

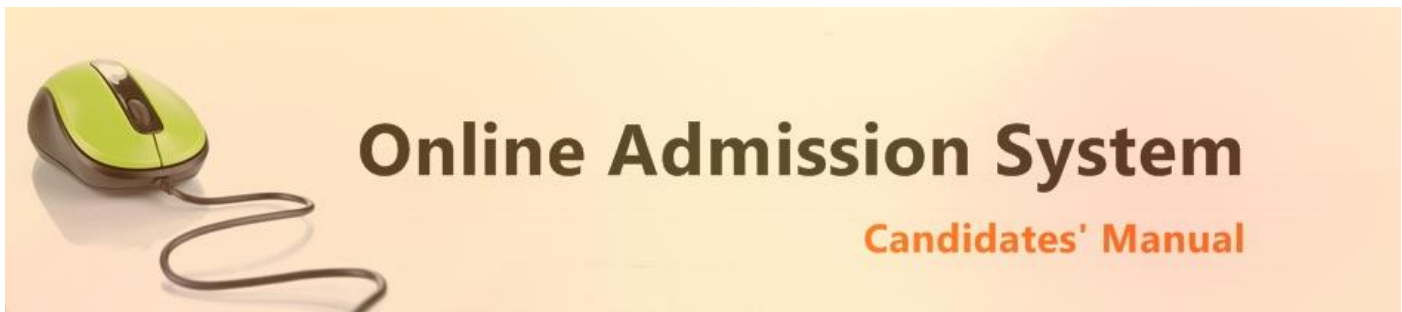


Online Admission System

Candidates' Manual

**Online Admission System
(New Education Policy Based)**

**Candidate's Interface
Manual**

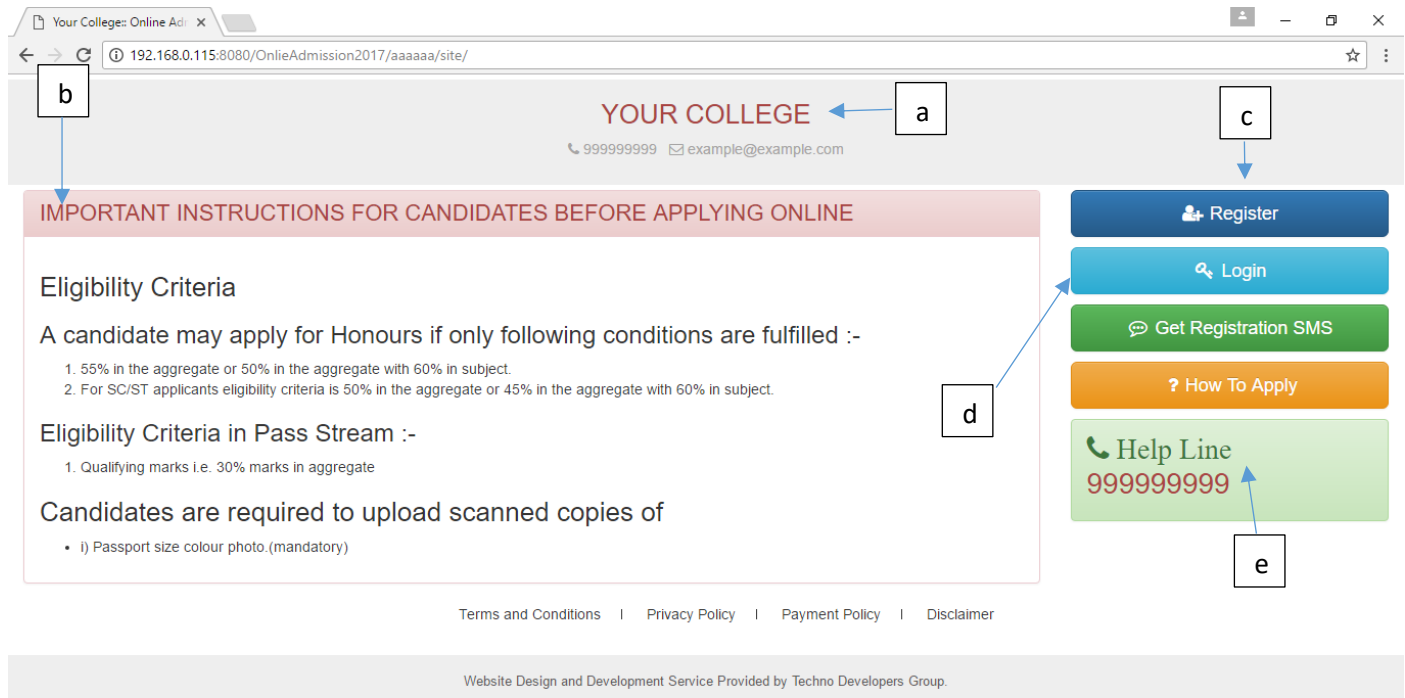


Steps to apply for admission through the Online Admission system

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.

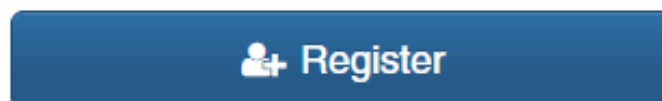
We recommend using latest and updated browsers like **Google Chrome** or **Mozilla Firefox** for best experience.

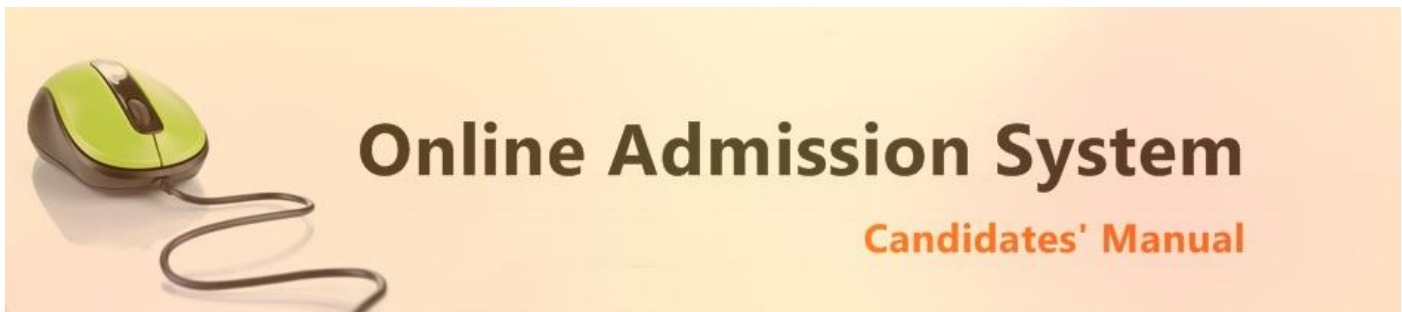


- a) College Name
- b) Eligibility Criteria details & notices etc.
- c) New Candidates Registration button
- d) Applied Candidates Log in button
- e) College Helpline contacts

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**

Step 1 : Personal Details

Vocational Board Candidates are Eligible for General courses only.

Course: BA | Course Type: GENERAL

Applicant Name: Your Name *

Father Name: Father's Name * | Mother's Name: Mother's Name * | Guardian Name: Guardian's Name *

Father's Occupation: Father's Occupation * | Mother's Occupation: Mother's Occupation * | Annual Family Income: Select *

Mobile No.: Mobile No. 9999999999 * | ** Your Registration confirmation SMS will be sent to this mobile number

Alternate Contact No: Phone :0123456789 | E-mail ID: email address | Date Of Birth: Date of Birth *

Aaddhar No.: Aaddhar No. | Bank Name: Bank Name | Bank Address: Bank Address

Bank Account No.: Bank Account No. | Bank IFSC Code: Bank IFSC Code | Bank MICR Code: Bank MICR Code

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

Please type in the following details properly

- Your Full Name
- Father's Name
- Mother's Name
- Guardian's Name (if any)
- Father's Occupation
- Mother's Occupation
- Annual Family Income
- 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.
- Alternate phone no. for contact
- Email address (if any): Email confirmation/notifications shall be sent to this email if provided
- 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 *			

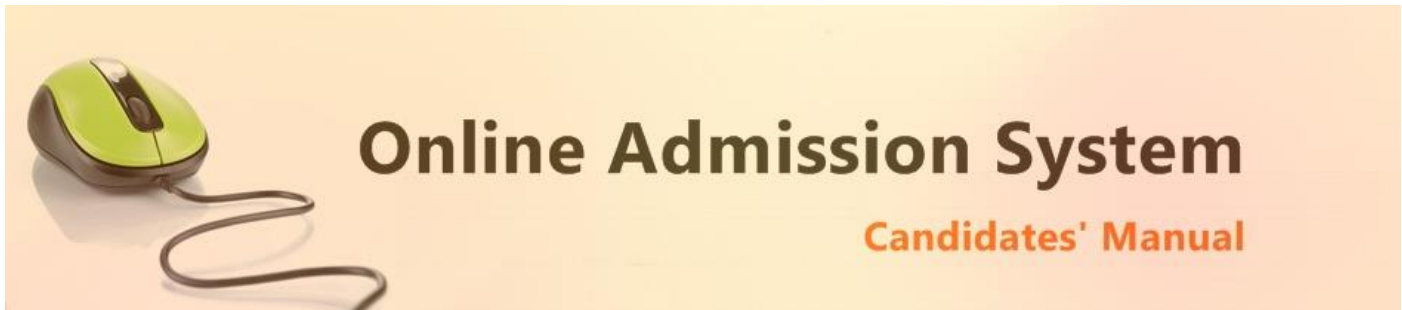
Permanent Address						<input checked="" type="checkbox"/> Same as Above
House No./Street *	P.O. *	Ward No.				
Village/Town *	Block	District *				
P.S. *	State *	PIN *				

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.

Same as Above



4) Applicant’s Other Details

Applicant Other Details

Gender <input type="text" value="Select Gender"/>	Blood Group <input type="text" value="Select Blood Group"/>	Marital Status <input type="text" value="Select"/>
Religion <input type="text" value="Select"/>	Mother Tongue <input type="text" value="Select"/>	Nationality <input type="text" value="Indian"/>
Economic Status <input type="text" value="Select"/>	Other Specification <input type="text" value="Select"/>	Physically Challenged <input type="text" value="No"/>

Tea Garden Residence

One way approx. distance from residence to college

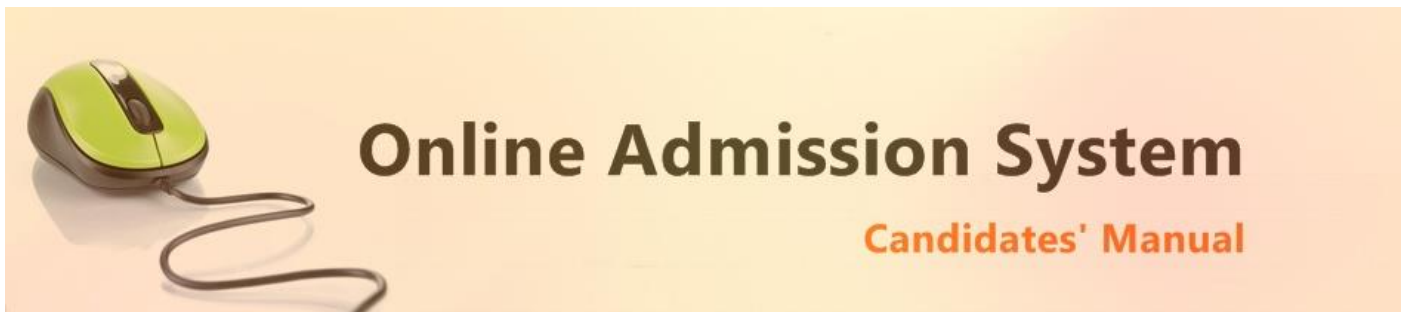
I undertake

- 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 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.



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Registration Step 2 of 4

Step 2 : Subject Details Logout

Candidate : NILADRY DEB Application No : TM163AG

Applicant Academic Details

Last School Attended: 10+2 School Name Board: Select Board Year Of Pass: Select

Stream: Select Stream 10+2 Roll No.: 10+2 Roll No 10+2 Registration No.: 10+2 Registration No

Category: Select Major Indian Language for Part III: Select

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

Subject	Total Marks	Marks Obtained
ENGLISH	100	Obtained Marks
Select	100	Obtained Marks
Select	100	Obtained Marks
Select	100	Obtained Marks
Select	100	Obtained Marks
Select	100	Obtained Marks

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

ENVIRONMENTAL STUDIES / SCIENCE Full Marks in Obtained Marks

Select Subjects/Course You want to Apply
The subject preferences can be modified till the payment for this application is complete.

- 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) Please provide your higher secondary examination marks appropriately as displayed in your marksheet.
- ix) Select the **Subject name** from the list, provide the **Total Marks** of the Examination and then the marks Obtained by the candidate appropriately.
- x) A few subjects may be preselected as mandatory subjects for the course selected.
- xi) **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.**
- xii) 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.



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Course & Faculty Selection (NEP Based)

- Based on the 10+2 (HS) marks provided and the criteria set by the respective colleges & universities, the Faculty/Course/Stream options where the candidate is eligible to apply for admission shall be populated.
- Select your desired Course/Faculty accordingly.
- Select the desired Major Subjects & Co-curricular Subjects which will be populated as per the selected Course/Faculty.

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

Select Course/Faculty

-- Select One --	
Major Subject 1	1st to 6th Sem
Select One	▼
Major Subject 2	1st to 6th Sem
Select One	▼
Major Subject 3	1st to 4th Sem
Select One	▼
Co-Curricular Subject	1st Sem
Select One	▼
Co-Curricular Subject	2nd Sem
Select One	▼

SUBJECT SELECTION:

The students shortlisted for admission will have to select their Minor & Vocational subjects under the following heads as per the availability of seats before processing their admission fee.

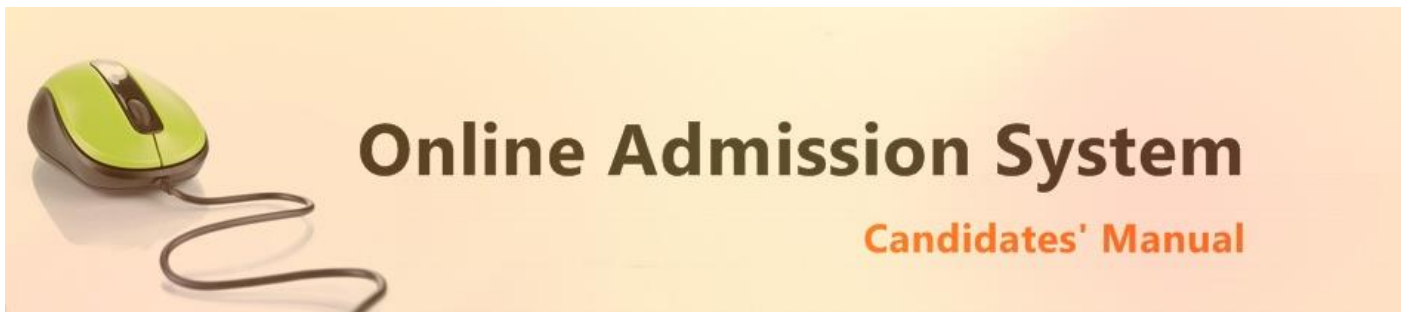
- Minor Elective Subject
- Vocational Subject

No changes in subject selection will be entertained once the subject selection is finalized and admission fee is paid by the students.

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

SUBMIT

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

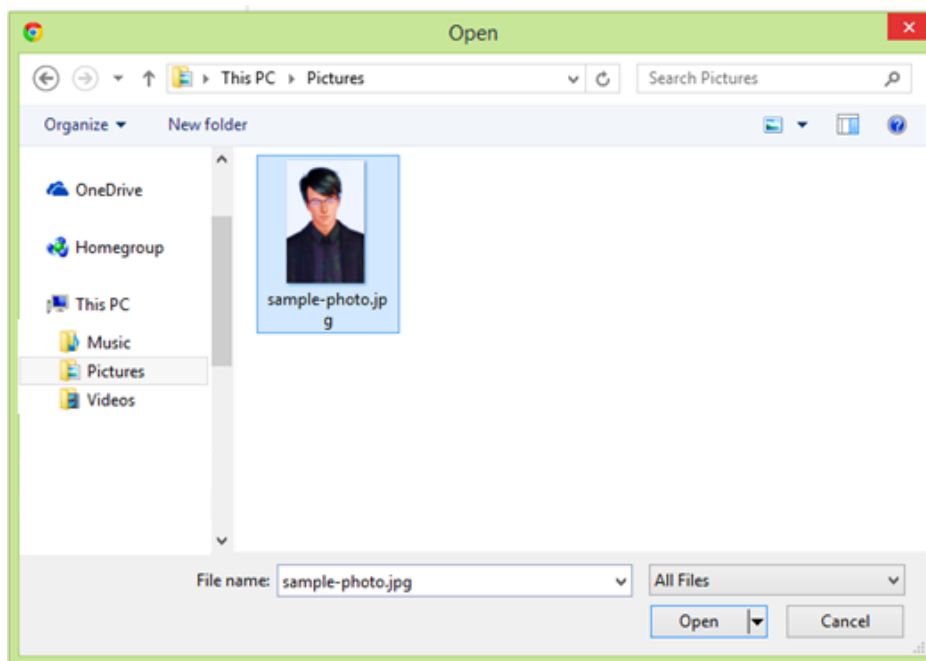
i केवल स्कैन किये हुए डाक्यूमेंट्स ही अपलोड करें। मोबाइल से फोटो खींचे हुए डाक्यूमेंट्स को अपलोड करना सर्वथा मना है। ऐसे प्रवेश प्रार्थनापत्र अयोग्य माने जाएंगे। (प्रत्येक दस्तावेज़ के लिए न्यूनतम. चौड़ाई 800 पिक्सेल)

Upload Restrictions : File Types: (.jpg, .jpeg, .gif, .png) only || Each File Size: Not More than 200.00 KB
Please choose file the click on Upload Button to upload your file.

Upload Your Colour Photo	* Choose File No fil...chosen	Upload	View
Upload Your Signature Image	* Choose File No fil...chosen	Upload	
Parent's Signature	* Choose File No fil...chosen	Upload	
Class 10th Certificate	* Choose File No fil...chosen	Upload	
Upload Your 10+2 Marksheet	* Choose File No fil...chosen	Upload	
Caste Certificate	* Choose File No fil...chosen	Upload	
Candidate's Aadhaar	* Choose File No fil...chosen	Upload	
University Registration Certificate	* Choose File No fil...chosen	Upload	

← Submit

- 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.



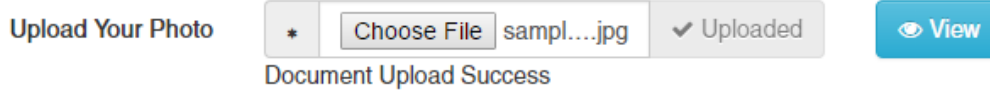
- ii) Please navigate to the appropriate location and select the appropriate image of your passport sized photo and click Open. You may also double click on the image to select and open at once.



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- 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 the “**Submit**” button to save and proceed.

Registration Step 4 of 4

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

i प्रवेश शुल्क ऑनलाइन जमा करने के पश्चात् भरे हुए फार्म, तथा प्रवेश शुल्क रसीद का प्रिंट लेकर महाविद्यालय में जमा करना अनिवार्य है। बिना फार्म को महाविद्यालय में जमा किये प्रवेश वैध नहीं मन जायेगा।

👍 Congratulations! Your form has been saved.

Please review the details below & Finalize to submit.

Finalize & Submit Application

Important Note :

1. The application will no longer be editable once finalized.
2. Please check the form below and review the details properly before finalizing.
3. Please follow the process of submission as mentioned in the finalized form.

Application Fee :

Rs. ~~15000~~

Payment Status :

✓ Paid

Transaction ID : 11000000241674

Payment Date & Time : 2022-07-02 17:36:07

Print Receipt

Important Note: Take the print out of your finalized application and all the receipts for further processes.



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With the application being “**Finalized**” 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, Counselling, Admission 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.