



# Online Admission System

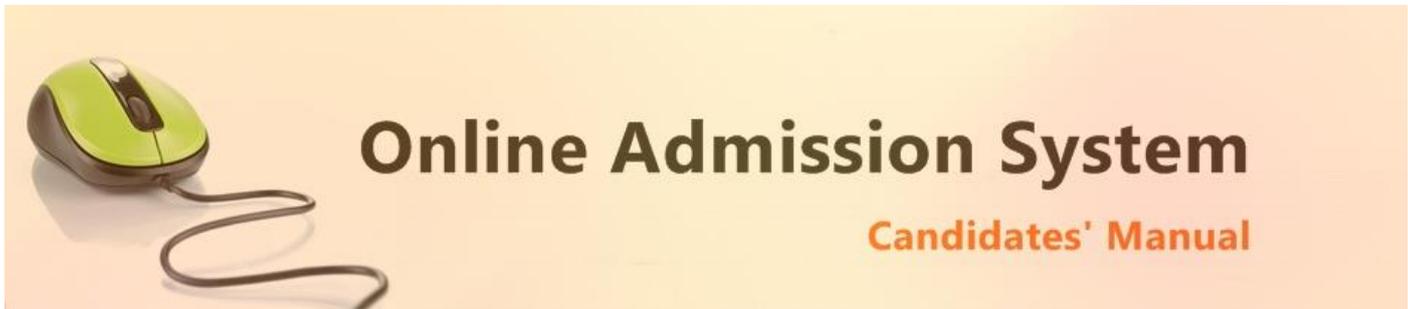
Candidates' Manual

**Online Admission System**

**(PG)**

**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 user interface of the online admission system. At the top, there is a dark green header bar with a logo on the left (callout 'b'), a search bar containing 'PG' (callout 'a'), and a user profile icon on the right (callout 'c'). Below the header is a section titled 'Important Instructions For Candidates Before Applying Online'. This section has two tabs: 'Instructions' (selected) and 'Downloads / Notice'. Under the 'Instructions' tab, there is a heading 'I. Documents to be uploaded:' followed by a list of six items: 1. Scan Copy of Graduation Mark Sheet, 2. Madhyamik Admit Card / Certificate or Age Proof Certificate (Birth Certificate, etc.), 3. Student's own Caste / PH / EWS Certificate from appropriate authority as per Govt. Rule, if any, 4. One coloured passport size photograph, 5. Students Signature, and 6. Students AADHAAR Card Scan Copy. To the right of the instructions is a vertical menu of buttons: 'Registration' (blue), 'Student Login' (light blue), 'Get Registration SMS' (green), 'How To Apply' (orange), and 'Helpline Email ID' (light green). Callout 'd' points to the 'Registration' button, and callout 'e' points to the 'Helpline Email ID' button. At the bottom of the page, there is a footer with links for 'Terms and Conditions', 'Privacy Policy', 'Payment Policy', and 'Disclaimer', and a logo for 'DEVELOPED BY TECHNO DG.COM'.

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



# Online Admission System

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## How to Apply ?

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

 Register



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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 Post Graduate Courses**

**Applicant Basic Details**

Applicant Name (\*)      Mobile Number (\*)      Date of Birth (\*)  
12 Digit AADHAAR Number (\*)      Academic Bank of Credit ID (\*)  
12 Digit AADHAAR Number      12 Digit ABC ID  
 How to Create ABC ID

**Applicant College Details**

Select Your College (\*)      University Registration Number (\*)  
Passing Year (\*)      Course Type (\*)  
CBCS System (Semester)

**Applied Subject Details**

Select Course (\*)      Select Category (\*)      Select Subject (\*)

- 2) Next provide the Applicant's Basic Details to register.
  - a. Name
  - b. Mobile
  - c. Date of Birth
- 3) Provide Academic Details
- 4) Provide your College Details
- 5) 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 : **AA23BAXXXX**  
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



# Online Admission System

## Candidates' Manual

### Registration Step 2 of 5 : Personal Details

Personal Details ? Subject Details ? Documents Upload ? Finalize ? Admission ?

**Step 1: Personal Details** Logout

Candidate Name: SAMPLE NAME Application No: BNCPG23MA0018

#### Applicant's Details

Applicant's Name SAMPLE NAME *	Personal Mobile No. 9999999999 *	Personal E-mail ID email address *
AADHAAR No. 555555555555 *	Banglar Shiksha Student ID 	ABC ID 

#### Father's Details

Father's Name Father's Name *	Father's Email father's email id	Father's Mobile Father's Mobile *
Father's Occupation Select *	Father's Educational Qualification Select *	Father's AADHAAR Father's AADHAAR *

#### Mother's Details

Mother's Name Mother's Name *	Mother's Email mother's email id	Mother's Mobile mother's Mobile *
Mother's Occupation Select *	Mother's Educational Qualification Select *	Mother's AADHAAR Mother's AADHAR *

#### Guardian's Details

Relationship with Student Select *	Guardian's Name Guardian's Name *	Guardian's Mobile Guardian's Mobile *
Guardian's Email 		

- 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.



# Online Admission System

## Candidates' Manual

Please note all the fields marked with \* are compulsory

**[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

- House No./Street Name
- Post Office (P.O)
- Ward No. (if any)
- Village/Town Name
- Block (if any)
- District Name
- Police Station (P.S)
- State
- 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

### 3) Applicant's Other Details

#### Applicant's Other Personal 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> Select ▼ *
<b>Economic Status</b> Select ▼	<b>Other Specification</b> Select ▼	<b>Physically Challenged</b> No ▼

Sports Person

#### Applicant's Other Personal Details

<b>First Generation Learner</b> No ▼	<b>Single Girl Child</b> No ▼	<b>Scholarship / Fellowship (Not Kanyashree)</b> No ▼
<b>Type of Area of your Permanent Residence</b> MUNICIPALITY ▼	<b>Type of Area of your School (Class 10)</b> MUNICIPALITY ▼	<b>Type of Area of your School (Class 12)</b> MUNICIPALITY ▼

- 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.



# Online Admission System

## Candidates' Manual

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

**Step 2 : Subject Details** Logout

Candidate Name:  Application No:

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**Applicant Academic Details**

Your College:  Year of Passing:

Registration No.:  Course Type (\*):

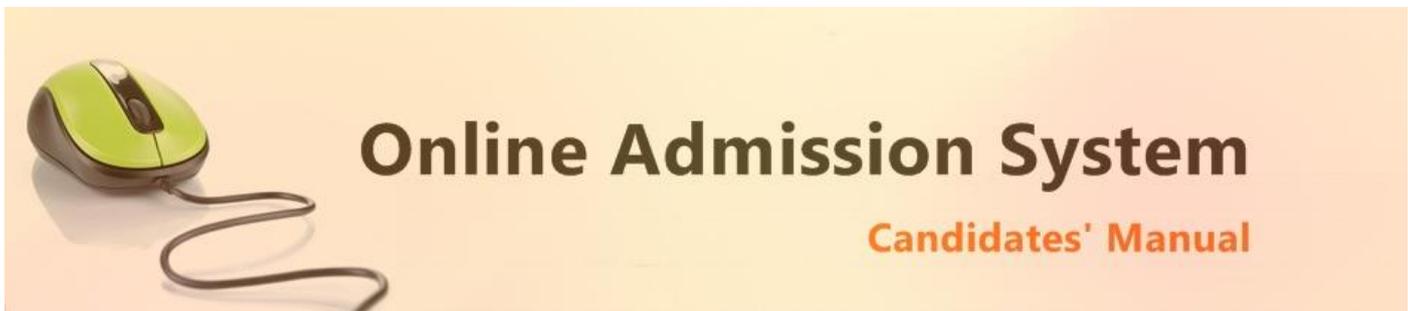
Category:

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**Subject Marks Details**

Qualification Type	Pass out Year	CGPA Obtained	
<input type="text" value="Graduation Marks"/>	<input type="text" value="2023"/>	<input type="text" value="7.00"/>	
Qualification Type	Pass out Year	Total Marks	Obtain Marks
<input type="text" value="Higher Secondary (10+2) Marks"/>	<input type="text" value="2020"/>	<input type="text" value="600"/>	<input type="text" value="468"/>
Qualification Type	Pass out Year	Total Marks	Obtain Marks
<input type="text" value="Matriculation (10th) Marks"/>	<input type="text" value="2018"/>	<input type="text" value="600"/>	<input type="text" value="437"/>

- 1) Provide the remaining academic details
  - a. University last attended
  - b. Passing Year
  - c. Registration No.
  - d. Course Type
- 2) Category is already selected from the Basic details



## Registration Step 4 of 5 : Documents Upload

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

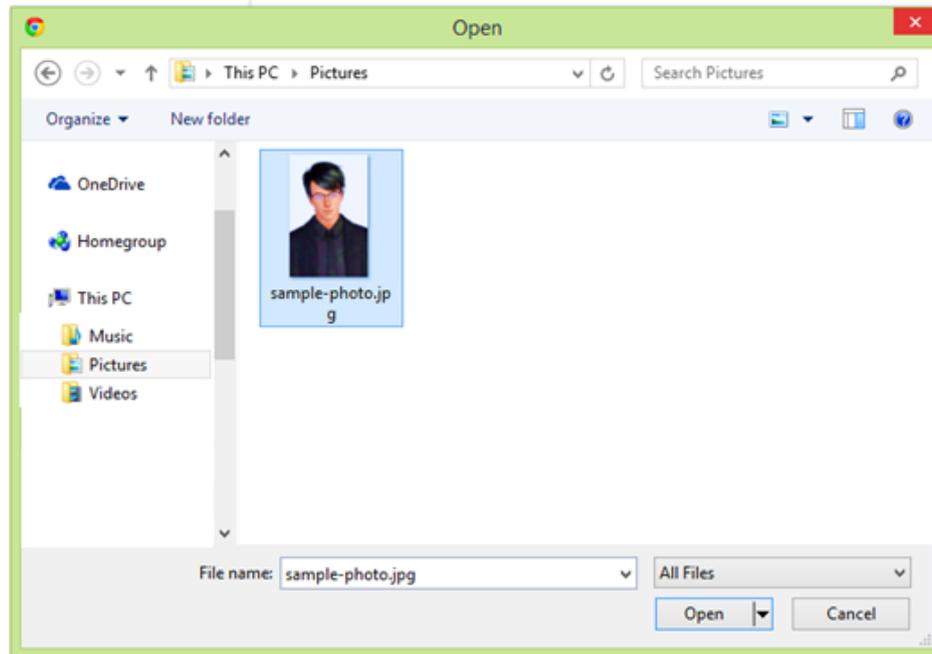
The screenshot shows a web interface for document upload. At the top, a progress bar includes steps: Personal Details (checked), Subject Details (checked), Documents Upload (active), Finalize (checked), and Admission (question mark). Below the progress bar, the title "Step 3 : Documents Upload" is displayed. On the right, there is a "Logout" button. The interface shows fields for "Candidate Name" and "Application No.". A yellow box contains upload restrictions: "Upload Restrictions : File Types: (.jpg, .jpeg, .gif, .png) only || Each File Size: Not More than 250.00 KB Please click on choose file to upload your file". Below this, there are six rows of document upload fields: "Passport Size photo", "Class Xth Admit Card / Birth Certificate", "Graduation Marksheet", "Graduation Registration Certificate", "Applicant Signature", and "Applicant AADHAAR Card". Each row has a "Choose File" button, the text "No file chosen", and a "View" button. At the bottom, there are three navigation buttons: "Previous", "Submit", and "Next".

- 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.

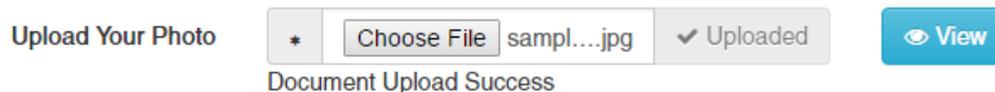


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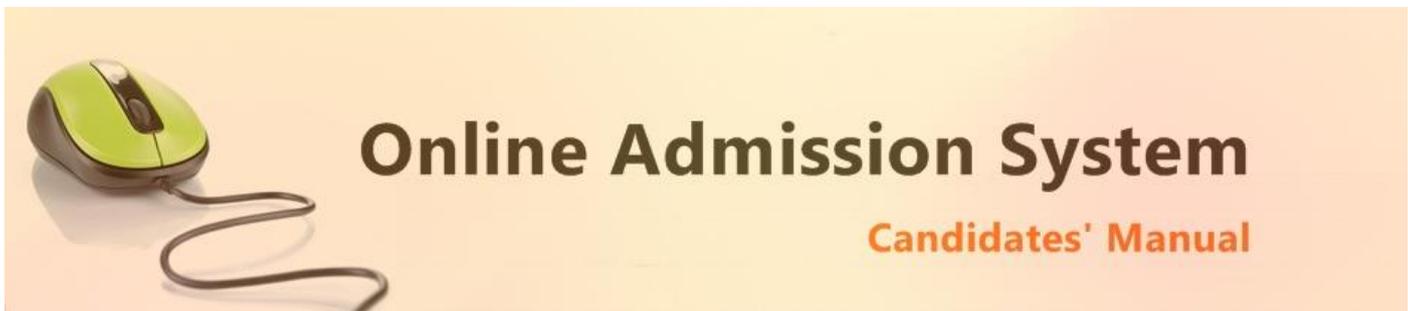


- ii) Please navigate to the appropriate location and select the appropriate image of your passport sized photo and click Open. You may also double click on the image to select and open at once.
- iii) The select window shall close and the image shall be uploaded. The upload confirmation along with the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

Personal Details ✓ Subject Details ✓ Documents Upload ✓ **Finalize ?** Admission ?

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**Step 4 : Finalize** Logout

Candidate Name: **SAMPLE NAME** Application No: **BNCPG23MA0018**

**Important Note :**

1. Please click on "**Confirm and Submit Application**" to finalize your application form.
2. Please make the necessary changes before **finalizing the application**. After **finalization the application data cannot be modified**.
3. After finalization, please take a print out of your application form for future correspondence with the college

Application Status : Pending

**Confirm and Submit Application**

[← Previous](#)

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) Subject & Marks

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.



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## Candidates' Manual

Personal Details ✓ Subject Details ✓ Documents Upload ✓ Finalize ✓ Admission ?

### Step 4 : Finalize

Logout

Candidate Name: XXXX XXXXX

Application No: XXXXXXXX

#### Important Note :

1. Please confirm your application below & take a print of your **Application Form**.
2. Please make the necessary changes before finalizing the application. After finalization the application data cannot be modified.

Application Fee : Rs. 0.00

Application Status : Confirmed

← Previous

Print Application Form

#### ABC COLLEGE

Online Application Form for Session : 2023-2024

Application No :	XXXXXX	Application Date :	01/09/2023
Course :	MSC	Date of Birth	5-April-2002
Category:	UNRESERVED	Subject Applied	ZOOLOGY
Candidate Name :	XXXXX SSSS	Shiksha Student ID:	
Mobile :	SSSSSSSSS	ABC ID:	813008462517

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.