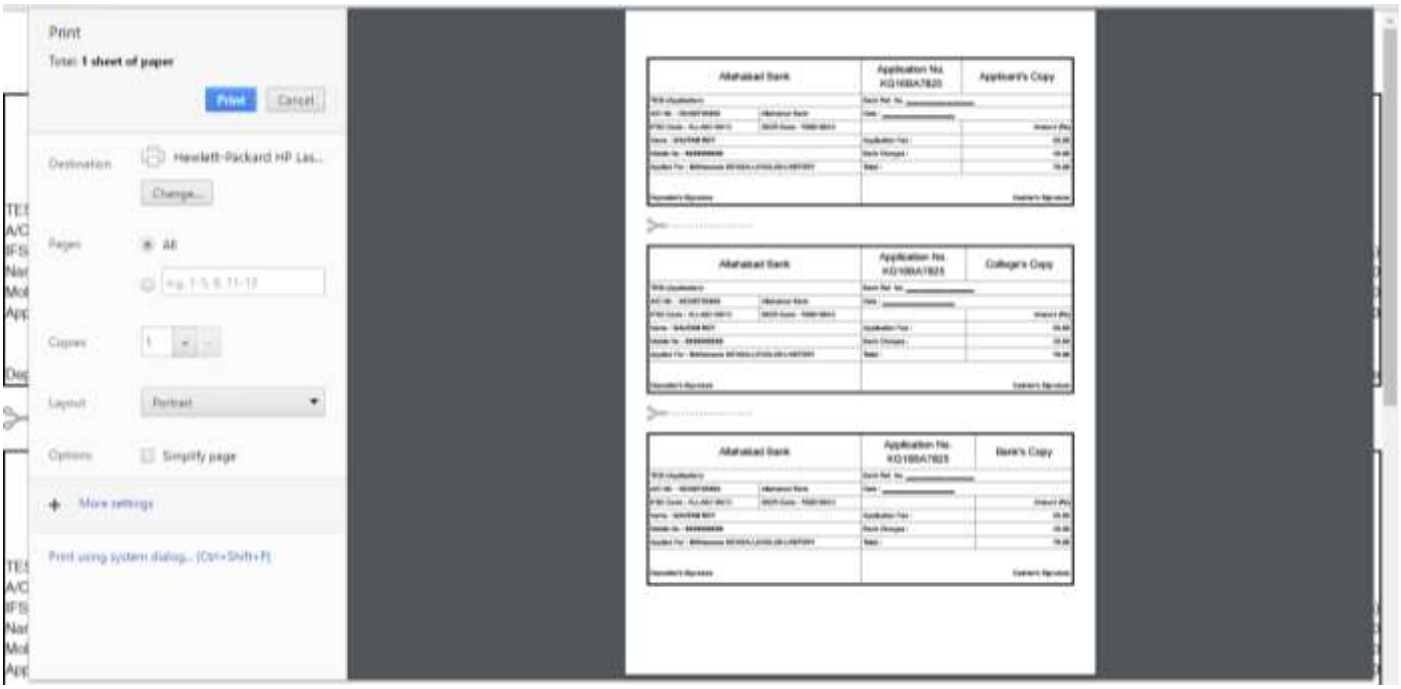
This option enables instant payment and auto payment status update for any transaction when completed properly.

Please check Page 12 for further details.

b) Bank Challan

You may prefer to take a print out of the associated Bank's challan and pay in cash in the respective bank branches. Click on the "Print Bank Challan" button to option the printing dialog box with the appropriate bank challan.



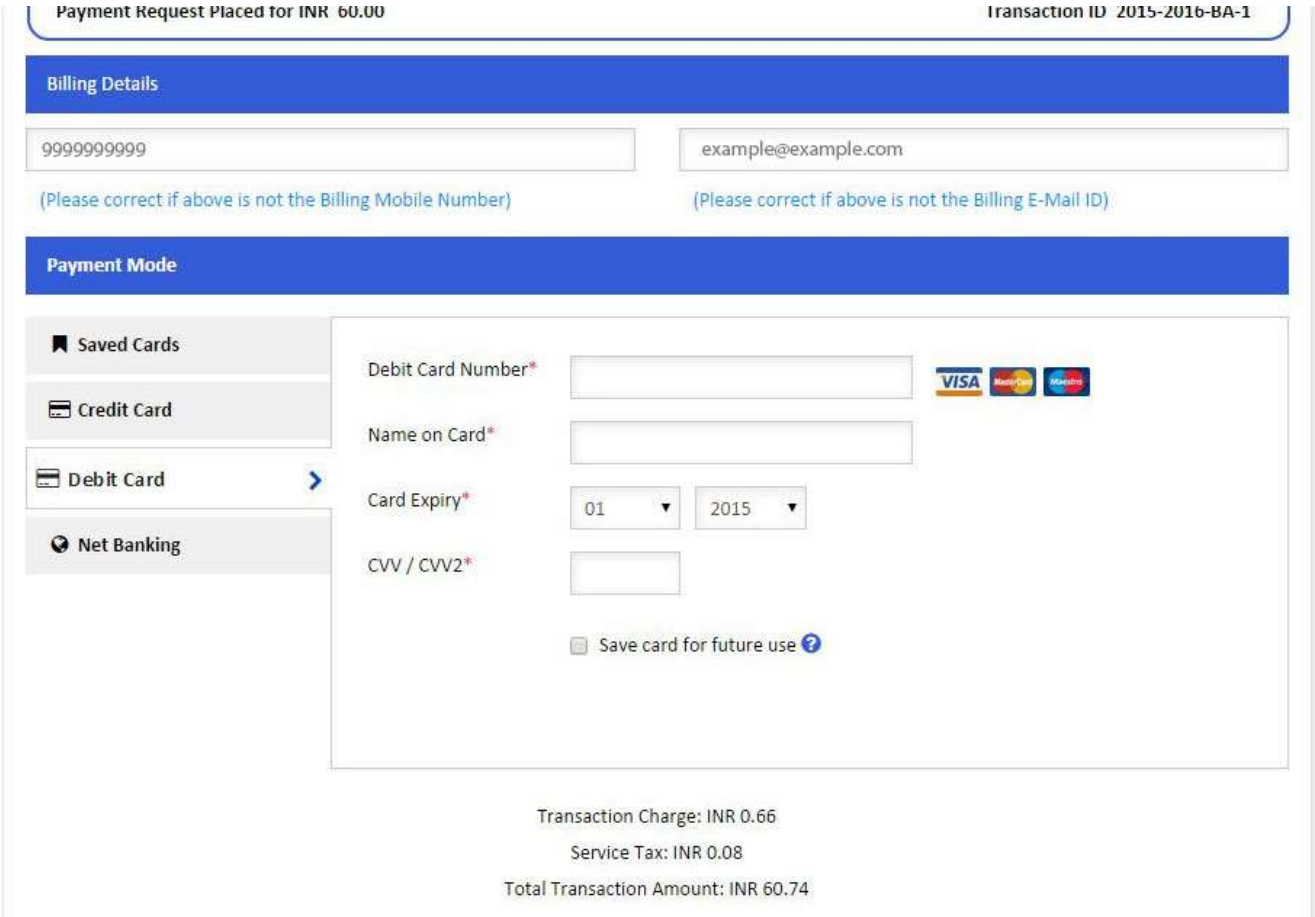


Please note the payments made in this mode needs to manually verified by the college authorities before being approved as paid.

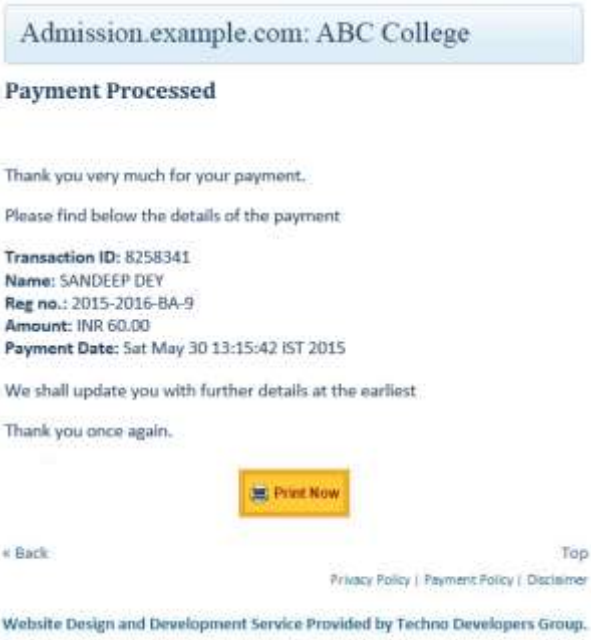
Please check Page 13 for further details.

Online Payments

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.



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.


Admission.example.com: ABC College

Payment Processed

Thank you very much for your payment.

Please find below the details of the payment

Transaction ID: 8258341
Name: SANDEEP DEY
Reg no.: 2015-2016-BA-9
Amount: INR 60.00
Payment Date: Sat May 30 13:15:42 IST 2015

We shall update you with further details at the earliest

Thank you once again.

Print Now

« Back Top

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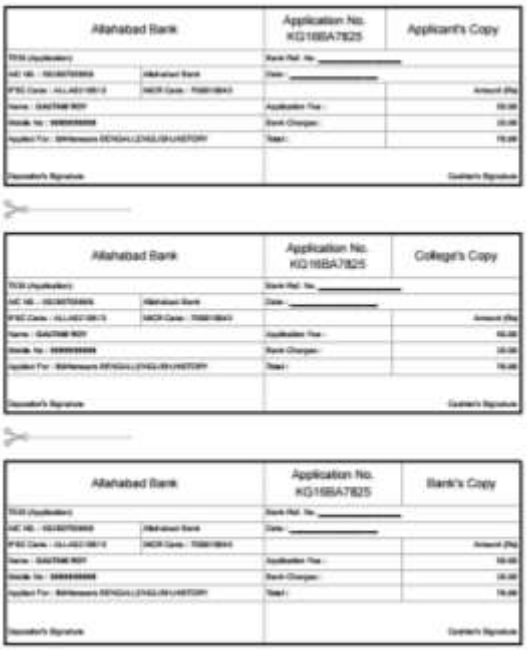
Website Design and Development Service Provided by Techno Developers Group.

Bank Deposits

If this option is selected the details of the Bank account in a preformatted Bank Challan of the college shall be provided which needs to be printed and the amount may be deposited in appropriate Bank branch or any same bank network branch. The stamped receipt from the bank needs to be collected from the bank as confirmation.



The candidate needs to log in back to upload the scanned copy of the stamped College Copy of the Bank challan receipt for manual verification.

The scanned copy of the challan will be displayed at an appropriate location on successful upload and the college authorities shall be intimated via mail. The candidates shall receive a mail confirmation on successful verification of their uploaded bank challan by the college authorities.

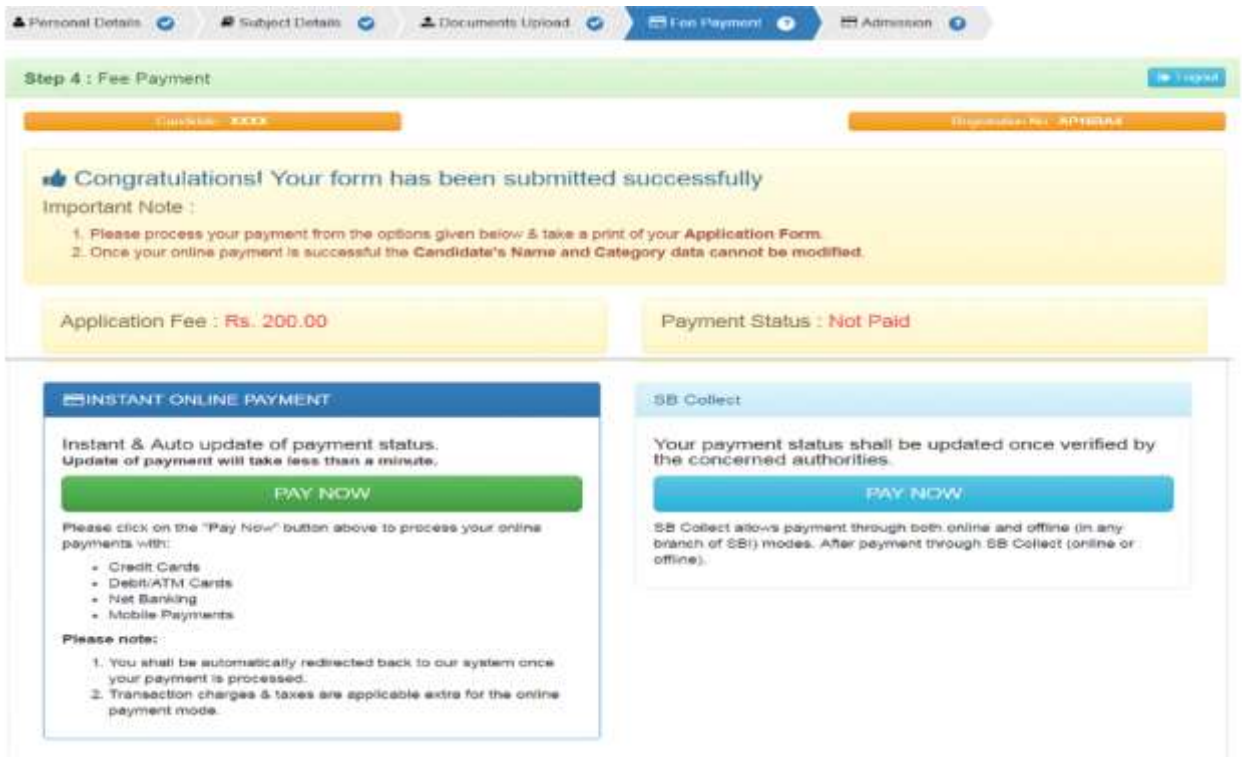
With the payment being processed the online application shall be deemed as complete and accepted for further verification and processing towards admission to the institute. The candidates shall be intimated through SMS or website notification about the Merit list publication and Counselling dates and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

b) SBCollect Deposit: You can also pay the Registration Fees in cash at any branch of State Bank of India (SBI) through the bank Challan. The bank challan can be generate and downloaded by clicking **"PAY NOW"** tab under **SBI Collect Option**. After clicking you will be directed to the "SBI Collect" site https://www.onlinesbi.com. The steps of challan generation is as follows-

- Select State as **'West Bengal'**
- Select Type of Category as **'Educational Institutions'**
- Click on **'Go'**
- Select the Name of the institution as "**Your College / Institute Name**"
- Select the payment category as per given below –
- Then follow the steps given below-



STEP-2: Selection of State & Type of Institute

State Bank Group
Exit
State Bank Collect
State Bank MOPS
Pay EPFO
You are here: State Bank Collect > State Bank Collect
State Bank Collect
Reprint Remittance Form
Payment History
State Bank Collect
26-May-2016 [03:52 PM IST]
Select State and Type of Corporate / Institution
State of Corporate/Institution *
--Select State--
Type of Corporate/Institution *
--Select Type--
Go
Mandatory fields are marked with an asterisk (*)
State Bank Collect is a unique service for paying online to educational institutions, temples, charities and/or any other corporates/institutions who maintain their accounts with the Bank.
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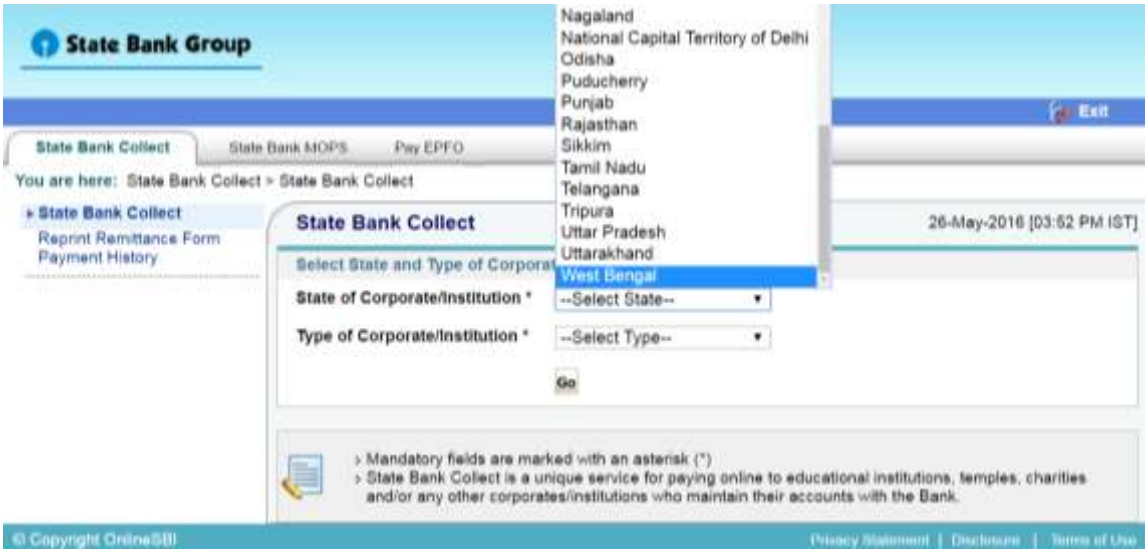
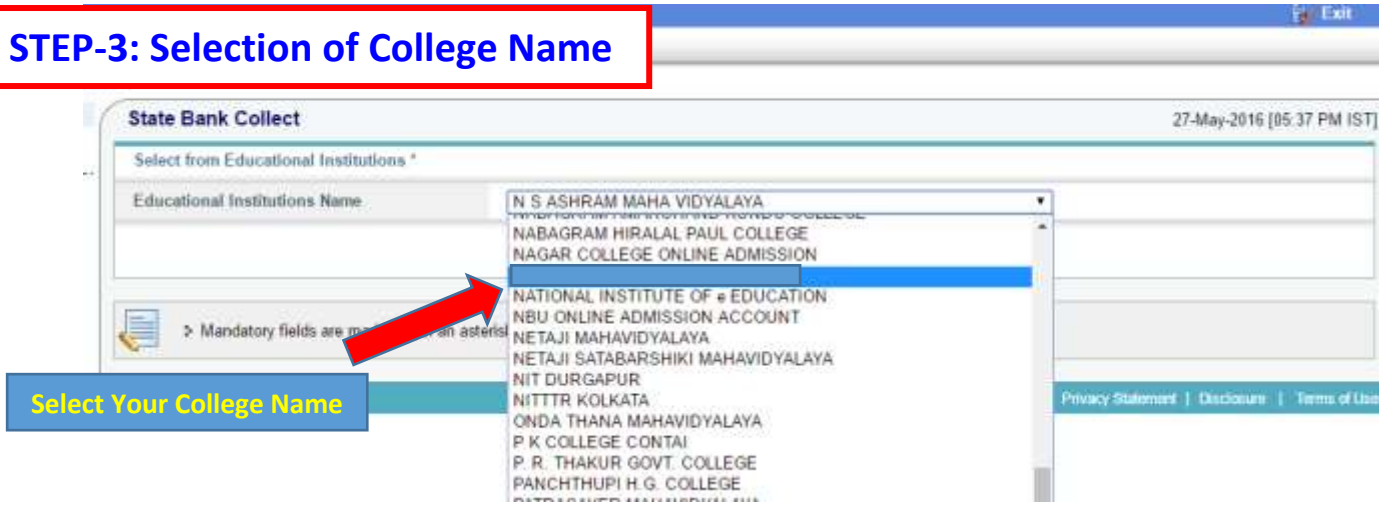
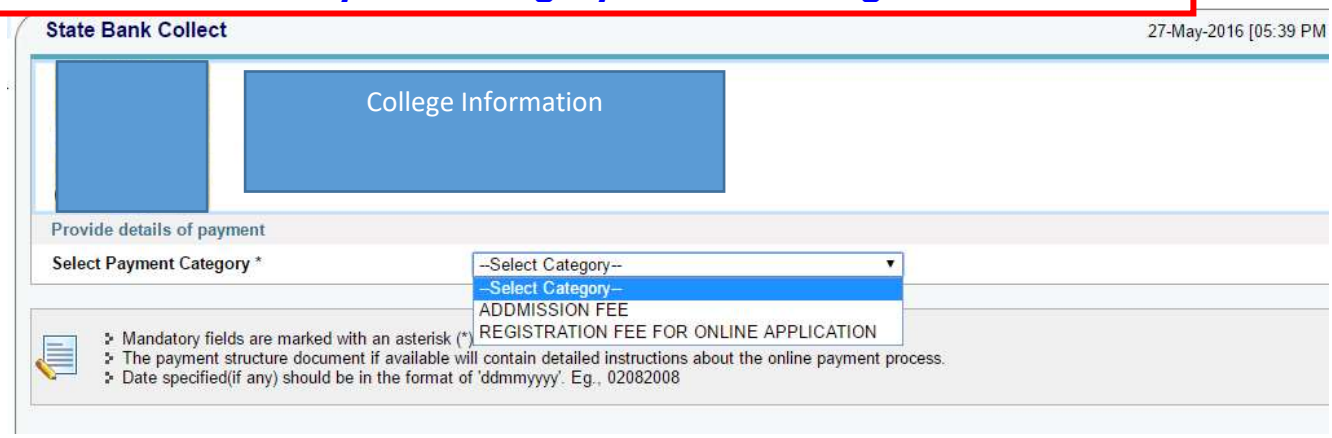

State Bank Group
Nagaland
National Capital Territory of Delhi
Odisha
Puducherry
Punjab
Rajasthan
Sikkim
Tamil Nadu
Telangana
Tripura
Uttar Pradesh
Uttarakhand
West Bengal
State Bank Collect
26-May-2016 [03:52 PM IST]
State of Corporate/Institution *
--Select State--
Type of Corporate/Institution *
--Select Type--
Go
Mandatory fields are marked with an asterisk (*)
State Bank Collect is a unique service for paying online to educational institutions, temples, charities and/or any other corporates/institutions who maintain their accounts with the Bank.

State Bank Group
----- Select Type -----
Charitable Institutions
Educational Institutions
Govt Department
Hospital
Industry
Merchant
Others
PSU - PUBLIC SECTOR UNDERTAKING
Recruitment
State Bank Collect
26-May-2016 [03:52 PM IST]
State of Corporate/Institution *
Type of Corporate/Institution *
----- Select Type -----
Go
Mandatory fields are marked with an asterisk (*)
State Bank Collect is a unique service for paying online to educational institutions, temples, charities and/or any other corporates/institutions who maintain their accounts with the Bank.

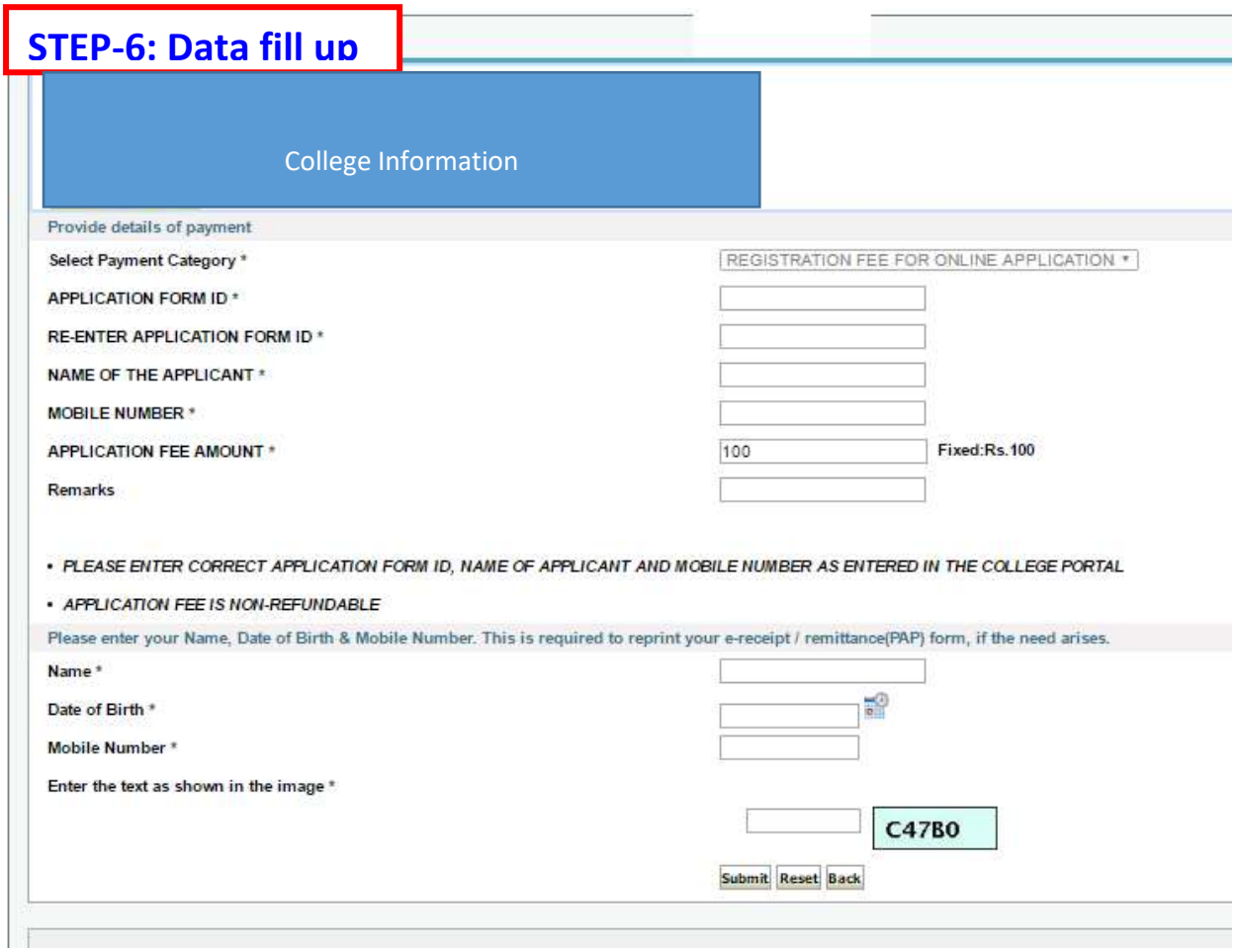
STEP-3: Selection of College Name



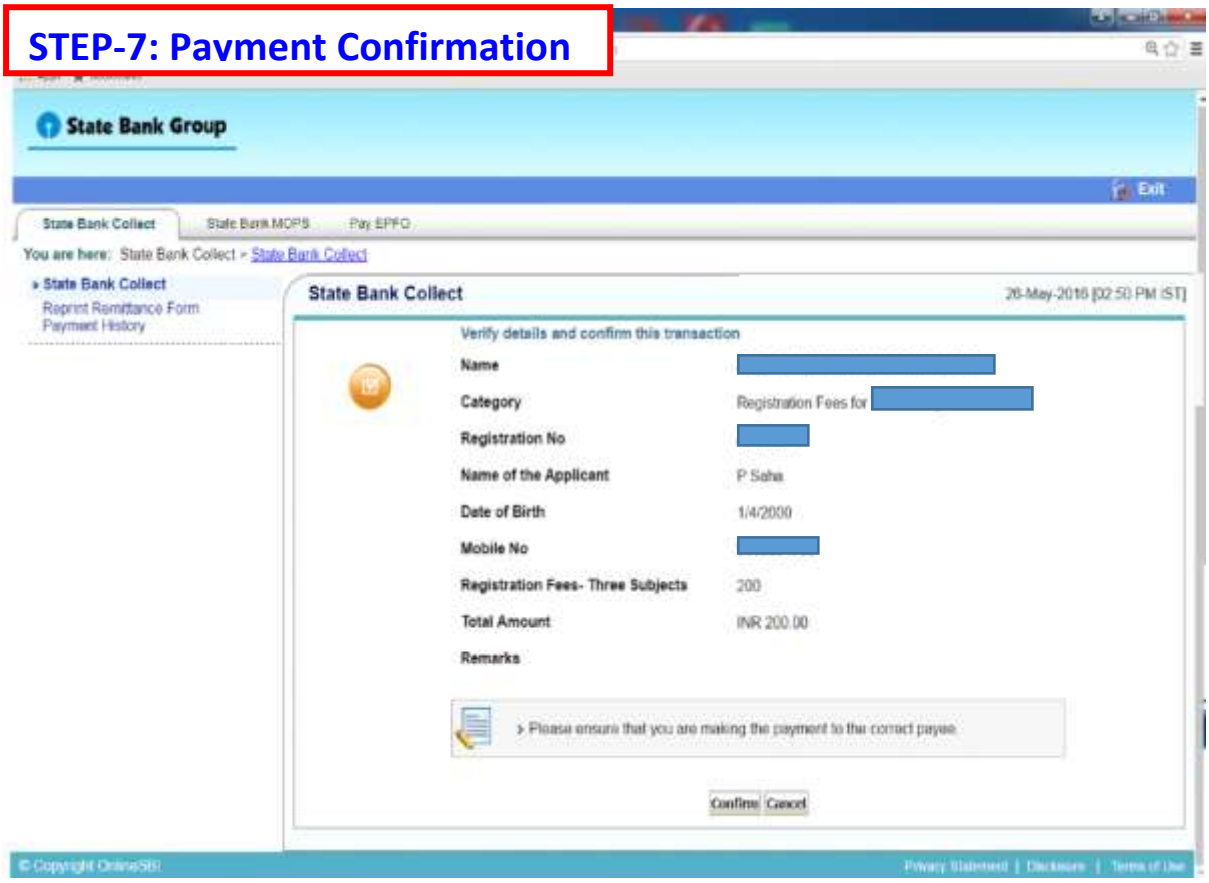
STEP-4: Selection of Payment category and Select Registration Fee



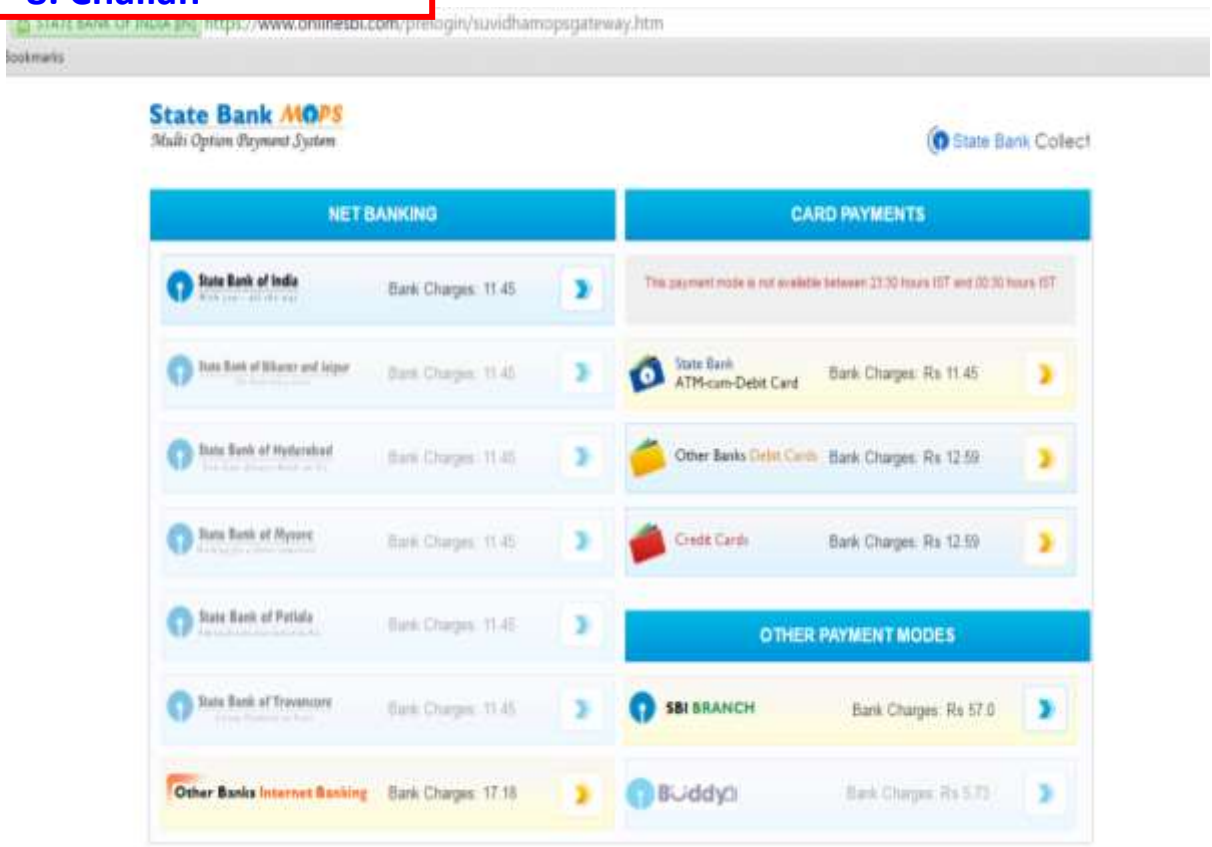
STEP-6: Data fill up



STEP-7: Payment Confirmation



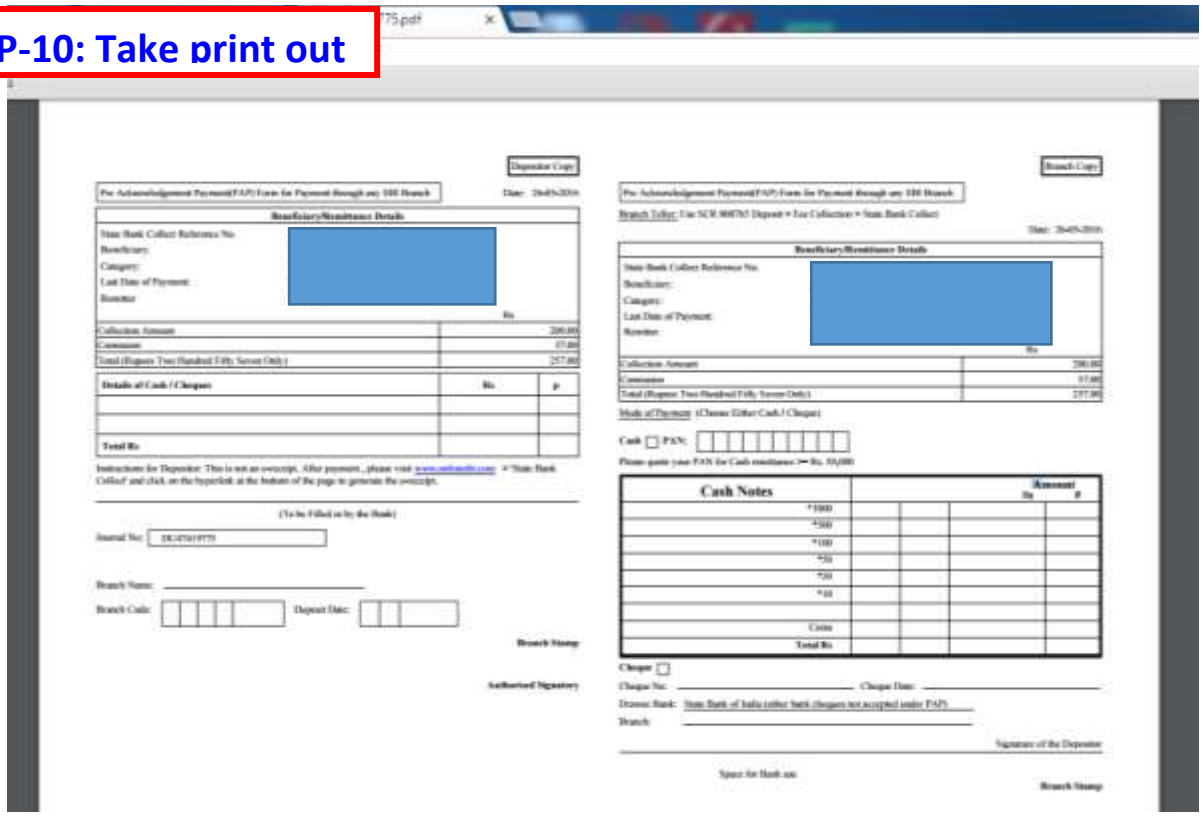
STEP-8: Challan



STEP-9: Bank Challan Download

Click here for downloading of Bank challan

STEP-10: Take print out



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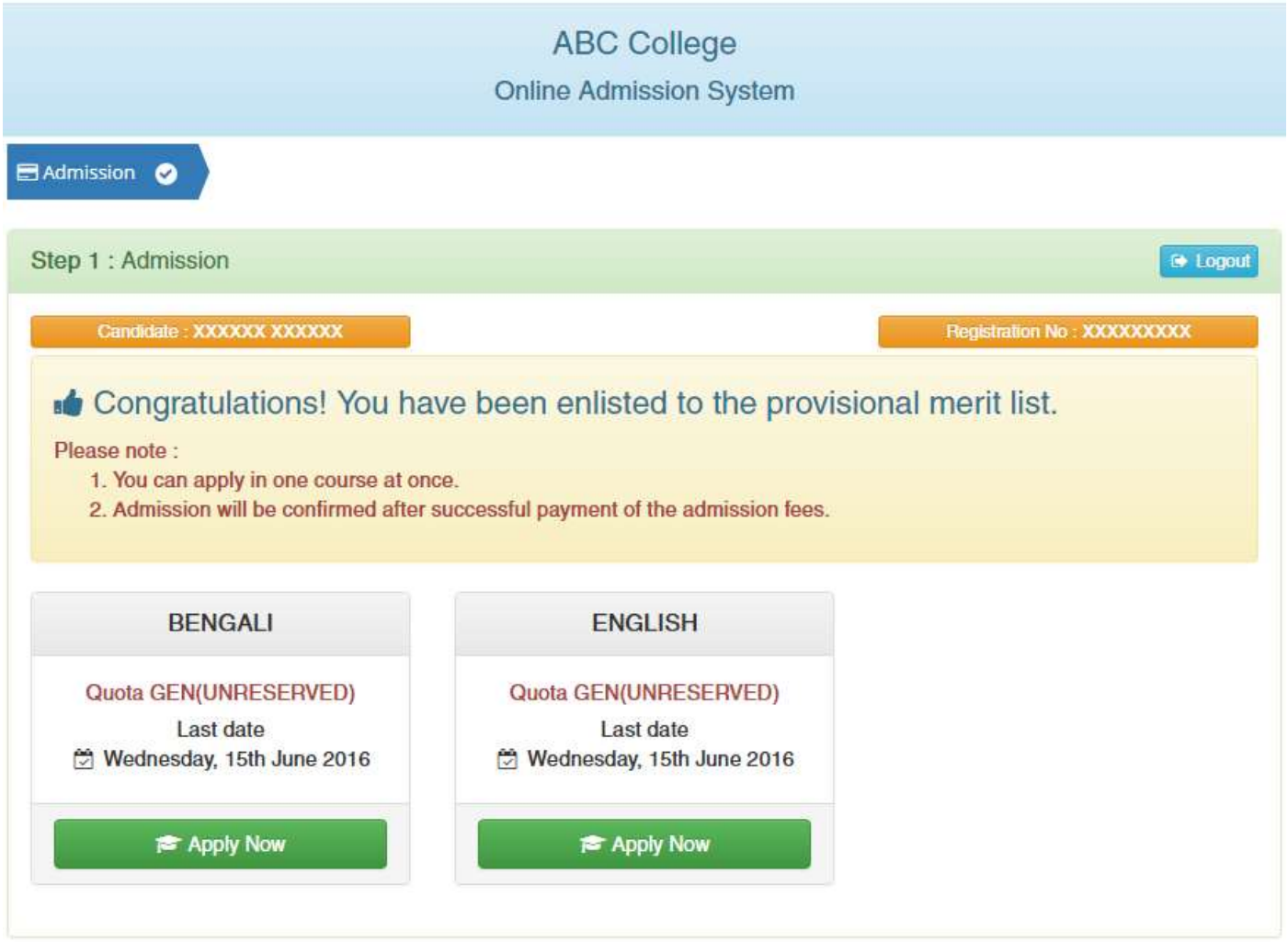
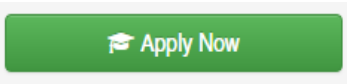
Wrong declaration /submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage

Admission Step 1 of 3

When you are called for counselling (You will get a SMS for Counselling from the Respective College), you have to Login in the Admission Portal of the College with the Login Details (APPLICATION NUMBER and DATE of BIRTH)



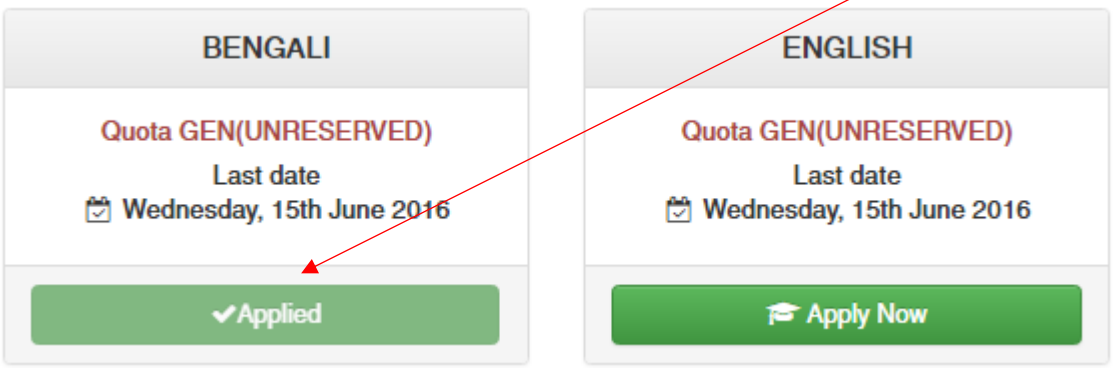
After log in you may find the Courses in each box which you want to apply.

Like if you want to Apply for "**BENGALI" just click on the "Apply"** 

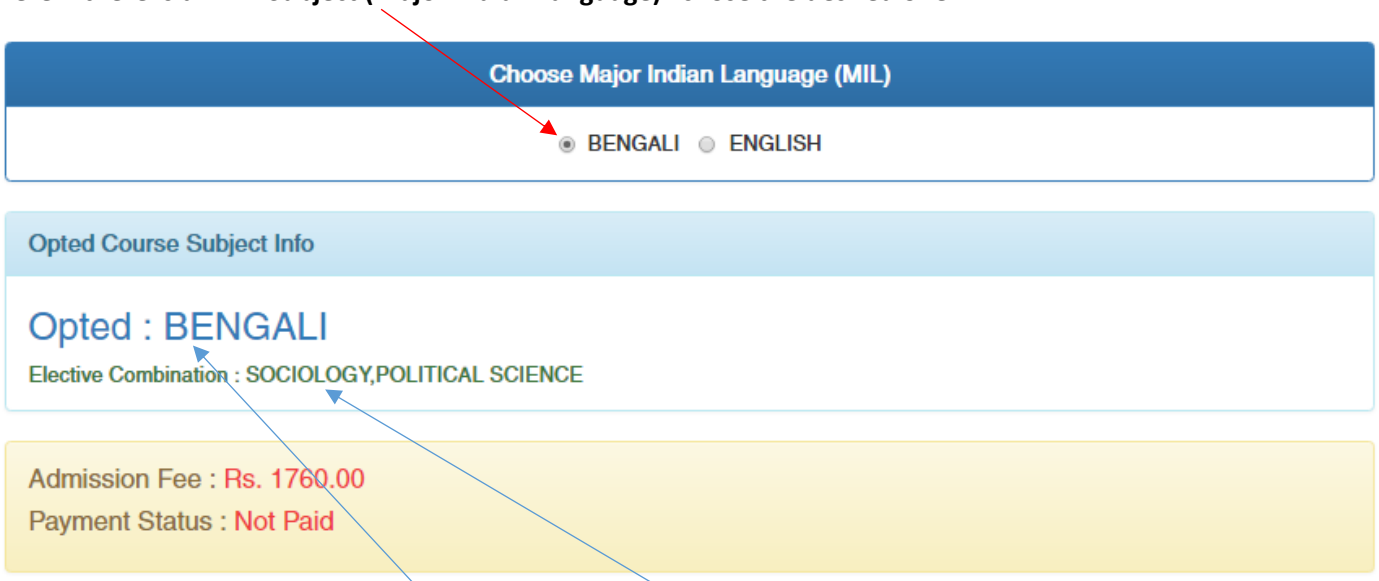
Button

Admission Step 2 of 3

After clicking on the "Apply Now" button you can find the "selected course is applied for you admission".



Here if there is a "MIL Subject (Major Indian Language)" chose the desired one.

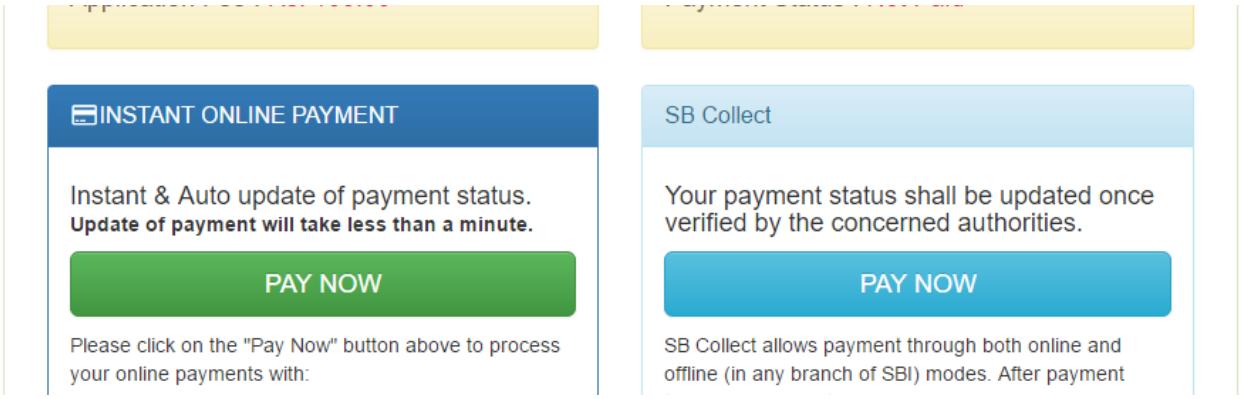


And you can View your selected "Course", "Elective Combination", "Admission Fees" and the "Payment Status"

You have to pay the Admission Fees as given to process your Admission for the selected course.

Admission Step 3 of 3

For Payment You Can Chose the Payment Methods as given.



Online Payments

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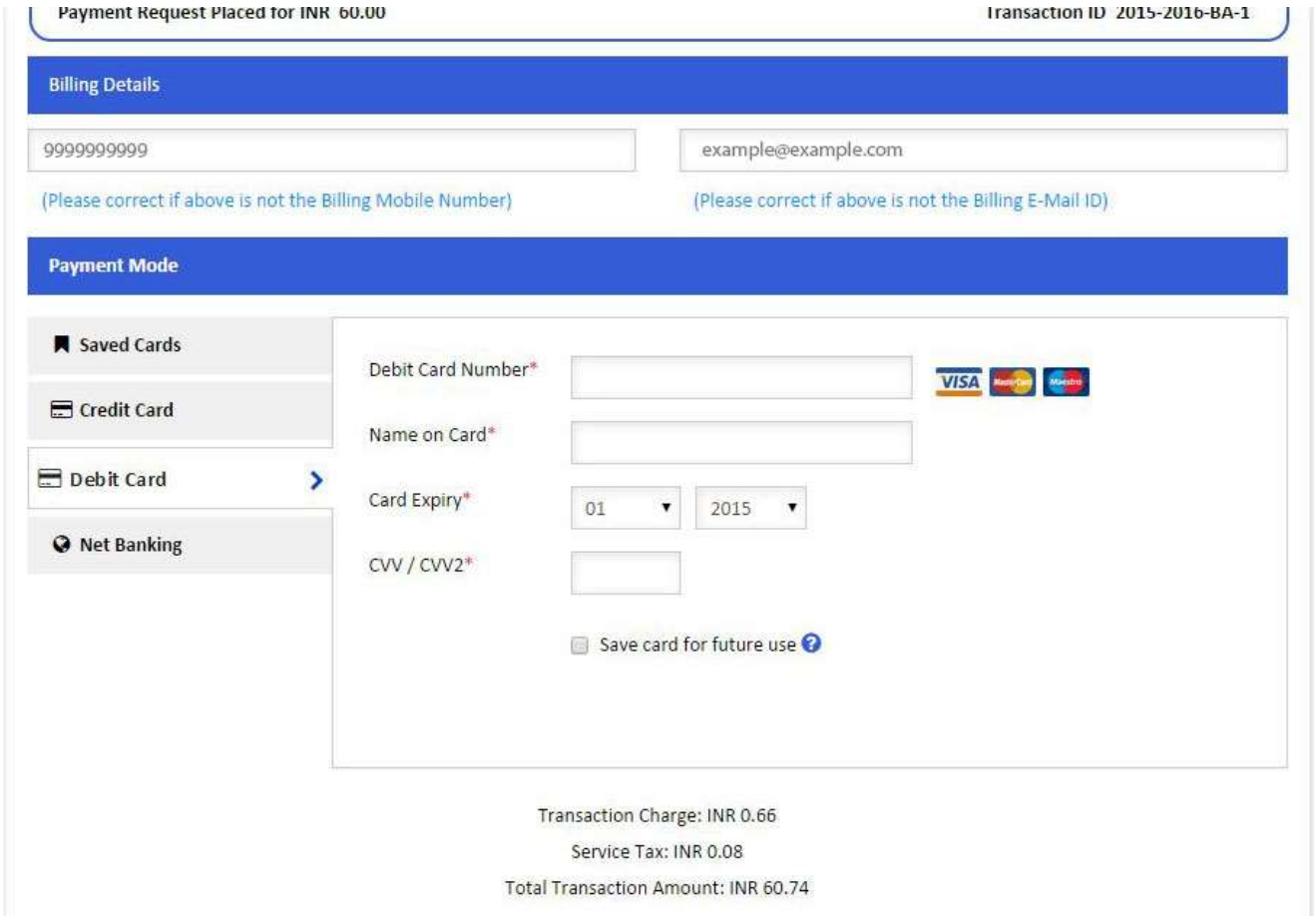
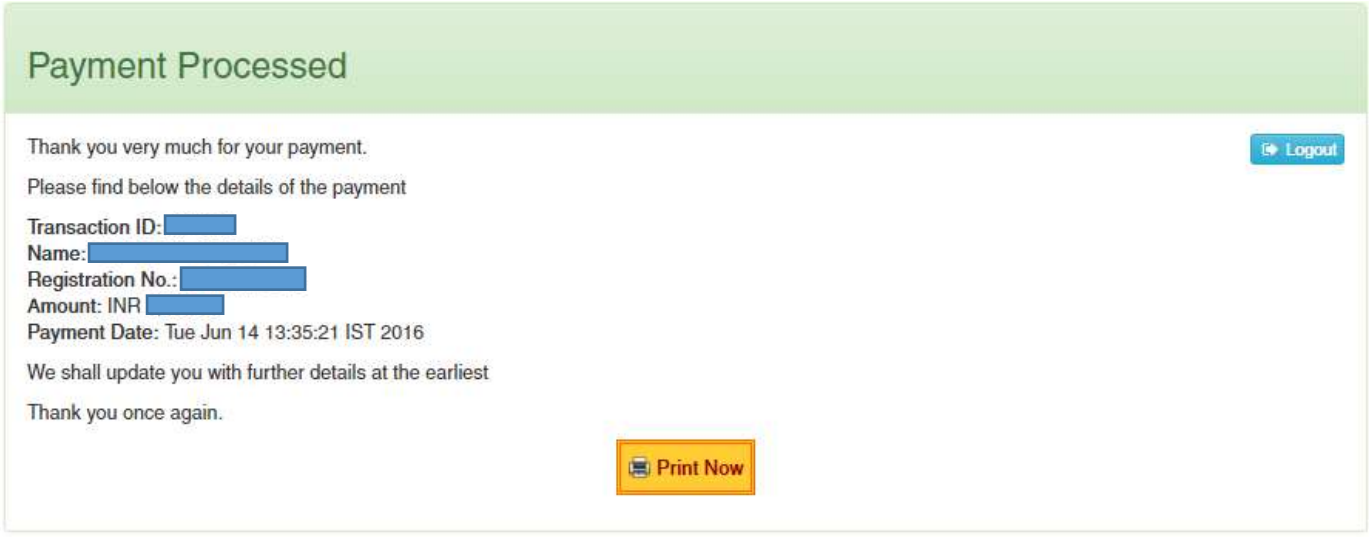
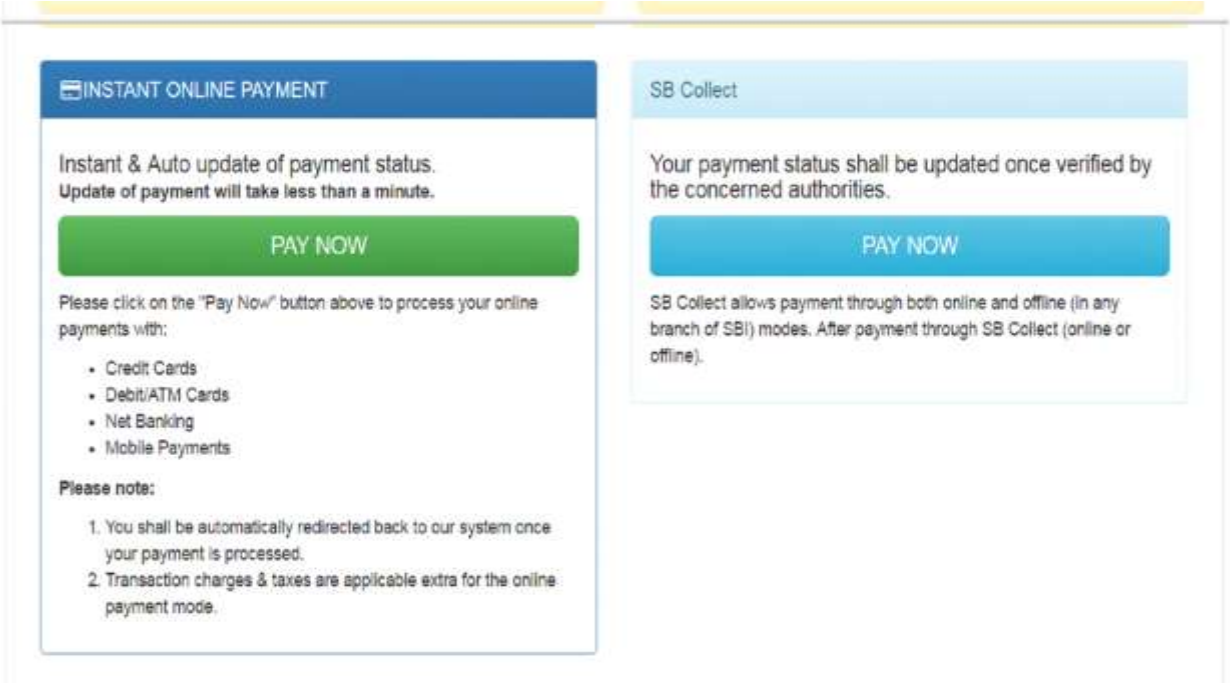


FOR SUCCESSFUL ONLINE PAYMENT YOU CAN FIND THE PAYMENT DETAILS –

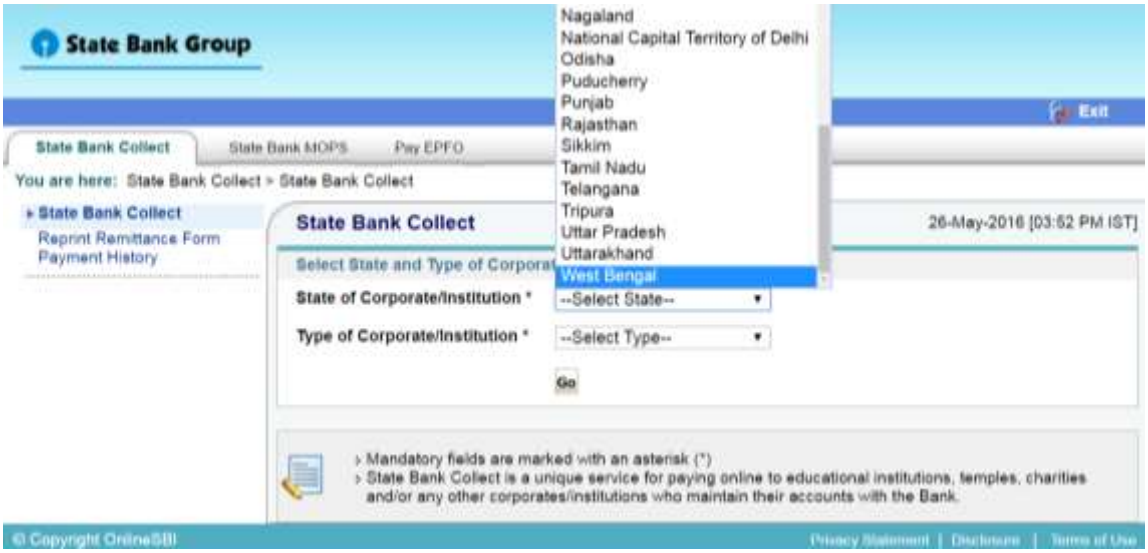


b) Bank Deposit: You can also pay the Registration Fees in cash at any branch of State Bank of India (SBI) through the bank Challan. The bank challan can be generate and downloaded by clicking **"PAY NOW"** tab under **SBI Collect Option**. After clicking you will be directed to the "SBI Collect" site https://www.onlinesbi.com. The steps of challan generation is as follows-

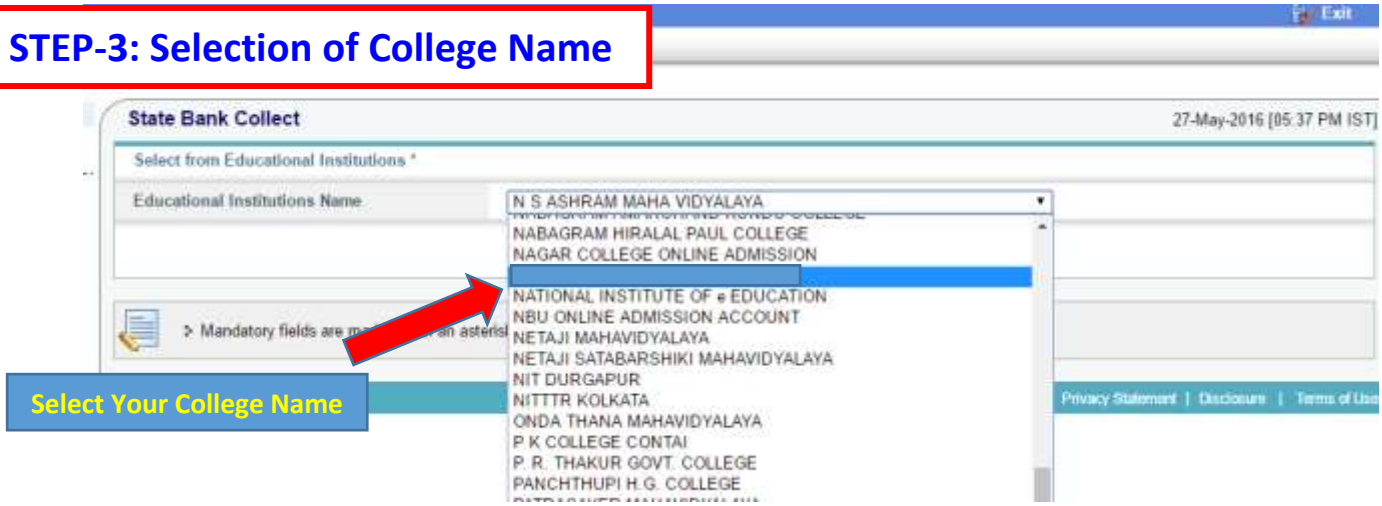
- Select State as **'West Bengal'**
- Select Type of Category as **'Educational Institutions'**
- Click on **'Go'**
- Select the Name of the institution as "**Your College / Institute Name**"
- Select the payment category as per given below –
- Then follow the steps given below-



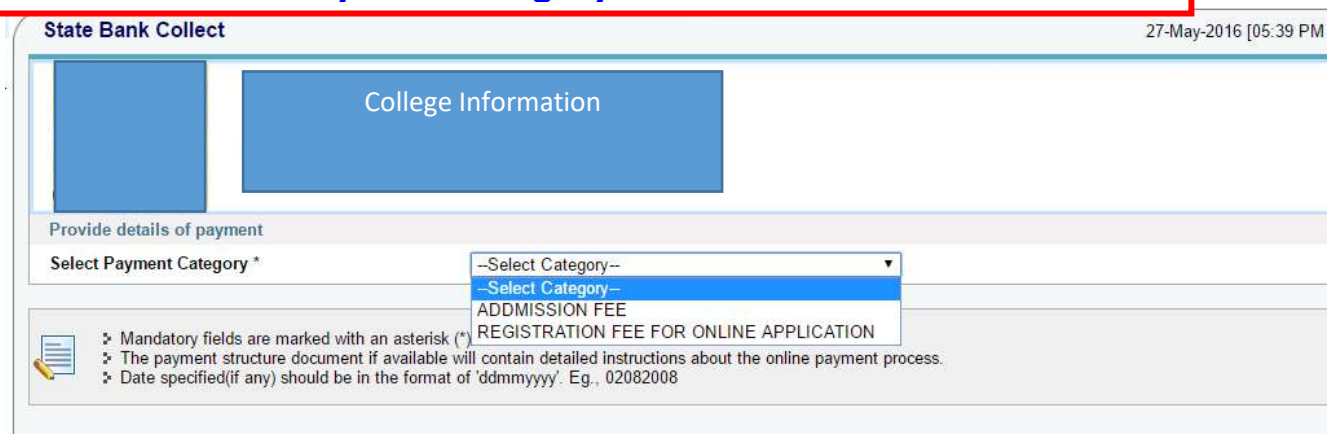
STEP-2: Selection of State & Type of Institute



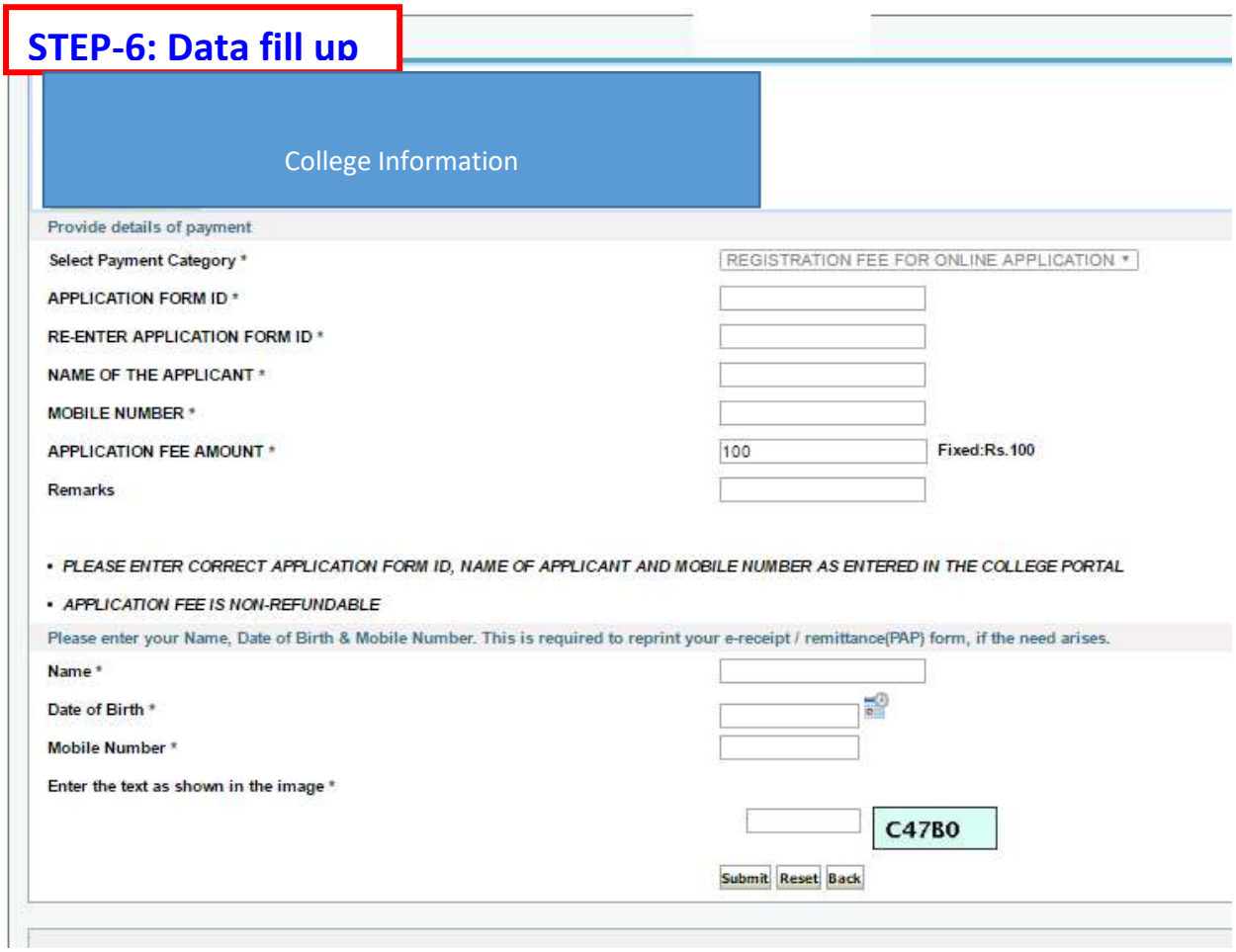
STEP-3: Selection of College Name



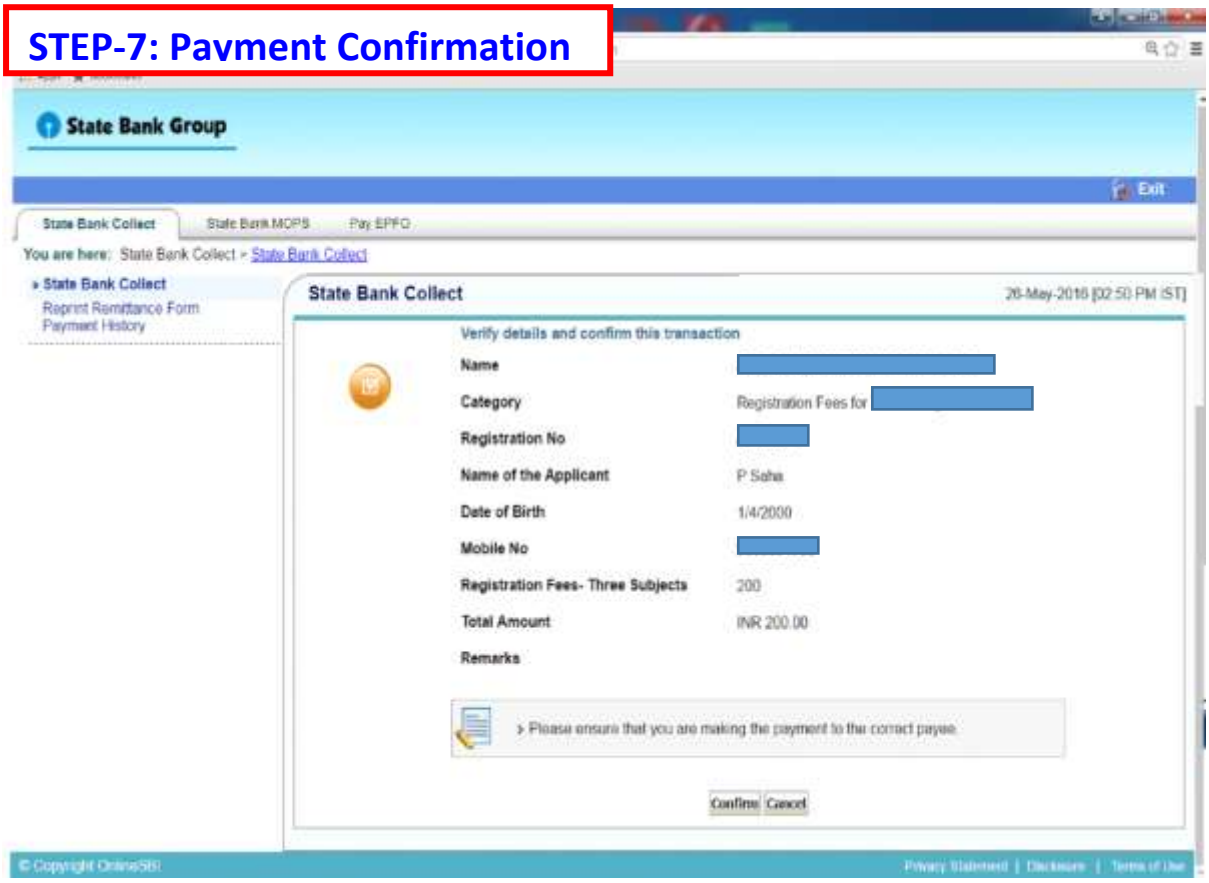
STEP-4: Selection of Payment category and Select Admission Fee



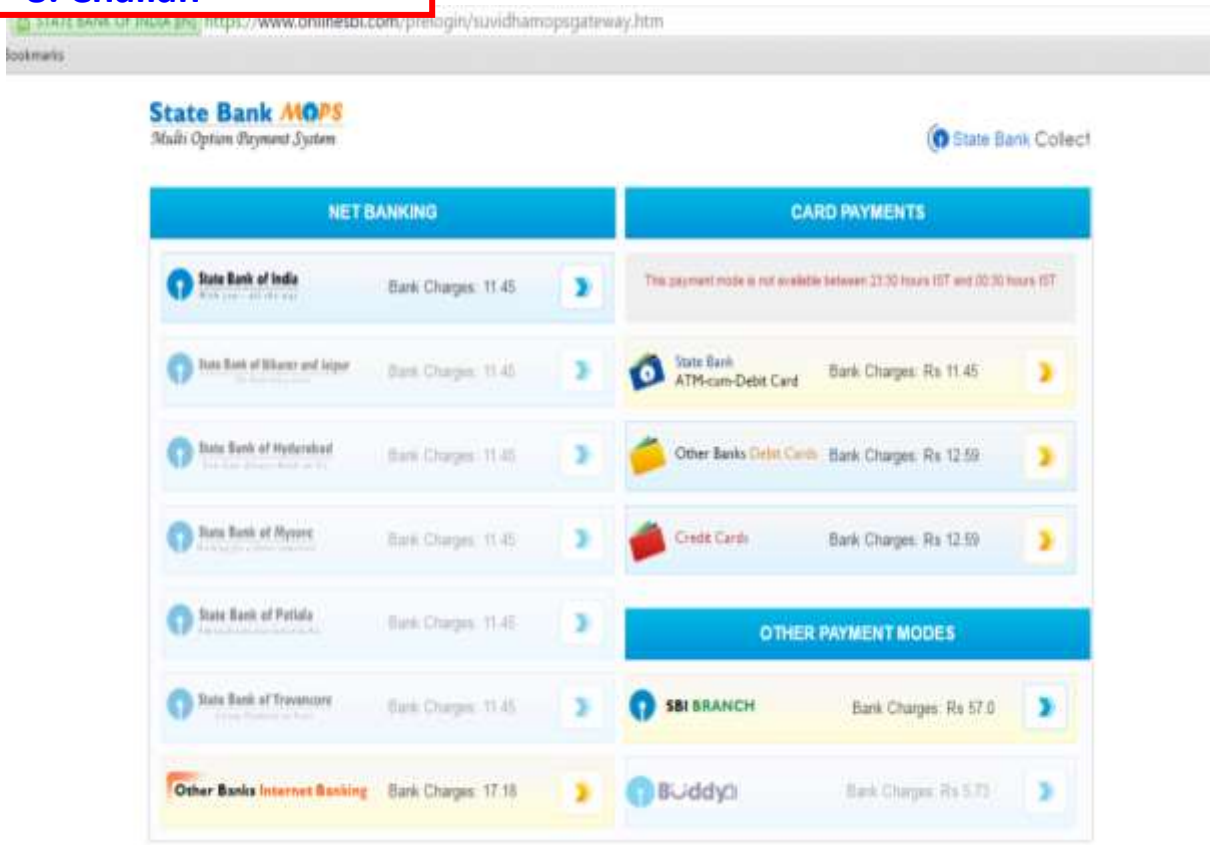
STEP-6: Data fill up



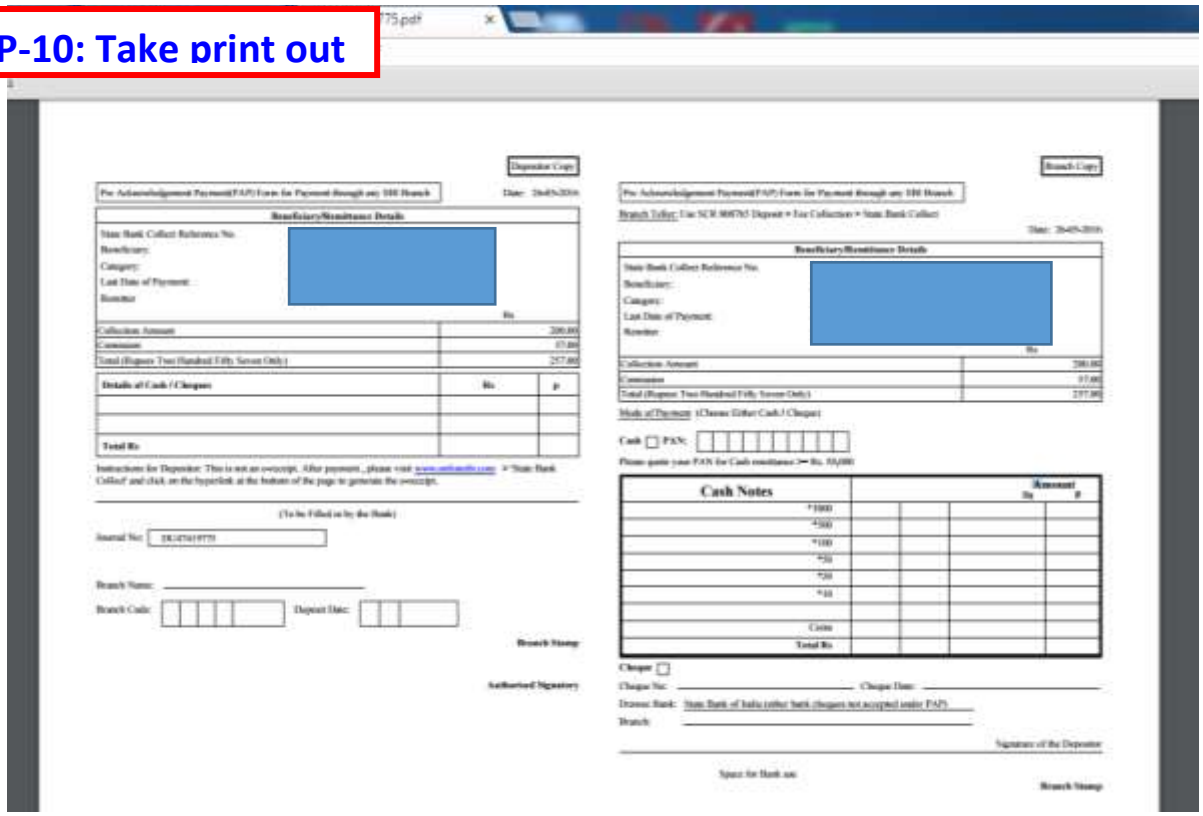
STEP-7: Payment Confirmation



STEP-8: Challan



STEP-9: Bank Challan Download

Click here for downloading of Bank challan

STEP-10: Take print out