



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



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IMPORTANT INSTRUCTIONS FOR CANDIDATES BEFORE APPLYING ONLINE

ELIGIBILITY CRITERIA :

A candidate may apply for M.A/M.Sc. if only following conditions are fulfilled:-

All Honours Graduates in relevant Subjects (only for graduated in 2015,2016,2017 academic sessions)

CANDIDATES ARE REQUIRED TO UPLOAD SCANNED COPIES OF

1. Passport size color photo.(mandatory)
2. Mark Sheet of Under Graduate Examinations(Mandatory)
3. 10+2 Mark Sheet
4. Class 10 Admit Card and Mark Sheet (Mandatory)
5. Caste Certificate for SC, ST, OBC-A, OBC-B. (Mandatory)
6. Medical Certificate for PH candidates (Mandatory)

SELECT COURSE

GO

Candidate Log In

How to apply?

- 1) To apply please start by selecting the Session & Course

SELECT COURSE

GO

Candidate Log In

SELECT COURSE
2018-2019-MA - BENGALI
2018-2019-MA - HISTORY
2018-2019-MA - SANSKRIT
2018-2019-MSC - ZOOLOGY

The admission opened to the Course & Session can be selected from the welcome screen's "Select Course" drop down.

- 2) Now click on the "Go" button to start the process of form filling.



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Registration Step 1 of 3

1) To begin the online registration process please provide the Applicant's Personal Details

APPLICANT DETAILS		Registration Step 1 of 3
YOUR NAME <input type="text"/>		
FATHER'S NAME <input type="text"/>	MOTHER'S NAME <input type="text"/>	GUARDIAN'S NAME <input type="text"/>
ADDRESS FOR COMMUNICATION <input type="text"/>		
9999999999 <input type="text"/>	PHONE :0123456789 <input type="text"/>	EMAIL ADDRESS <input type="text"/>
<small>** Your Registration confirmation SMS will be sent to this mobile number</small>		

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) Address for communication
- vi) 10 Digit Mobile No. : Your Registration confirmation SMS will be sent to this mobile number vii) Alternate phone no. for contact
- viii) Email address (if any): Email confirmation shall be sent to this email if provided Please

note all the fields marked with * are compulsory

2) Please provide your academic details of the previously passed examinations

QUALIFICATION DETAILS			
MADHYAMIK (10TH) <input type="text"/>	YEAR OF PASSING <input type="text"/>	TOTAL MARKS <input type="text"/>	MARKS OBTAIN <input type="text"/>
HIGHER SECONDARY (10+2) <input type="text"/>	YEAR OF PASSING <input type="text"/>	TOTAL MARKS <input type="text"/>	MARKS OBTAIN <input type="text"/>
GRADUATION (BA/BSC/BCOM) <input type="text"/>	YEAR OF PASSING <input type="text"/>	TOTAL MARKS <input type="text"/>	MARKS OBTAIN <input type="text"/>

GRADUATION DETAILS	
SELECT COLLEGE NAME <input type="text"/>	UNIVERSITY NAME <input type="text"/>
REGISTRATION NO <input type="text"/>	REGISTRATION YEAR <input type="text"/>

- i) Provide the year of passing Madhyamik (Class Xth) exam ii) Provide the Total Marks of your Madhyamik (Class Xth) board exam iii) Provide the



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APPLICANT OTHER DETAILS

DATE OF BIRTH <input type="text"/>	<input type="checkbox"/> *	SELECT GENDER <input type="text"/>	<input type="checkbox"/> *	SELECT MARITAL STATUS <input type="text"/>	<input type="checkbox"/> *
SELECT RELIGION <input type="text"/>	<input type="checkbox"/> *	SELECT QUOTA <input type="text"/>	<input type="checkbox"/> *	INDIAN <input type="text"/>	<input type="checkbox"/> *
OTHER SPECIFICATION <input type="text"/>	<input type="checkbox"/>	YES I WANT TO GET ADMISSION IN OPEN CATEGORY ALSO THROUGH ADMISSION TEST, IF NOT SELECTED ON THE BASIS OF MERIT.			

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE.

I UNDERTAKE

- TO ABIDE BY THE PROVISION OF THE ACT, STATUTES, ORDINANCES, REGULATIONS AND RULES OF THE UNIVERSITY FAILING WHICH THE UNIVERSITY MAY TAKE APPROPRIATE ACTION AGAINST ME.
- TO ABIDE BY THE PROVISIONS OF THE UGC REGULATIONS, 2009 ON CURBING THE MENGE 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 :

1. Self-attested copies of marks sheets must be attached along with the form. Incomplete form will be rejected.
2. Admission of a candidate will be canceled if any of statement is found incorrect.
3. All notice regarding admission will be hang up in the University Notice Board and also will be available in the University website (www.cbpbu.ac.in)
4. Any correspondence with the university must contain your valid registration number.

Please provide some other details like

- i) Date of Birth: The same shall be used as the password in the Candidate's Log in screen
- ii) Select your Gender
- iii) Select your Marital status
- iv) Select your Religion
- v) Select your Nationality
- vi) Select the Other Specification (if applicable)
- vii) Select your Caste Quota
- viii) Open category admission approval (optional)

5) Under Taking & Certify

<input checked="" type="checkbox"/>	I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE.
<input checked="" type="checkbox"/>	I UNDERTAKE

Please tick the above checkboxes to certify and undertake your application's details and accord.

6) Submit the form to complete Registration Step 1

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 Step 2.



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Registration Step 2 of 3

The second step of registration provides the applicant with the important information regarding the registration and also provides the options to upload the necessary scanned copies of the academic certificates and mark sheets of the applicant.


1) Registration Confirmation Details

APPLICANT DETAILS Registration Step 2 of 3

Registration No : 2015-2016-BA-11 ← a

Candidate Name : DEBANGSHU CHAKRABORTY ← b

Date Of Birth : 1-February-1999 ← c



- a) Registration No.: This is a unique number which shall be generated once the Step 1 of registration is successfully completed. The same shall be required at the time of Candidate's Log in. b) Candidate's Name
- c) Candidate's Date of Birth: The same shall be used at the time of Candidate's Log in to link and verify the registration for successful log in.

2) Upload Photo

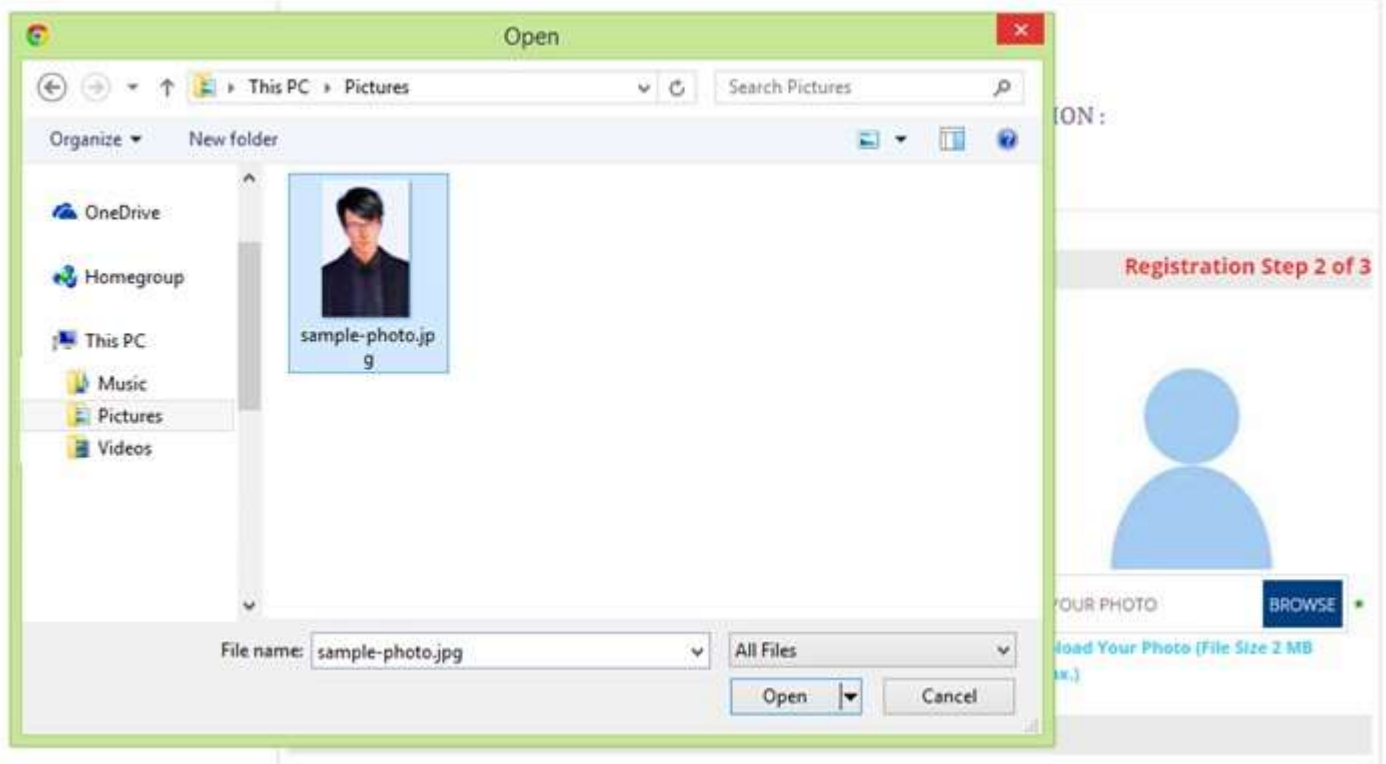


- i) To upload your photo please ensure that you have the soft copy of the photo already stored on your PC. Click on the "Browse" button to explore your PC.



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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 is displayed. It is ready to upload.

3) 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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UPLOAD YOUR DOCUMENTS

10 TH MARKS SHEET (FILE SIZE 100 KB MAX.)

BROWSE

[Upload Your 10 th Marks Sheet \(File Size 100 KB Max.\)](#)

10+2 MARKS SHEET (FILE SIZE 100 KB MAX.)

BROWSE

[Upload Your 10+2 Marks Sheet \(File Size 100 KB Max.\)](#)

COLLEGE FINAL MARKSHEET (FILE SIZE 100 KB MAX.)

BROWSE

[Upload Your College Final Marksheet \(File Size 100 KB Max.\)](#)

4) Uploading:

Once all the necessary images are selected please click on the Submit button to upload them all.

SUBMIT

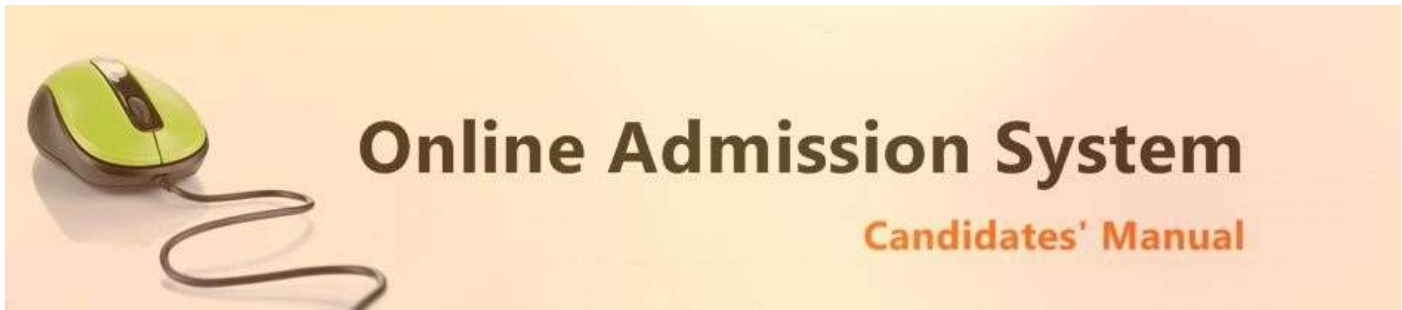
- 5) On successful upload the registration step 2 will be completed and the success message with all the provided details shall be displayed. The option to pay the registration fee shall be displayed now.

Congratulations! Your form has been submitted successfully

Note : Please select a payment option & take a print of your Registration Form by click on Print Button

Online Registration For Session : 2015-2016			
Registration No :	XXXXXXXXXX		
Course :	XXXXXXXXXX		
Subject Applied:	BENGALI		
Candidate Name :	DEBANGSHU CHAKRABORTY		
Father's Name :	D K CHAKRABORTY		
Mother's Name :	S CHAKRABORTY		
Guardian's Name :			
Address :	CITY CENTRE		
Mobile :	XXXXXXXXXX	Phone :	XXXXXXXXXX
Applicant Academic Details:			
XXXXXXXXXX			
XXXXXXXXXX			
Particulars	Year of Passing	Total Marks	Marks Obtained
Madhyamik (10th)	2013	500	400
Higher Secondary (HS)	2015	500	450
Higher Secondary Subject Details :			
Subjects	Total Marks	Marks Obtained	Percentage
BENGALI	100	80	80 %
ENGLISH	100	80	80 %
HISTORY	100	80	80 %


You may take a print out of the form for your reference. Also you may prefer to Log out and log in again as a Candidate to review and finalize the details before paying.



Registration Step 3 of 3

The last step of the registration involves the payment of registration fee.

Payment Status : Not Paid

Payment Options	Online Payment ▾ Online Payment Bank Deposit
Payable Amount : Rs.250.00	
Online Payments Please click on the "Pay Now" button below to process online payments through the following: <ul style="list-style-type: none">• Credit Cards• Debit Cards• Net Banking• Mobile Payments <div style="text-align: center;"></div> <p>Please note: You shall be redirected to the secured payment interface of "Atomtech Payment Gateway" and will return back to our website once the the payment is processed.</p>	

The Payment interface provides the option for the payment modes available. Please select your desired payment mode to find the details and instructions accordingly.

Online Payments

This option is selected by default and you 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.



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Payment Request Placed for INR 60.00 Transaction ID 2015-2016-BA-1

Billing Details

9999999999 example@example.com

(Please correct if above is not the Billing Mobile Number) (Please correct if above is not the Billing E-Mail ID)

Payment Mode

Saved Cards

Credit Card

Debit Card

Net Banking

Debit Card Number*

Name on Card*

Card Expiry*

CVV / CVV2*

Save card for future use [?](#)

Transaction Charge: INR 0.66
Service Tax: INR 0.08
Total Transaction Amount: INR 60.74

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.



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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.



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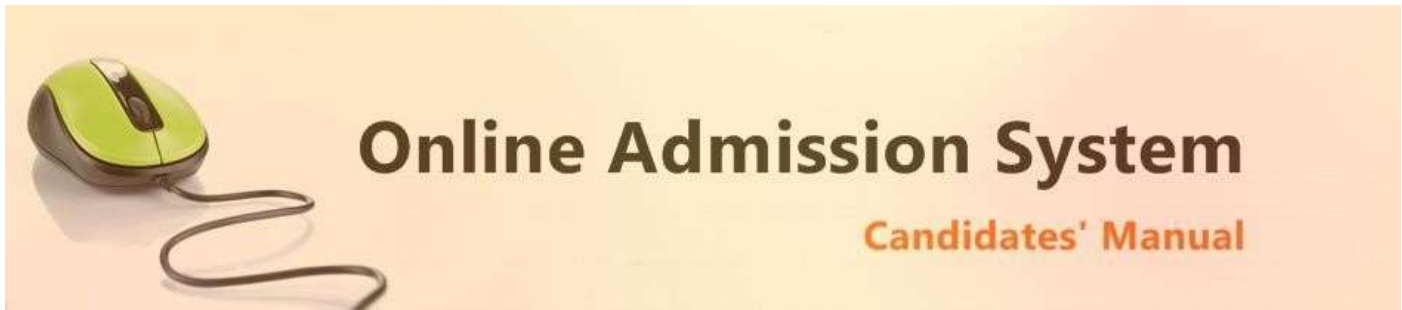
Bank Deposits

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.

Bank Branch		Applicant's Copy	
NETAJI MARGAD COLLEGE FOR WOMEN (Registration)		Date : _____	
A/C NO. : 0201101000000100	IBAN :	Registrar Fee	
IFSC Code : 020100000001	MICR Code : 700000011		Amount (Rs)
Application No. :	Bank Ref. No. _____	Registration Fees :	800
Name : HIMADRI DAM		Bank Charges :	0.00
Depositor's Signature		Cashier's Signature	Total : 800.00



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.



Choose File No file chosen Upload Bank Receipt

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



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Admission Process:

Step 1: Click on "Candidate Log in"

Darjeeling Government College P.G
Online Admission System

Sorry, currently the application for admissions is closed.
Please contact the concerned authorities for further details.

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Step 2: Login Using your Application ID, Date of Birth:

Darjeeling Government College P.G
CANDIDATE LOGIN

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Step 3: Apply for the subject.

Application No. :XXXXXXXXXX

Subject Name : XXXXXXXX

Date of Payment :XX/XX/XX to XX/XX/XX


Apply

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Step 4: Pay the Admission Fees

The screenshot shows a web interface for paying admission fees. At the top, it displays the application details: "Application No. : XXXXXXXXXX", "Subject Name : XXXXXXXX", and "Date of Payment :XX/XX/XX to XX/XX/XX". Below this is a green "Applied" button. A yellow banner highlights the payment information: "Payable Amount : Rs. XXXX.XX" and "Payment Status : Not Paid". Underneath, there are three lines of red text: "N.B.", "* This is provisional fees structure. In case of any change in fees structure students have to submit additional amount.", "* Fees are subject to such modification as may be deemed necessary by the appropriate authority.", and "* Course fee will not be refunded if a candidate discontinues the course or changes the subject." Below the text is a box titled "INSTANT ONLINE PAYMENT" containing a green "Pay Now" button with a rupee symbol. At the bottom of the box, it says "Please click on the 'Pay Now' button above to provide your online payments with:" followed by a list: "• Credit Cards" and "• Debit/ATM Cards".

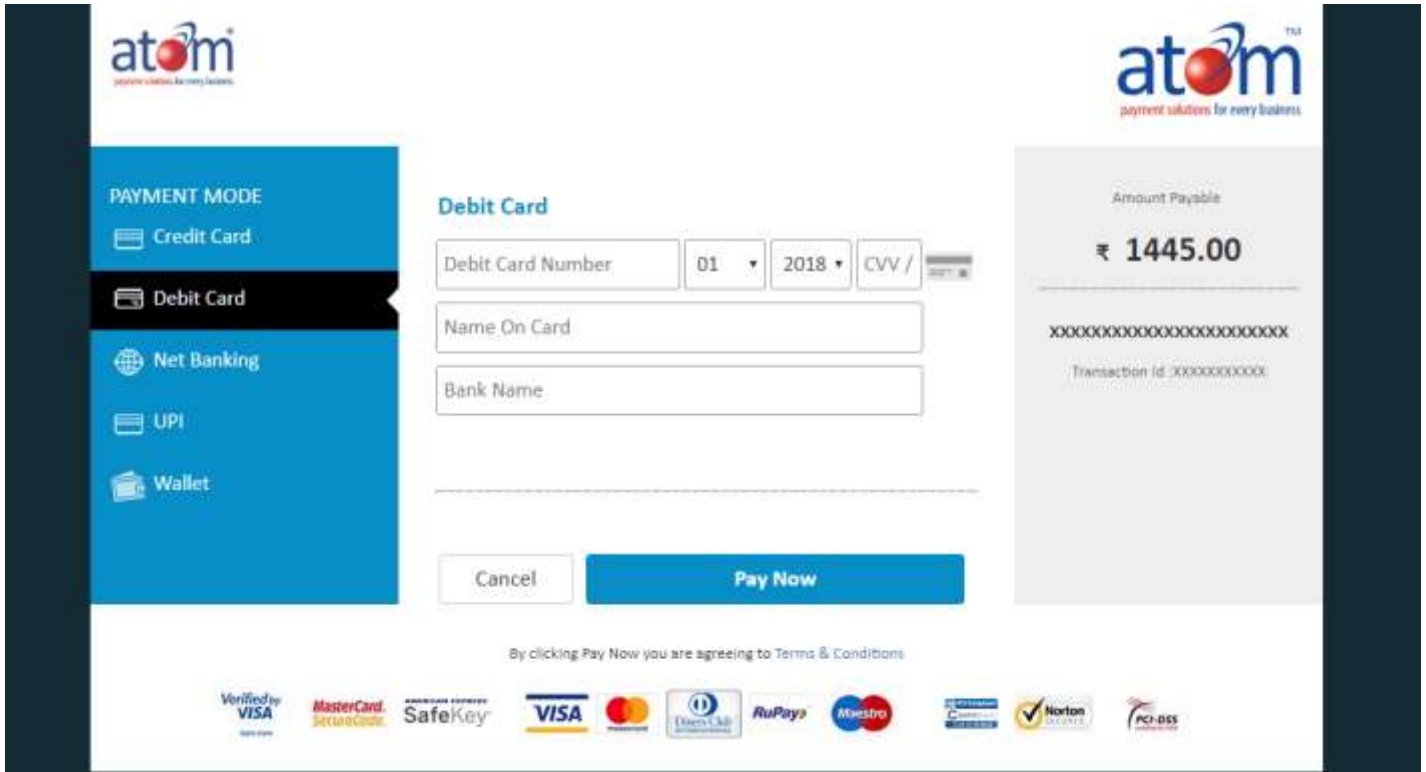
This option is selected by default and you can proceed to the online payment gateway interface by clicking on the "Pay Now" button. Please select the desired mode of transaction from the list provided and proceed accordingly by providing the asked necessary details.



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Step 5: Pay the necessary admission fees.



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PAYMENT MODE

- Credit Card
- Debit Card**
- Net Banking
- UPI
- Wallet

Debit Card

Debit Card Number: 01 2018 CVV /

Name On Card

Bank Name

Cancel Pay Now

By clicking Pay Now you are agreeing to Terms & Conditions

Amount Payable: ₹ 1445.00

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Transaction ID: XXXXXXXXXXXXXXX

Verified by VISA, MasterCard SecureCode, SafeKey, VISA, RuPay, MasterCard, PCI-DSS, Norton, etc.

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.



Step 6: Online Payment Confirmation:

Payment Processed

Thank you very much for your payment.

Please find below the details of the payment

Registration Number:	XXXXXXXXXX
Applicant Name:	XXXXXX XXXXXX
Amount:	INR XXXX.XX
Transaction ID:	XXXXXXXXXXXXXX
Payment Date:	XXXXXXXX XXX XXXXXX

We shall update you with further details at the earliest. You can Login and Print your application form again from here.

Thank you once again.



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You may contact your college for any further enquiries.