



# Online Admission System

Candidates' Manual

**Online Admission System**

**(NEP Based)**

**Candidate's Interface**

**Manual**



# Online Admission System

## Candidates' 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**, **Microsoft Edge** or **Mozilla Firefox** for best experience.

The screenshot shows the top navigation bar with a college name field (a), a logo (b), and contact information (c). Below the navigation bar is a section for 'Important Instructions For Candidates Before Applying Online' containing 'Eligibility Criteria' and 'Important points to note before beginning with the application procedure' (d). On the right side, there are buttons for 'Register', 'Login', 'Get Registration SMS', and 'How To Apply' (e), along with a 'GET IT ON Google Play' button. The footer contains links for 'Terms and Conditions', 'Privacy Policy', 'Payment Policy', and 'Disclaimer', and a 'DEVELOPED BY TECHNO DG.COM' logo.

CATEGORY	MARKS IN SUBJECT	AGGREGATE
GENERAL (UNRESERVED) / OBC-A / OBC-B	45%	50%
SC / ST	40%	40%

- a) College Name
- b) Eligibility Criteria details & Notices etc.
- c) Helpline Contacts
- d) New Candidates Registration/Application button
- e) Applied Candidates Log in button

### How to Apply ?

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





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### Registration Step 1 of 5 : Basic Details & Eligibility Check

1) To begin the online registration process please Select the Course and Category from the dropdown lists.

**Application for Under Graduate Courses**

**Course Details**

Select Course (\*)  Caste (\*)  ABC ID [Register at <https://abc.gov.in>]

**Applicant Basic Details**

Applicant Name (As per 10+2 Marksheet) (\*)  Mobile Number (\*)  Date of Birth [As per Board Document] (\*)

**Applicant 10+2 Details**

Board Name(\*)  Registration Number (\*)

Passing Year (\*)  Admit Card Roll (\*)

**10+2 Subject Marks (As per Marksheet)**

10+2 Subjects	Total Marks	Marks Obtained
ENGLISH <input type="text" value=""/>	100 <input type="text" value=""/>	Obtained Marks <input type="text" value=""/>
Select <input type="text" value=""/>	Full Marks <input type="text" value=""/>	Obtained Marks <input type="text" value=""/>
Select <input type="text" value=""/>	Full Marks <input type="text" value=""/>	Obtained Marks <input type="text" value=""/>
Select <input type="text" value=""/>	Full Marks <input type="text" value=""/>	Obtained Marks <input type="text" value=""/>
Select <input type="text" value=""/>	Full Marks <input type="text" value=""/>	Obtained Marks <input type="text" value=""/>

**Marks in ENVIRONMENTAL STUDIES / SCIENCE OPTIONAL is not mandatory and not applied in merit calculation**

ENVIRONMENTAL STUDIES / SCIENCE OPTIONAL  Full Marks in  Obtained Marks

\* The aggregate percentage of the best four subjects will be considered.

**Select Subjects You want to Apply**

- 2) Next provide the Applicant's Basic Details to register.
  - a. Name
  - b. Mobile
  - c. Date of Birth
- 3) Provide Academic Details
- 4) Provide Class 10+2 Marks as per Marksheet



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- 5) The Major Subject preference options shall be listed as per the eligibility and marks criteria provided by the respective university/college. Select the desired Major Subject as per preference

Select Subjects You want to Apply

Major (Hons.) Subject 1st Preference	Major (Hons.) Subject 2nd Preference	Major (Hons.) Subject 3rd Preference
Select One	Select One	Select One

I undertake  
**DECLARATION BY THE STUDENT:**

1. All the information furnished by me in the online application portal are true as per my knowledge and belief.
2. All the documents uploaded by me during the application procedure are procured from the original.
3. I understand that any wrong information and/or testimonials provided by me may lead to the cancellation of my Admission.
4. I have read and understood the UGC Regulations on Curbing The Menace Of Ragging In Higher Educational Institutions as available in [antiragging.in](#)
5. Once admitted, I promise to abide by all the rules & regulations of Bidhannagar College and WBSU.

**NB :**

1. The system requires the candidates to upload the scanned/digital copies of the following: (Allowed File Types: .jpg, .png, .jpeg, .gif)
  - a. Passport size colour photo
  - b. Signature of the candidate
  - c. 10+2 Mark Sheet
  - d. Class 10 Admit Card
  - e. Category / Caste Certificate in case of Reserved category or EWS candidate
  - f. Medical Certificate of Differently Abled candidates
2. Incomplete form will be rejected.
3. Admission of a candidate will be canceled if any of statement is found incorrect or incomplete.
4. All notice regarding admissions will be displayed in the College Notice Board and also will be available in the College website

Submit Details

- 6) Confirm the Undertaking and click on the “Submit Details” button to initiate the application. The confirmation message will be displayed and intimation over SMS shall be processed.

Application for Under Graduate Courses

**Registration Successful.** Dear candidate your application is initiated at ABC College Online Admission System.

Your Application Number is : **AA23BAXXX**  
Date of Birth is: **X-XXX-XXXX**

Please use this details to [log-in](#), [complete the steps](#) and [submit the application](#) for further processes & verifications. Any communication must include the **Application Number** for proper assistance.

Student Login to Complete Application    Go the Admission Portal

The candidate may click on the “Student Login” button to continue the application process.

Login with User ID and Date of Birth

Registration No.  
APPLICATION NO

Date Of Birth  
Date of Birth

eight + 6 = ?  
Solve the Problem

Login    Reset



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### Registration Step 2 of 5 : Personal Details

Personal Details ? Subject Details ? Documents Upload ? Finalize & Submit ?

**Step 1 : Personal Details** Logout

Candidate : XXXXXXXXXXXX Application No : AA23BAXXXX

Course: BA Course Type: 4 YEAR UNDER GRADUATE PROGRAMME

Applicant Name: asdasdasd \*

ABC ID: ABC ID *	DigiLocker ID: DigiLocker ID *	Applicant's Aadhaar No.: Aadhaar No. *
Applicant's Email ID: email address *	Applicant's Mobile No.: 7895689565 *	Date Of Birth: 1-May-2009 *
Father's Name: Father's Name *	Father's Occupation: Father's Occupation *	Father's Highest Qualification: -- Select One -- *
Mother's Name: Mother's Name *	Mother's Occupation: Mother's Occupation *	Mother's Highest Qualification: -- Select One -- *
Father's Aadhaar No.: Father's Aadhaar No.	Mother's Aadhaar No.: Mother's Aadhaar No.	Annual Family Income: Select *
Guardian's Name: Guardian's Name *	Guardian's Contact No: Phone :0123456789 *	Guardian's Email ID: email address
Relationship with Guardian: -- Select One-- *		

- 1) After logging in successfully, the personal details entry screen is presented. Please enter the required details appropriately pertaining to the following
  - a. Student's Contact Details
  - b. Aadhaar Details
  - c. Parent's & Family Details
  - d. Guardian's Details

The data collected from the basic details are already populated.

Please note all the fields marked with \* are compulsory





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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]**

- 2) 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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### 3) Applicant's Other Details

Applicant Other Details

<b>Gender</b> Select Gender ▼ +	<b>Blood Group</b> Select Blood Group ▼ +	<b>Marital Status</b> Select ▼ +
<b>Religion</b> Select ▼ +	<b>Mother Tongue</b> Select ▼ +	<b>Nationality</b> Indian ▼ +
<b>Economic Status</b> Select ▼	<b>Other Specification</b> Select ▼	<b>Physically Challenged</b> No ▼

Tea Garden Residence

**One way approx. distance from residence to college**

Distance	In Kms.
----------	---------

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 menace of ragging in higher educational institution.
- 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 :**

- Admission of a candidate will be canceled if any of statement is found incorrect. Incomplete form will be rejected.
- Students must select one Elective subjects combination and two Compulsory subject options.
- Students should not select similar subjects between the Elective and Compulsory Subjects. For eg: if your Elective subjects combination has "English" then you cannot opt for "English" in Compulsory Subject options.
- The selection of the preferred subjects may be changed during the personal verification phase at the college.

- 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 are a 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 "Specially Abled" OR "Physically Challenged" Status [YES/NO]
  - i. If you are a "Specially Abled" OR "Physically Challenged" person then you must put your respective Certificate number for verification.
  - ii. Select the type of Disability from the list provided
- x) 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.
- xi) Click on "**UPDATE**" to save and proceed.



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### Registration Step 2 of 5 : Re-confirm Academic Details & Subject Selection

**Step 2 : Subject Details** Logout

Candidate : DAFDFDSF Application No : BN23BA0055

Applicant Academic Details

**Last School Attended**  \* **Board**  \* **Passing Year**

**Stream**  \* **10+2 Roll No.**  \* **10+2 Registration No.**  \*

**Category**  \*

- 1) Provide the remaining academic details of Class 10+2
  - a. Name of School last attended
  - b. Stream
  - c. Roll No.
  - d. Registration No.
- 2) Category is already selected from the Basic details

#### Course & Subject Selection (NEP Based)

- a) As previously completed in the Basic Details (Step 1), 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.
- b) Select your desired NEP based Major Course 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 NEP Major subjects. Please verify and select your preferences again.

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

Subject	Total Marks	Marks Obtained
ENGLISH * <input type="text"/>	100 * <input type="text"/>	80 * <input type="text"/>
HISTORY * <input type="text"/>	100 * <input type="text"/>	80 * <input type="text"/>
BENGALI * <input type="text"/>	100 * <input type="text"/>	80 * <input type="text"/>
PHILOSOPHY * <input type="text"/>	100 * <input type="text"/>	80 * <input type="text"/>
GEOGRAPHY * <input type="text"/>	100 * <input type="text"/>	80 * <input type="text"/>





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The previously selected/newly populated Major subjects as per the marks provided earlier/revised will be available.

Select Major (Hons.) Course You want to Apply

1st Preference

Select 1st Preference

2nd Preference

Select 2nd Preference

3rd Preference

Select 3rd Preference

\* The aggregate percentage of the best FOUR subjects will be considered.

As per the subject availability, the subjects offered by the college related to the selected Major Subjects will be populated under various heads. Select the preferred subject option.

1st Preference (Major)	2nd Preference (Major)	3rd Preference (Major)
<input type="text" value="ECONOMICS"/>	<input type="text" value="ECONOMICS"/>	<input type="text" value="ECONOMICS"/>
Minor A Sem 1, 2 & 7 <input type="text" value="Select One"/>	Minor A Sem 1, 2 & 7 <input type="text" value="Select One"/>	Minor A Sem 1, 2 & 7 <input type="text" value="Select One"/>
Minor B Sem 3, 4 & 8 <input type="text" value="Select One"/>	Minor B Sem 3, 4 & 8 <input type="text" value="Select One"/>	Minor B Sem 3, 4 & 8 <input type="text" value="Select One"/>
AEC 1 Sem 1 <input type="text" value="Select One"/>	AEC 1 Sem 1 <input type="text" value="Select One"/>	AEC 1 Sem 1 <input type="text" value="Select One"/>
AEC 2 Sem 2 <input type="text" value="ENGLISH"/>	AEC 2 Sem 2 <input type="text" value="ENGLISH"/>	AEC 2 Sem 2 <input type="text" value="ENGLISH"/>
VAC 1 Sem 1 <input type="text" value="ENVIRONMENTAL STUDIES"/>	VAC 1 Sem 1 <input type="text" value="ENVIRONMENTAL STUDIES"/>	VAC 1 Sem 1 <input type="text" value="ENVIRONMENTAL STUDIES"/>
VAC 2 Sem 2 <input type="text" value="CONSTITUTION OF INDIA"/>	VAC 2 Sem 2 <input type="text" value="CONSTITUTION OF INDIA"/>	VAC 2 Sem 2 <input type="text" value="CONSTITUTION OF INDIA"/>

### Legends:

- Major: Core/Honours Subject
- Minor: Minor Subjects to select as per Major
- MDC: Multi-Disciplinary Course
- AEC: Ability Enhancement Course
- VAC: Value Added Course

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 4 of 5 : Documents Upload

Upload the necessary scanned images of the documents to attach with the application.

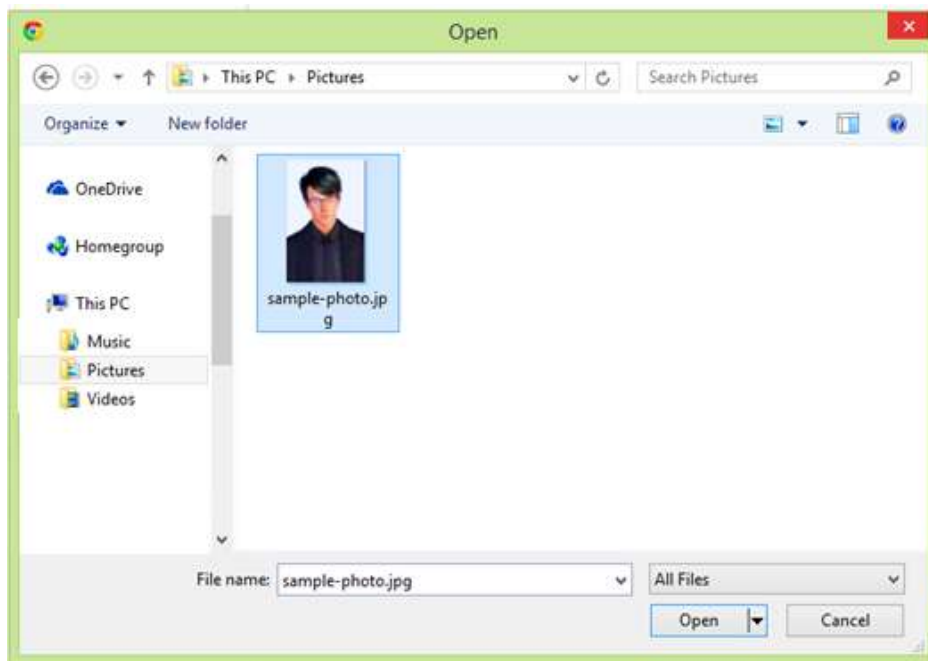
#### Step 3 : Documents Upload Logout

Candidate : XXXXXXXXXXXX Application No : XXXXXXXX

**Upload Restrictions :** File Types: (.jpg, .jpeg, .gif, .png) only || Each File Size: Not More than 250.00 KB  
Please choose file the click on Upload Button to upload your file

Upload Your Colour Photo	*	Choose File	No fil...hosen	Upload
Your Signature	*	Choose File	No fil...hosen	Upload
Class Xth Admit Card	*	Choose File	No fil...hosen	Upload
Class XIith Mark Sheet	*	Choose File	No fil...hosen	Upload
Own Caste Certificate in case of SC, ST and OBC candidates or Medical Certificate wherever applicable	*	Choose File	No fil...hosen	Upload

- 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.

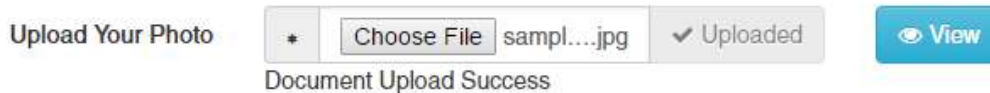




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- ii) Please navigate to the appropriate location and select the appropriate image of your passport sized photo and click Open. You may also double click on the image to select and open at once.
- iii) The select window shall close and the image shall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

## Registration Step 5 of 5: Finalization & Submission of Application

The Step 5 of registration provides option to process the FINALIZATION & CONFIRMATION of the application. Please double check all the details before confirmation.

**Step 4 : Finalize & Submit** Logout

Candidate : XXXXXXXXX Application No : AA23BA00XX

**Saved! Your form has been saved successfully.**  
Please check the details below & **"CONFIRM and SUBMIT"** the application now.

**Important Note :**

1. NO APPLICATION FEE IS REQUIRED
2. AFTER CONFIRM AND SUBMITTING YOUR APPLICATION, TAKE A PRINTOUT OF YOUR APPLICATION FORM

I have checked my application and would like to submit the same for applying for admission to Semester-I at Bidhannagar College.

**Confirm and Submit Application** →

Once the form is confirmed and following details would be LOCKED and may NOT be EDITED/RECTIFIED any further.

- 1) Applicant Name
- 2) Category
- 3) Class 10+2 Subject & Marks
- 4) NEP Subject Selections



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Once the application is confirmed and submitted, the Final Application form is ready for viewing and printing. Click on the “**Print Application Form**” button to print the application.

**👍 Congratulations! Your form has been finalized & submitted successfully.**

Please follow the website notices for next processes and login here to check the status of your application.

 **Print Application Form**



### ABC COLLEGE

Online Application For Admission to Semester-I (Session : 2023-2024)

Application No. :	AA23BAXXX	Application Date :	30/06/2023	 <i>Signature Here</i>
Course :	BA (4 YEAR UNDER GRADUATE PROGRAMME)			
Applicant's Name :	DAFDFDSF			
Applicant's Email :	sdafrsf@asdasd.com			
Applicant's Mobile :	9733733000	Applicant's Aadhaar :	7878787887	
Date of Birth :	01/05/2009	Gender :	MALE	

With the final submission & confirmation 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.