



Online Admission System

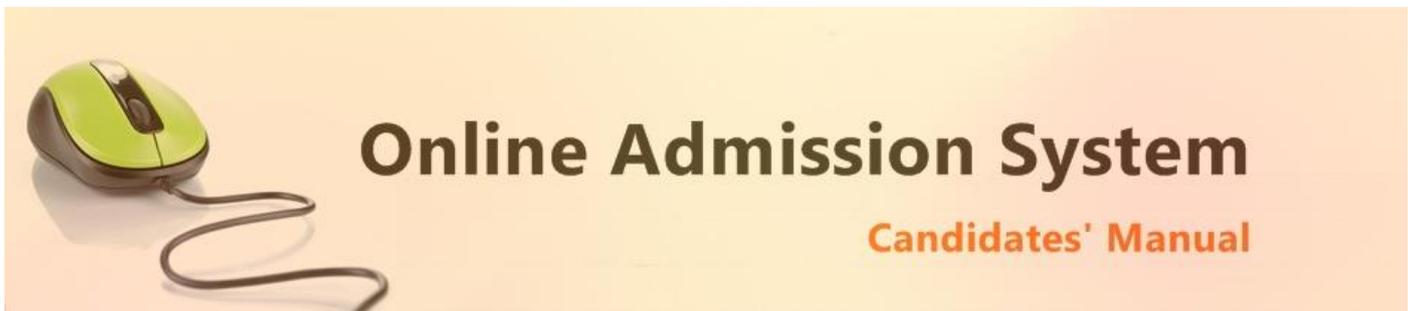
Candidates' Manual

Online Admission System

(CBCS Based)

Candidate's Interface

Manual

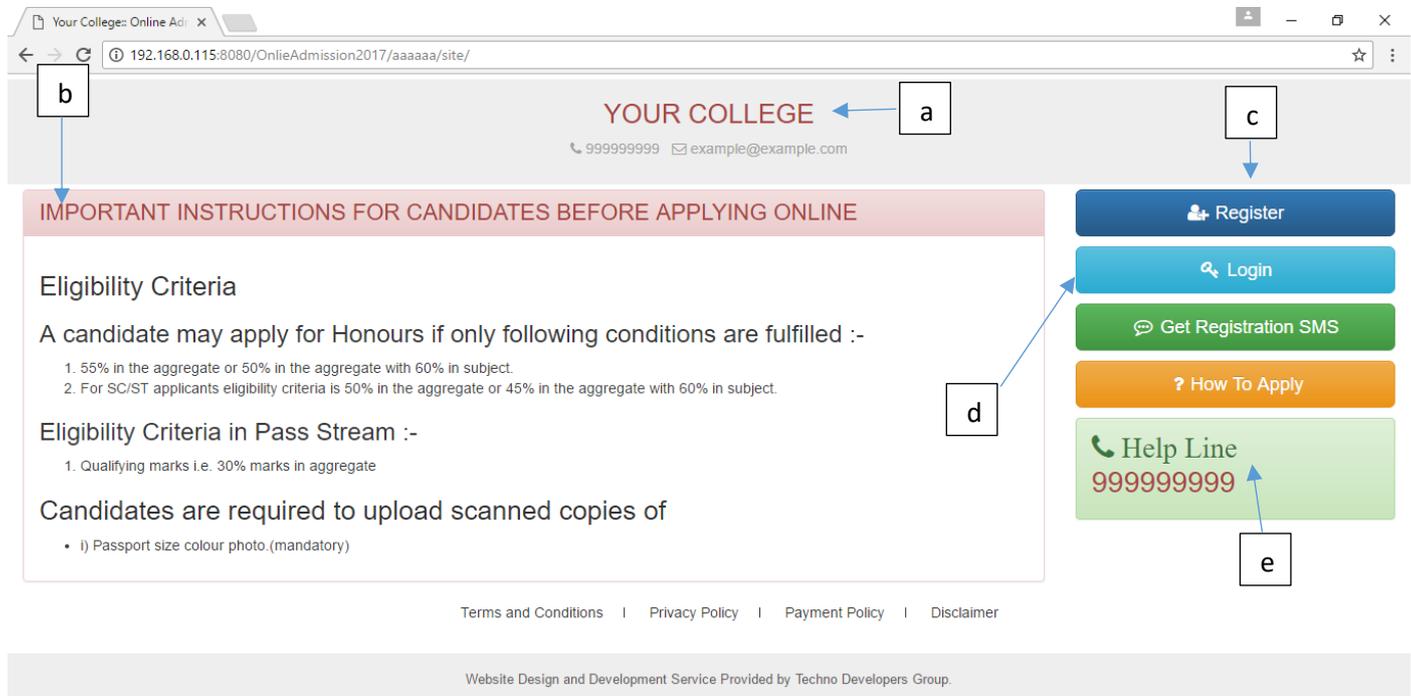


Steps to apply for admission through the Online Admission system

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.

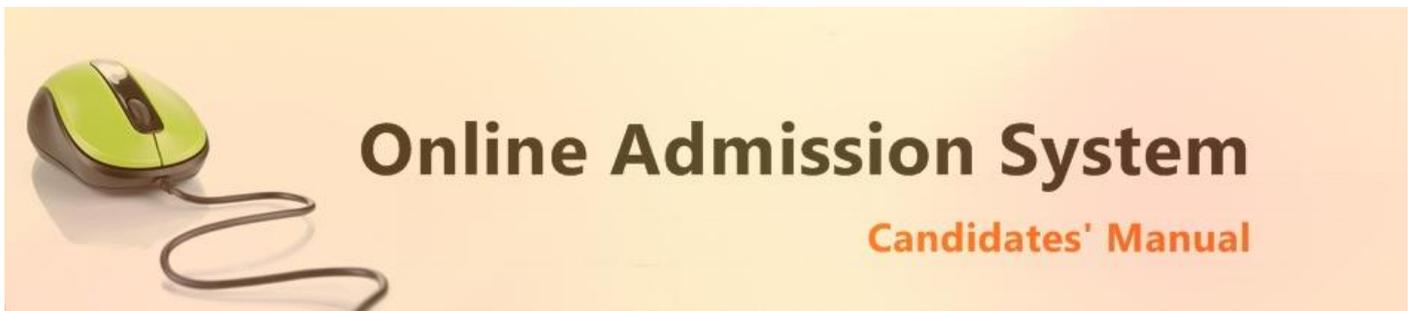


- a) College Name
- b) Eligibility Criteria details & notices etc.
- c) New Candidates Registration button
- d) Applied Candidates Log in button
- e) College Helpline contacts

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**

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

- 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 *			

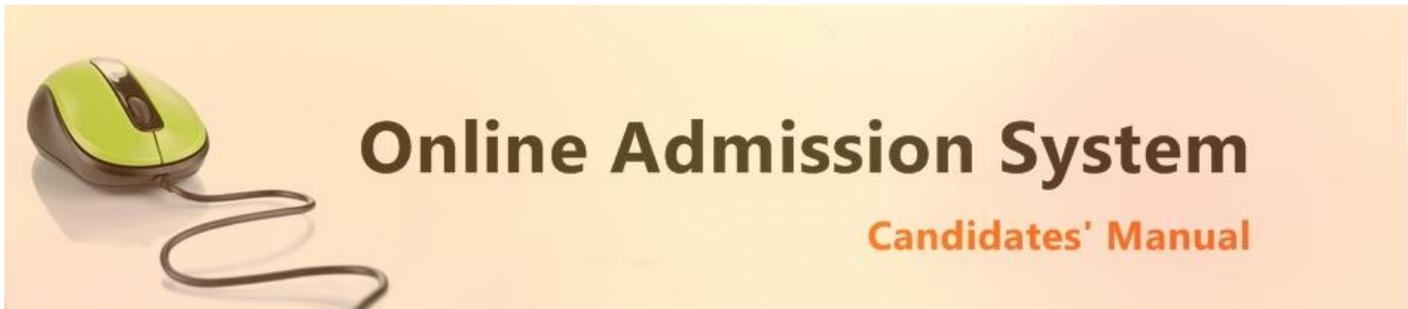
Permanent Address <input checked="" type="checkbox"/> Same as Above					
House No./Street *	P.O. *	Ward No.			
Village/Town *	Block	District *			
P.S. *	State *	PIN *			

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.

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

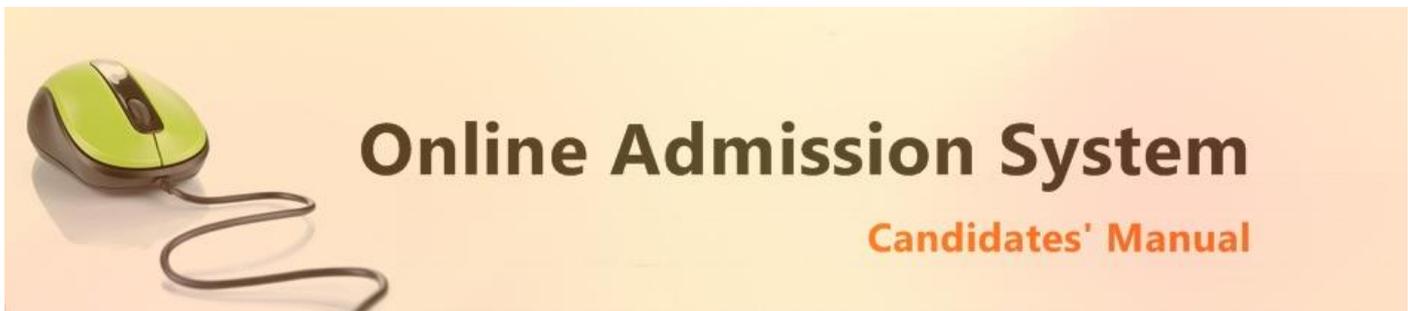
I undertake

- 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 mence of ragging in higher educational institution.
- To attend 75% of the classes to become eligible for appering 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

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

ENVIRONMENTAL STUDIES / SCIENCE	Full Marks in	Obtained Marks
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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) 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.



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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.

1st Preference	2nd Preference	3rd Preference
HISTORY	ENGLISH	GEOGRAPHY
GE1 Sem 1 and 2 ECONOMICS	GE1 Sem 1 and 2 NEPALI	GE1 Sem 1 and 2 ENGLISH
GE2 Sem 3 and 4 POLITICAL SCIENCE	GE2 Sem 3 and 4 PHILOSOPHY	GE2 Sem 3 and 4 POLITICAL SCIENCE
AECC1 Sem 1 ENVIRONMENTAL STUDIES	AECC1 Sem 1 ENVIRONMENTAL STUDIES	AECC1 Sem 1 ENVIRONMENTAL STUDIES
AECC2 Sem 2 ENGLISH	AECC2 Sem 2 ENGLISH	AECC2 Sem 2 HINDI

Program Course Preference

B.A. GEN

Select one Subject form each of the sections below.

DSC1	Sem 1 to 4	
GROUP 1	GROUP 2	GROUP 3

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

Step 3 : Documents Upload

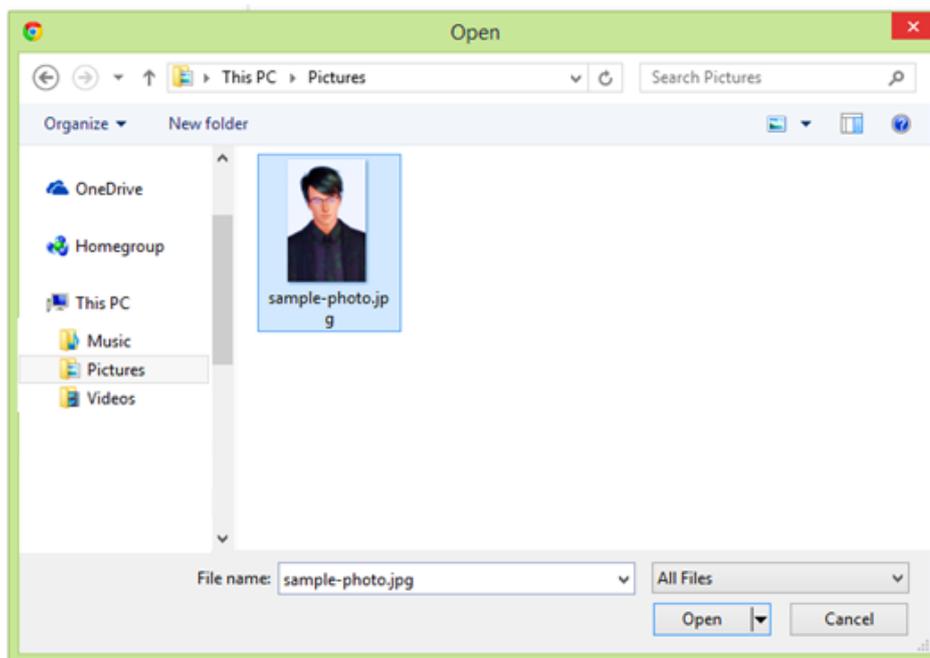
Logout

Candidate : XXXXXXXXXXXX Application No : XXXXXXXXX

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 Your Photo

* sampl...jpg Uploaded



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.



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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

BANK DEPOSIT

Your payment status shall be updated once verified by the concerned authorities.

Print Bank Challan

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.



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b) Bank Challan (OPTIONAL - IF AVAILABLE)

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.

BANK DEPOSIT

Your payment status shall be updated once verified by the concerned authorities.

Print Bank Challan

After depositing the amount in the bank, please upload your scanned copy of the deposit slip using your log in details at the website example.com for payment verification.

Upload your Bank Challan copy

Choose File No file chosen Upload

Print
Total: 1 sheet of paper

Print Cancel

Destination Hewlett-Packard HP Las...
Change...

Pages All
e.g. 1-5, 8, 11-13

Copies 1 + -

Layout Portrait

Options Simplify page

More settings

Print using system dialog... (Ctrl+Shift+P)

Allahabad Bank		Application No. KG16BA7825	Applicant's Copy
TEB (Application)		Bank Ref. No.	
A/C No. : 50280705889	Allahabad Bank	Date	
IFSC Code : ALLAD10813	MICR Code : 700010043		Amount (Rs)
Name : GAUTAM ROY		Application Fee :	50.00
Mobile No : 9999999999		Bank Charges :	20.00
Applied For : BAHONOURA BENGALLENGLISH/HISTORY		Total :	70.00
Depositor's Signature			Cashier's Signature

Allahabad Bank		Application No. KG16BA7825	College's Copy
TEB (Application)		Bank Ref. No.	
A/C No. : 50280705889	Allahabad Bank	Date	
IFSC Code : ALLAD10813	MICR Code : 700010043		Amount (Rs)
Name : GAUTAM ROY		Application Fee :	50.00
Mobile No : 9999999999		Bank Charges :	20.00
Applied For : BAHONOURA BENGALLENGLISH/HISTORY		Total :	70.00
Depositor's Signature			Cashier's Signature

Allahabad Bank		Application No. KG16BA7825	Bank's Copy
TEB (Application)		Bank Ref. No.	
A/C No. : 50280705889	Allahabad Bank	Date	
IFSC Code : ALLAD10813	MICR Code : 700010043		Amount (Rs)
Name : GAUTAM ROY		Application Fee :	50.00
Mobile No : 9999999999		Bank Charges :	20.00
Applied For : BAHONOURA BENGALLENGLISH/HISTORY		Total :	70.00
Depositor's Signature			Cashier's Signature

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.



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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

<input type="text" value="9999999999"/>	<input type="text" value="example@example.com"/>
<small>(Please correct if above is not the Billing Mobile Number)</small>	<small>(Please correct if above is not the Billing E-Mail ID)</small>

Payment Mode

- Saved Cards
- Credit Card
- Debit Card** >
- Net Banking

Debit Card Number*	<input type="text"/>	
Name on Card*	<input type="text"/>	
Card Expiry*	<input type="text" value="01"/> <input type="text" value="2015"/>	
CVV / CVV2*	<input type="text"/>	
<input type="checkbox"/> Save card for future use ?		

Transaction Charge: INR 0.66
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.

Go back to Student Portal

Bank Deposits (Optional If Available)

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.

Upload your Bank Challan copy

Choose File

No file chosen

Upload

Allahabad Bank		Application No. KG16BA7825	Applicant's Copy
TEBI (Application)		Bank Ref. No. _____	
A/C No. : 50280705869	Allahabad Bank	Date : _____	
IFSC Code : ALLA0210613	MICR Code : 700010043	Amount (Rs)	
Name : GAUTAM ROY	Application Fee :	50.00	
Mobile No : 9999999999	Bank Charges :	20.00	
Applied For : BAHonours BENGALLENGLISHHISTORY	Total :	70.00	
Depositor's Signature		Cashier's Signature	

Allahabad Bank		Application No. KG16BA7825	College's Copy
TEBI (Application)		Bank Ref. No. _____	
A/C No. : 50280705869	Allahabad Bank	Date : _____	
IFSC Code : ALLA0210613	MICR Code : 700010043	Amount (Rs)	
Name : GAUTAM ROY	Application Fee :	50.00	
Mobile No : 9999999999	Bank Charges :	20.00	
Applied For : BAHonours BENGALLENGLISHHISTORY	Total :	70.00	
Depositor's Signature		Cashier's Signature	

Allahabad Bank		Application No. KG16BA7825	Bank's Copy
TEBI (Application)		Bank Ref. No. _____	
A/C No. : 50280705869	Allahabad Bank	Date : _____	
IFSC Code : ALLA0210613	MICR Code : 700010043	Amount (Rs)	
Name : GAUTAM ROY	Application Fee :	50.00	
Mobile No : 9999999999	Bank Charges :	20.00	
Applied For : BAHonours BENGALLENGLISHHISTORY	Total :	70.00	
Depositor's Signature		Cashier's Signature	



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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.