



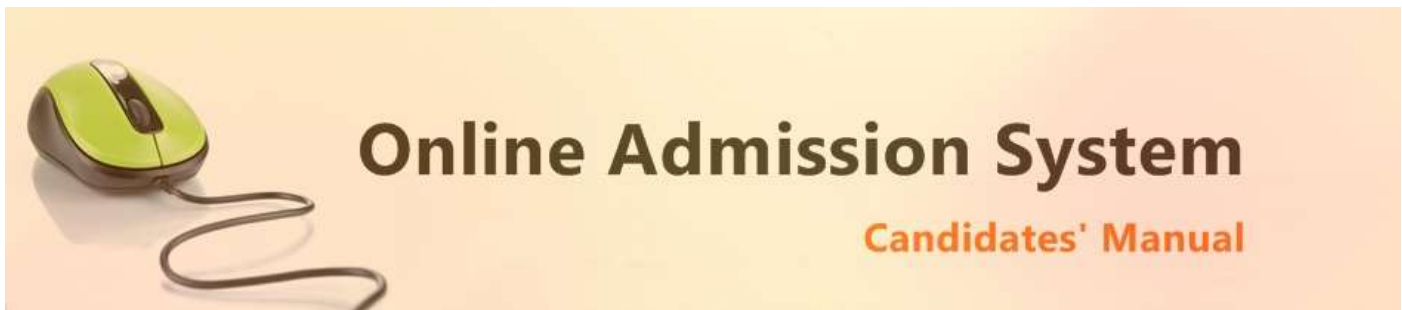
# Online Admission System

Candidates' Manual

**Online Admission System**

**Candidate's Interface**

**Manual**

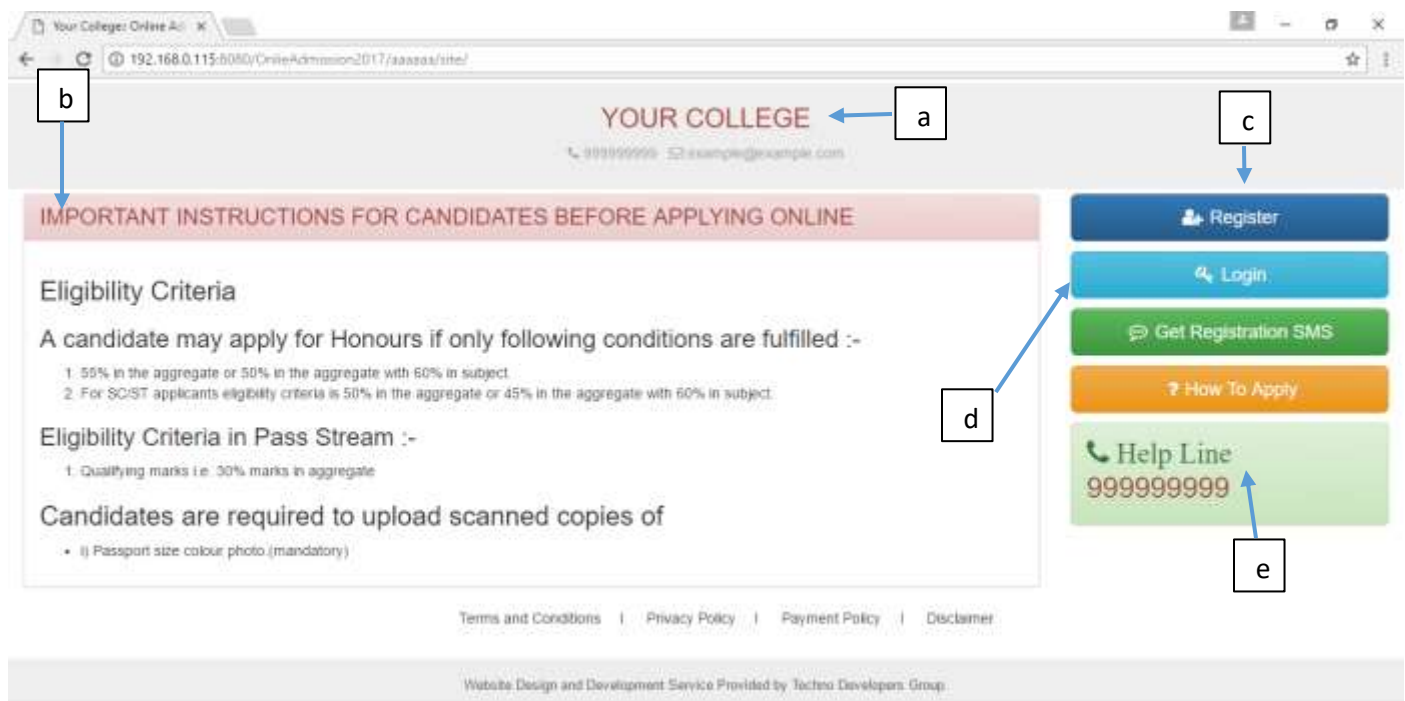


## Steps to apply for admission through the Online Admission system

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





# Online Admission System

## Candidates' Manual

### 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

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

Aadhar No.: Aadhar 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

- 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



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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      | * |  |  |  |

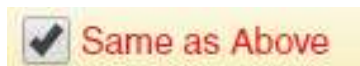
  

| Permanent Address |   |       |   |          |   |  |  |  | <input checked="" type="checkbox"/> Same as Above |
|-------------------|---|-------|---|----------|---|--|--|--|---|
| House No./Street  | * | P.O   | * | Ward No. |   |  |  |  |   |
| Village/Town      | * | Block |   | District | * |  |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





# Online Admission System

## Candidates' Manual

### 4) Applicant's Other Details

Applicant Other Details

**Gender**  
Select Gender \* ▾

**Blood Group**  
Select Blood Group \* ▾

**Marital Status**  
Select \* ▾

**Religion**  
Select \* ▾

**Mother Tongue**  
Select \* ▾

**Nationality**  
Indian \* ▾

**Economic Status**  
Select \* ▾

**Other Specification**  
Select \* ▾

**Physically Challenged**  
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 :**

1. Admission of a candidate will be canceled if any of statement is found incorrect. Incomplete form will be rejected.
2. Students must select one Elective subjects combination and two Compulsory subject options.
3. 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" as Compulsory Subject options.
4. The selection of the preferred subjects may be changed during the personal verification phase at the college.

- 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 are a recognised sports person, in case of sports person the institute may ask for a physical certificate issued by Govt./Renowned sports authority.]
- 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.
- If you are a Residence of Tea garden then Tick on Check box, and declare the Name of Tea Garden
- 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.



# Online Admission System

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### 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.



# Online Admission System

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### Course & Subject Selection

- 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.
- 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.

Select Subjects/Course You want to Apply

The subject preferences can be modified till the payment for this application is complete.

#### 1st Preference

|                       |             |
|-----------------------|-------------|
| BENGALI               |             |
| GE1                   | Sem 1 and 2 |
| GEOGRAPHY             |             |
| GE2                   | Sem 3 and 4 |
| ECONOMICS             |             |
| AECC1                 | Sem 1       |
| ENVIRONMENTAL STUDIES |             |
| AECC2                 | Sem 2       |
| ENGLISH               |             |

#### 2nd Preference

|                       |             |
|-----------------------|-------------|
| ENGLISH               |             |
| GE1                   | Sem 1 and 2 |
| GEOGRAPHY             |             |
| GE2                   | Sem 2 and 3 |
| ECONOMICS             |             |
| AECC1                 | Sem 1       |
| ENVIRONMENTAL STUDIES |             |
| AECC2                 | Sem 2       |
| ENGLISH               |             |

#### 3rd Preference

|                       |             |
|-----------------------|-------------|
| HISTORY               |             |
| GE1                   | Sem 1 and 2 |
| GEOGRAPHY             |             |
| GE2                   | Sem 2 and 3 |
| ECONOMICS             |             |
| AECC1                 | Sem 1       |
| ENVIRONMENTAL STUDIES |             |
| AECC2                 | Sem 2       |
| 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

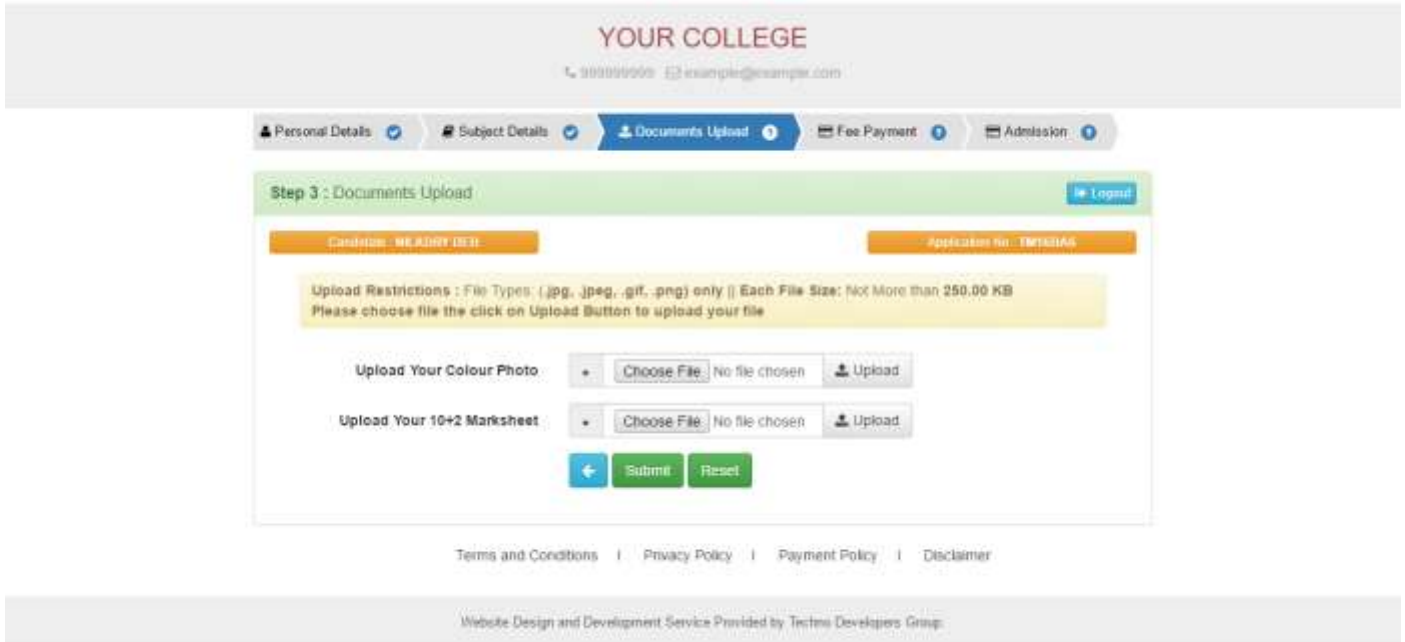
Documents upload section



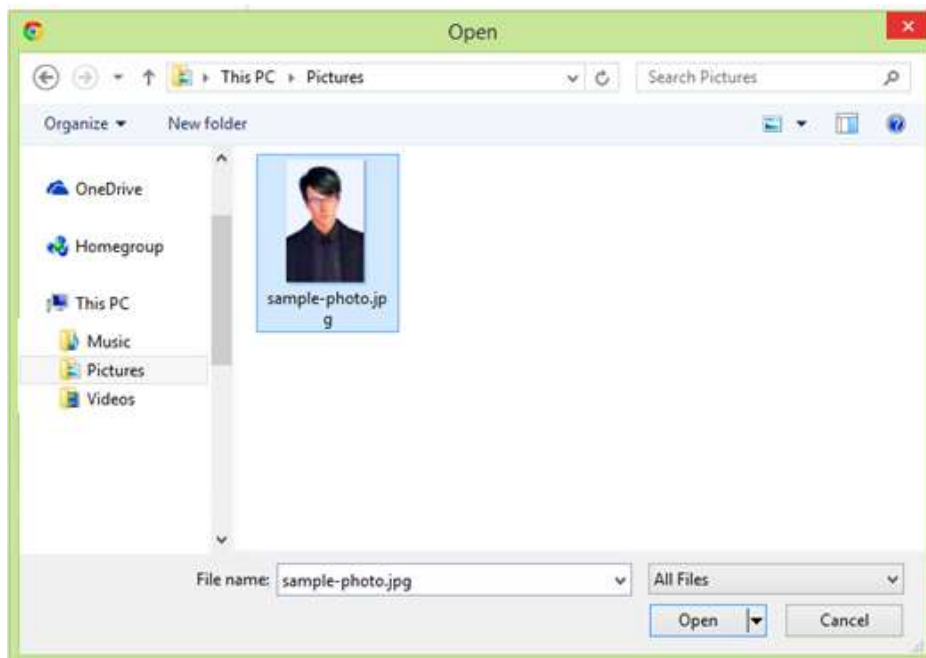


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- i) To upload your photo please ensure that you have the soft copy of the photo already stored on your PC. Click on the “Choose File” or “Browse” button to explore your PC.



- 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.





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Upload Your Photo

\* Choose File sampl...jpg ✓ Uploaded

View

Document Upload Success

### 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.

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.

**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.