

PURASH-KANPUR HARIDAS NANDI MAHAVIDYALAYA

(A Co-education Degree College of Arts, Science and Commerce affiliated to the University of Calcutta)
Re- accredited by NAAC with B grade and one of the proud recipients of RUSA 2.0 fund
P.O. Kanpur, P.S. Penro, Dist. Howrah, PIN 711410

Website: www.pkhnm.ac.in, email: pkhnm2010@gmail.com, Phone: 03214-250236

PKHNM/NOTICE/CENTRALIZED ADMISSION/2024/37

Notice

This is hereby notified to all concerned applicants that the West Bengal Government has launched Centralized Unified Undergraduate Admission Portal on 19.06.24. Students across the state can now apply for admission in various Undergraduate Major and Multidisciplinary Courses at Purash Kanpur Haridas Nandi Mahavidyalaya through this portal at https://wbcap.in/.

The Application schedule is as following:

Application Start Date: **24.06.24**Application End Date: **07.07.24**First Merit List Release: **12.07.24**

Admission Completion Deadline: 18.07.24

Classes Begin: 07.08.24

Second Round Mop-Up Merit List Release: 08.08.24

Eligible candidates are requested to find their nearest Bangla Sahayata Kendra through https://bsk.wb.gov.in/findbsk#7/24.453/89.071 for applying online free of cost.

The Government notifications and guidelines regarding Centralized Admission Portal are attached with this notice.

Japabrata Bhaduri 19.06.24

DR. TAPABRATA BHADURI Teacher-in-Charge Purash-Kanpur Haridas Nanda Mahavidyalaya, Howrah

Centralised Admission Portal

Under the visionary leadership of Mamata Banerjee, Hon'ble Chief Minister, West Bengal, the Department of Higher Education, through West Bengal State Council of Higher Education, has introduced Centralised Admission Portal from 2024-2025 academic session considering the need of uniformity and transparency in the admission system in all Colleges and Universities throughout the state. Admission to the Undergraduate Courses in 16 Universities and 461 Government and Government-aided affiliated Colleges/ Higher Educational Institutions will be conducted through this portal. The Presidency University, Jadavpur University, Autonomous Colleges, Minority Educational Institutes/Colleges, B.Ed., Law, Fine Arts and Performing Arts, Crafts, Dance, Music Colleges/Courses, colleges offering Engineering, Pharmacy, Nursing, Medical courses and Self-financing/Private colleges shall be out of the purview of the Centralised Admission Portal in the Academic Session 2024-2025. The Portal aims to streamline the admission process smoothly and to make it convenient for students to apply in the Higher Educational Institutions across the State.

Key Features of the Portal:

- Any student who has qualified (10+2) or equivalent examination from any recognised Board/Council/Equivalent body can apply for admission to the Undergraduate Courses.
- An applicant can register, create profile and upload relevant data and documents required for admission.
- An applicant can apply for a maximum of 25 courses in one or multiple Higher Educational Institutions.
- An applicant can create a Preference List, Institution-wise and Course-wise.
- Merit List will be system-generated, Institution and Course-wise.
- Candidates will be allotted seat based on their highest available (at that material point of time) preferences based on merit rank and availability of seats.
- An applicant will get the scope of upgrading to higher available preference.
- Candidate can submit application online, through the following websites: https://wbsche.wb.gov.in
- For any further clarification, call the toll-free number 1800-102-8014 and/or may send email at: support@wbcap.in

ममता बनार्जी ममता बनार्जी ठू. متا بتر کی Mamata Banerjee



मूचामडी, পশ্চিমবঙ্গ मुख्यमंत्री, पश्चिम बंगाल وزراعل مغربي نظل

CHIEF MINISTER, WEST BENGAL

আমার প্রিয় ছাত্রছাত্রীরা,

স্বাদশ স্তরের বিভিন্ন বোর্ড এবং কাউন্সিলের পরীক্ষায় সফল হওয়ার জন্য তোমাদের আন্তরিক অভিনন্দন। এই সাফল্যে তোমাদের পিতামাতা/অভিভাবক, শিক্ষক-শিক্ষিকা এবং শুভাকাক্ষীদের অবদানও অনেক। সকলকে আমার শুভেচ্ছা ও শুভকামনা।

তোমাদের উজ্জ্বল ভবিষ্যতের স্বার্থে, শিক্ষার মানোল্লয়নে ও লেখাপড়ার উপযুক্ত পরিবেশ তৈরি করতে আমরা প্রতিশ্রুতিবন্ধ। কন্যাশ্রী, সবুজ সাথী, স্বামী বিবেকানন্দ মেরিউ-কাম-মিন্স ক্ষলারশিপ, স্টুডেন্ট ক্রেভিট কার্ড, তরুণের স্বপ্প – এরকম বহু যুগান্তকারী প্রকল্প ও পরিকল্পনা এই লক্ষ্যে তোমাদের জন্য আমরা সাফল্যের সঙ্গে রূপায়ণ করছি, যাতে ছাত্রছাত্রীদের সক্ষমতা বৃদ্ধি পায় ও শিক্ষালাভের পথ আরও সহজ ও সুগম হয়। আর এখন, স্নাতক স্তরের কোর্সগুলিতে ভর্তি প্রক্রিয়া যাতে স্বচ্ছতার সঙ্গে, সহজে এবং দ্রুত সম্পন্ন হয়, তা নিশ্চিত করতে আমাদের সরকার এবার একটি বিশদ, ওয়ান-স্ট্রপ অনলাইন পোর্টাল চালু করলো। এই পোর্টালের সাহায্যে, তোমাদের পছন্দের কলেজ/শিক্ষা প্রতিষ্ঠানে নিজ-নিজ পছন্দের কোর্সটি তোমরা এখন সহজেই বেছে নিতে পারবে।

জীবনে অনেক সাফল্য ও গৌরব অর্জন করো, বাংলা ও দেশের মুখ উচ্জ্বল করো। এ কথা জানবে, আমাদের সরকার সবসময় তোমাদের পাশে আছে।

ভালো থেকো, সুস্থ থেকো ।

তোমাদের,

36-6 (মমতা ব্যানাজ্জী)

Tel: +91-33-22145555, +91-33-22143101 Fax: +91-33-22144046, +91-33-22143528 भभाग गानाङ्की ममता बनार्जी منا بنر کی Mamata Banerjee



भूशामञ्जी, लिक्सवन मुख्यमंत्री, पश्चिम बंगाल रोड्री कंत्री हों

CHIEF MINISTER, WEST BENGAL

My Dear Students,

My heartiest congratulations to you all, for your success in the various Board and Council examinations at 10+2 level. Please convey my greetings and good wishes to your parents/guardians, teachers and well-wishers also, who too have contributed in your success.

Our Government is committed to providing quality education and an inspiring environment to ensure your bright future. Through pioneering initiatives like Kanyashree, Sabooj Sathi, Swami Vivekananda Merit-cum-Means Scholarship, Student Credit Card, and Taruner Swapno, we aim to empower you on your academic journey. To further enhance this support, we have now introduced a comprehensive, one-stop online portal for a streamlined, transparent, and convenient admission process for undergraduate courses. This portal will enable you to select your desired course in your desired college or educational institution in a hassle-free and seamless manner.

I believe, you will achieve all success and glory in life and make Bengal and your country proud. Let me assure you, our Government will always stand by you, extending unwavering support in your journey towards academic excellence.

Stay happy, stay healthy.

Yours sincerely

(Mamata Banerjee)

ব্রাত্য বসু

মন্ত্রী উচ্চ শিক্ষা বিভাগ এবং বিদ্যালয় শিক্ষা বিভাগ পশ্চিমবদ্ধ সরকার বিকাশ ভবন (৫ম ডঙ্গা) ইন্ট ব্রক, সেক্টর - ১

সন্টলেক, কলকাতা - ৭০০ ০৯১

ব্যোন: ২০৫৮-৮৮৫৮, ২০০৪-২২৫৬, ফ্যাম্ম:২০০৭-৬৭৮০



Bratya Basu

Minister-in-Charge
Higher Education Department and
School Education Department
Government of West Bengal
Bikash Bhavan (5th Floor)
East Block, Sector - I
Salt Lake, Kolkata - 700 091

Tel: 2358-8858, 2334-2256, Fax: 2337-6783

আমার প্রিয় ছাত্রছাত্রী বন্ধুরা,

প্রথমেই আমি ভোমাদের ১০+২ পরীক্ষায় সাফল্যের জন্য অভিনন্দন জানাই। ভোমাদের কঠোর পরিশ্রম এবং অধ্যবসায়ের সুফল পেয়েছো ভোমরা। এইবার ভোমরা ভোমাদের জীবনের আরেকটি নভুন অধ্যায়ে প্রবেশ করতে চলেছ। আমি অভান্ত আনন্দিত যে, ভোমাদের নভুন পথ সুগম করতে পশ্চিমবঙ্গ সরকারের উচ্চ শিক্ষা বিভাগের গন্ধ থেকে আমরা বিভিন্ন বিশ্ববিদ্যালয়ের অধীন সরকারী এবং সরকার পোষিত কলেজগুলিতে ভর্তির একটি অনন্য পোর্টাল ভোমাদের জন্য নিয়ে এসেছি।

আমাদের প্রিয় মুখ্যমন্ত্রী শ্রীমন্তী মমতা বন্দ্যোগাধ্যায়ের দূরদর্শী লেভূত্বে আমাদের পশ্চিমবঙ্গ সরকার শিক্ষার সুফলকে বাংলার সকল অধিবাসীর মধ্যে ছড়িয়ে দিতে চায়। এই গোর্টালটি সেই লক্ষ্যে আরেকটি পদক্ষেপ। বাংলার মোট ৪৬১টি কলেজে স্লাভকস্তরে ভর্তির জন্য একটি স্বচ্ছ, সুবিধাজনক এবং সাবলীল ব্যবস্থা করেছে এই গোর্টালটি।

আরও একবার ভোমাদের অভিনন্দন জানাই, সঙ্গে জানাই ভবিষ্যভের জন্য অনেক অনেক শুভেচ্ছা। ভবিষ্যভের পথে ভোমাদের সঙ্গে থাকভে আমরা প্রতিশ্রুভিবদ্ধ। ভোমাদের আগামী জীবন সোনালী হোক।

> রাভ্য বসু সুস্ট (মের্

ব্রাত্য বসু

উচ্চ শিক্ষা বিভাগ এবং বিদ্যালয় শিক্ষা বিভংগ পশ্চিমবঙ্গ সরকার বিকাশ ভবন (৫২ তল)

ইস্ট ব্রক, সেক্টর - ১

८५० ००१ - विकास कार्याप

কোন : ২৩৫৮-৮৮৫৮, ২০০৪-২২৫৬, ম্যান্ম :২০০৭-৬৭৮৩



Bratya Basu

Minister-in-Charge Higher Education Department

and School Education Department Government of West Bengal

Bikash Bhavan (5th Floor) East Block, Sector - I Salt Lake, Kolkata - 700 091

Tel: 2358-8858, 2334-2256, Fax: 2337-6783

My dear students,

At the outset, I would like to congratulate all of you for your success in 10 + 2 examinations. Your hard work and dedication have brought you rich rewards. It is your turn now to start a new chapter of the book of your life in the way of under graduate studies. I am very happy that we, from the Department of Higher Education under the Government of West Bengal have developed this unique portal to help you in this journey for admission to all the Government and Government aided colleges under different universities across the state.

Our government, under the visionary leadership of Smt Mamata Banerjee strives hard to extend the benefits of education among all the citizens of Bengal. This portal is another step towards that goal. It will provide a transparent, effective, convenient and hassle-free undergraduate admission to most of the colleges of our state.

I once again congratulate you all and wish you all the very best for your new journey forward. We piedge to accompany you in this exciting new journey of life. Dream, and dream BIG!

May all of you be blessed with a golden future ahead!

(Bratya Basu)

শিক্ষার্থীদের ব্যাবহারবিধি

বিষয়সুচি	পৃষ্ঠা
বিষয়সুচি ভূমিকা	\$
লগ-ইন পূৰ্ববৰ্তী কাৰ্যাবলি	€-5b
নিবন্ধীকরণ এবং লগ-ইন	
প্রোফাইল তৈরি	২৬-২৮
পছন্দে প্রোগ্রাম/উচ্চ শিক্ষা প্রতিষ্ঠান(এইচ ই আই) যোগ করা	৩৬-৫৫
ভর্তি সংক্রান্ত কার্যাবলি	
ভর্তি বাতিল করার প্রক্রিয়া	৬৯-98
অন্যান্য বিকল্প	৭৫-৭৯

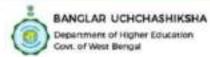
ভূমিকা:

পশ্চিমবঙ্গের মাননীয়া মুখ্যমন্ত্রী মমতা বন্দ্যপাধ্যায়ের দূরদর্শী নেতৃত্বে, সারা রাজ্যে স্নাতকস্তরে ভর্তি প্রক্রিয়ায় অভিন্নতা ও স্বচ্ছতা আনার প্রয়োজনে এবং স্নাতকস্তরে ভর্তি হতে ইচ্ছুক শিক্ষার্থীদের একটি মাত্র পোটালের মাধ্যমে রাজ্যের ১৬টি বিশ্ববিদ্যালয় ও ৪৬১ টি সরকারি ও সরকার পোষিত কলেজ/উচ্চ শিক্ষা প্রতিষ্ঠানে তাদের পছন্দের কোর্স খুঁজে নিতে ও তাদের যোগ্যতা অনুসারে যে কোনো একটিতে ভর্তি হবার সুযোগ করে দিতে পশ্চিমবঙ্গ উচ্চশিক্ষা বিভাগ , পশ্চিমবঙ্গ রাজ্য উচ্চ শক্ষা সংসদের মাধ্যমে ২০২৪-২০২৫ শিক্ষাবর্ষ থেকে চালু করেছে সেন্ট্রালাইজ্ড অ্যাডমিশন পোর্টাল|

যে সকল শিক্ষার্থী এই পোর্টালের মাধ্যমে বিভিন্ন উচ্চশিক্ষা প্রতিষ্ঠানে স্নাতকস্তরের কোর্সে আবেদন করবেন, তাদের জন্য এই ব্যাবহার বিধিটি আবেদনের প্রতিটি ধাপের নির্দেশিকা।

উচ্চশিক্ষা বিভাগ পশ্চিমবঙ্গ সরকার এর পক্ষ থেকে সমস্ত শিক্ষার্থীদের স্বাগত| জটিলতাহীন, নির্বঞ্জাট ভর্তির মধ্য দিয়ে বাংলার উচ্চশিক্ষার গৌরবময় ভূমিতে আপনাদের উজ্জ্বল ভবিষ্যৎ কামনা করি| <u>www.wb.gov.in</u> এ যান অথবা <u>https://banglaruchchashiksha.wb.gov.in</u> এ গিয়ে পরবর্তী পেজে যাবার





Centralisedsoion Portal

□ Login

Q Advance Search

Student Credit Card

SVMCM Scholamhip

Home

About Us Key Officials

Administrative Setup

Activities

Publications

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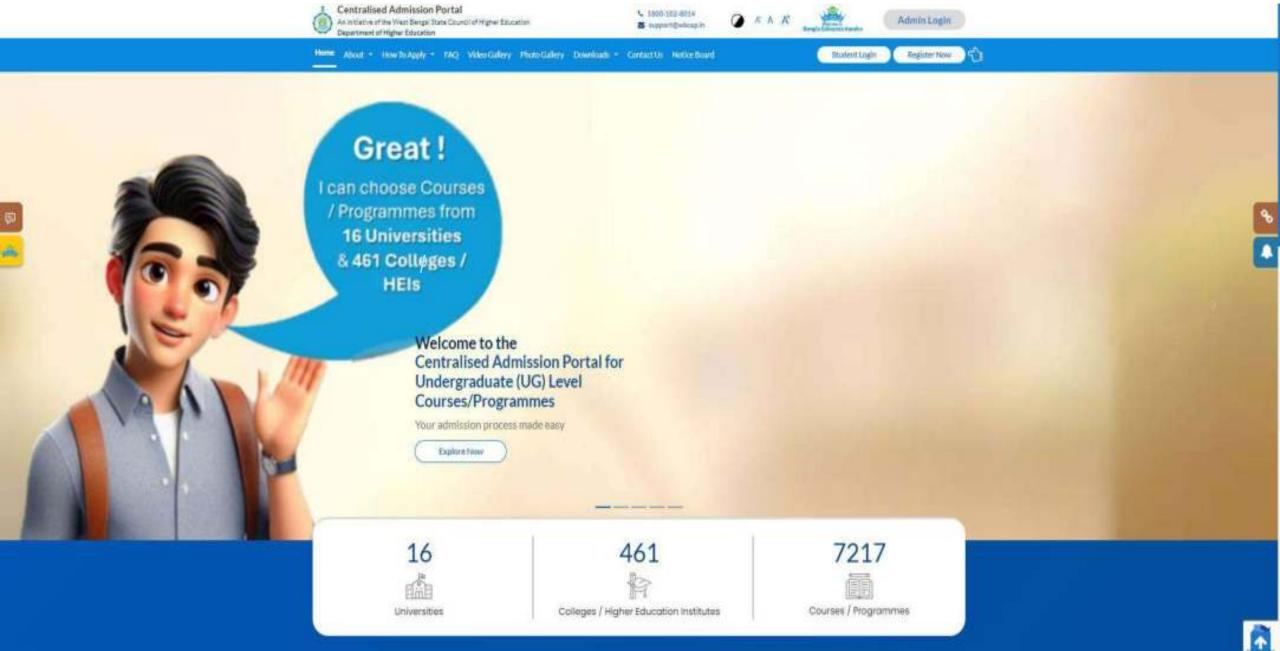
Gallery

Downloads

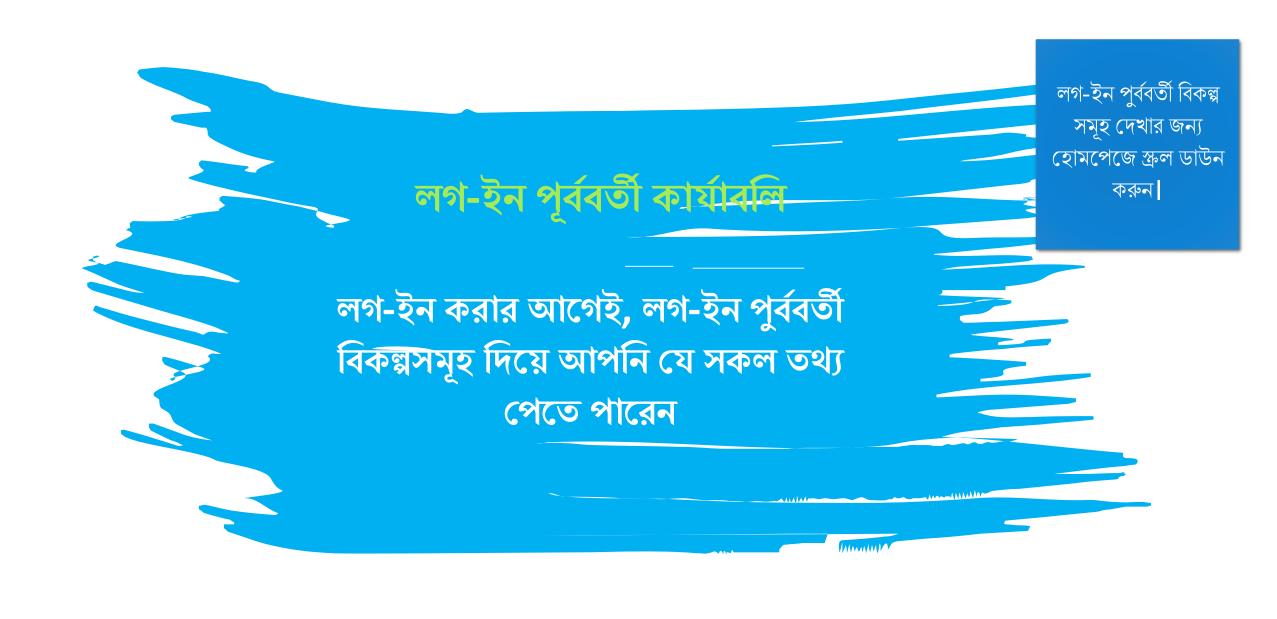
Contact



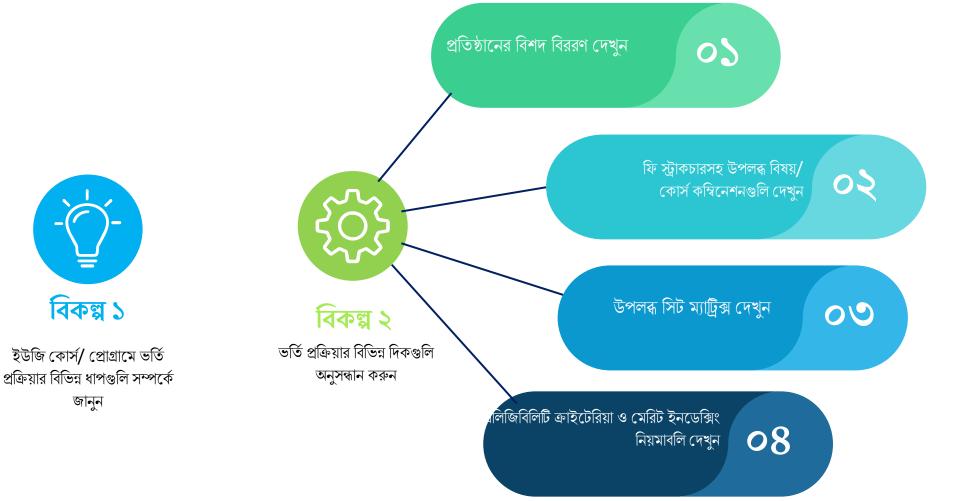
ttps://banglarudichashiksha.wbigovin/Acarouseffop5sider_SHIP SCHEME, VISIT BANGLAR UCHCHA SIKHSHA PORTAL REGULARLY ~







লগ-ইন পুর্ববর্তী বিকল্পসমূহ লগ ইন করার আগে ভর্তি এবং ভর্তি সংক্রান্ত অন্যান্য তথ্য জানার জন্য



জানুন

লগ-ইন পুর্ববর্তী বিকল্পসমূহ-এর নির্দেশিকা এবং পোর্টালের বিশেষ বৈশিষ্ট্যগুলির ধারণা

হোমপেজে স্ক্রোল ডাউন করলে এটি দেখতে পাবেন



ইউজি কোর্স/ প্রোগ্রামে ভর্তি প্রক্রিয়ার বিভিন্ন ধাপগুলি সম্পর্কে জানুন



Salient Features



Checking of Eligibility

An applicant may search preferred institutions / Courses or Programmes, University / District / Course / Institution wise.



Preparation of Preference List

An applicant may search preferred institutions/courses in a District/University/Course/Insitution-wise manner.

The applicants need to be very careful while preparing Preference List.

কোনো কোর্স/ প্রোগ্রামে আবেদন করার জন্য তিনটি মূল ধাপ অনুসরণ করুন ধাপ ১

Creation of Applicant's Profile

Create your profile after registration in the

Centralised Admission Portal by entering

your personal data and uploading of

required documents in the

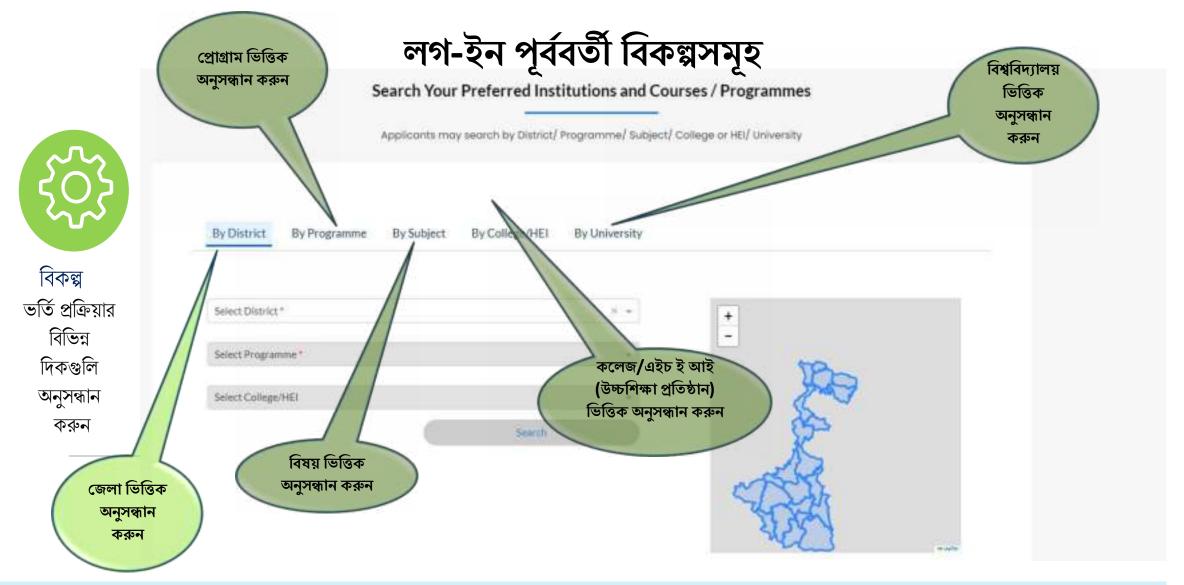
prescribed format and size.

আপনার প্রোফাইল তৈরি করুন ধাপ ২

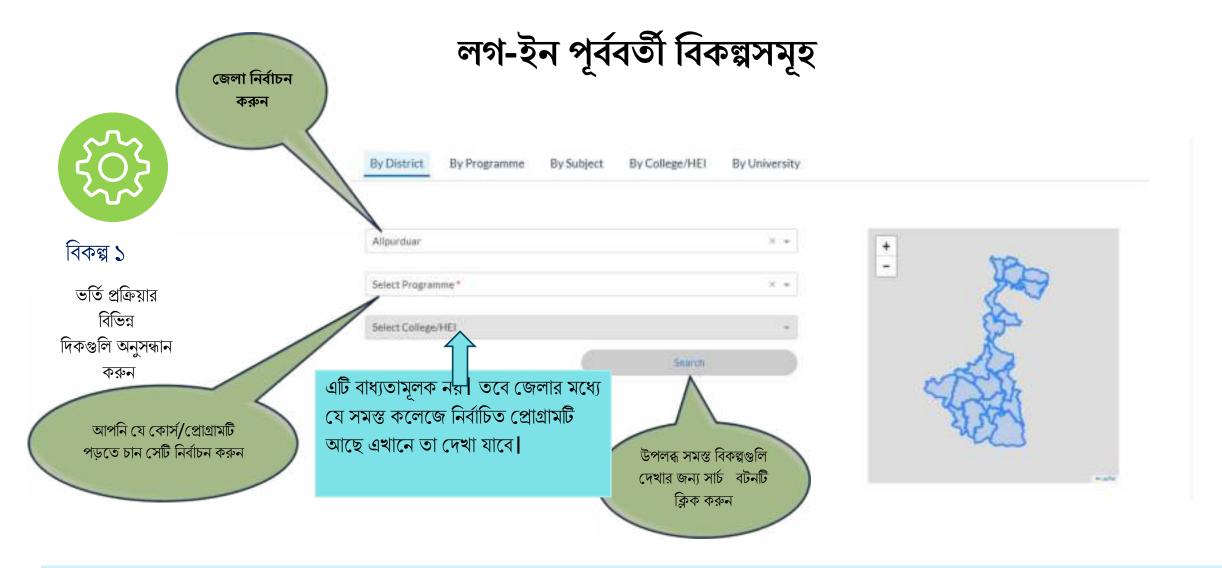
যে কোর্স/প্রোগ্রামটি খুঁজছেন তার জন্য আপনি যোগ্য কিনা দেখুন ধাপ ৩

যদি আপনি যোগ্য হন তাহলে কোর্স/প্রোগ্রামটি পছন্দের ক্রম অনুসারে প্রেফারেন্স লিস্টে যোগ করুন|

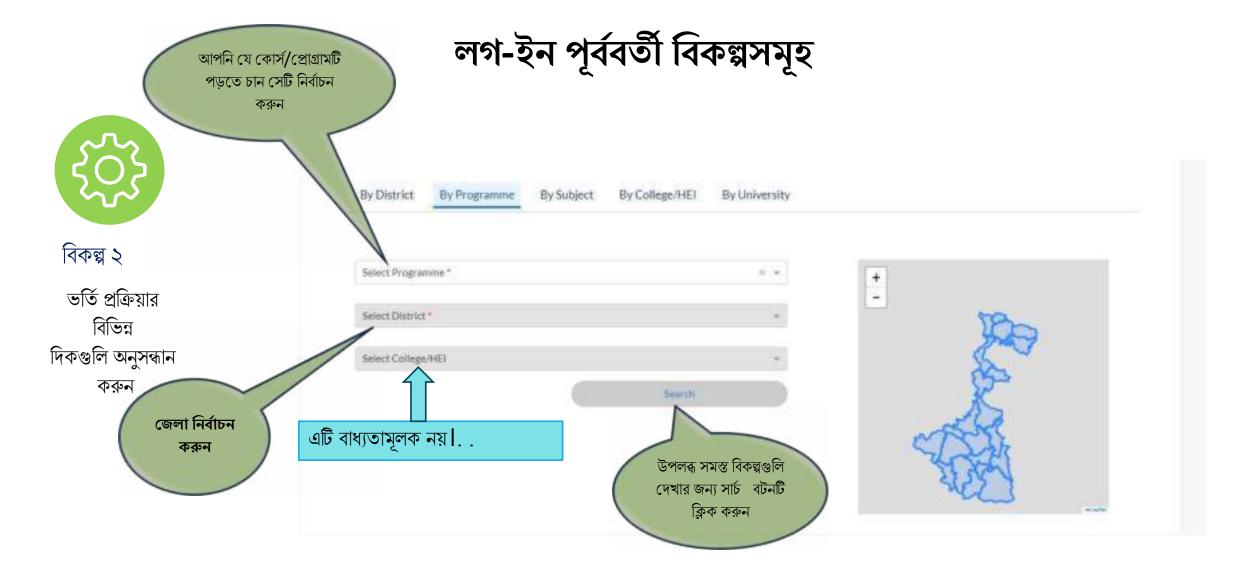
এই কাজটি অত্যন্ত সতর্কতার সঙ্গে করুন|



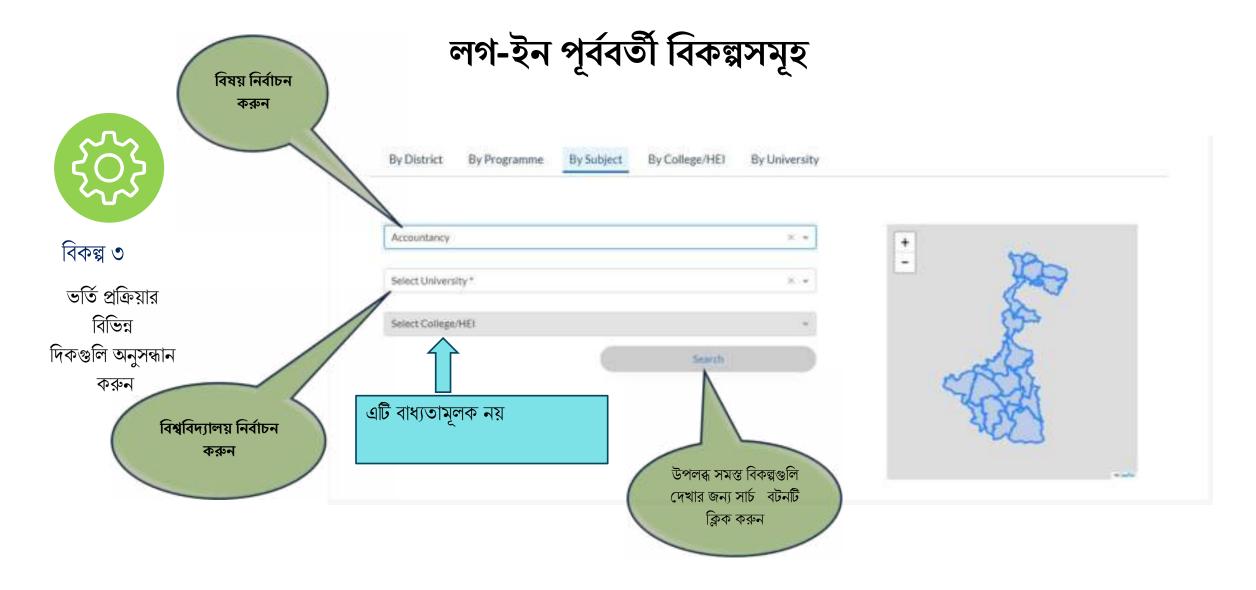
আপনার পছন্দের বিকল্পটি অনুসন্ধান করার ৫ টি উপায় রয়েছে



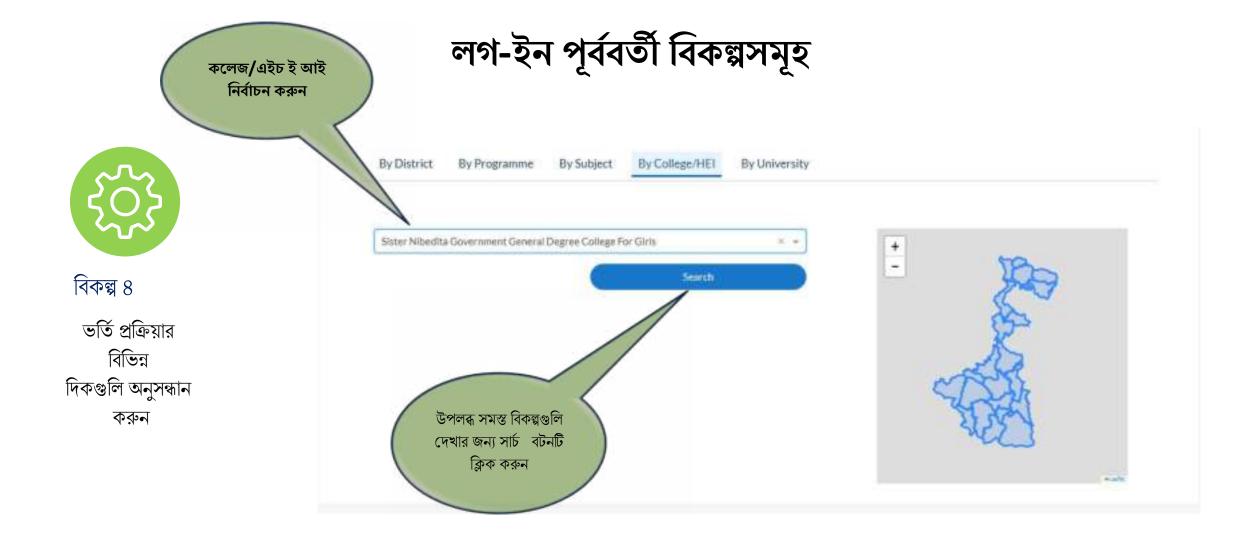
উদাহরণ: জেলা ভিত্তিক অনুসন্ধান



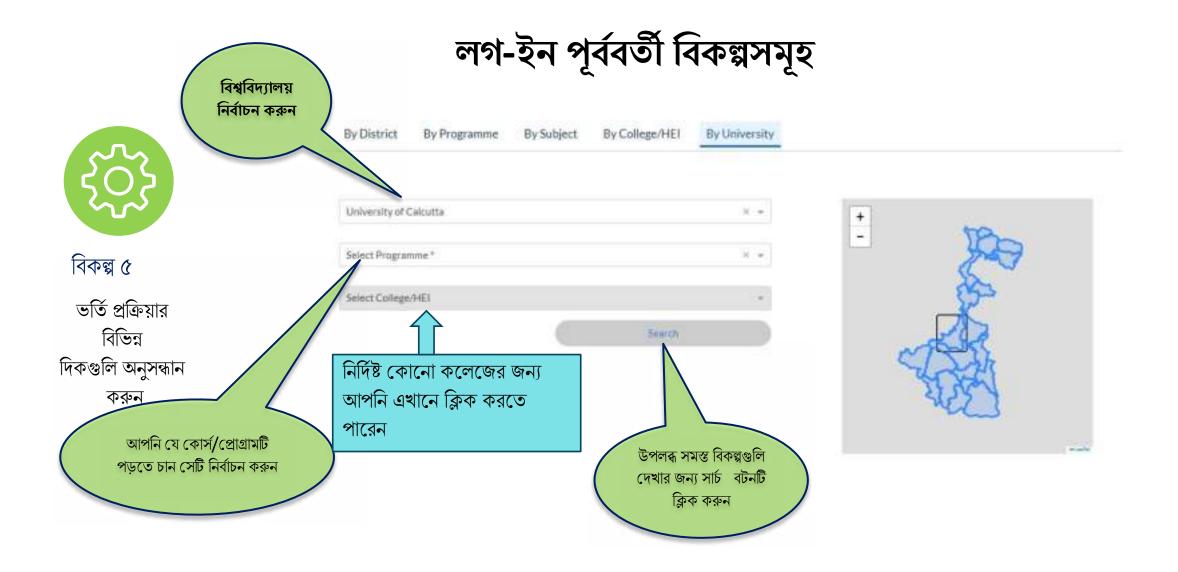
উদাহরণ: প্রোগ্রাম ভিত্তিক অনুসন্ধান পদ্ধতি



উদাহরণ: বিষয় ভিত্তিক অনুসন্ধান পদ্ধতি



উদাহরণ: কলেজ/ উচ্চশিক্ষা প্রতিষ্ঠান (এইচ ই আই) ভিত্তিক অনুসন্ধান পদ্ধতি



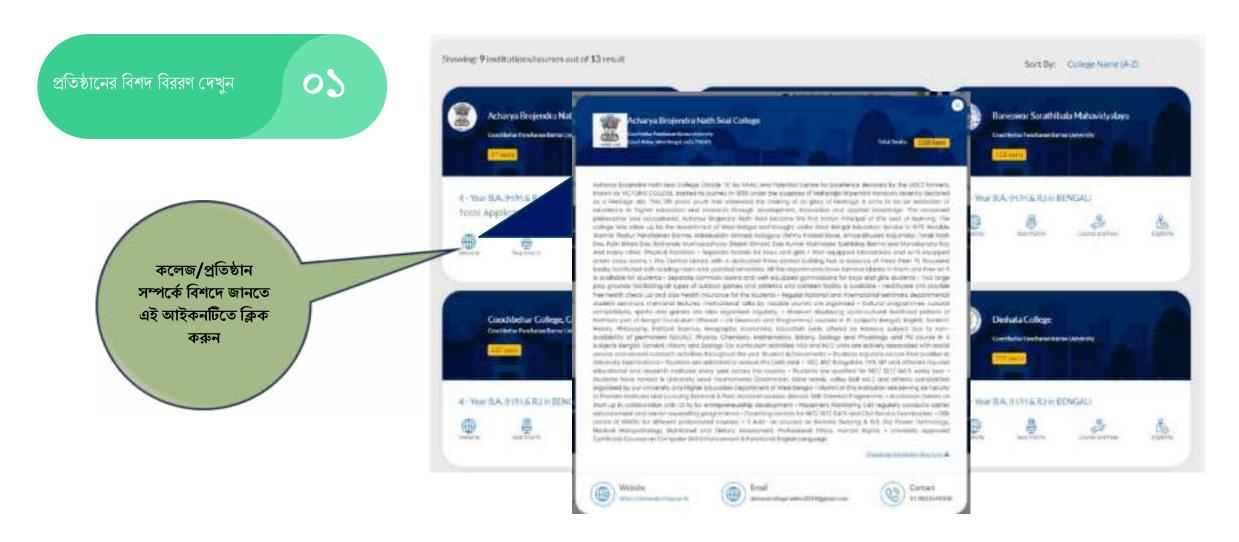
উদাহরণ: বিশ্ববিদ্যালয় ভিত্তিক অনুসন্ধান পদ্ধতি

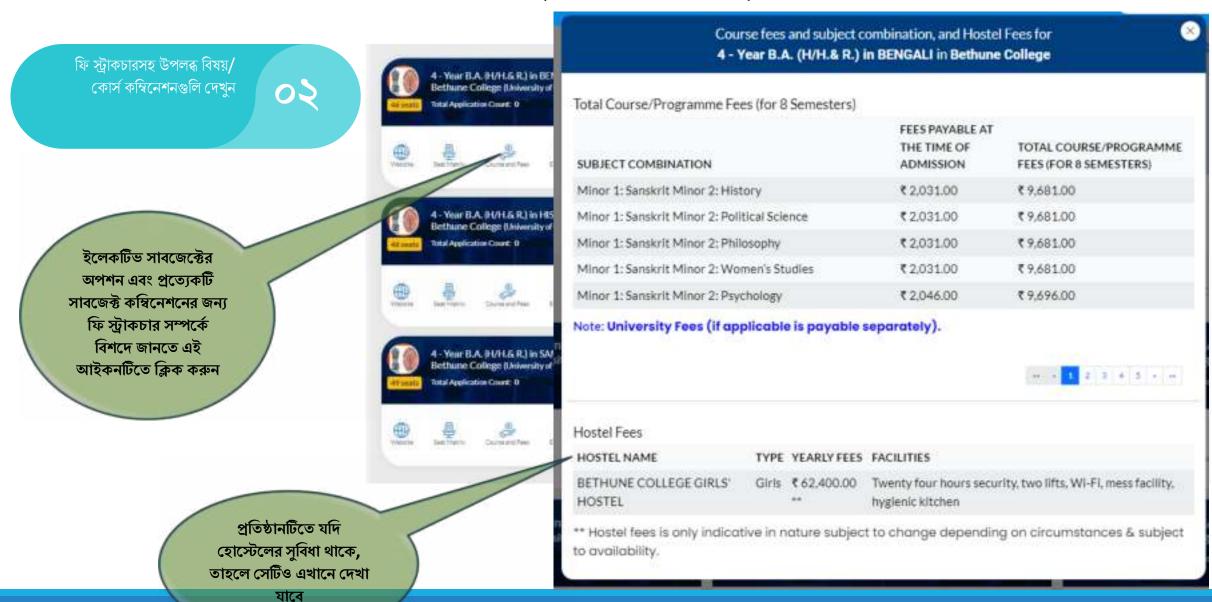


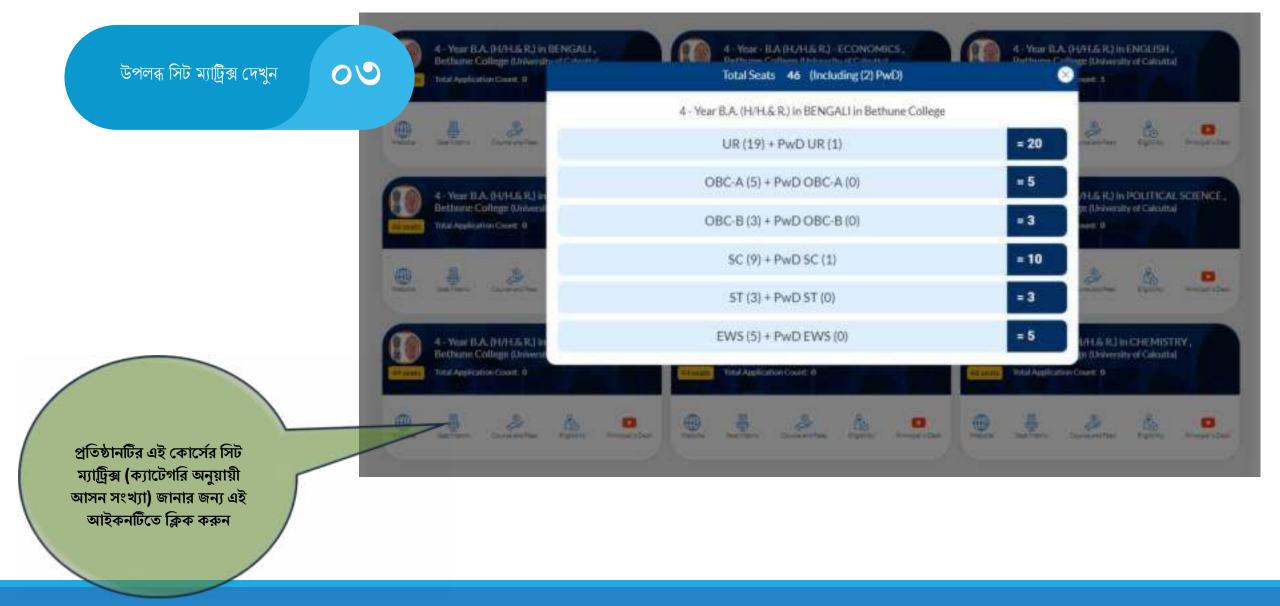
অনুসন্ধানের ফলাফল

'সার্চ' বটনটিতে ক্লিক করলে আপনি আপনার সার্চ ক্রাইটেরিয়া অনুয়ায়ী বিভিন্ন উচ্চশিক্ষা প্রতিষ্ঠানে উপলব্ধ কোর্সের তালিকা পাবেন





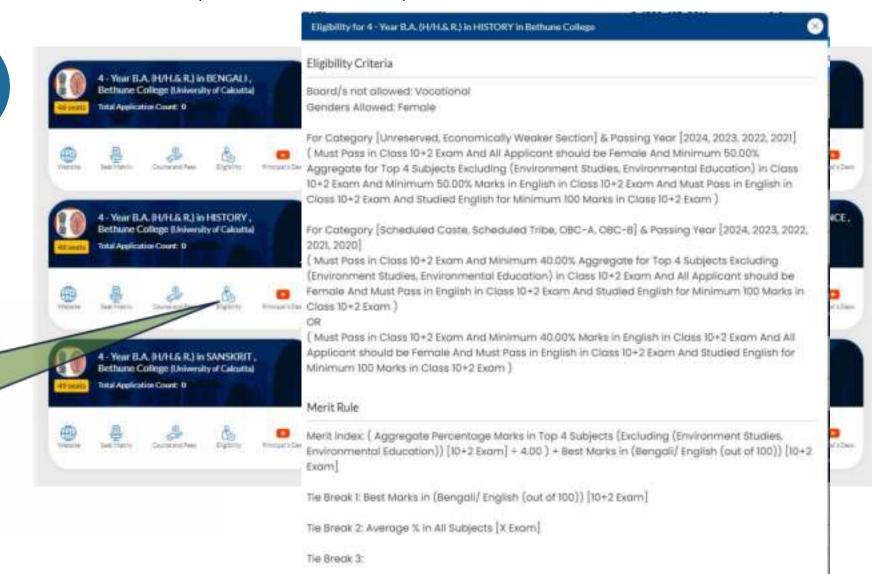




এলিজিবিলিটি ক্রাইটেরিয়া ও মেরিট ইনডেক্সিং নিয়মাবলি দেখুন

08

এই প্রতিষ্ঠানের এই কোর্সটির এলিজিবিলিটি এবং মেরিট ইনডেক্সিং নিয়মাবলি দেখার জন্য এই আইকনটিতে ক্লিক করুন।



নিবন্ধীকরণ

এবং লগ-ইন

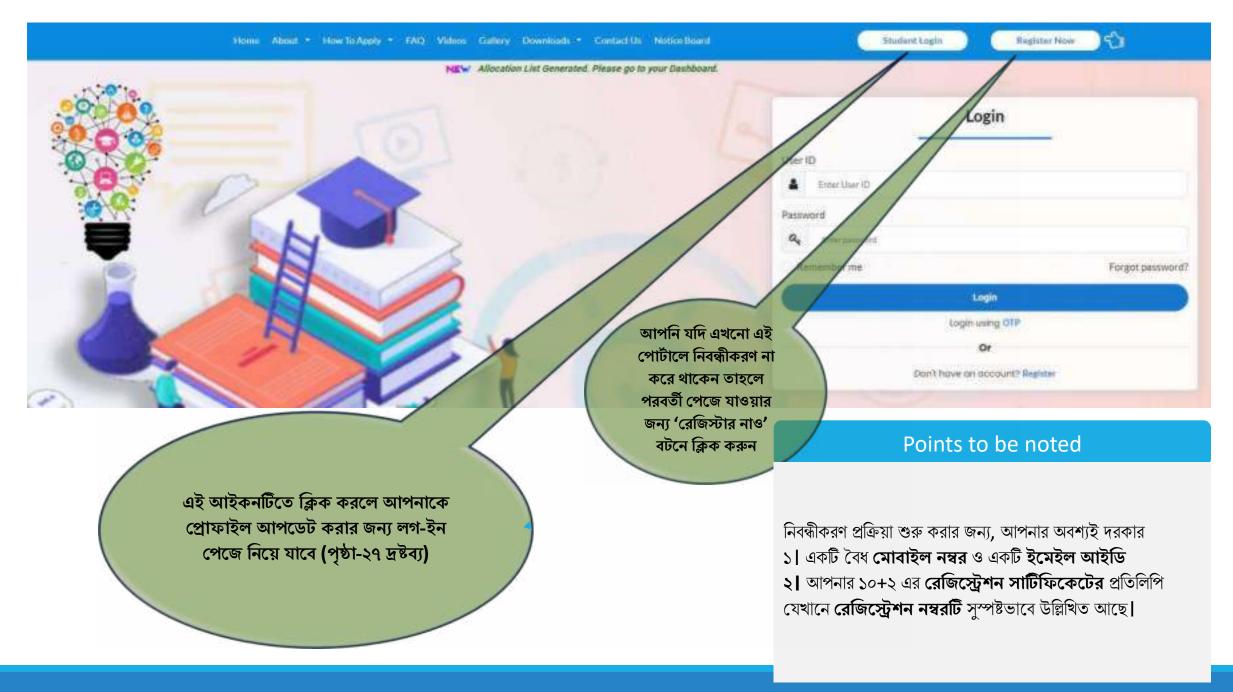
হোম পেজের ওপরে যান এবং 'Register Now' বটনে ক্লিক করুন

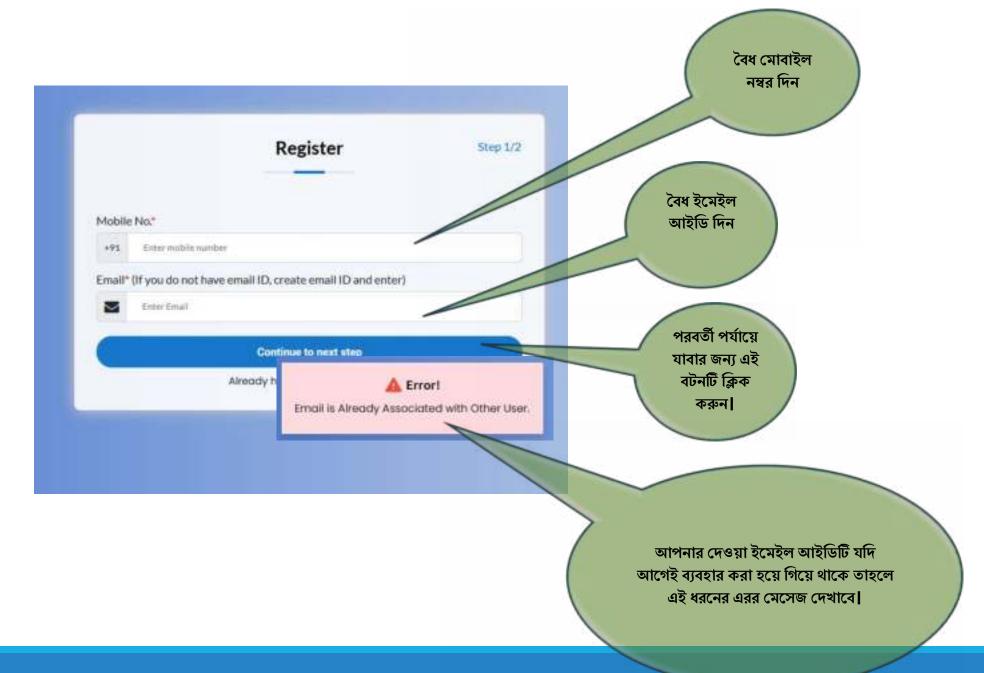
আবেদন/ নিবন্ধীকরণ করার জন্য প্রয়োজনীয় তথ্য/নথিসমূহ:

- ১. দশম শ্রেণির মার্কশিট. (Pdf ফরম্যাটে, সর্বোচ্চ ২ MB)
- ২. দ্বাদশ শ্রেণির মার্কশিট. (Pdf ফরম্যাটে, সর্বোচ্চ ২ MB)
- ৩. SC/ST/OBC-A/OBC-B/EWS ইত্যাদির শংসাপত্র (প্রযোজ্য হলে) (Pdf ফরম্যাটে, সর্বোচ্চ ২ MB)
- 8. PWD শংসাপত্র (প্রযোজ্য হলে) (Pdf ফরম্যাটে, সর্বোচ্চ ২ MB)
- ৫. বৈধ পরিচয়পত্র (উদাহরণ : আধার, ড্রাইভিং লাইসেন্স, পাসপোর্ট ইত্যাদি) (Pdf ফরম্যাটে, সর্বোচ্চ ২ MB)
- ৬. বাংলার শিক্ষা আইডি, যদি থাকে.
- ৭. বয়সের প্রমাণপত্র (দশম শ্রেণির অ্যাডমিট কার্ড/ দশম শ্রেণির রেজিস্ট্রেশন সার্টিফিকেট) (Pdf ফরম্যাটে, সর্বোচ্চ ২ MB)
- ৮. আবেদনকারীর রঙীন ছবি (JPG/JPEG/PNG ফরম্যাটে, সর্বোচ্চ ২ MB)
- ৯. আবেদনকারীর স্বাক্ষর (JPG/JPEG/PNG ফরম্যাটে, সর্বোচ্চ ১ MB)
- ১০. আবেদনকারী/অভিভাবকের ব্যাঙ্ক একাউন্ট নম্বর ও ব্যাঙ্কের IFSC.
- ১১. ব্যাঙ্কের চেক/ পাস বই এর প্রথম পাতা/একাউন্ট স্টেটমেন্টের প্রথম পাতা (JPG/JPEG/PNG ফরম্যাটে, সর্বোচ্চ ২ MB)

যে কোনো প্রশ্ন ও সহায়তার জন্য যোগাযোগ করুন:

- √ টোল ফ্রি নম্বর: ১৮০০-১০২-৮০১৪
- √ ই-মেইল: <u>support@wbcap.in</u>





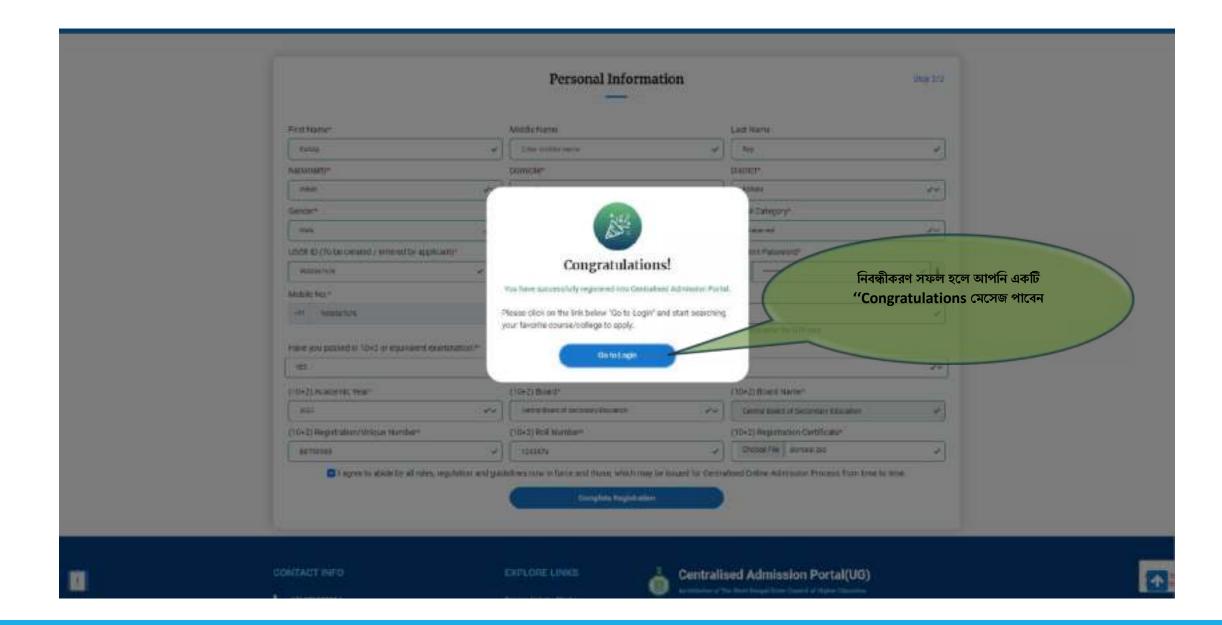


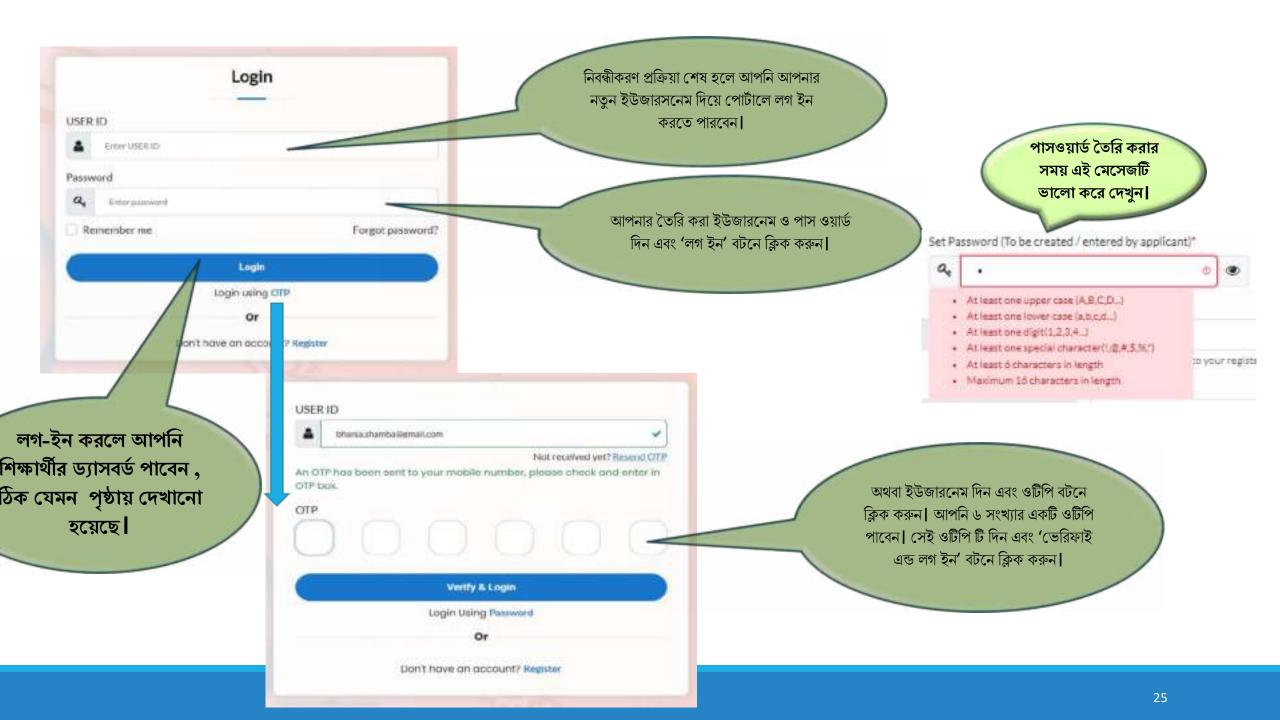
নিবন্ধীকরন করার সময় আপনাকে কিছু ব্যক্তিগত তথ্য যেমন নাম, জন্মতারিখ, ন্যাশনালিটি, ,নিবাস, লিঙ্গ সোশ্যাল ক্যাটেগরি ইত্যাদি দিতে হবে |

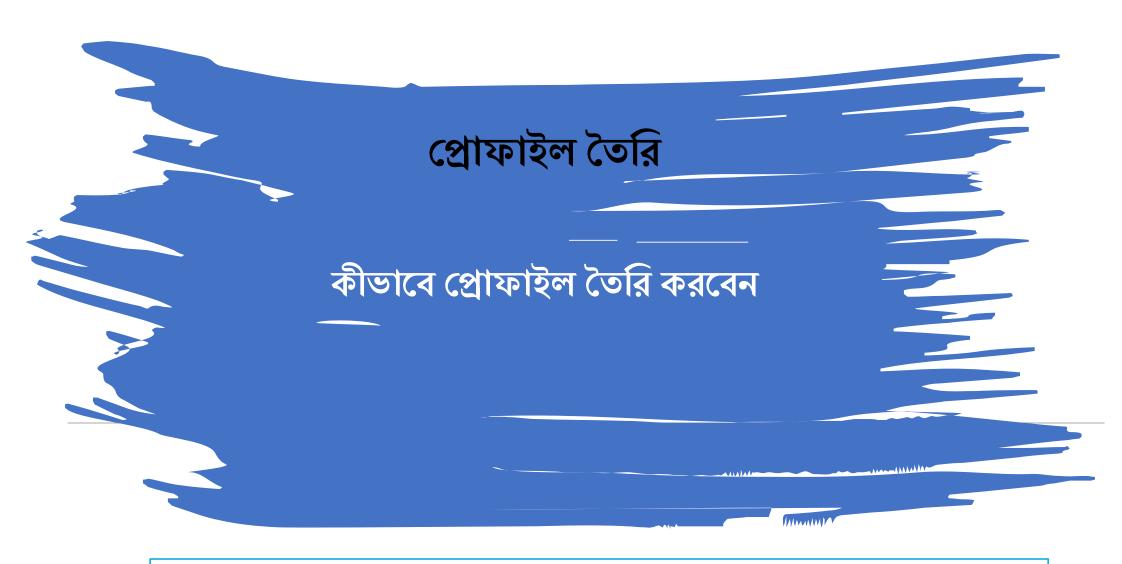
সিস্টেম থেকে সাধারণভাবে আপনার ইমেইল আইডি টিকেই ইউজারনেম হিসেব ব্যবহার করা হবে।. তবে পরে আপনি আপনার পছন্দমত ইউজারনেম বদলাতে পারেন।. আপনি আপনার পাসওয়ার্ডও তৈরি করতে পারেন।

আপনি দুটি ওটিপি পাবেন | একটি মোবাইলে ও একটি ইমেইলে | প্রদত্ত ক্ষেত্রে ওটিপি দুটি লিখুন |

নিবন্ধীকরণ সম্পূর্ণ করার জন্য আপনাকে ১০+২ পরীক্ষা সংক্রান্ত কিছু তথ্য দিতে হবে— প্রথমত, এটি নিশ্চিত করতে হবে যে আপনি ১০+২ পরীক্ষা পাস করেছেন. তারপর আপনাকে পাস করার সাল, বোর্ডের নাম, রেজিস্ট্রেশন নম্বর দিতে হবে | রেজিস্ট্রেশন সাটিফিকেট বা রেজিস্ট্রেসশন নম্বর সহ যেকোনো সাটিফিকেট আপলোড করতে হবে।যদি আপলোড করা নথিতে রেজিস্ট্রেশন নম্বর না থাকে তাহলে সিস্টেম সতর্কবার্তা দেবে







লগ ইন করলে আপনি ২৭ পৃষ্ঠায় দেখানো পেজ এর মত একটি পেজ পাবেন

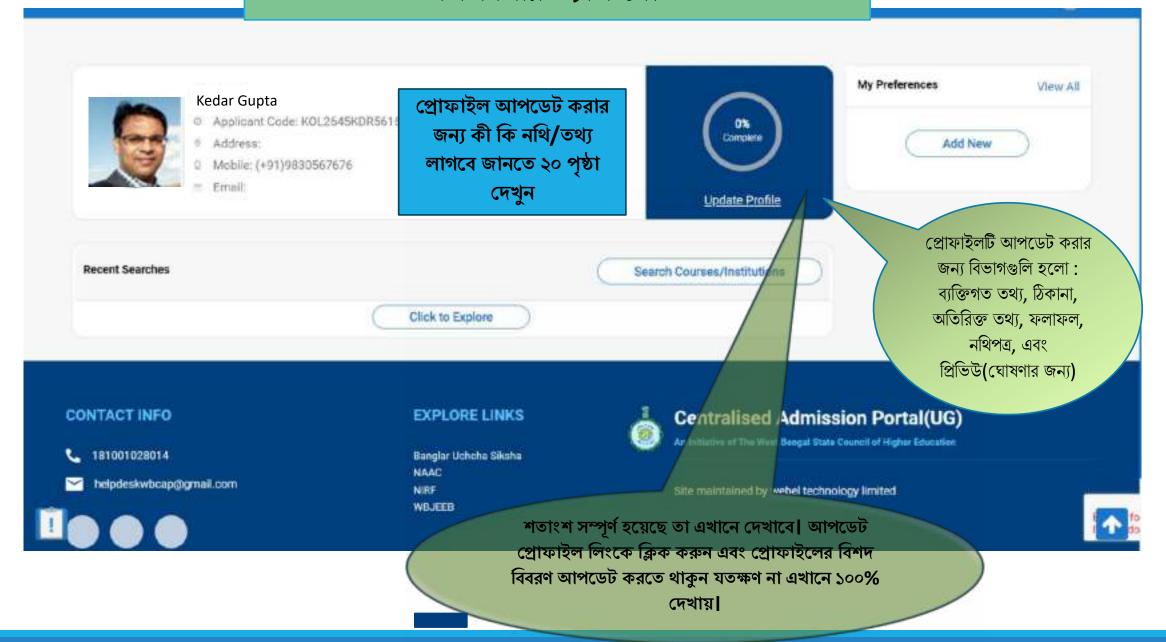
প্রোফাইল তৈরি করার জন্য যে ধাপগুলি অনুসরণ করতে হবে

- ১। ড্যাসবোর্ডে 'Update Profile" এ ক্লিক করুন (পৃষ্ঠা ২৮ দেখুন)
- ২ l "Personal Information" ট্যাবে ক্লিক করুন এবং তথ্য আপলোড করুন (পৃষ্ঠা ৩০ ও৩১ দেখুন)
- ৩। "Address" ট্যাবে ক্লিক করুন এবং তথ্য আপলোড করুন (পৃষ্ঠা ৩২ দেখুন)
- ৪। "Additional Information" ট্যাবে ক্লিক করুন এবং তথ্য আপলোড করুন (পৃষ্ঠা ৩৩ দেখুন)
- ৫। "Results" ট্যাবে ক্লিক করুন এবং তথ্য আপলোড করুন (পৃষ্ঠা ৩৪ দেখুন)
- ৬। "Documents" ট্যাবে ক্লিক করুন এবং তথ্য আপলোড করুন (পৃষ্ঠা ৩৫ দেখুন)
- ৭। " Preview" ট্যাবে ক্লিক করুন এবং অ্যান্টি ব্য়াগিং ডিক্লারেশন সহ সমস্ত ডিক্লারেশন বক্স চেক করুন (পৃষ্ঠা ৩৬ ও ৩৭ দেখুন)

আপনি প্রিভিউ সেকশনে সমস্ত ডিক্লারেশন বক্সে ক্লিক না করা পর্যন্ত আপনার প্রোফাইল ১০০% সম্পূর্ণ হবে না

৮ | প্রদত্ত কোনো তথ্য সম্পাদনার জন্য "Edit" ট্যাবে ক্লিক করুন

শিক্ষার্থীর ড্যাস বোর্ড



প্রোফাইল তৈরি করার পদ্ধতি



আপনার ছবি, স্বাক্ষর ইত্যাদি ব্যক্তিগত তথ্য এই বিভাগে আপলোড করতে হবে

ঠিকানা

আপনার স্থায়ী ও বর্তমান ঠিকানা এই বিভাগে লিখতে করতে হবে |

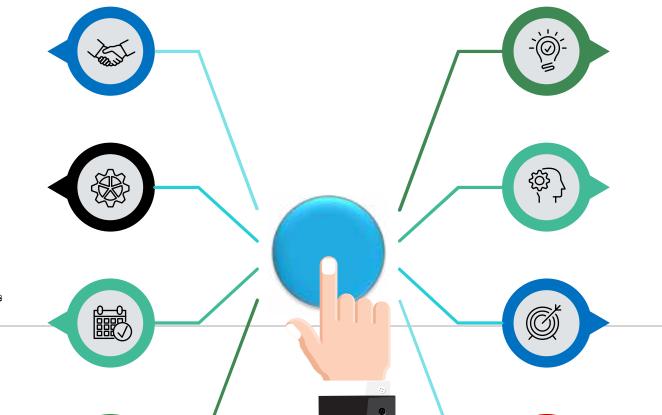
অতিরিক্ত তথ্য

আপনার মাতা পিতা/ অভিভাবকের নাম ও অন্যান্য তথ্যাবলি এই বিভাগে লিখতে

করতে পারেন|

পরীক্ষার ফলাফল

আপনার ১০ শ্রেণি এবং১০+২ শ্রেণির বোর্ডের পরীক্ষার মার্কশিটে যে নম্বর ছাপা রয়েছে সেগুলি লিখতে হবে |



নথি

আপনি যে তথ্য দিয়েছেন, এই বিভাগে সিস্টেম থেকে তার সপক্ষে নথি আপলোড করতে বলা হবে , সমস্ত নথি স্ক্যান করে তৈরি রাখবেন।

প্রিভিউ

এই বিভাগটি সতর্ক হয়ে দেখুন এবং প্রতিটি চেক বক্সেটিক করুন। শেষ হলে সাবমিট করুন। সাবমিশন সফল হলে আপনি বিভিন্ন কোর্সে আবেদন করতে পারবেন।

এডিট

সাবমিট করে দিলে প্রোফাইলে আর কোনো বদল করা যাবে না | যদি একান্ত ভাবে দরকার পড়ে তাহলে আপনাকে এই বিভাগ থেকে প্রোফাইলটি খুলতে হবে।একমাত্র তখনই আপনি প্রোফাইল আপডেট করতে পারবেন |

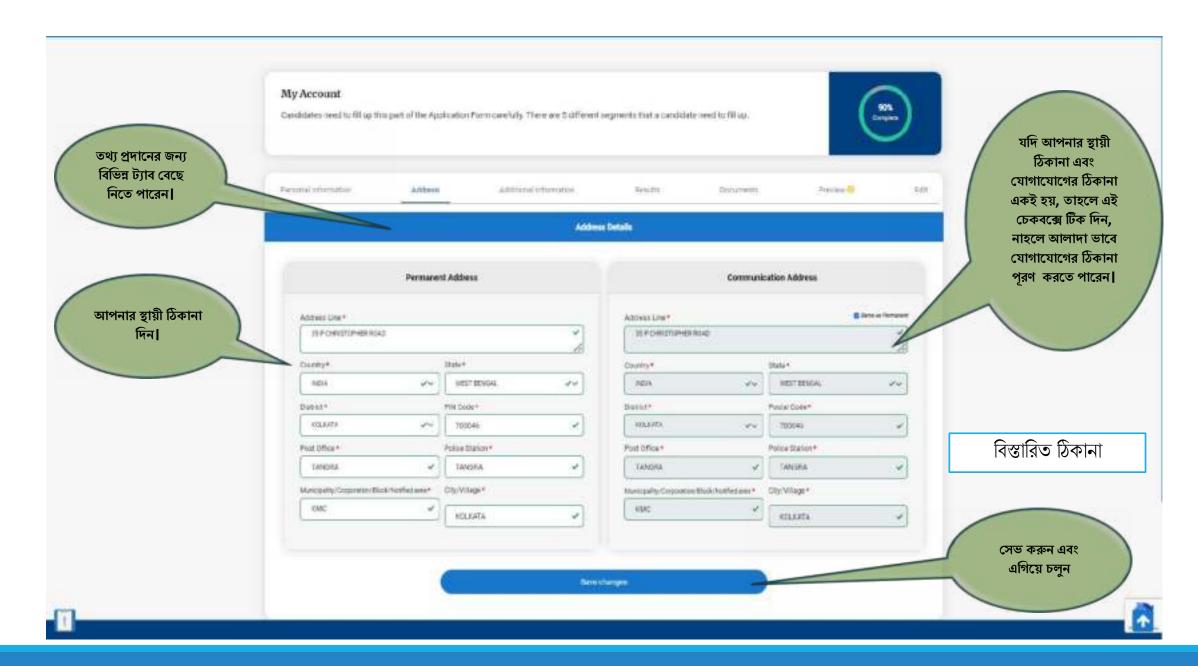
.

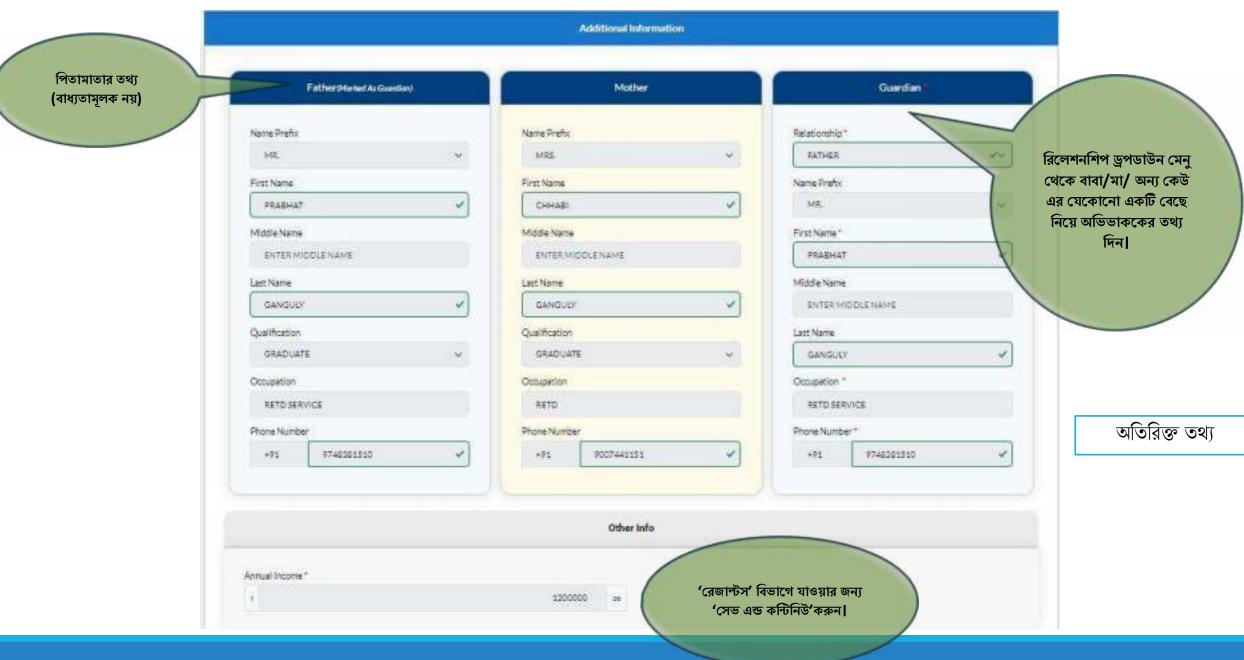
পিডিএফ ডাউনলোড

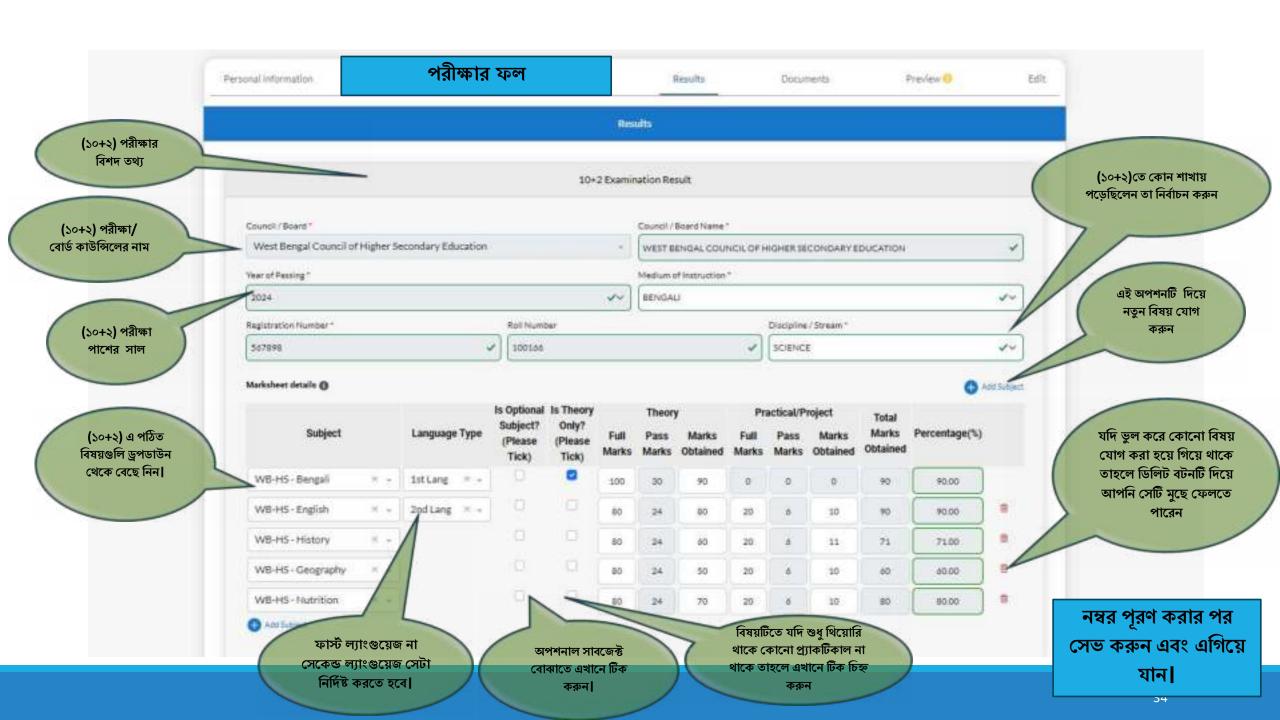
আপনি আপনার অ্যাপ্লিকেশনটি ডাউনলোড করতে পারবেন |

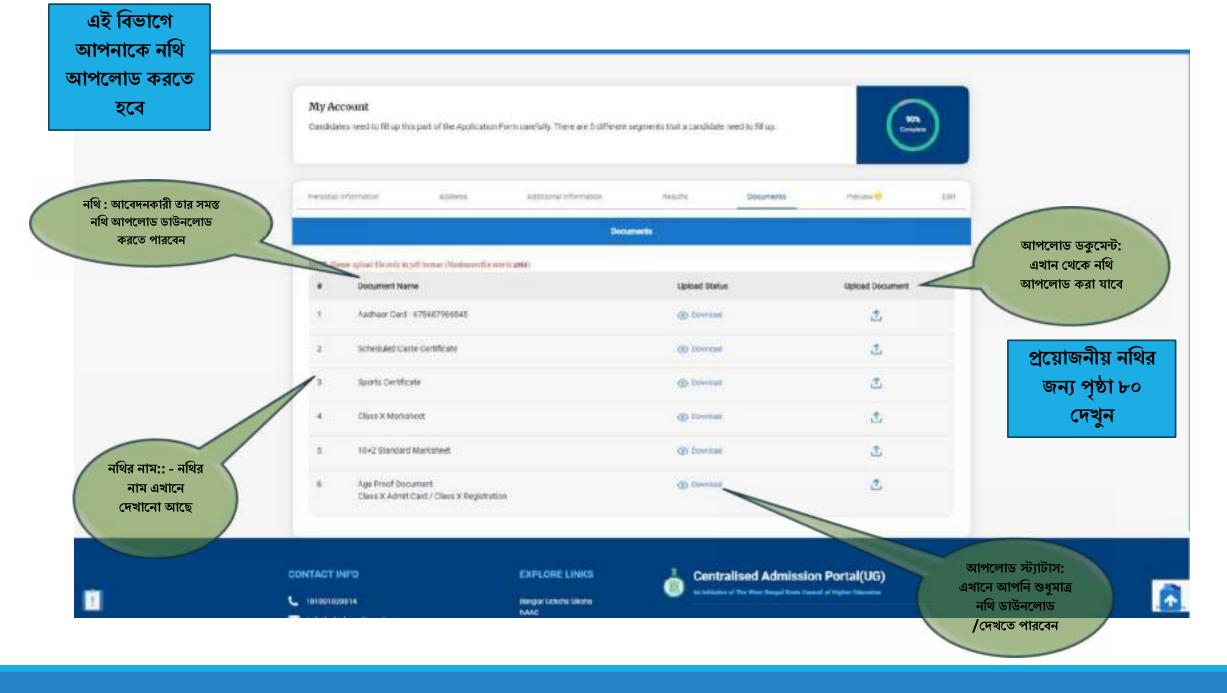












এই পেজটি দেখার জন্য ড্যাসবোর্ডে "Preview" বটন ক্লিক করুন

Personal oformation ADD NOT Aggreenal schoolings Name (Na **Dollahelts** Province () 541 আবেদনকারীর স্বাক্ষর Personal Information Applicant Code: NOL3118KAUESUS Session: 2023-24 Profile Phielo. at Name | NEDAR Middle None Last Name: - GDP74 Date of Birth | Dec 1, 2000 Nationalty: Indian State: What Bengal Dutriet: Yolkata Hausert Relively Clerion | Sociolari. Gender: M. Category: Scheduled Caste - WE Martial Stratum: Christophia Blood Group : On-Identity Proof: Auditor Card-Identity Card No : 075587968542 4 Mother Torque : Bergsil (Bargla) Respons: WINDERSM Wheather differently abled ... No is aports person? Yes mont Level: District Level e Football Mobile Number: 0833577740 Broad! Bank Account Holder Martin : I'y Back Account Number: 1503334 Barik (FSC Code: dsc Storik Name: Bit Checkett and writing by me মোবাইল নম্বর ও ব্যাংক একাউন্ট ডিটেইলস Address Details Persuaret Address Communication Address Administration 25 P CHRISTOPHER ROAD NUMBER OF STREET OF HER ROAD Courty: Jida Sauntry India man: West Resput stone: Wert Bergal Dennit. Rokyté SITTLE KORKER আবেদনকারীর পরিচয়পত্রের Function 700046 700046 নম্বর PortOtto: Tangor PrintOffice: Tangra

Principality 1905/2

ব্যক্তিগত তথ্য: আবেদনকারী যা যা ব্যক্তিগত তথ্য দিয়েছেন তা এখান থেকে চেক করতে পারবেন

আবেদনকারীর ছবি

প্রদত্ত তথ্যগুলি সঠিক এটি নিশ্চিত করার জন্য এই চেক বক্সটিতে ক্লিক করুন,

আবেদনকারীর বিস্তারিত ঠিকানা এখানে দেখা যাবে

Procedures - Stroom



সমস্ত নম্বর সঠিক প্রদান করা হয়েছে এটি নিশ্চিত করতে চেক বক্সে ক্লিক করুন।

নথিগুলি সঠিক আপলোড

করা হয়েছে এটি নিশ্চিত

করতে চেক বক্সে ক্লিক

করুন

English	90	20	55	20	6	0	43	62.60
Bengali	700	33	79	.20	0		92	88.33
Weography	367	307	27	20	0	18	93	93.00
Physical Sc.	30	24	07	207	ø	74	79	79.00
History	98	24	77	20	ø	2	84	84,00
Biology	90	24	75	207	6	7.	82	82.00

Checked and writed by the

Documents

- 1. Audhuar Cond 875687986848 min hore
- 2. Scheduled Caste Cartificiale cick bere.
- 3. Sports cartificate: dick here
- 4. Class If Marksheet click here
- 5. 10+2 Standard Starksheet 15th hers
- 6. Age Proof Document Class X Admit Card / Class X Registration click here:
- 7. Bank Account Proof. chick he're

Checked and vertiled by me

Consent

colornity Sective that I have read and understood the rules and regulations of admission to the undergraduate courses of all Universities/Culteges/HEIs of West Bengal and that I am applying for admission to US course(s) after fully understanding the nules/regulations, whigh bits content etc. set forth by the 4-filliating Universities or Higher Education strettly those may be I further declare that if my application turns out to be invalid for not understanding say subsymptotion or purt themself in my part, I also been recognished to such invalidation. If any

I do hereby solerantly declare that all the information provided in this application are true, complete and correct to the best of my top information found to be faint, incomplete or incorrect, my parallelature in table to be cancelled even after ago

Likelenskledge

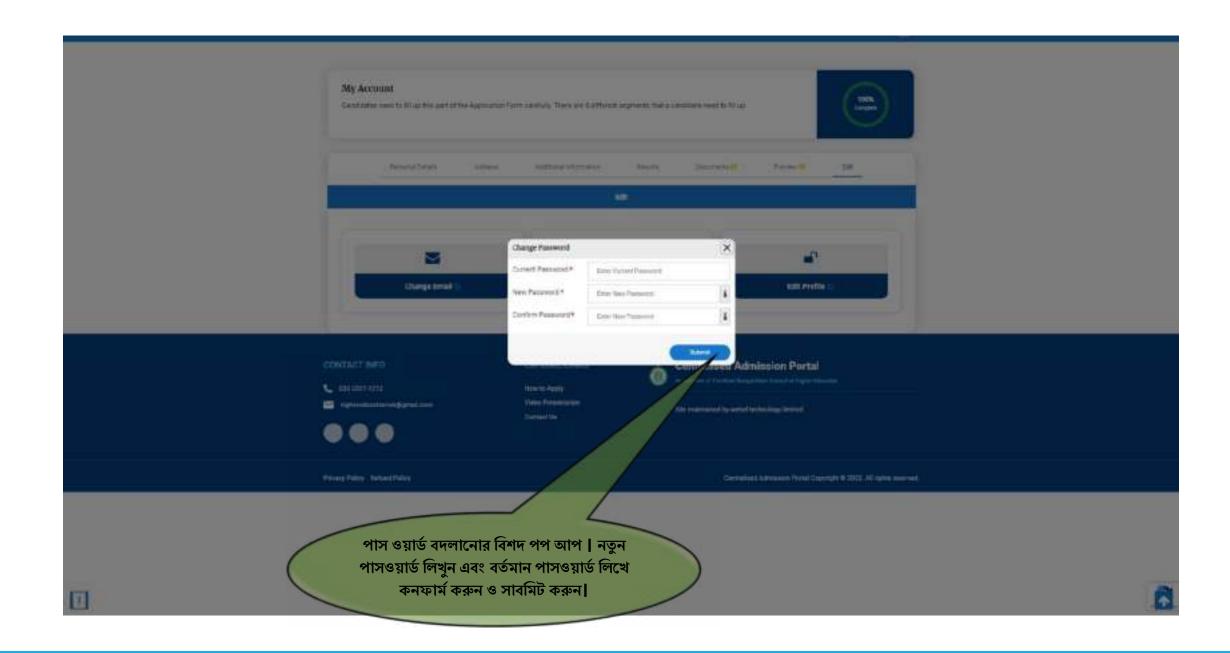
সমস্ত তথ্য যথাযথ এবং সঠিক এটি নিশ্চিত করতে চেক বক্সে ক্লিক করুন। প্রিভিউ পেজের শেষে আপনি এটি দেখতে পাবেন

কনফার্ম করার জন্য এই বটনটি ক্লিক করুন। এবার এইচ ই আই/প্রোগ্রাম পছন্দের তালিকায় যোগ করার জন্য শিক্ষার্থীর প্রোফাইলের ওপরে যান এবং "Add New"তে ক্লিক করুন। পৃষ্ঠা ২৭ দেখুন।





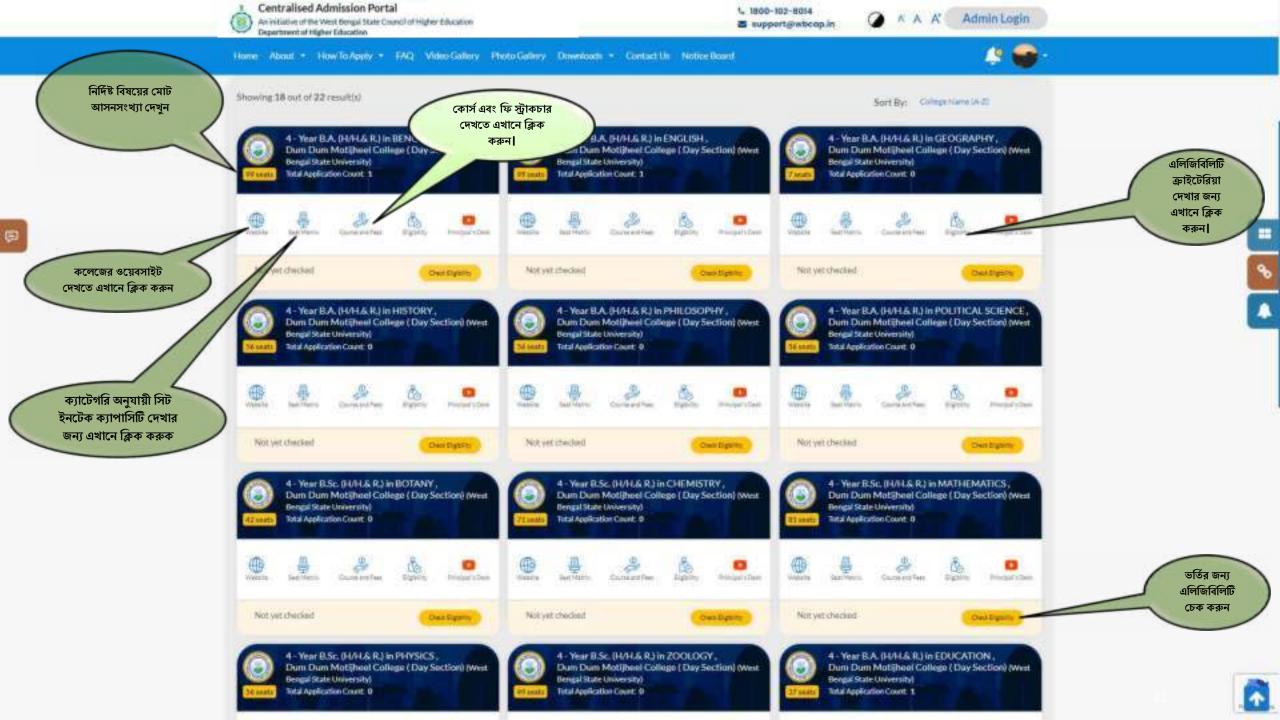


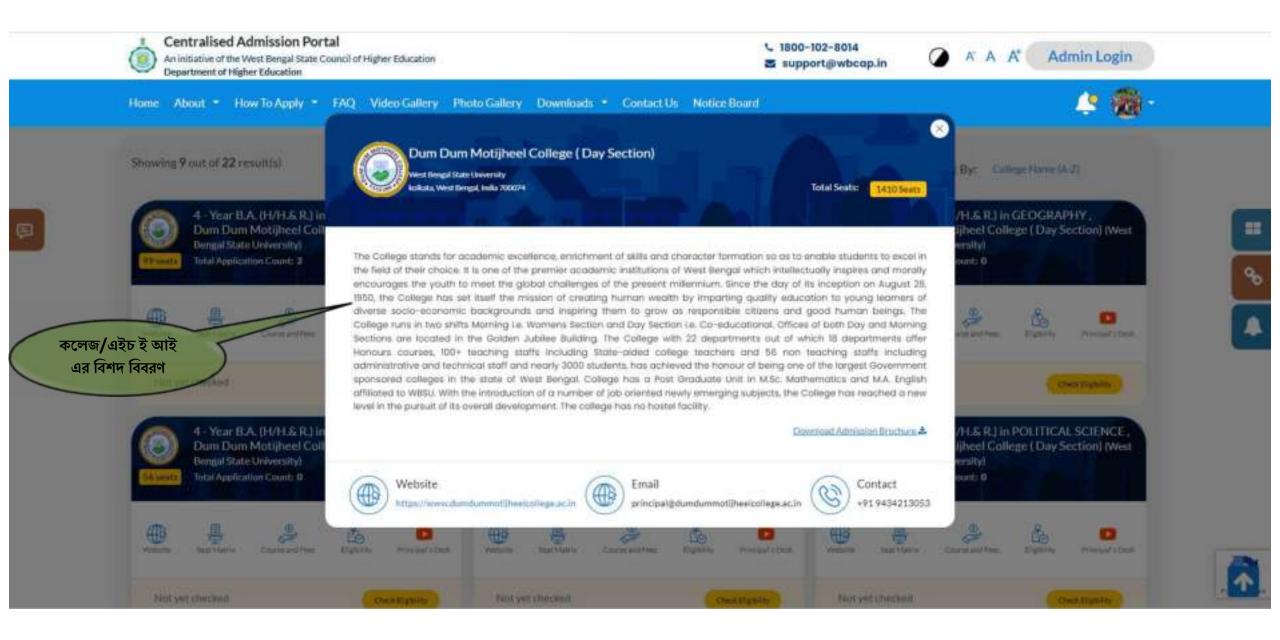


প্রোফাইল ১০০% আপলোড হবার পরে যে ধাপগুলি অনুসরণ করতে হবে

□ ১| কোর্স প্রেফারেন্স যোগ করার জন্য প্রোফাইলের ওপরের ডান দিকের কোনের "ADD NEW" বটনে ক্লিক করুন| 🔲 ২| আপনার পছন্দের কোর্সটি জেলা ভিত্তিক, প্রোগ্রাম ভিত্তিক, কলেজ/ এইচ ই আই ভিত্তিক বা বিশ্ববিদ্যালয় ভিত্তিক অনুসন্ধান করুন যেমনভাবে পৃষ্ঠা ৮-১৩ তে দেখানো হয়েছে 🔲 ৩ | আপনার পছন্দের কোর্সগুলি ড্যাসবোর্ডে দেখা যাবে (পৃষ্ঠা ৪২ দেখুন) | 🛘 ৪। প্রত্যেকটি কোর্সের নীচে থাকা "Check Eligibility" বটনে এক এক করে ক্লিক করুন (পৃষ্ঠা ৪২ দেখুন). 🔲 ৫ | এলিজিবিলিটি চেক করে আপনি কোনো কোর্সের জন্য নির্দিষ্ট কোর্সের জন্য এলিজিবল হলে সেই কোর্সের নীচে বটনটি সক্রিয় হবে(পৃষ্ঠা ৪৭ দেখুন) | ☐ ৬| "Add Preference List" বটনে ক্লিক করুন| 🔲 ৭| প্রেফার্ড কোর্স আপনার প্রোফাইলের ওপরের ডানদিকের কোনে দেখা যাবে (পৃষ্ঠা ৪৮ দেখুন)|

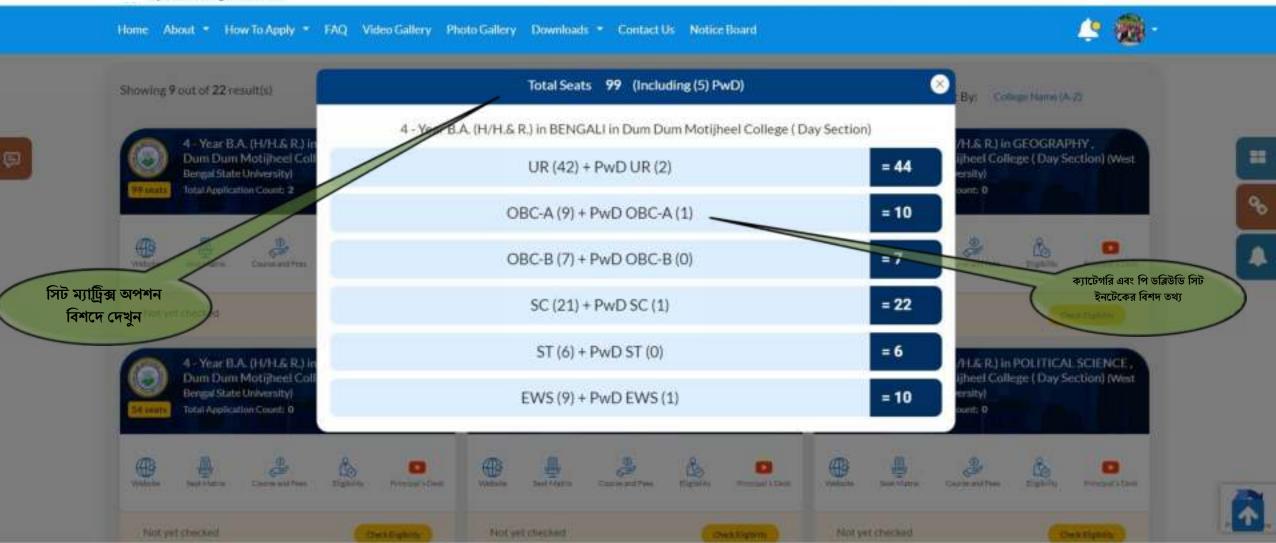
🔲 ৮ | আপনি আপনার কোর্স প্রেফারেন্স অ্যাপ্লিকেশন উইনডো বন্ধ হওয়ার আগে পর্যন্ত যেকোনো সময় বদলাতে পারেন (পৃষ্ঠা ৫৫ দেখুন) |

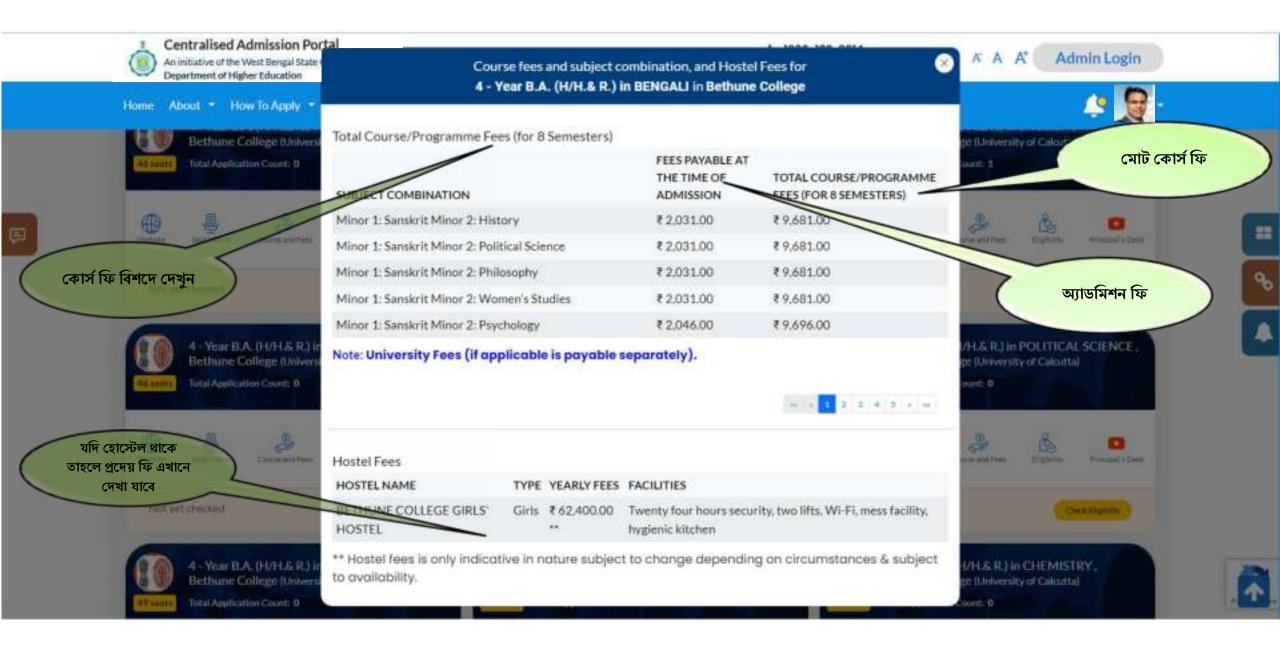


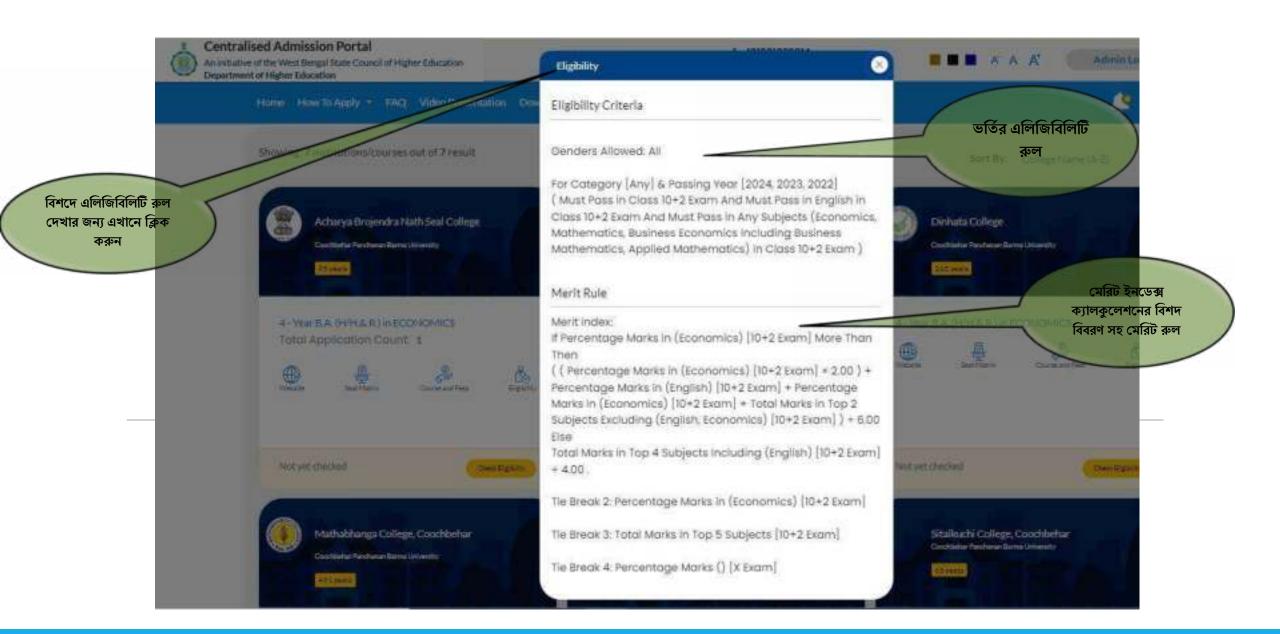


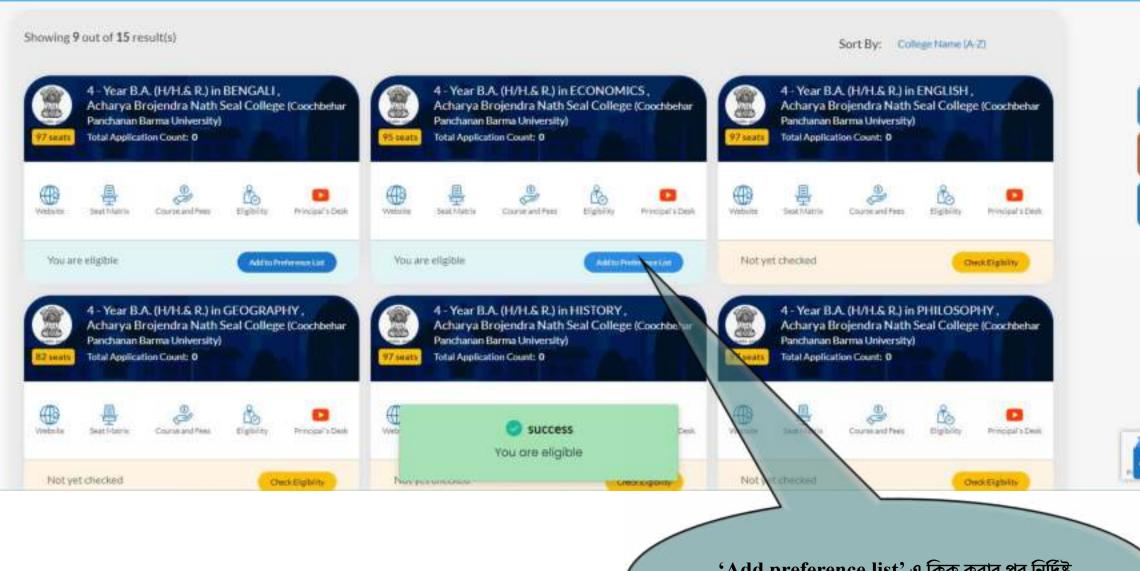


Admin Login





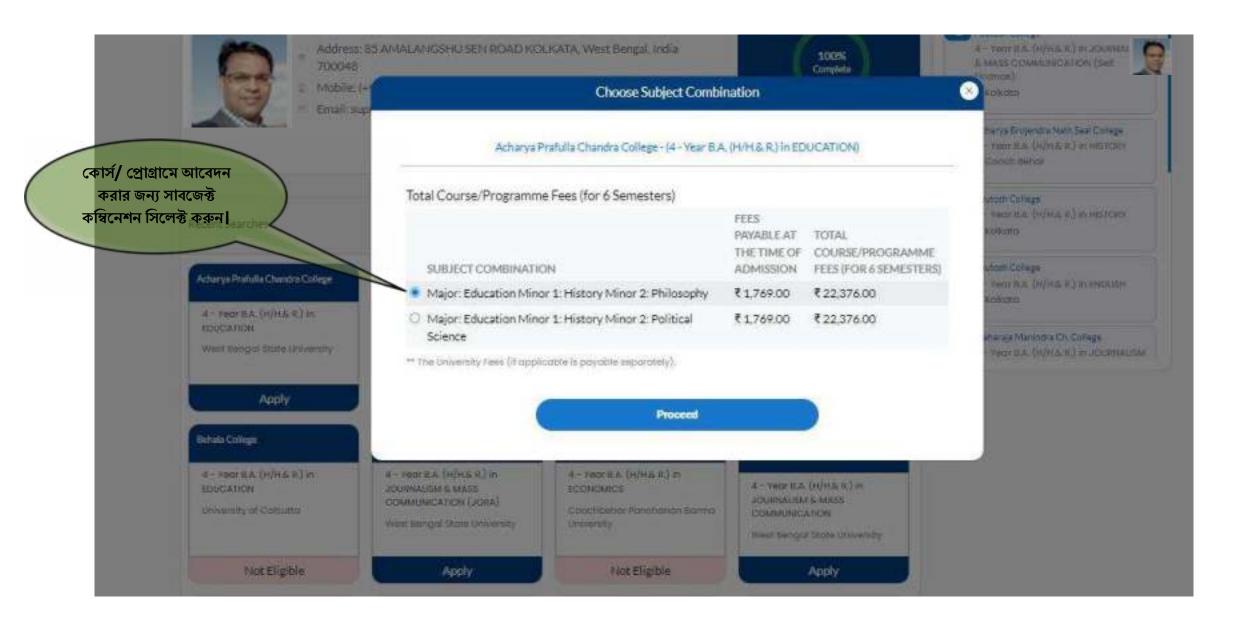




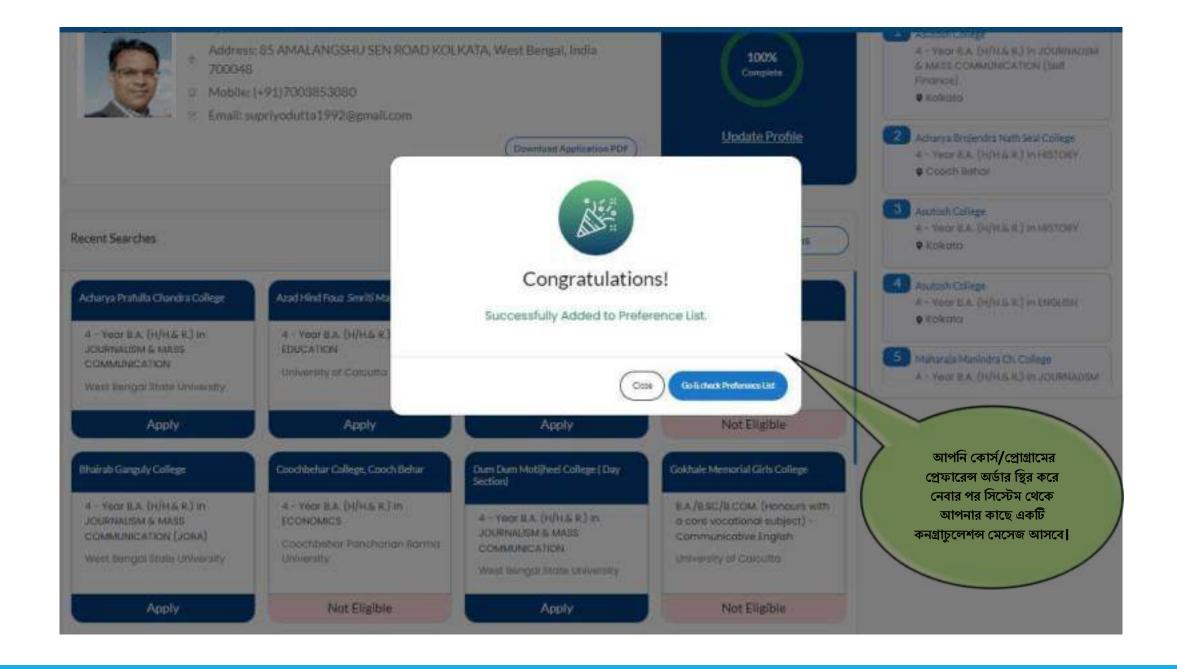
'Add preference list' এ ক্লিক করার পর নির্দিষ্ট কোর্স / প্রোগ্রামের জন্য 'Apply' বটনটি উপলব্ধ

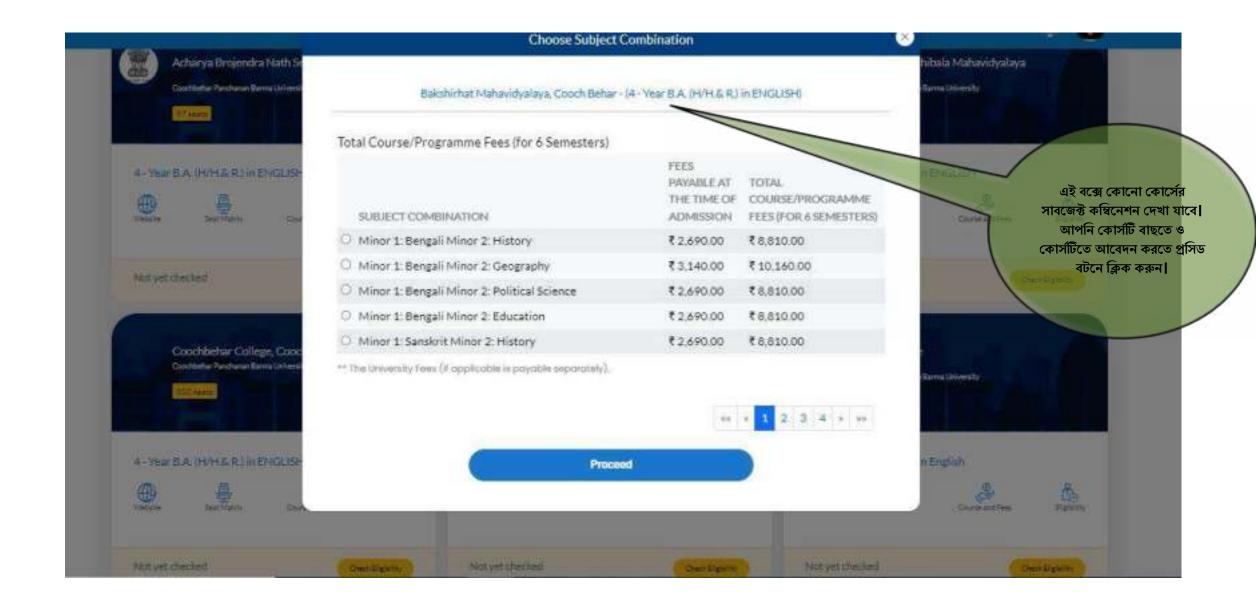
প্রোফাইল এন্ট্রি (প্রিভিউ পেজ -সর্বশেষ প্রাপ্তিস্বীকার)







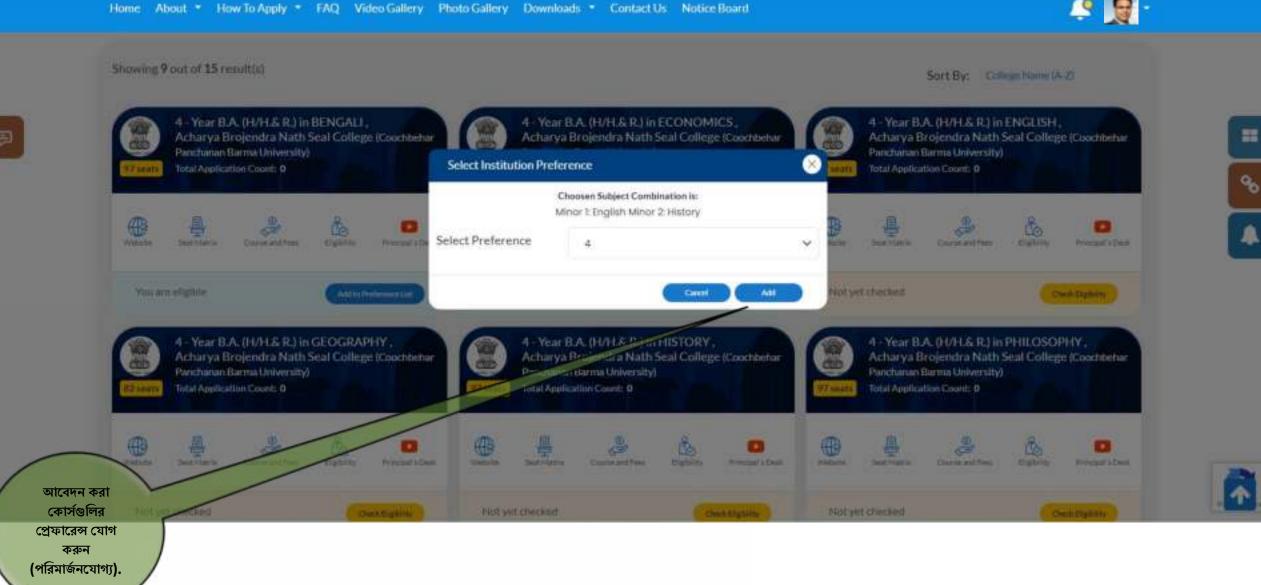


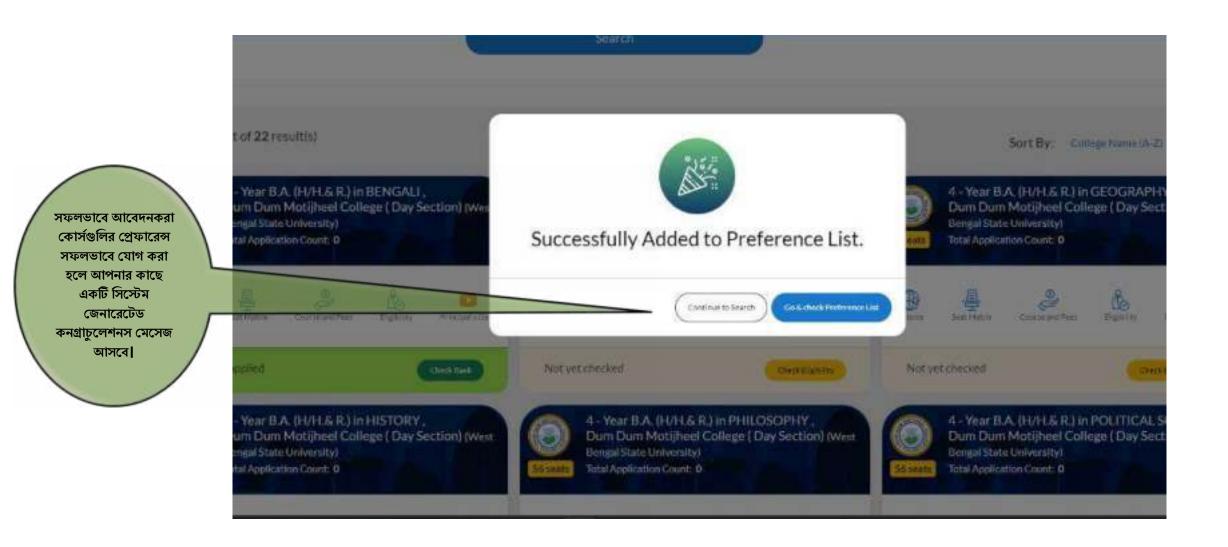


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Admin Login

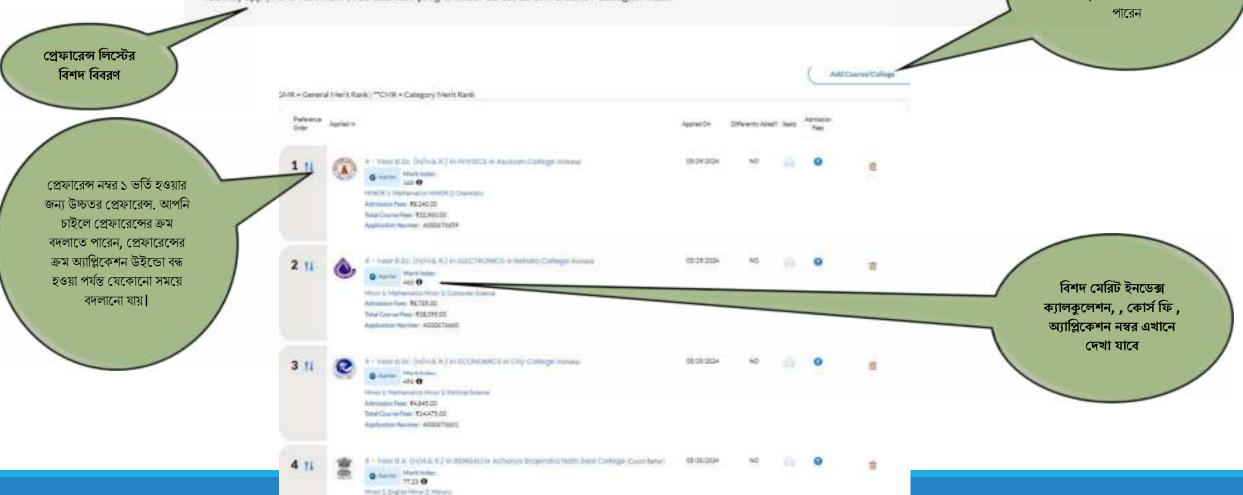




Check your Preference List Carefully

- You can change your order of preferences at any time before the closure of the application window.
- After the closure of application window, candidate will not be able to change preference list.
- . Preference 1 means your highest preference.
- . If any candidate is allotted a seat and fail to take admission within due time, the candidate will not be allowed to take admission any further. However, such candidates may be considered during the Moo-Up round.
- . The auto upgradation is allowed if any candidate takes admission to a seat below the highest preference. In such case the candidate will have to take admission to the allowed seat.
- If the amount paid at the time of admission before upgradation is more than the amount to be paid at the upgrade round, the candidate will get back the balance amount after the completion of admission before upgradation is more than the amount to be paid at the upgrade round, the candidate will get back the balance amount after the completion of admission before upgradation is more than the amount to be paid at the upgrade round, the candidate will get back the balance amount after the completion of admission before upgradation is more than the amount to be paid at the upgrade round, the candidate will get back the balance amount after the completion of admission before upgradation is more than the amount to be paid at the upgrade round. online admission process. প্রেফারেন্স লিস্টে আরো
- . If the amount paid at the time of admission before upgradation is less than the amount to be paid at the upgrade round, the candidate needs to pay the balance amount only.
- You may apply for a maximum of 25 courses / programmes / across all Universities / Colleges / HEIs.

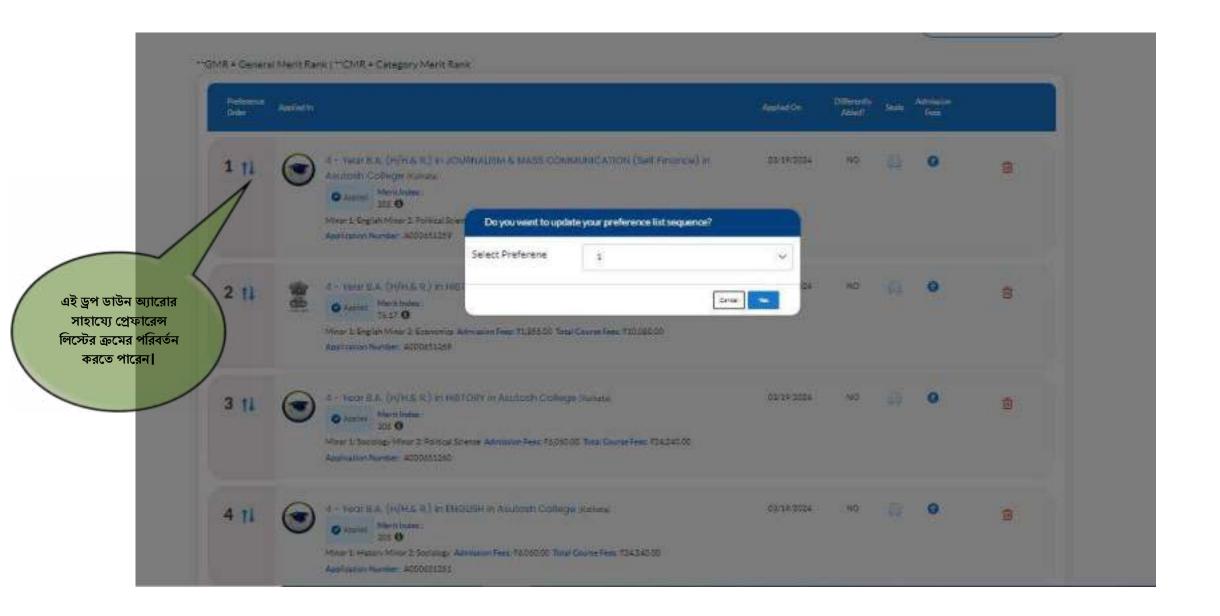
Administrative VLSTCO Table Commo Fresh #15,090,00

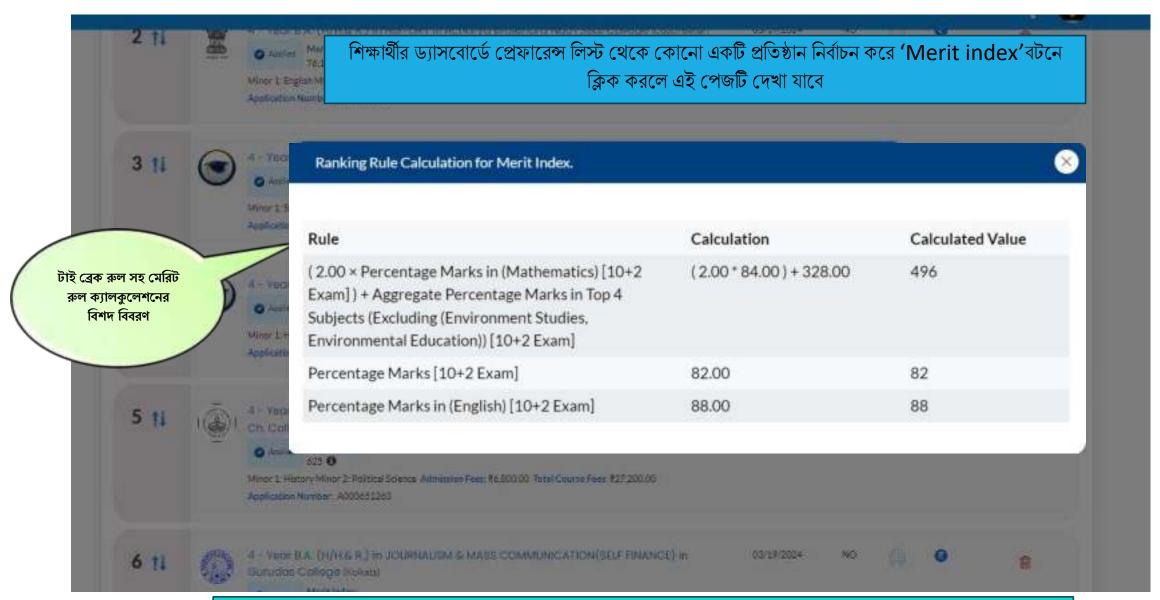


প্রেফারেন্স লিস্ট যোগ করার পর আপনি এই

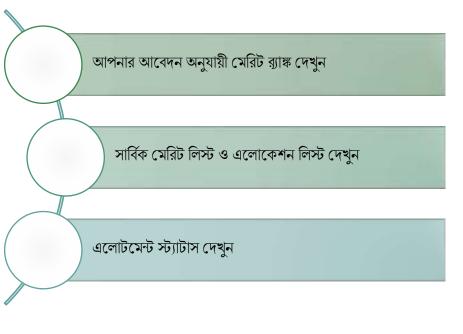
পেজটি আপনার ড্যাসবোর্ডে দেখতে পাবেন

কোর্স/প্রোগ্রাম যোগ করতে

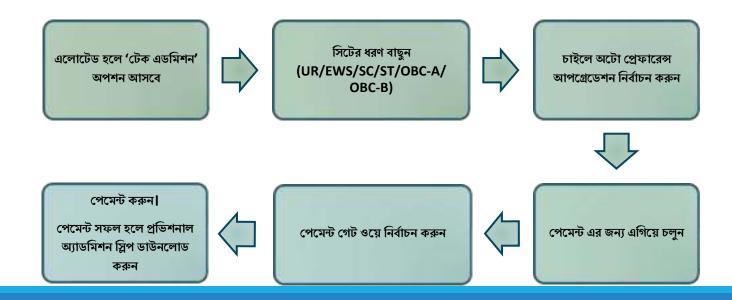




মেরিট লিস্ট প্রকাশিত হলে পোটালে বিজ্ঞাপিত হবে এবং শিক্ষার্থীরা মেরিট লিস্ট ও এইচ ই আই তে এলোকেশন লিস্ট নিজের নিজের ড্যাসবোর্ডে দেখতে পাবে

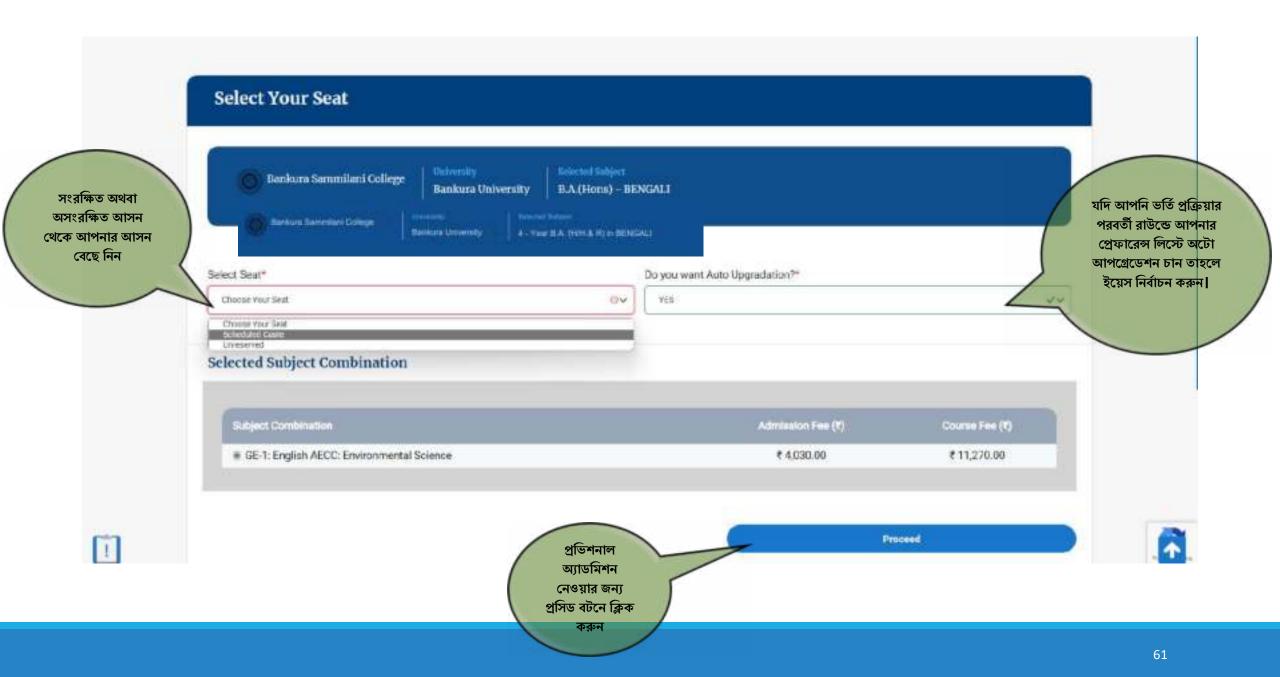


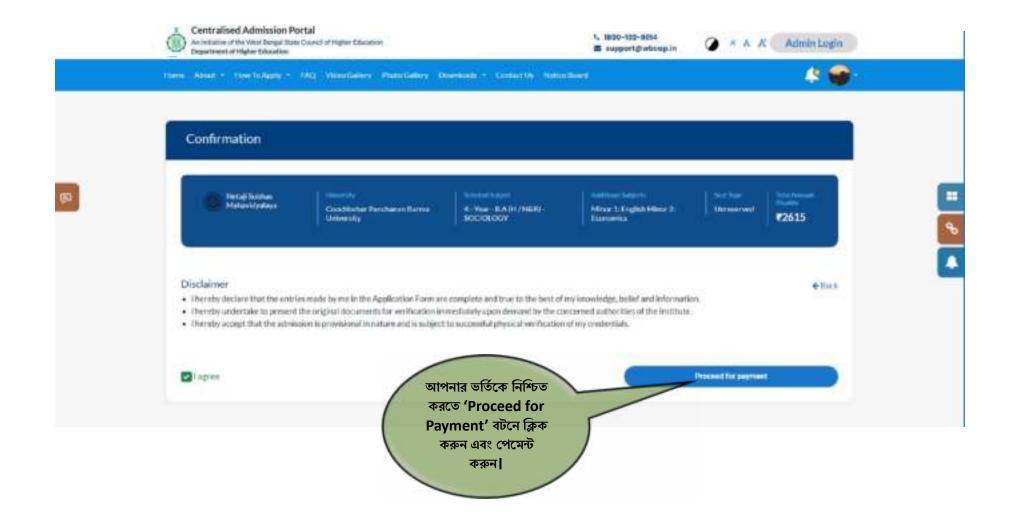
বিশদে জানতে পৃষ্ঠা ৫৯-৬৫ দেখুন

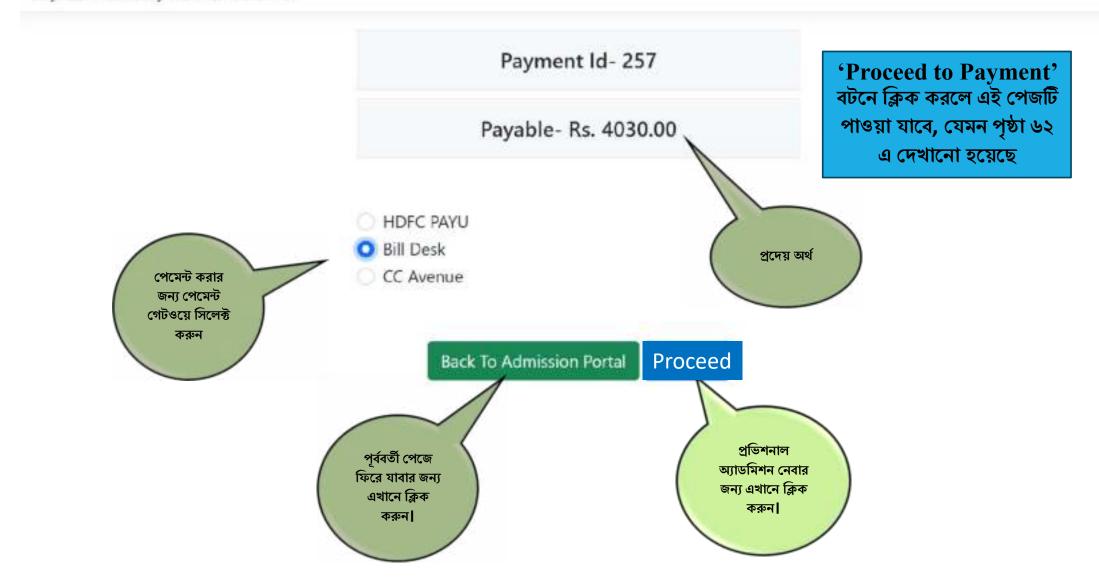








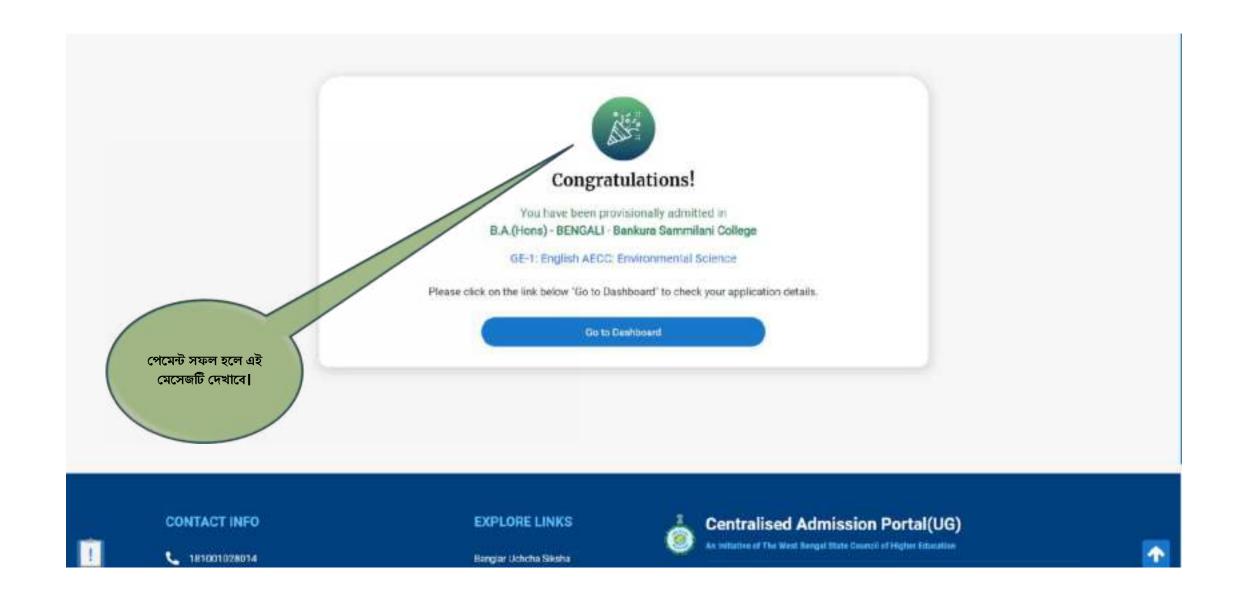




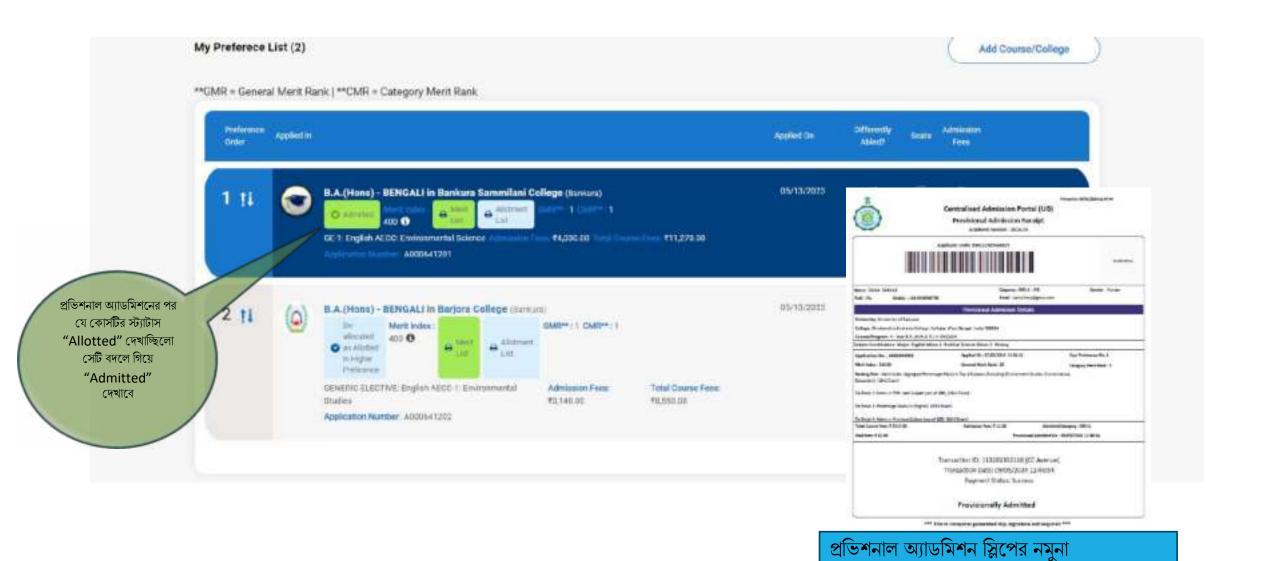












যখন উচ্চতর প্রেফারেন্স বরাদ্দ করা হবে:

ধরা যাক আপনাকে আপগ্রেড রাউণ্ডে উচ্চতর প্রেফারেন্সের আসন বরাদ্দ করা হলো



আপনি ভর্তি হতে পারেন



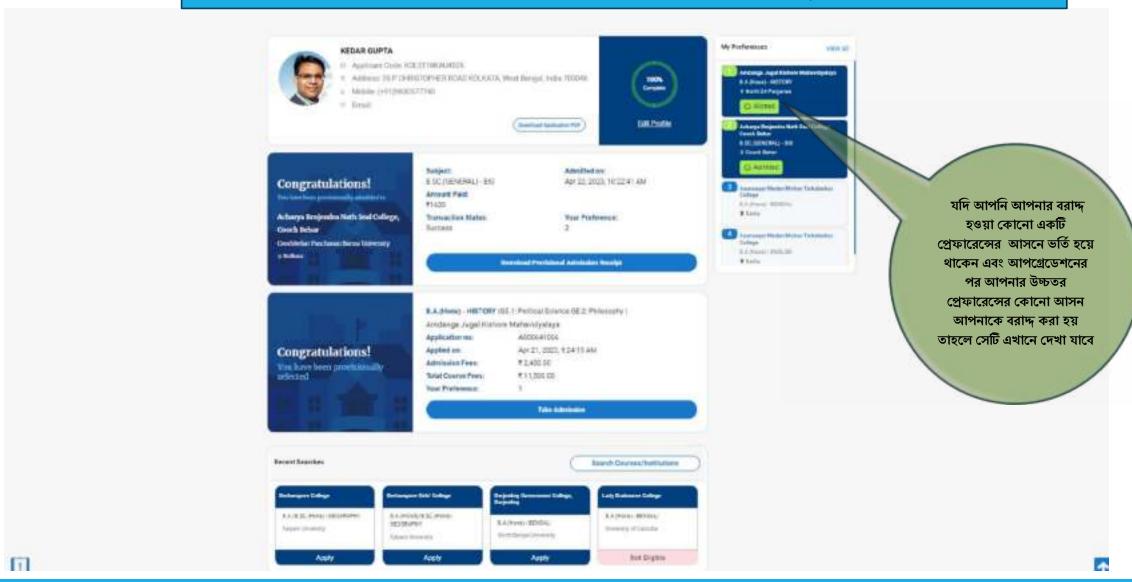
কোনো ব্যালেন্স এমাউন্ট (যদি থাকে) পেমেন্ট করতে হবে কিনা চেক করুন,

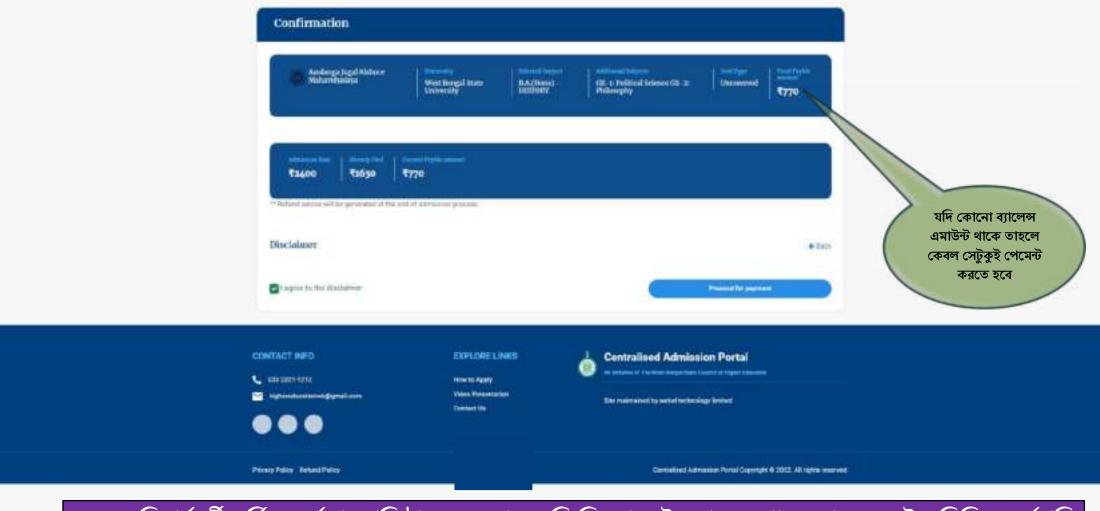


যদি আপগ্রেডেশনে উচ্চতর প্রেফারেন্স এলট করা হয়, তাহলে আবেদনকারী সেটি ড্যাসবোর্ডে দেখতে পাবেন

পেমেন্ট করার জন্য এগিয়ে চলুন

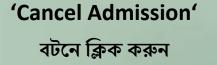
যদি আপনি বরাদ্দ হওয়া উচ্চতর প্রেফারেন্সের আসনে ভর্তি হন তাহলে , পৃষ্ঠা ৬৭-৬৮ দেখুন





মন্তব্য:যদি পূর্ববর্তী ভর্তিতে বর্তমান প্রতিষ্ঠানের তুলনায় বেশি ফি পেমেন্ট করা হয়ে থাকে তাহলে সেই অতিরিক্ত অর্থরাশি ভর্তি প্রক্রিয়া শেষ হলে আবেদনকারীর ব্যাংক একাউন্টে(আবেদনকারি প্রদত্ত) ট্রান্সফার করা হবে।

ভর্তি বাতিল করার প্রক্রিয়া

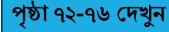


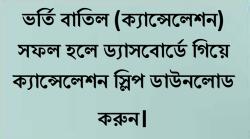


ভর্তি বাতিল করার প্রক্রিয়া চালিয়ে যাওয়ার জন্য 'Confirm' বটনে ক্লিক করুন



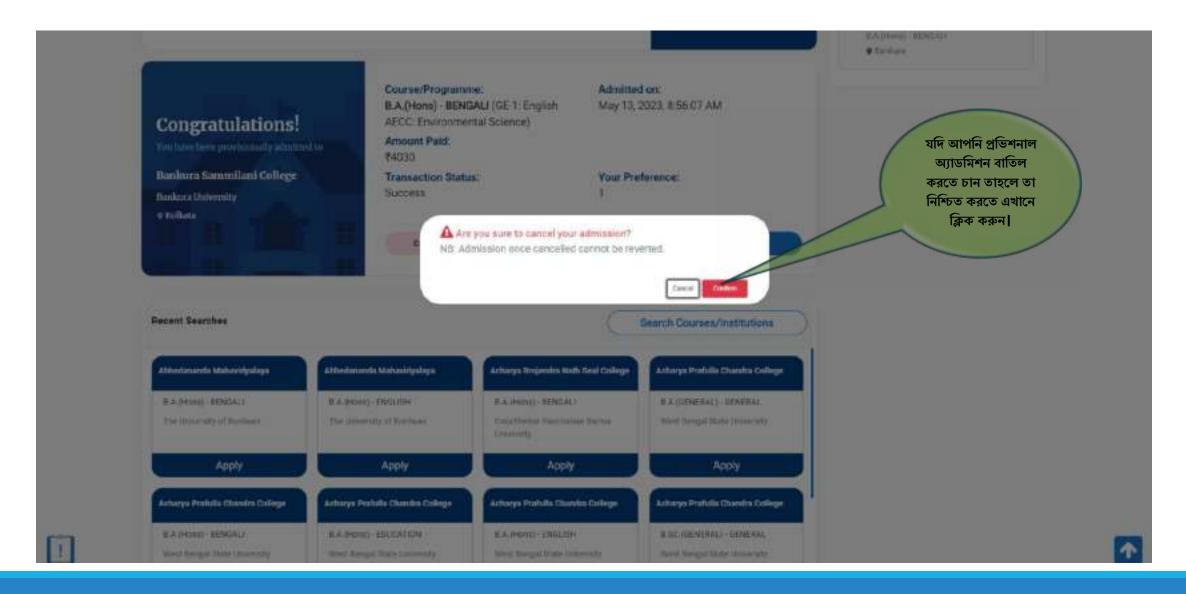
ভর্তি বাতিল করার (ক্যান্সেলেশনের) কারন দিন

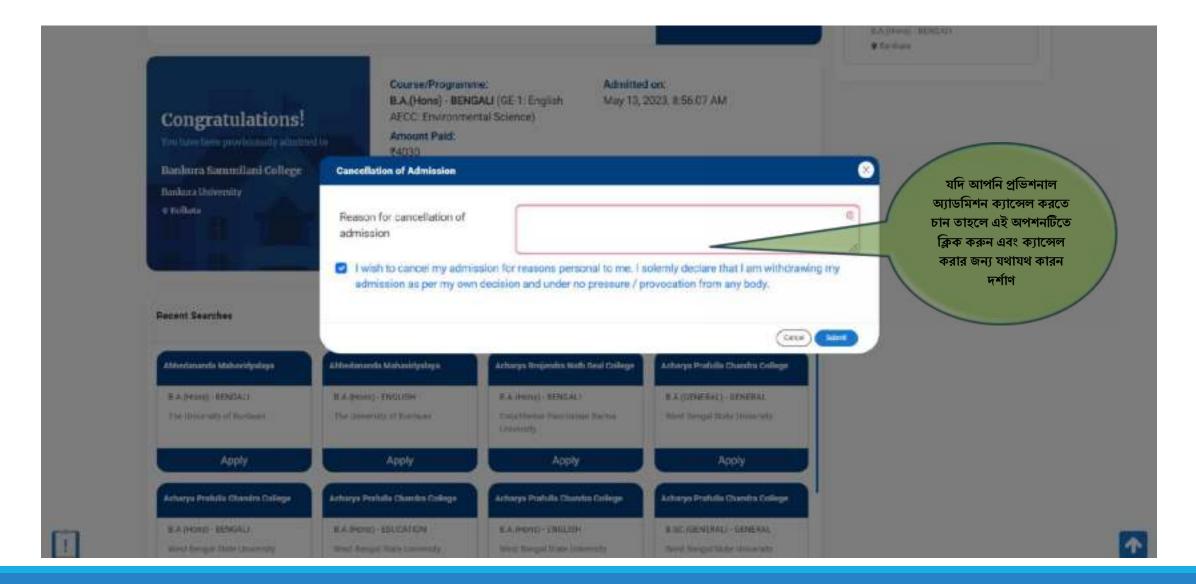


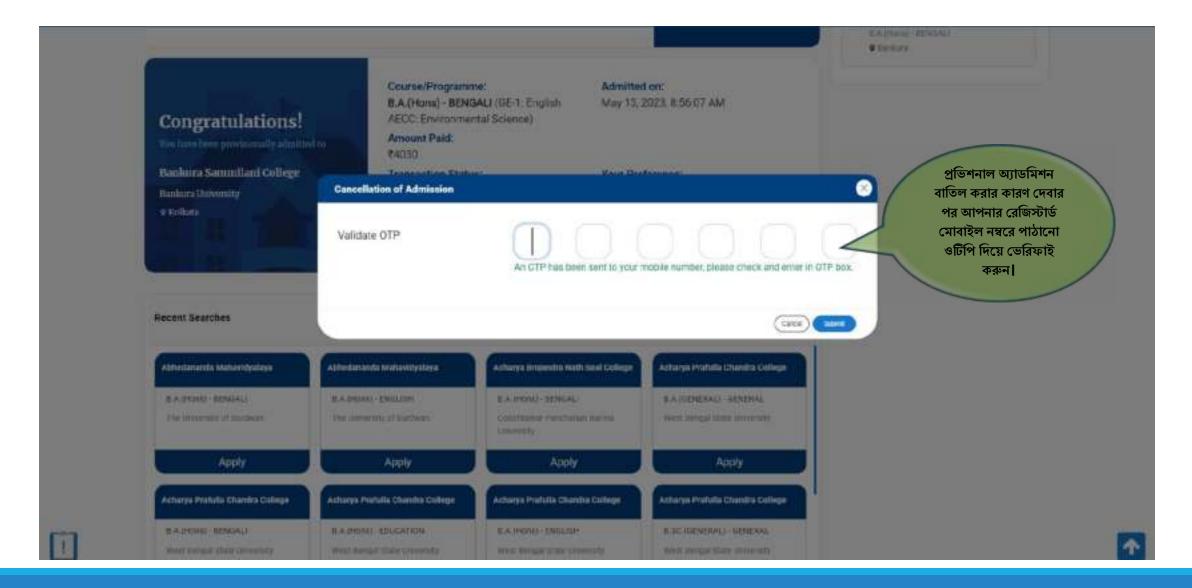


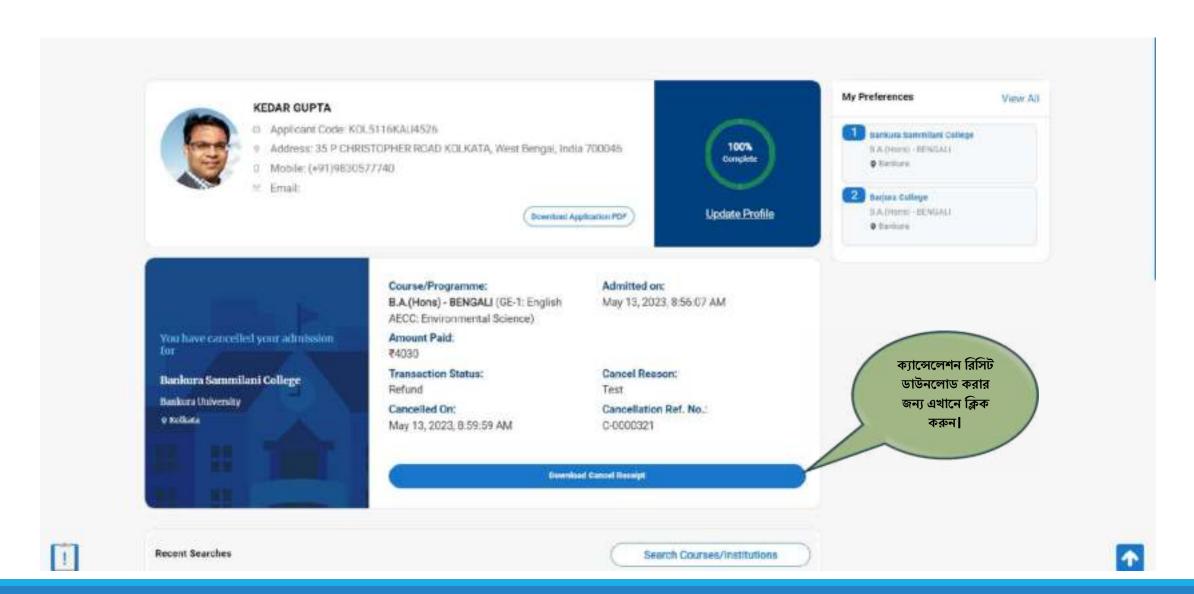


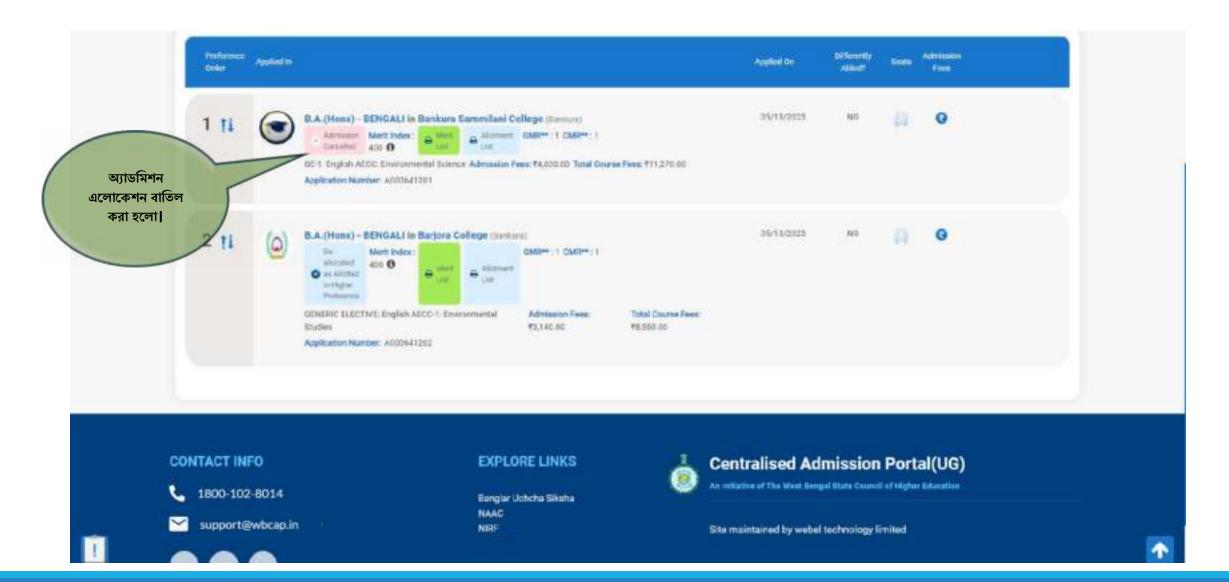
ওটিপি দিয়ে ভ্যালিডেট করুন









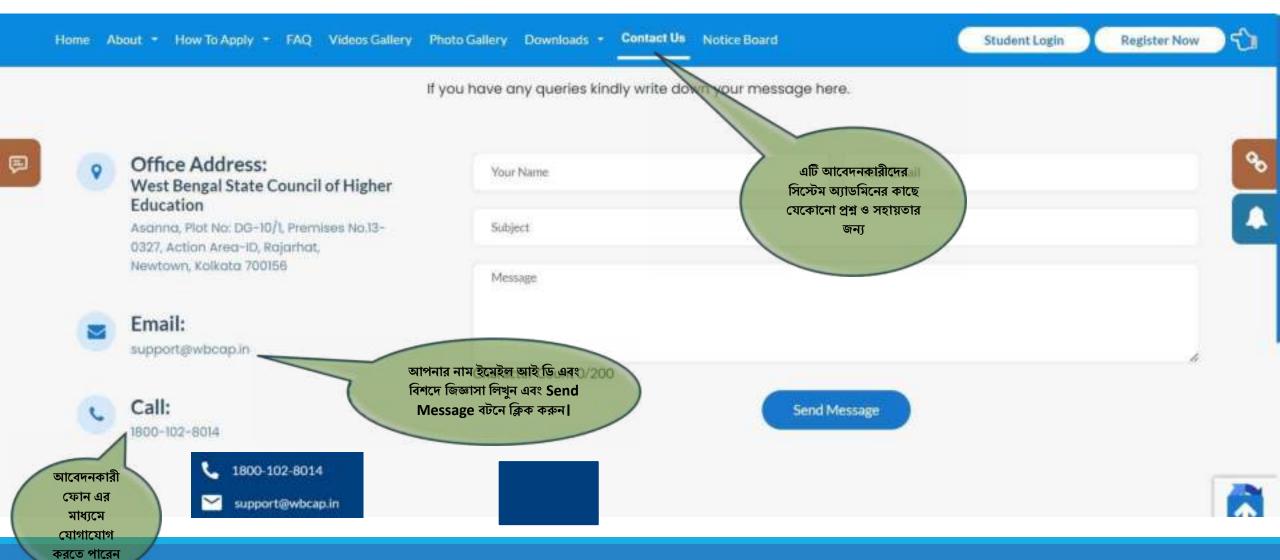


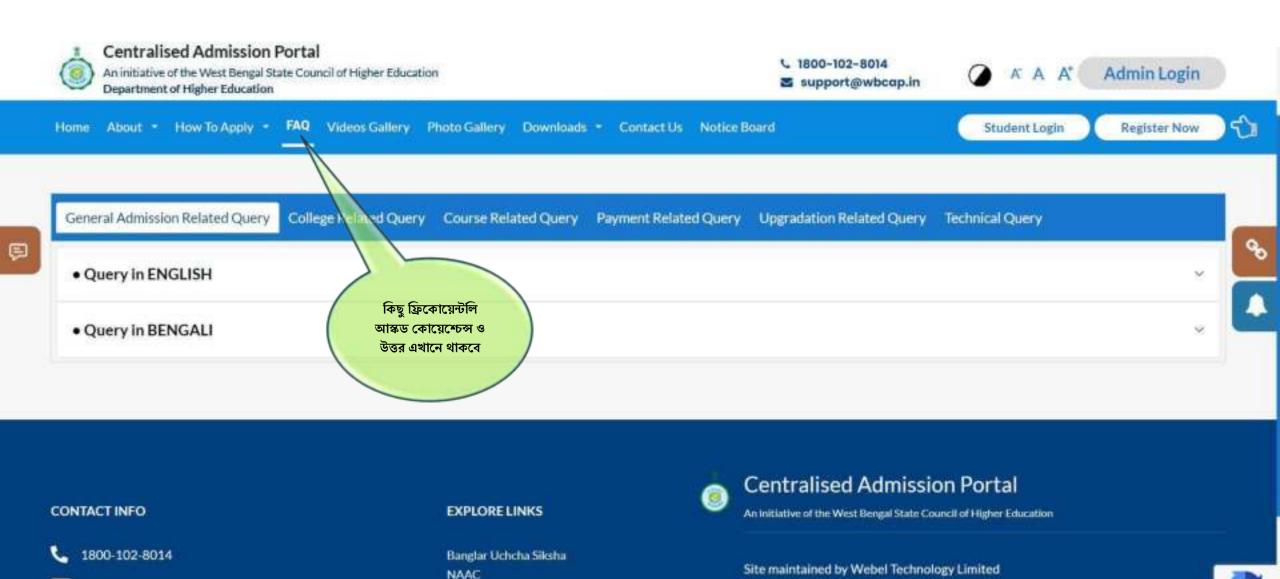
আবেদনকারীদের জন্য অন্যান্য বিকল্প সমূহ

অন্যান্য বিকল্প দেখার জন্য ড্যাসবোর্ড চেক করুন

যোগাযোগ FAQ এবং উত্তর ট্রান্সাকশনের বিশদ বিবরণ বিজ্ঞপ্তি







NIRF

West Bengal Council for Higher

support@wbcap.in

পেমেন্ট হিস্ট্রি সাক্সেসফুল অথবা ফেইল্ড) এখানে দেখা যাবে

Transaction History

All the transactions are showing here. If you have any queries kindly write down your message here.

Claim Refund

Amdanga Jugal Kishore Mahavidyalaya

B.A.(Hons) - HISTORY

Admitted.

Payment ID: P0000207

Payment Amount:

₹770

Payment Date:

Apr 22, 2023, 10:26:23 AM

Payment Status:

Success

Acharya Brojendra Nath Seal College, Cooch Behar

B.SC (GENERAL) - BIO

Withdrawn after Provisional Admission in Higher Preference

Payment ID: P0000206

Payment Amount:

₹1630

Payment Date:

Apr 22, 2023, 10:22:26 AM

Payment Status:

Success

Acharya Brojendra Nath Seal College, Cooch Behar

B.SC (GENERAL) - BIO

Withdrawn after Provisional Admission in Higher Preference

Payment ID:

P0000205

Payment Amount:

₹1630

Payment Date:

Apr 22, 2022, 10:21:20 AM

Payment Status:

Falled

Amdanga Jugal Kishore Mahavidyalaya

Payment ID:

P0000203

Payment Date:

Apr 22, 2023, 12:32:30 AM



Centralised Admission Portal An initiative of the West Bengal State Council of Higher Education Department of Higher Education





User Manual for Students

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Cancellation of Admission	71-76
Other Options	77-81

Introduction:

Under the visionary leadership of Mamata Banerjee, Hon'ble Chief Minister, West Bengal, the Department of Higher Education, Government of West Bengal through the West Bengal State Council of Higher Education has introduced *Centralised Admission Portal* from 2024-2025 academic session considering the need for uniformity and transparency in the admission system in all Colleges and Universities throughout the state with a view to help the desiring students to find out the Undergraduate courses of his /her choice and get admission as per eligibility in any one of the 16 Universities and 461 Government and Government-aided Colleges/ Higher Educational Institutions (HEIs) through this portal.

This manual is a step-by-step guidance to the students who will apply through this portal in the Undergraduate Courses in HEIs of the State of West Bengal.

The Department of Higher Education, Government of West Bengal welcomes all students and wishes them a hassle-free admission journey to the path of Higher Education in West Bengal.

Visit

www.wb.gov.in

or https://banglaruchchashiksha.wb.gov.in

and click 'Centralised Admission Portal' to go to the next page



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Centralised A L. ... Portal

■ Login

Q Advance Search

Student Gredit Card

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Administrative Setup

Activities

Publications

Acts & Ordinances

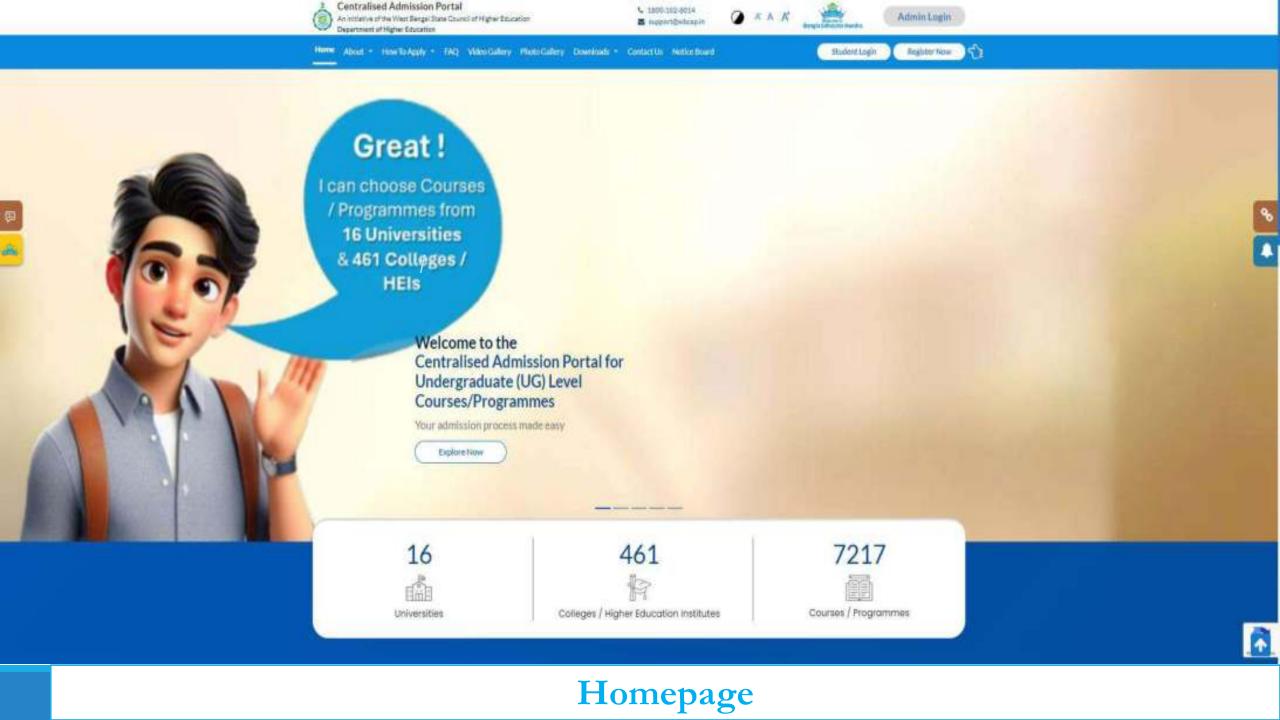
Gallery

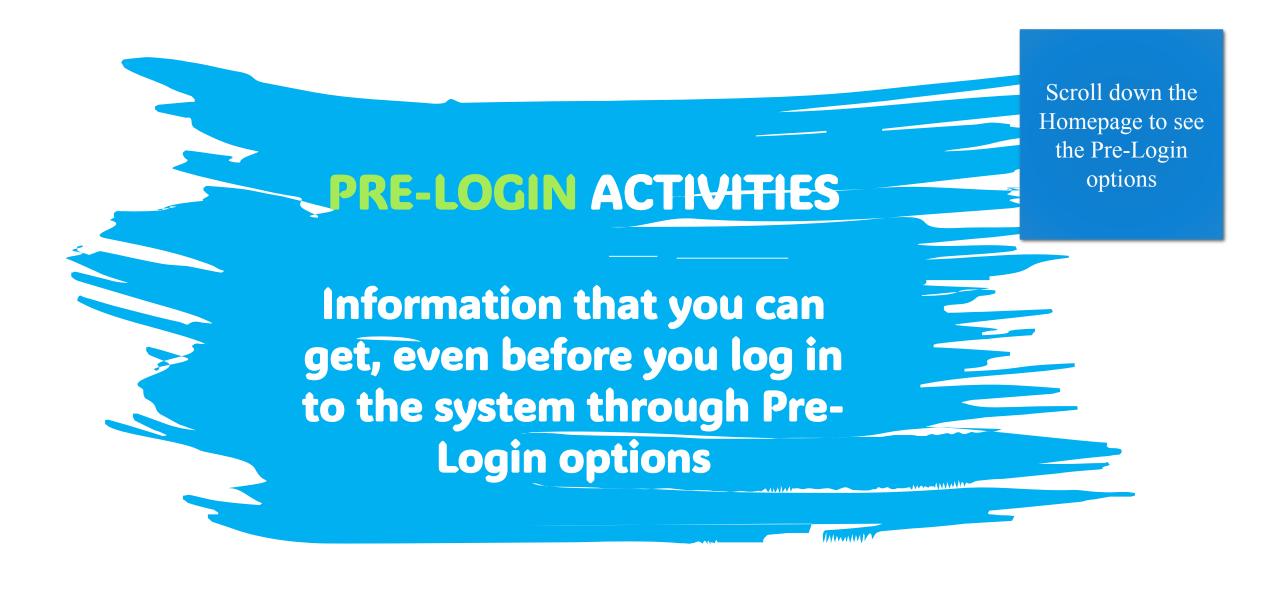
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Contact



tips://banglanuthchashilisha.wbigoxin/4caroliseffoptider SHIP SCHEME, VISIT BANGLAR UCHCHA SIKHSHA PORTAL REGULARLY ~

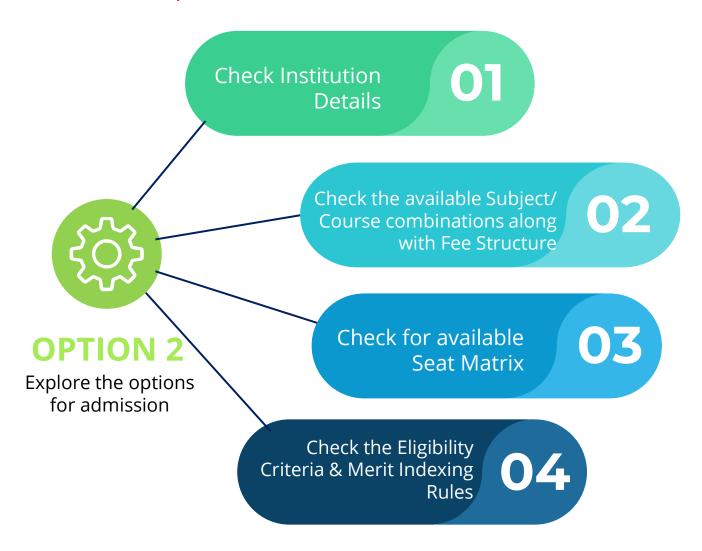




Pre-Login Options to know the Steps of Admission and Other Related Details before actual log-in



Know the steps to be followed for admission to the UG Courses/ Programmes



Guide to Pre-Login Options & Understanding Salient Features

You will see this on scrolling down the Homepage

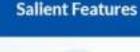


Know the steps to be followed for admission to the **UG Courses/ Programmes**





Create your profile after registration in the Centralised Admission Portal by entering your personal data and uploading of required documents in the prescribed format and size.





Checking of Eligibility

An applicant may search preferred Institutions / Courses or Programmes. University / District / Course / Institution wise.



Preparation of Preference List

An applicant may search preferred institutions/courses in a District/University/Course/Insitution-

The applicants need to be very careful while preparing Preference List.

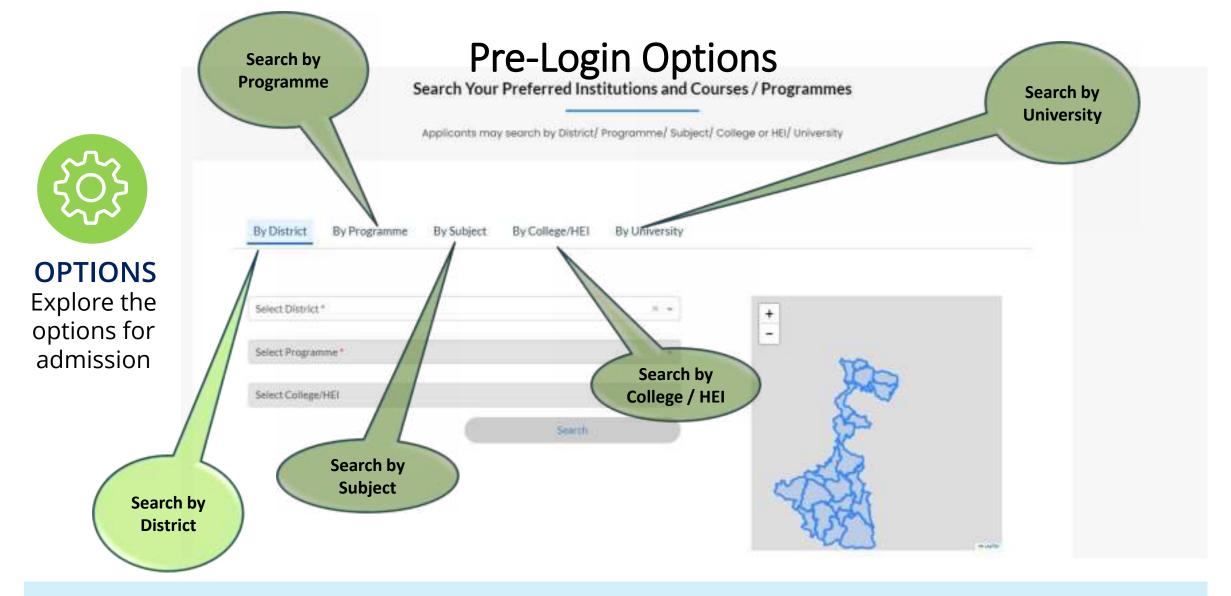
For applying to any Course/ Programme, follow three basic steps

STEP 1 Create your **Profile**

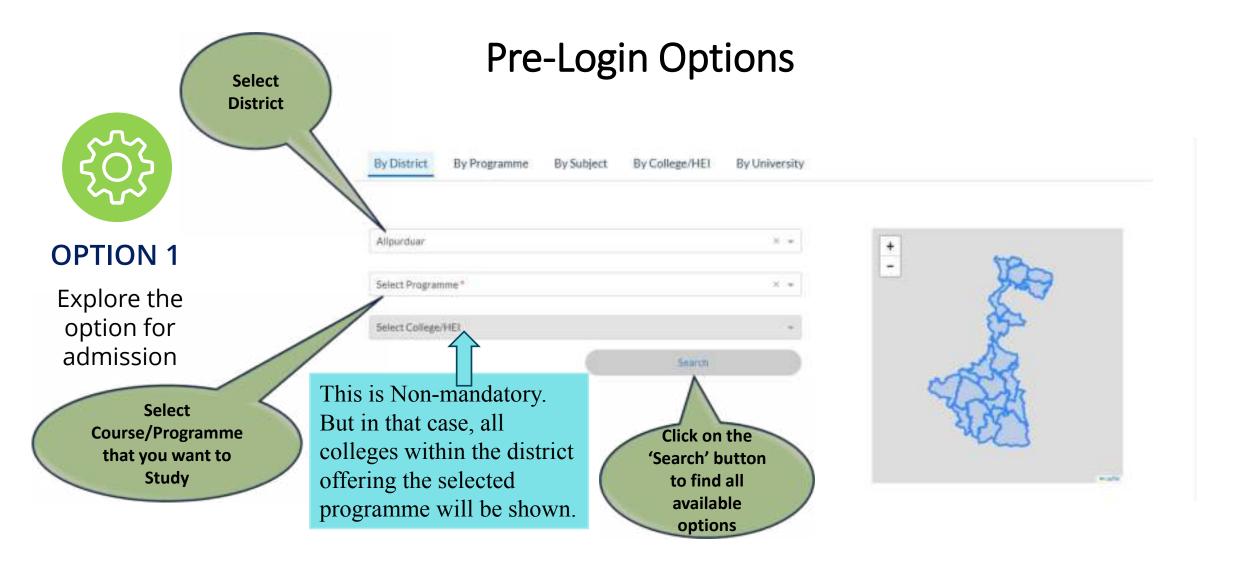
STEP 2 **Check your** eligibility for the Courses / **Programmes you** are looking for

STEP 3 If you are eligible, add that Course /Programme to the Preference List & rank the same accordingly

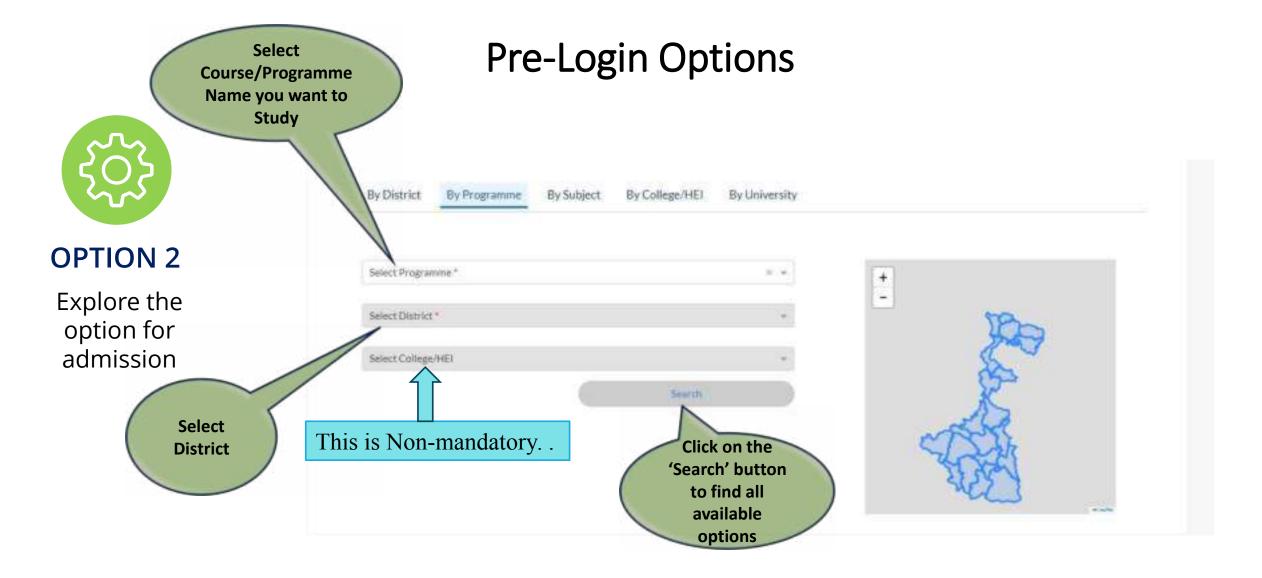
Do this very carefully.



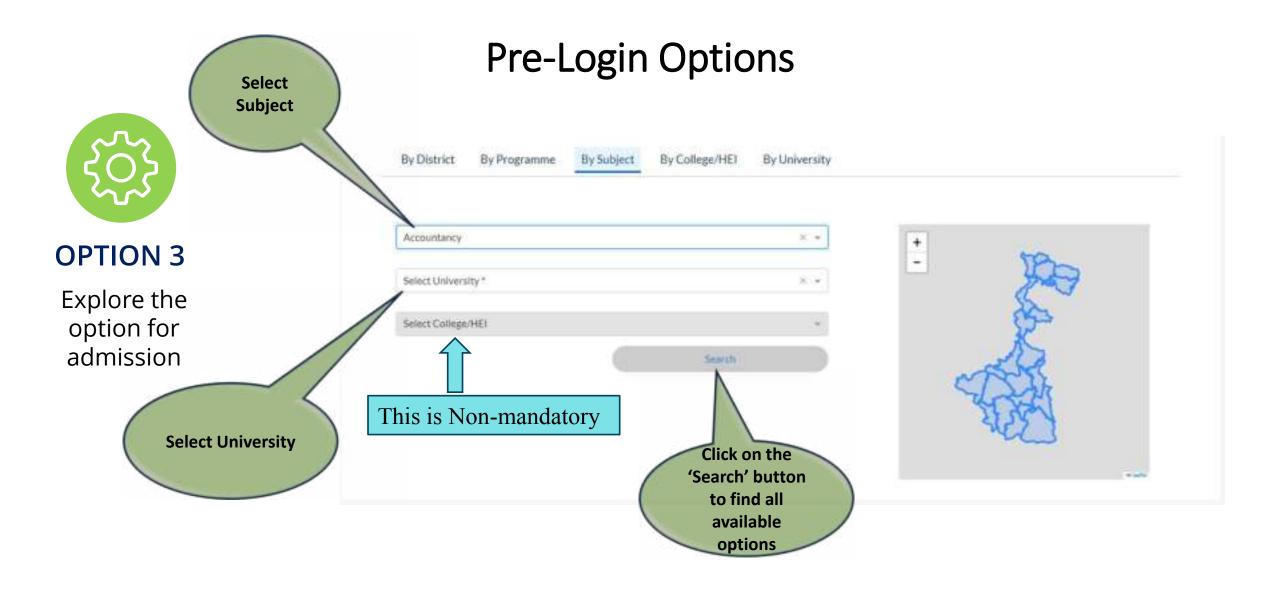
There are 5 different ways to search for your preferred option.



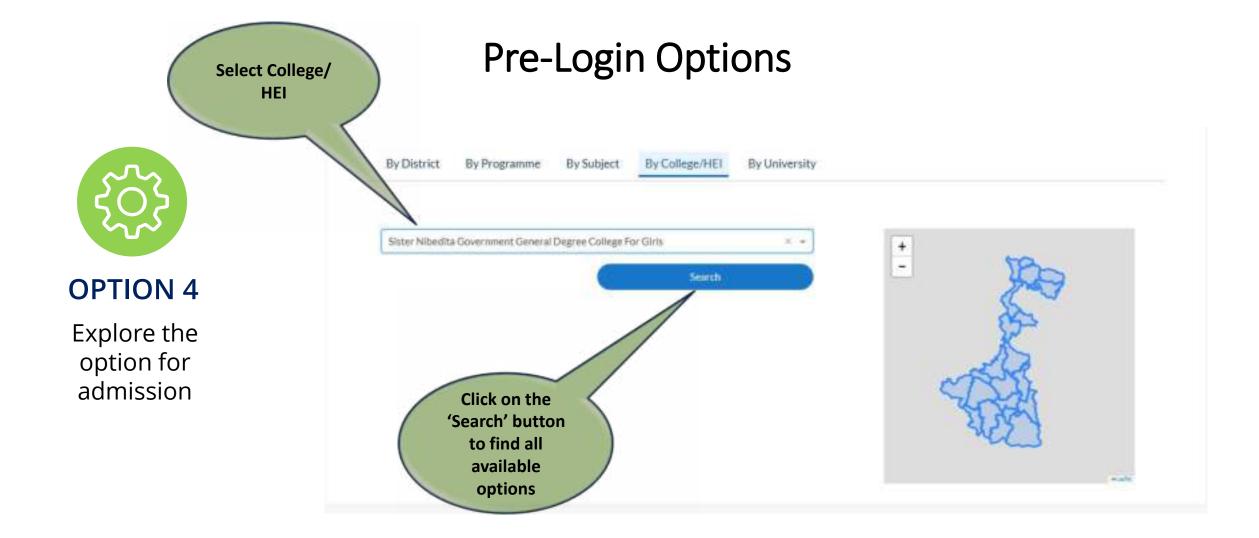
Example: How to Search by District



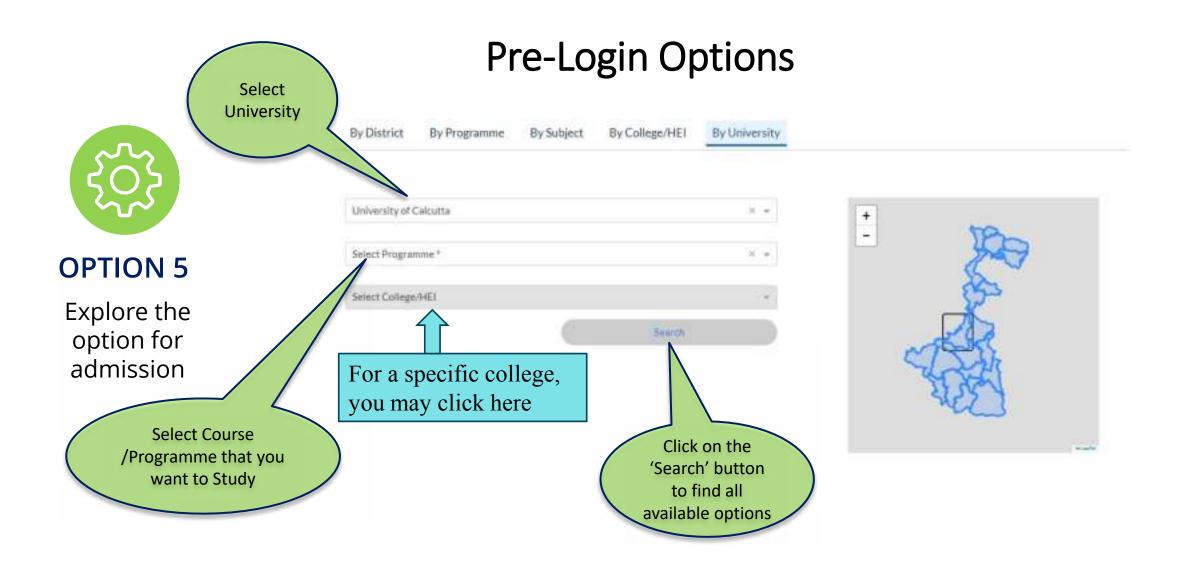
Example: How to Search by Programme



Example: How to Search by Subject



Example: How to Search by College / Higher Education Institute (HEI)

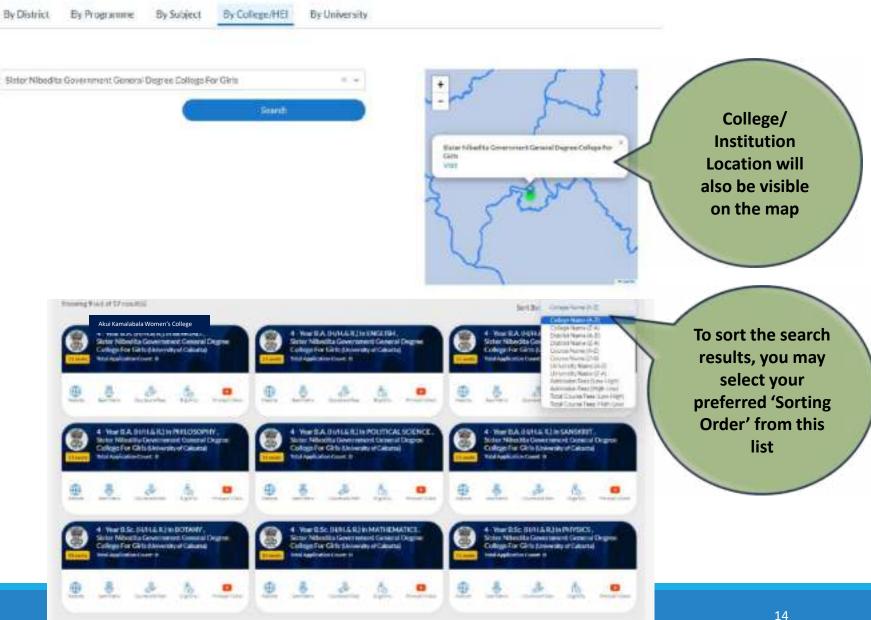


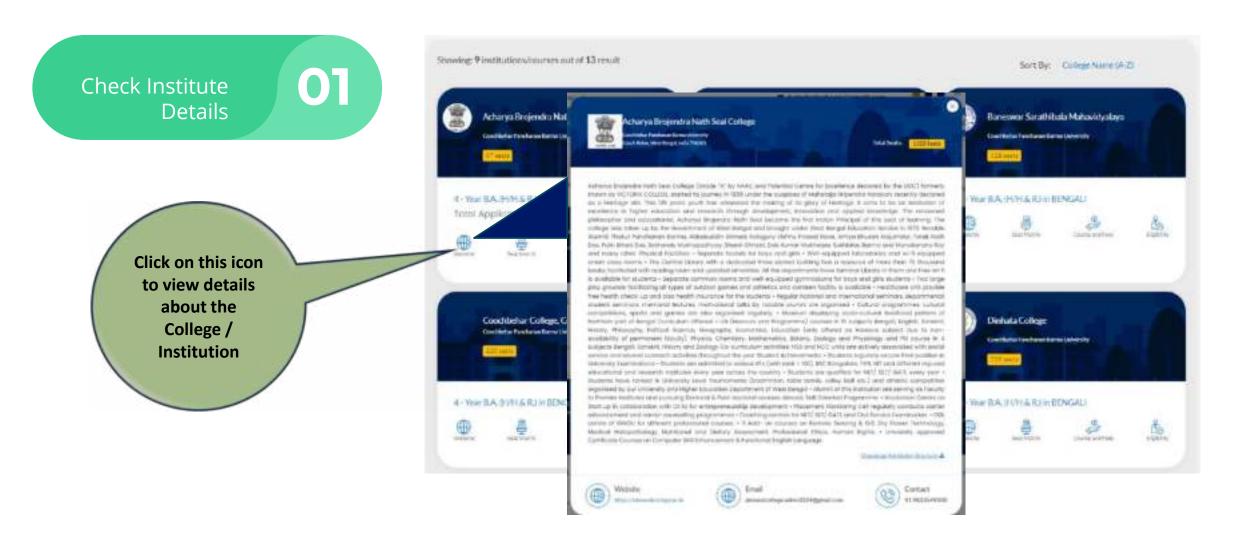
Example: How to Search by University



Search Results

After Clicking on 'Search' button, you will get list of available Courses in different institutions as per your search criteria







02

Click on this icon to view details about elective subject options with Fee Structure for each combination.



Course fees and subject combination, and Hostel Fees for 4 - Year B.A. (H/H.& R.) in BENGALI in Bethune College

Total Course/Programme Fees (for 8 Semesters)

SUBJECT COMBINATION	FEES PAYABLE AT THE TIME OF ADMISSION	TOTAL COURSE/PROGRAMME FEES (FOR 8 SEMESTERS)
Minor 1: Sanskrit Minor 2: History	₹ 2,031.00	₹ 9,681.00
Minor 1: Sanskrit Minor 2: Political Science	₹ 2,031.00	₹ 9,681.00
Minor 1: Sanskrit Minor 2: Philosophy	₹ 2,031.00	₹ 9,681.00
Minor 1: Sanskrit Minor 2: Women's Studies	₹ 2,031.00	₹ 9,681.00
Minor 1: Sanskrit Minor 2: Psychology	₹ 2,046.00	₹9,696.00

Note: University Fees (if applicable is payable separately).



Hostel Fees

HOSTEL

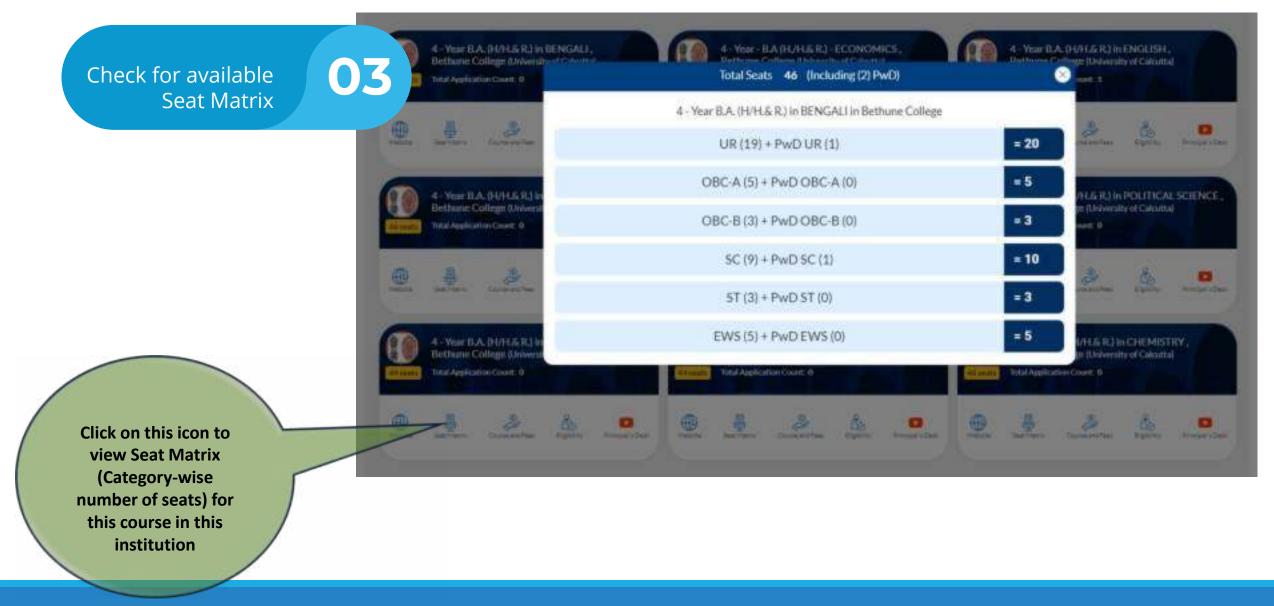
HOSTEL NAME TYPE YEARLY FEES FACILITIES

BETHUNE COLLEGE GIRLS' Girls ₹62,400.00 Twenty four hours security, two lifts, Wi-Fi, mess facility,

** Hostel fees is only indicative in nature subject to change depending on circumstances & subject to availability.

hygienic kitchen

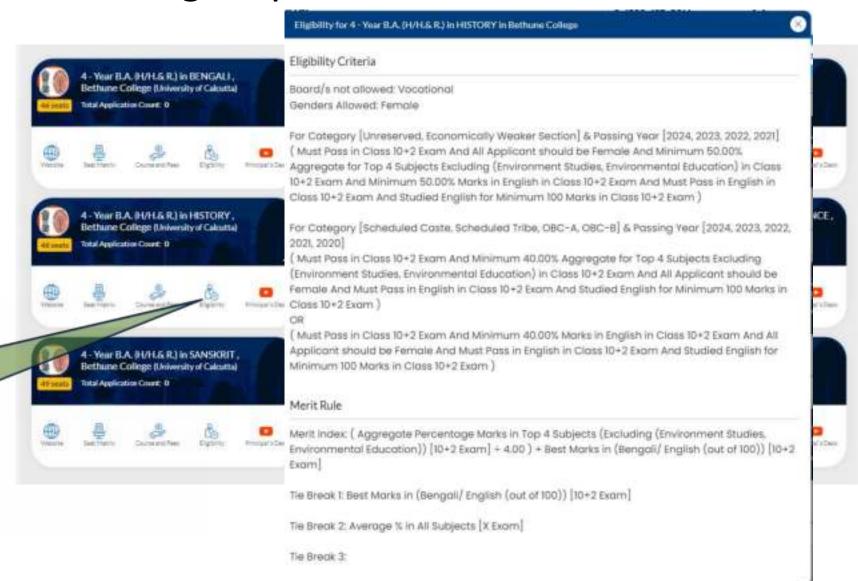
If the institute has hostel facilities, it will also be visible here.



Check the Eligibility
Criteria & Merit
Index Rules

04

Click on this icon to view Eligibility & Merit Index Rules for this course in this institution



REGISTRATION & LOGIN

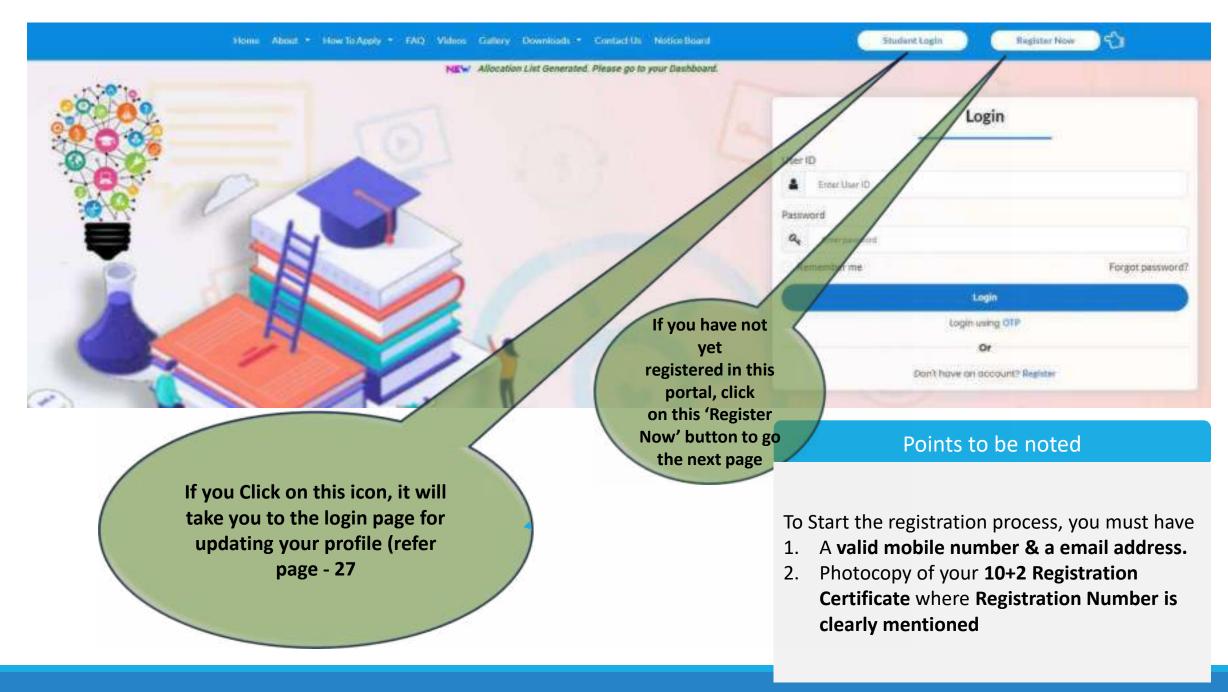
Go to the top of the home page and click on the 'Register Now' button

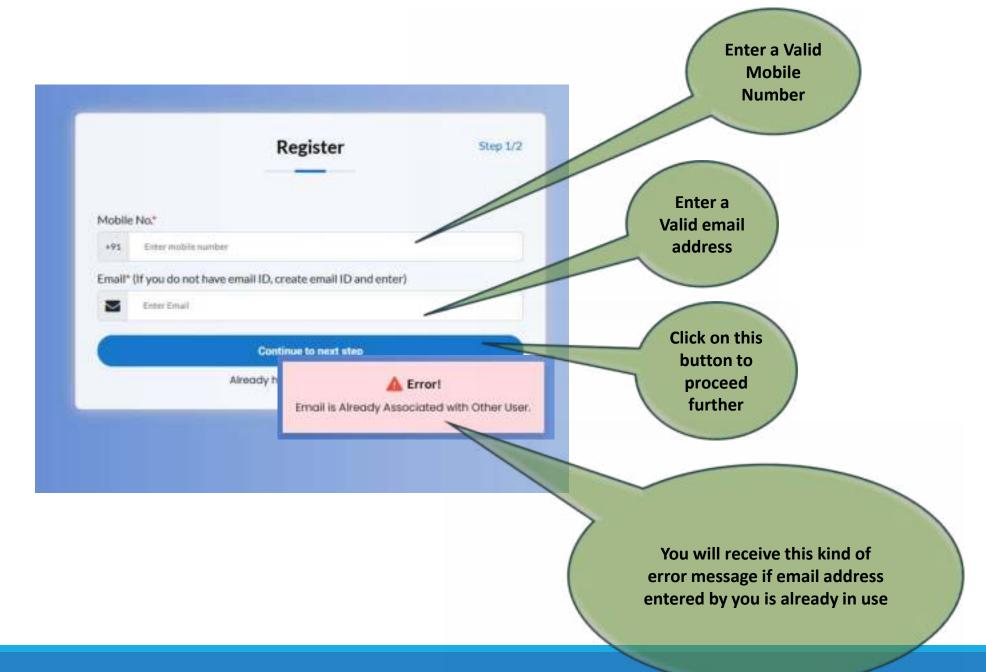
Documents Required for Registration/application:

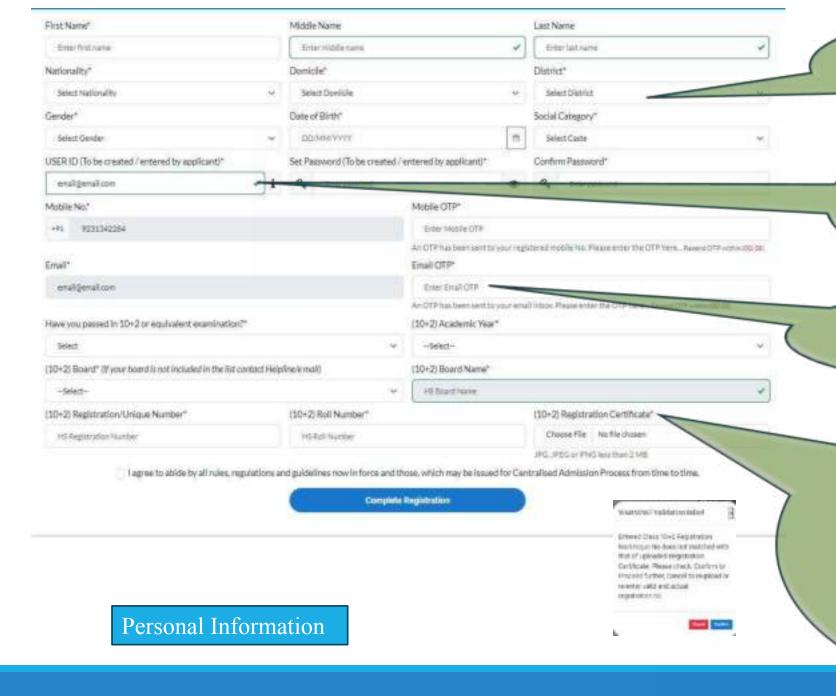
- 1. Class 10th standard mark sheet. (In Pdf format, max 2 MB)
- 2. Class 12th standard mark sheet. (In Pdf format, max 2 MB)
- 3. SC/ST/OBC-A/OBC-B/EWS etc. certificate (if applicable) (In Pdf format, max 2 MB)
- 4. PWD certificate (if applicable) (In Pdf format, max 2 MB)
- 5. Identity Proof Document (eg. Aadhar, Driving Licence, Passport etc.) (In Pdf format, max 2 MB)
- 6. Banglar Siksha ID if available.
- 7. Age proof certificate (Class X Admit Card / Class X Registration Certificate) (In Pdf format, max 2 MB)
- 8. A photograph of the candidate (In JPG/JPEG/PNG format, max 2 MB)
- 9. Signature of the candidate (In JPG/JPEG/PNG format, max 1 MB)
- 10. Bank Account Number of the candidate/ guardian along with IFSC code.
- 11. Cheque leaf / pass book/Bank Account Statement (Front page) (In JPG/JPEG/PNG format, max 2 MB)

For any query or support find us at:

- √ Toll free no: 1800-102-8014
- ✓ E-mail: <u>support@wbcap.in</u>





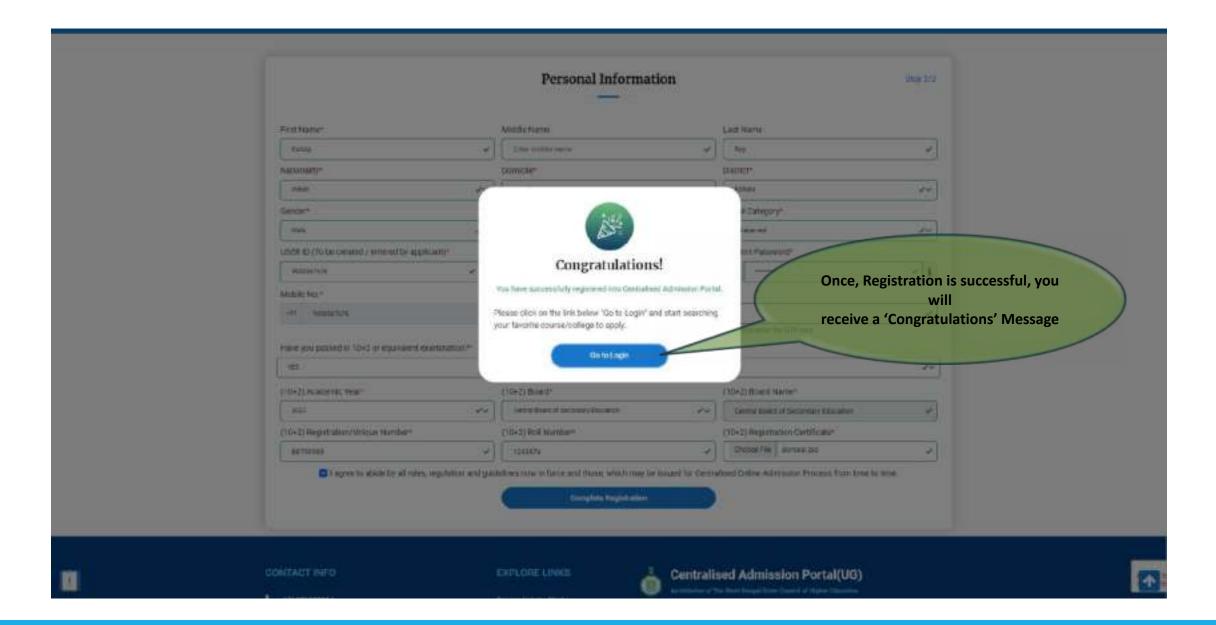


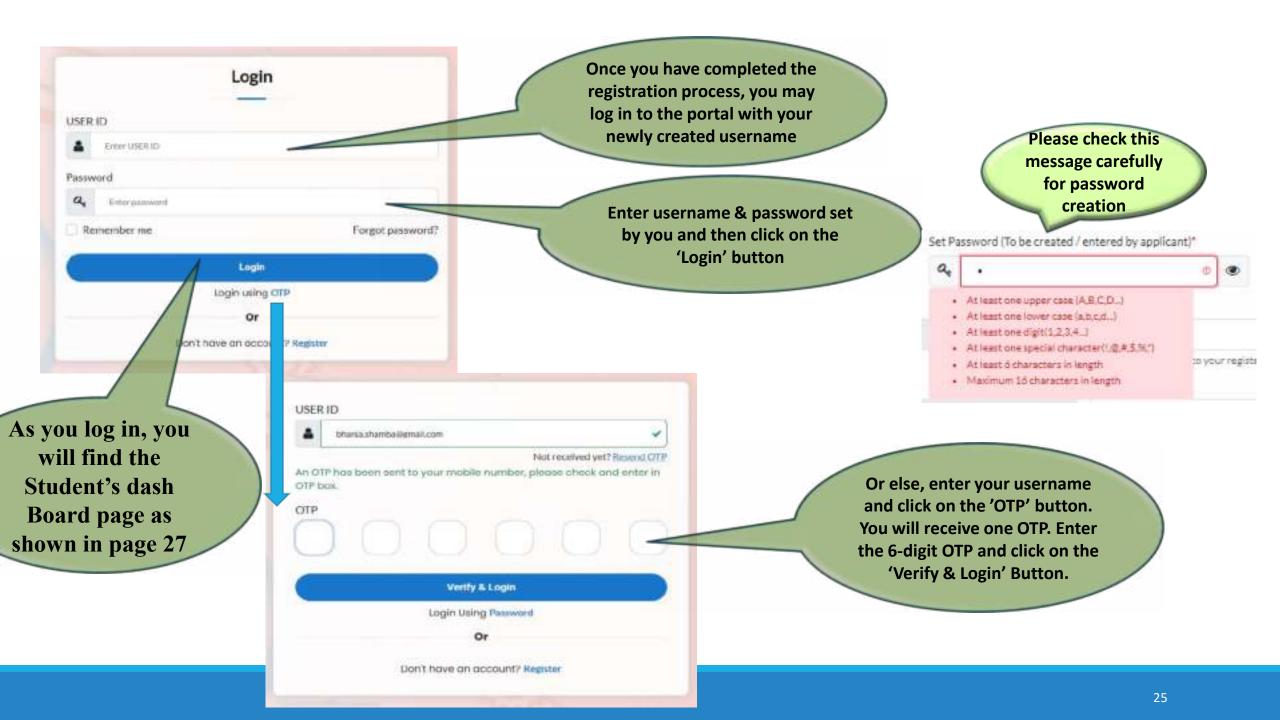
During the process of Registration, you need to enter few personal details like Name, Date of Birth, Nationality, Domicile, Gender & Social Category

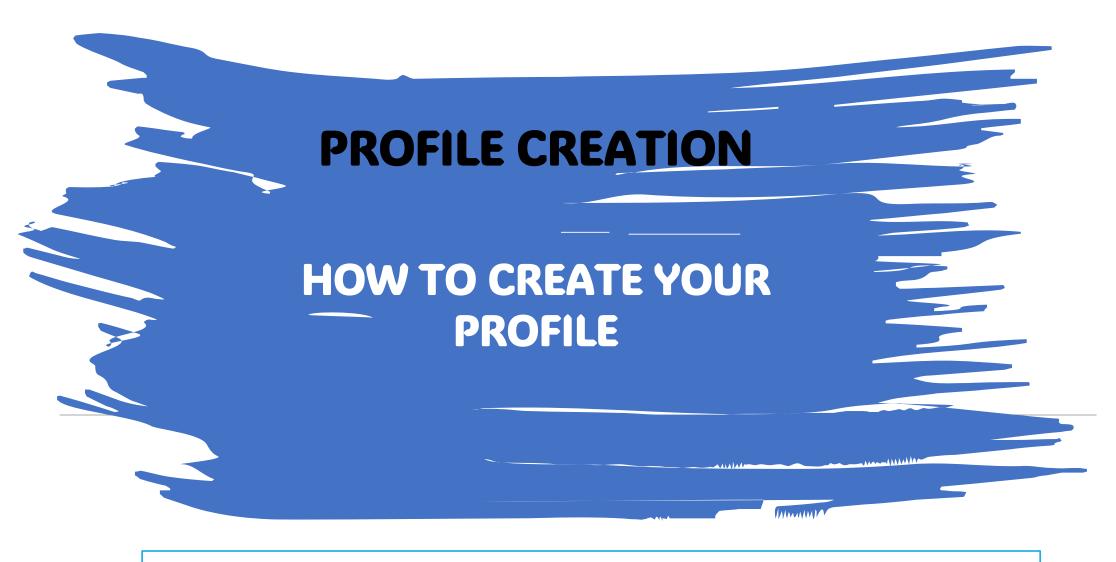
By default, system will consider email address as your username. However, you may change username as per your wish. You may also create new password

You will receive two OTPs, one in your mobile and the other in your email. Please fill up in the space provided.

To complete the Registration process, you need to mention a few details regarding your 10+2 Exam – Firstly, a confirmation is required that you have passed the 10+2 exam. Then, you must mention your year of passing, Board name, Registration Number. Also upload your 10+2 Registration certificate or any other document which contains Registration Number. System will generate a warning message if the content of the document doesn't contain your Registration Number.







As you log in , you will find the page as shown in page 27

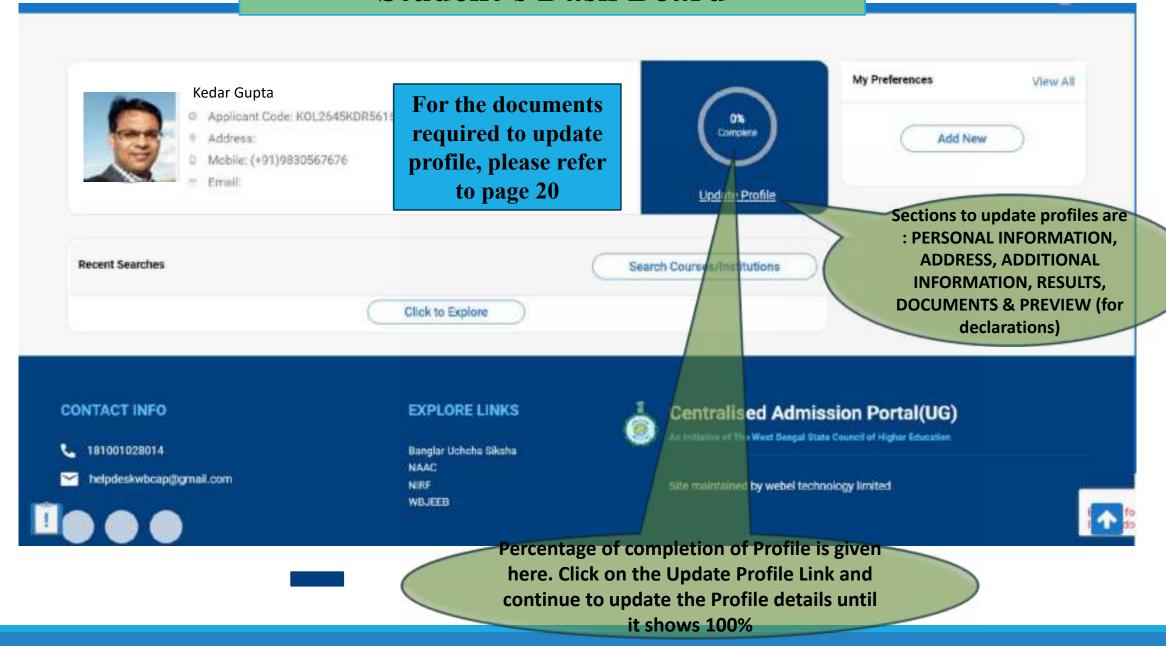
Steps to follow to Create Profile

- 1. Click 'Update Profile" on the dashboard (See Page 28)
- 2. Click the Tab "Personal Information" and upload the information (See page 30& 31)
- 3. Click the Tab "Address" and upload the information(See Page 32)
- 3. Click the Tab "Additional Information" and upload the information (See Page 33)
- 4. Click the Tab "Results" and upload the information (See Page 34)
- 5. Click the Tab "Documents" and upload the information (See Page 35)
- 6. Click the Tab "Preview" and Check all the Declaration boxes including the Anti Ragging Declaration (See page 36 & 37)

Your Profile will not be 100% completed till you click all the declarations in the Preview section

7. Click "Edit: tab to edit any information already provided

Student's Dash Board



How to Create Profile

Personal Information

You can upload Signature, Photo and other personal Information in this section

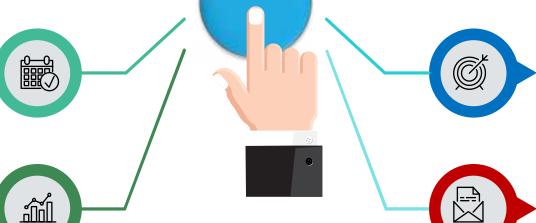
Address

You can add your Permanent & Present Address in this Section



Additional Information

You can add Your Guardian's / Parent's Name(s) and other details here



Results

You need to add marks details as printed on your marksheets for both Class 10 and Class 10+2 Board Exams in this section



You can download your application.

Documents

In this section, system will prompt to upload all relevant documents. Kindly keep scan copies of your certificates, marksheets ready.

Preview

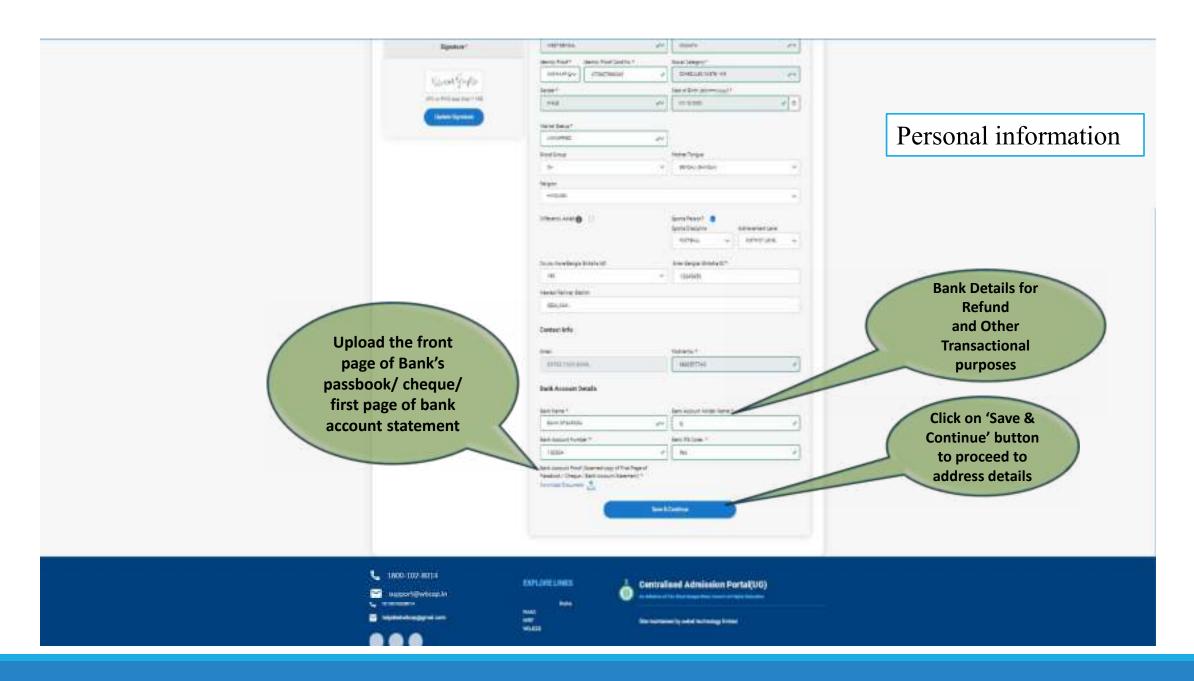
-@-

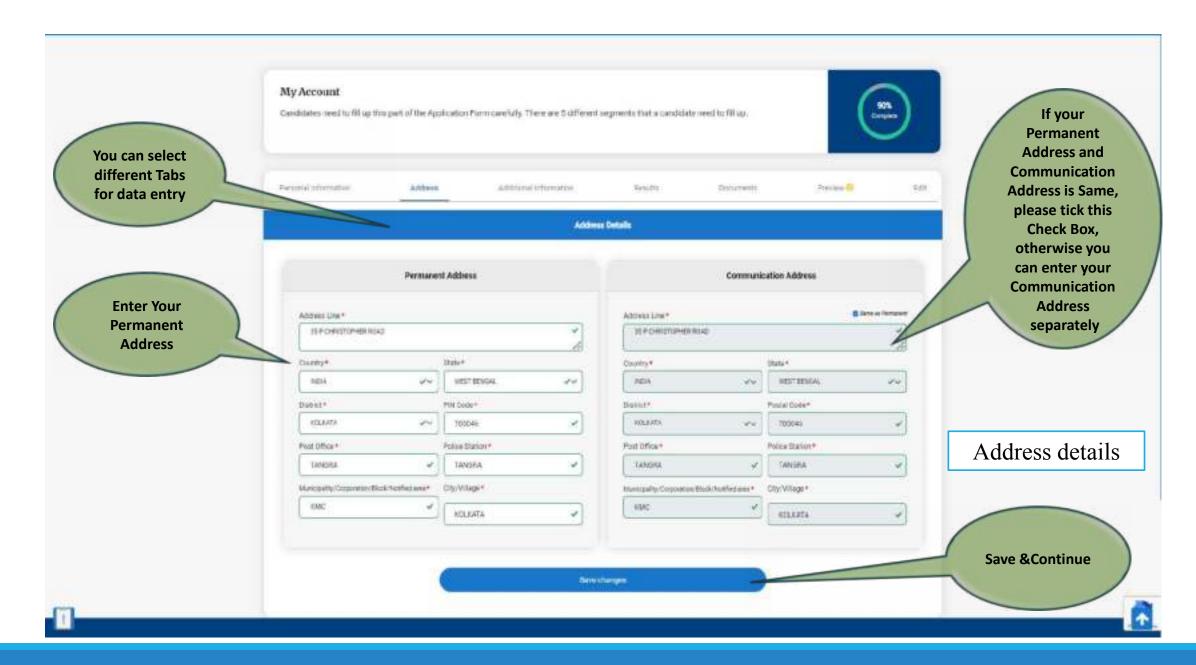
You need to check this section carefully and check each checkbox to proceed further. Once completed, submit the Profile. After successful submission, you will be able to apply for different courses.

Edit

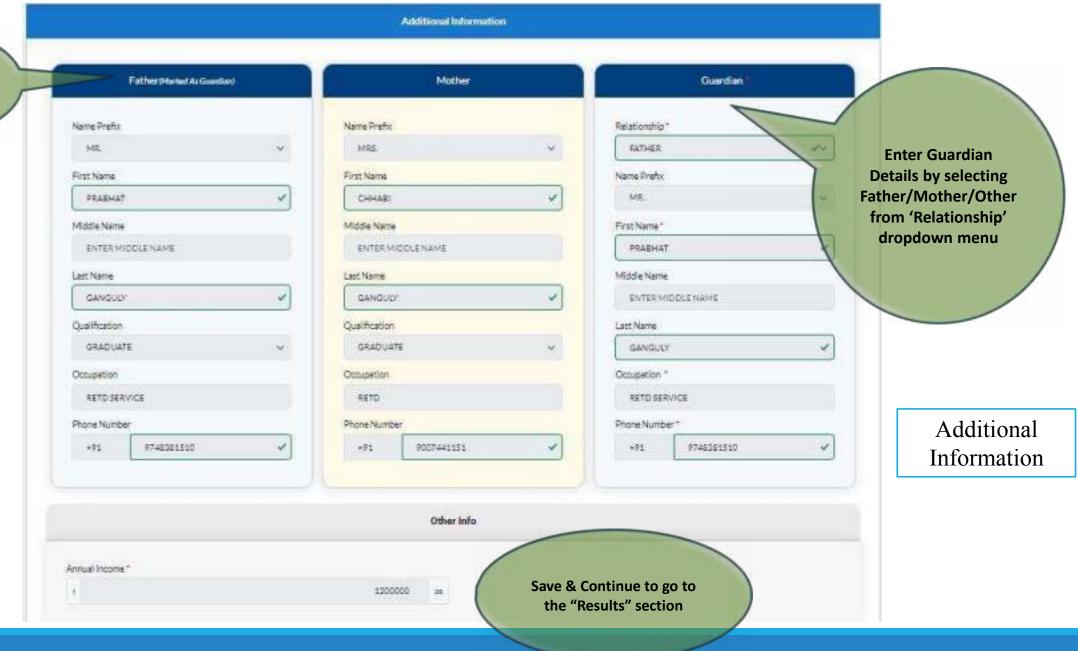
Once submitted, you are not supposed to modify the profile. If genuinely required, you need to open the profile for editing from this section. Only then you may update your profile once again.

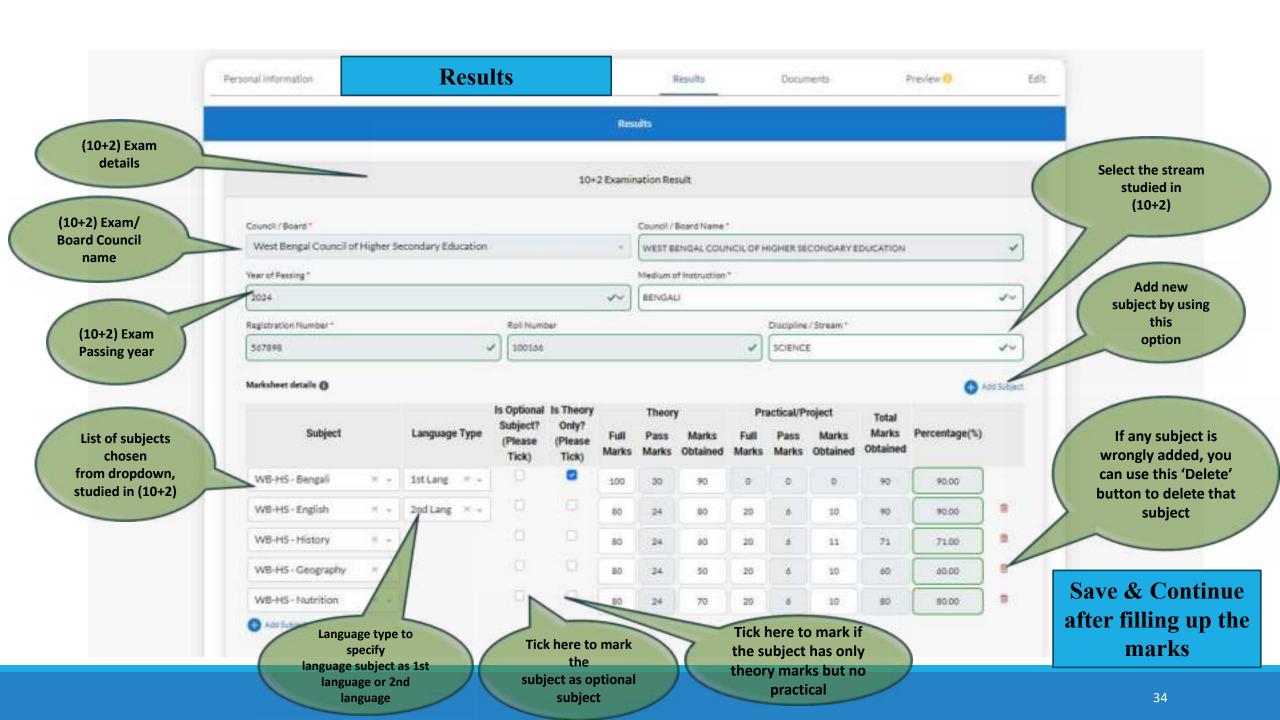


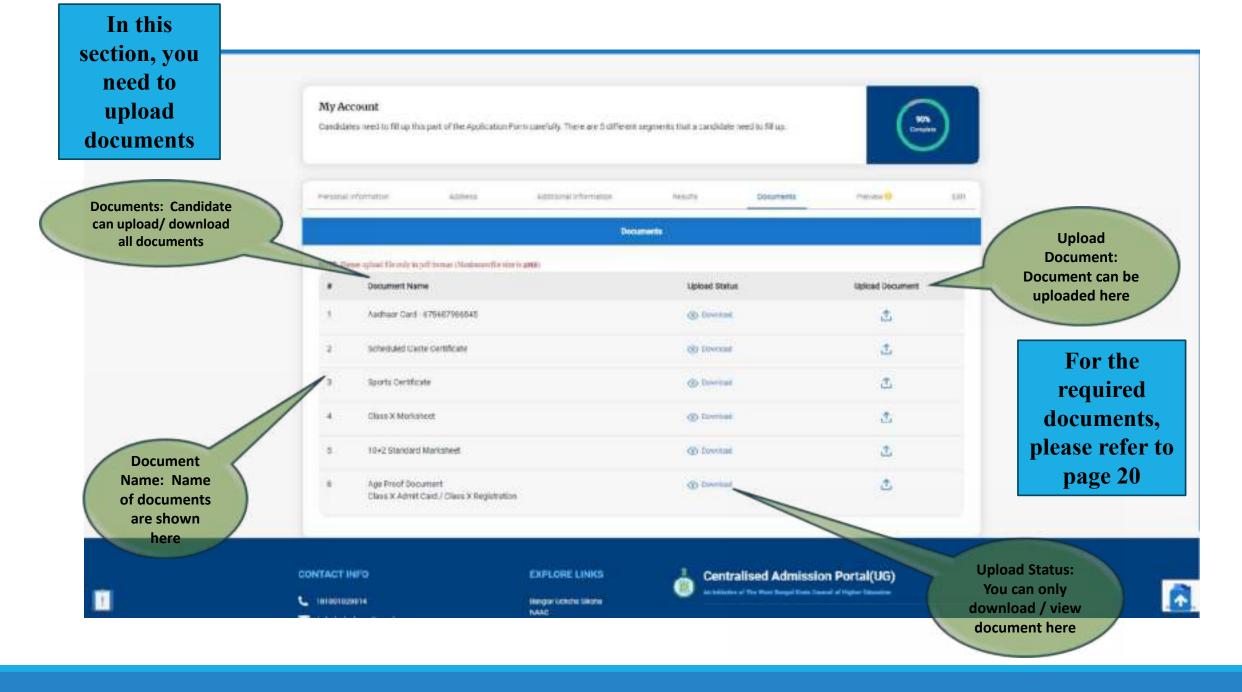




Details of Your Parents (Non-Mandatory)







Click on the "Preview" button on the dashboard to see this page

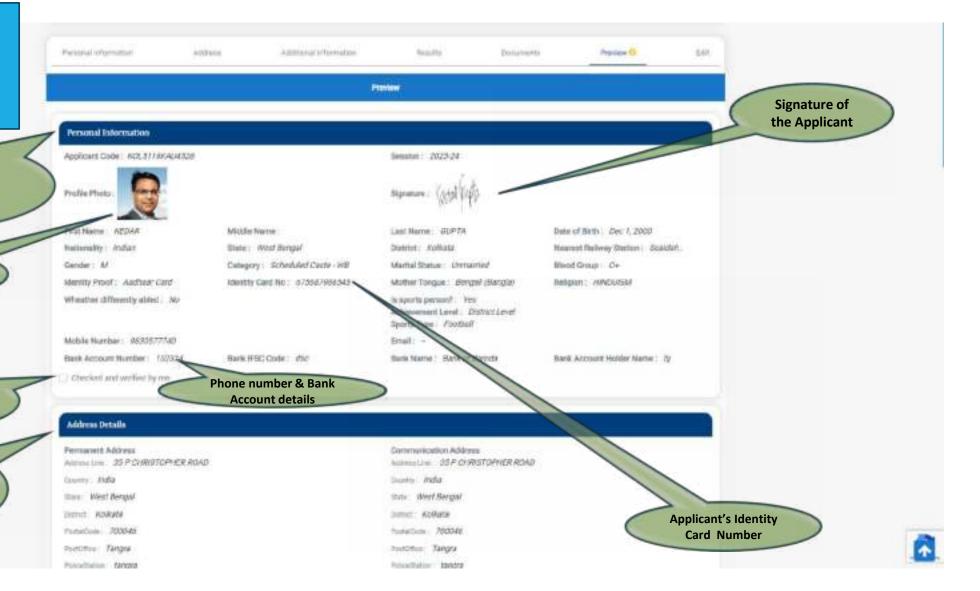
Personal information:
Check all personal
information here which is
given by the candidate

Photo of the Applicant

Click on the Check box for confirmation that it is filled up correctly

Applicant's address
Details
are shown here





Click on the Check
Box for
confirmation that
all the marks have
been inserted
correctly

English	90	20	55	20	6	0	43	60.00
Bengali	700	33	79	.20	0		82	M33
Weognium	367	30	20	20	0	18	93	93,80
Physical Sc.	30	24	07	207	0	74	79	79.00
History	98	24	77	20	ø	2	84	84.00
Biology	90	24	25	20	6	7.	82	82.00

Checked and verified by me

Documents

- 1. Audhuar Cond 875687986848 min hore
- 2. Scheduled Caste Cartificiale <u>cick-bere</u>
- 3. Spens cartificate dick here
- 4. Class If Marksheet click here
- E. 10+2 Standard Makaheet 15th here
- 6. Age Proof Document Class X Admit Card / Class X Registration | dick here.
- 7. Berk/Account Front ship he'r

Checked and verified by me

Click on the Check
Box for
confirmation that
documents are
uploaded correctly

Consent

I collectivity Sections that I have result and understood the rules and regulations of admission to the understood that is an applying for admission to UC course(s) when furly understooding the rules/regulations eligibility criteria etc. set forth by the 4-filluting Universities or Higher Education institutions as the case may be. I further declare that if my application turns out to be involved for not understooding any ellering-platfor or part thereof in my part, I also bed responsible for each invalidation. If any

I do hereby solerantly declare that all the information provided in this application are true, complete and correct to the best of any his information found to be faint, incomplete or incorrect, my candidature is liable to be cancelled even after ago

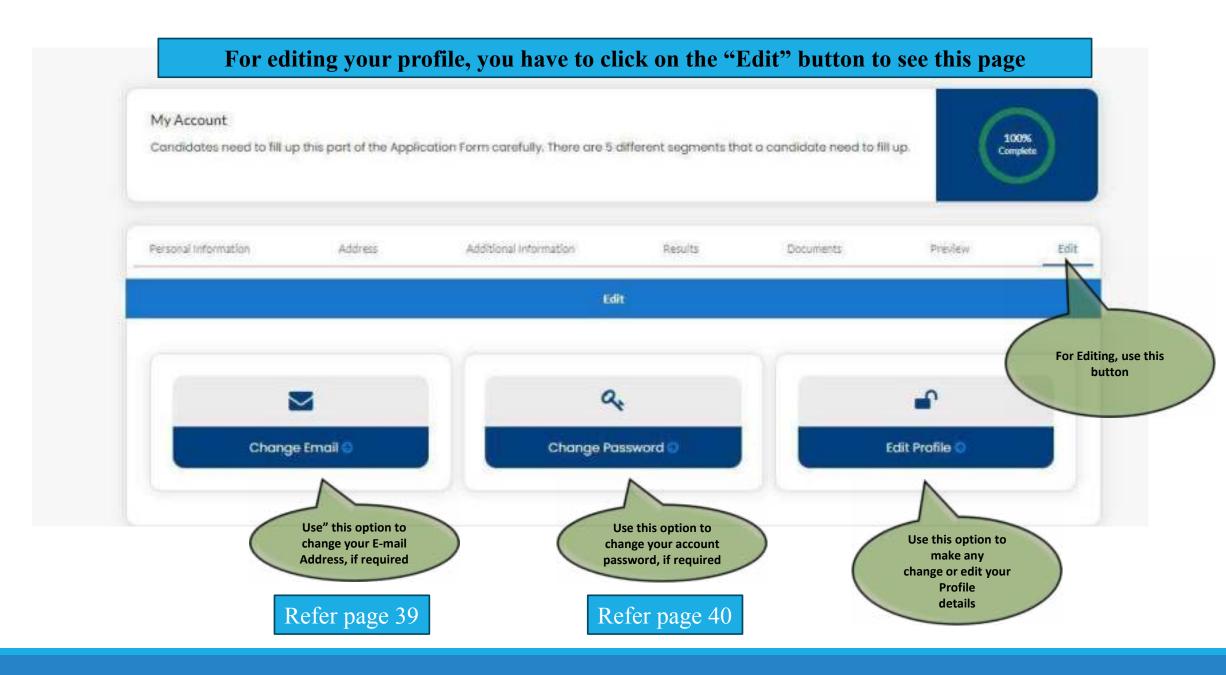
Click on Check Box for confirmation that all data are filed up correctly



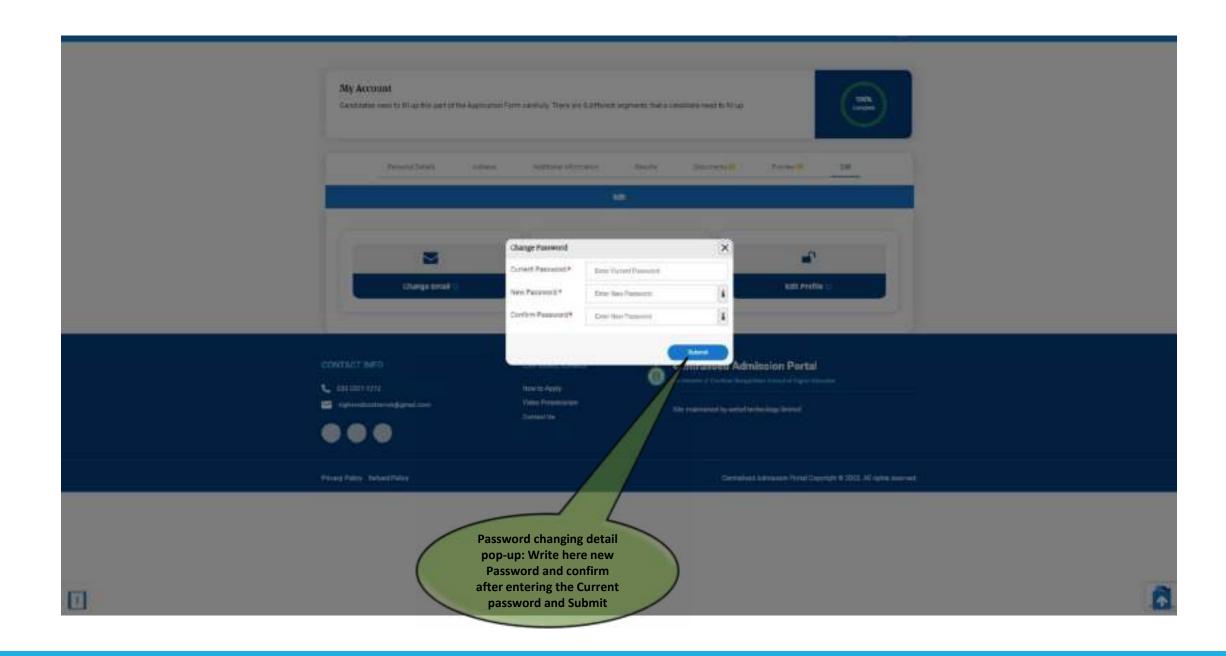
You can see this at the end of the "Preview" page

Click on this
button to
confirm.
Now to add
Programmes/HEIs
go to Top of
Student's profile
and click "Add
New". Please see
page-27





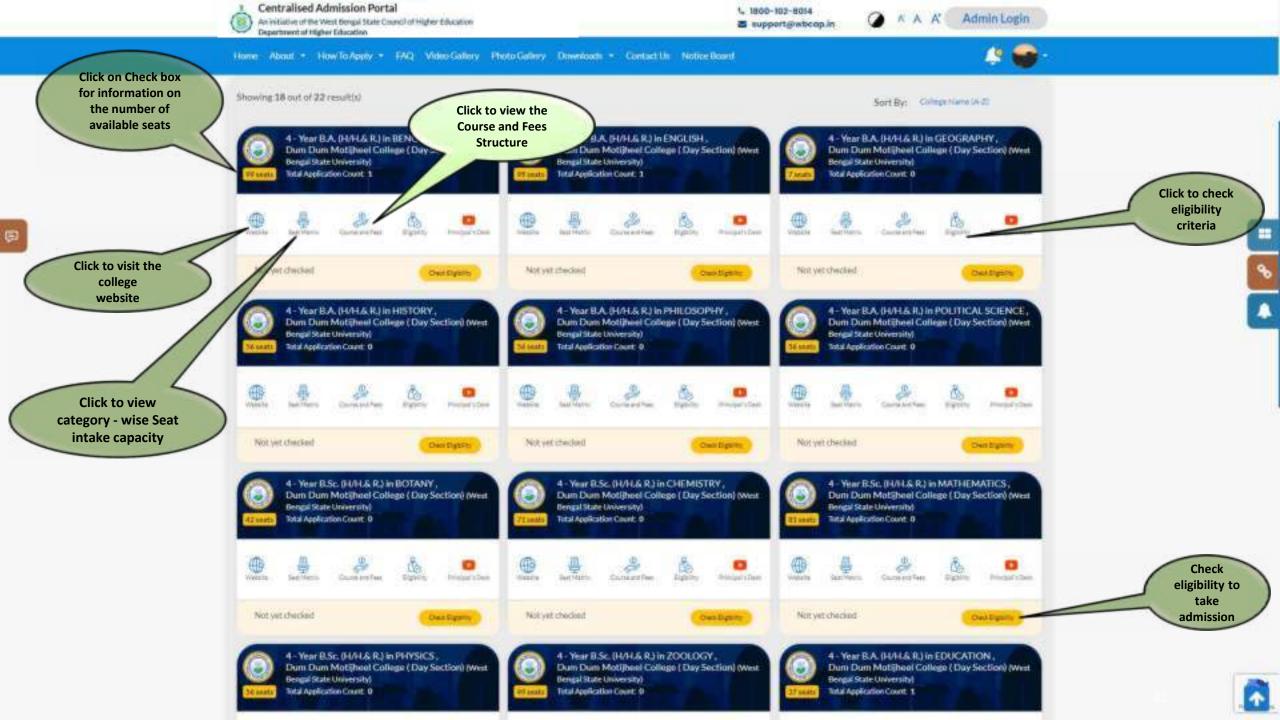


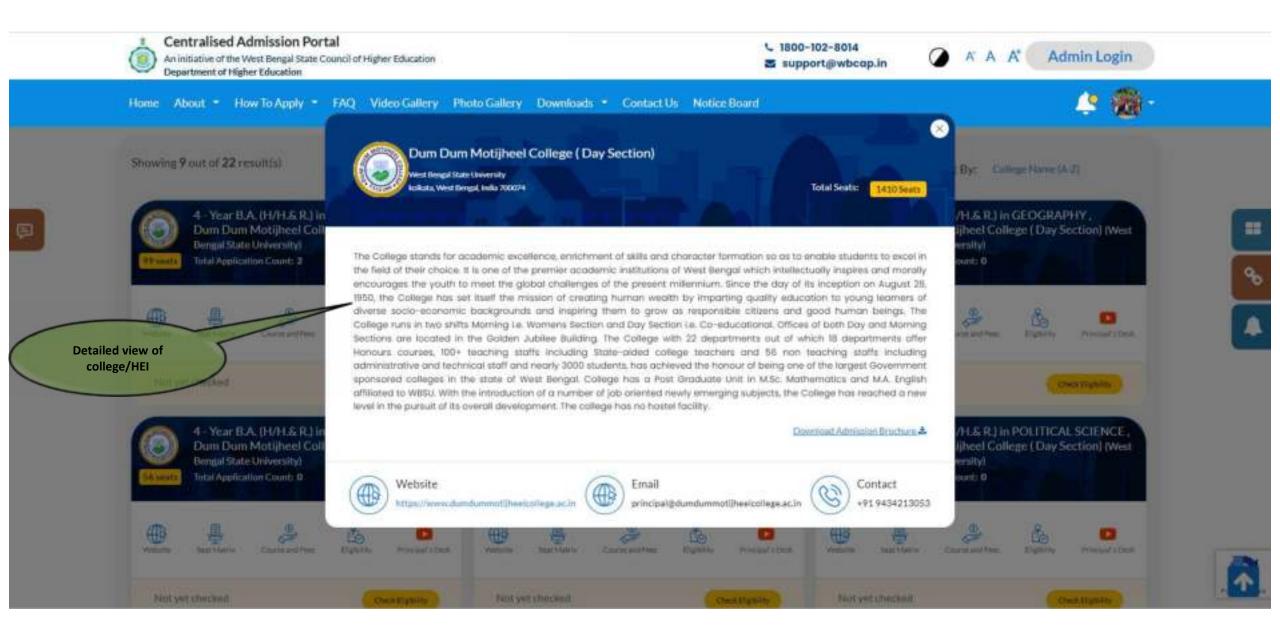


Steps to follow after 100 % uploading of your Profile

□ 1. Click "ADD NEW" button provided at the Top right hand corner of your profile to add course references. □ 2. Search your preferred courses, By District wise, By Programme, By Subject, By College/ HEI or By University, as shown in pages 8-13 □ 3. Then your preferred courses will be populated on your Dashboard (See page-42). 4. Click "Check Eligibility" button provided below the courses one by one (See page-42). □ 5. If you are eligible for the particular course after checking, the button "Add Preference List" will be enable below the eligible course (See page- 47). ☐ 6. Click "Add Preference List" button \Box 7. The preferred course will be populated at the top right hand corner of your profile (See page- 48).

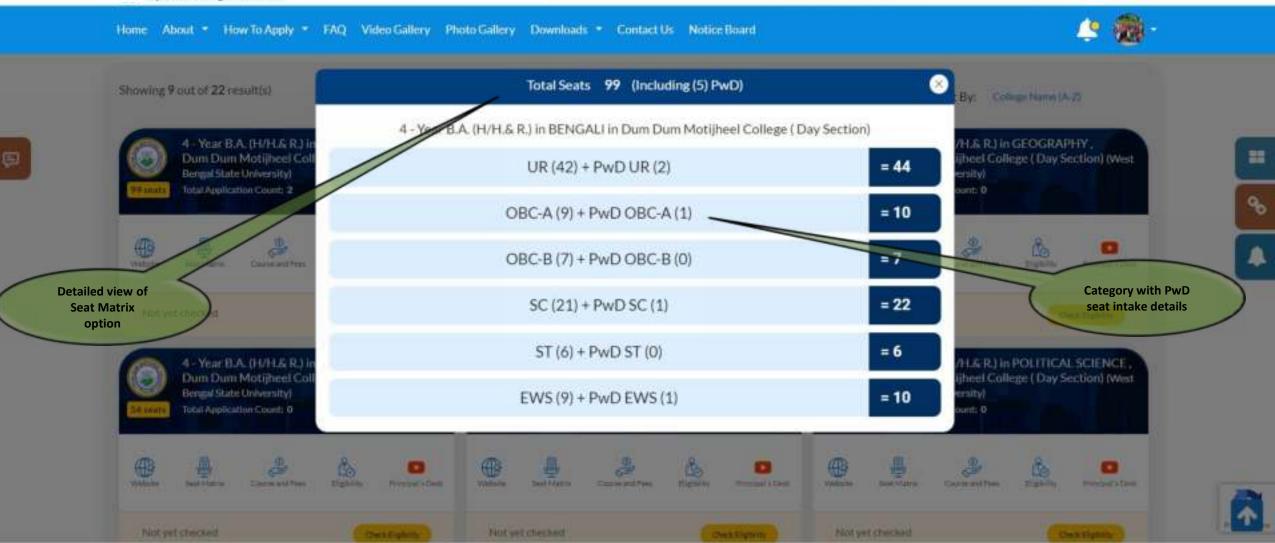
 \square 8. You can change your course preference any time till closure of application window (See page- 55).

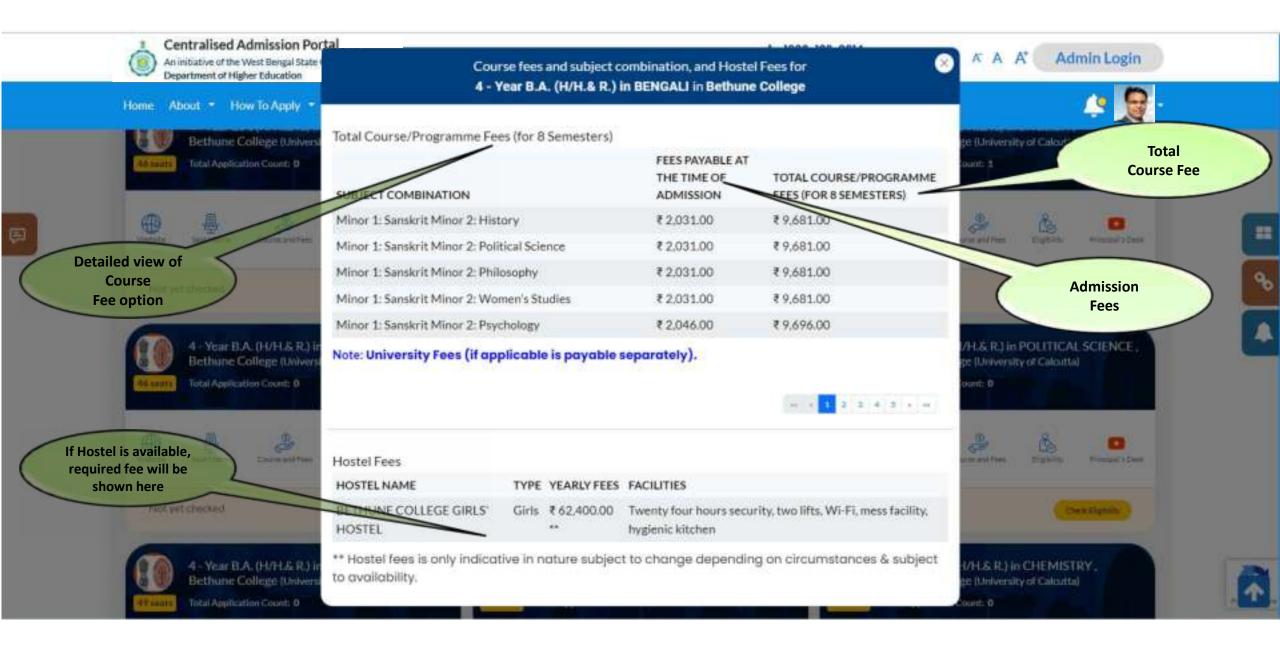


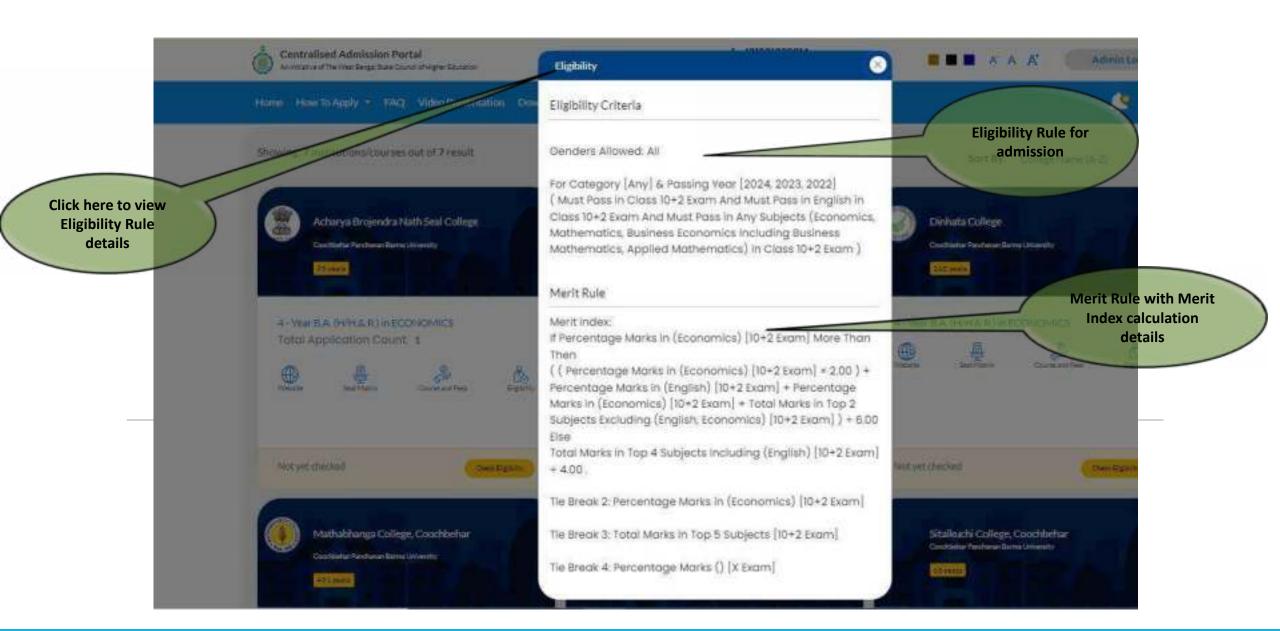


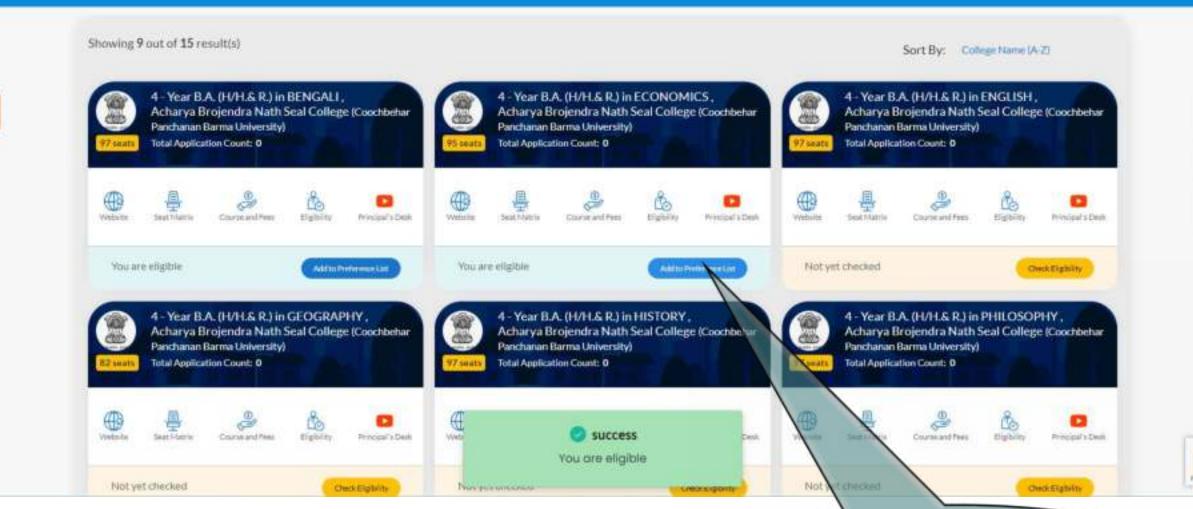


Admin Login



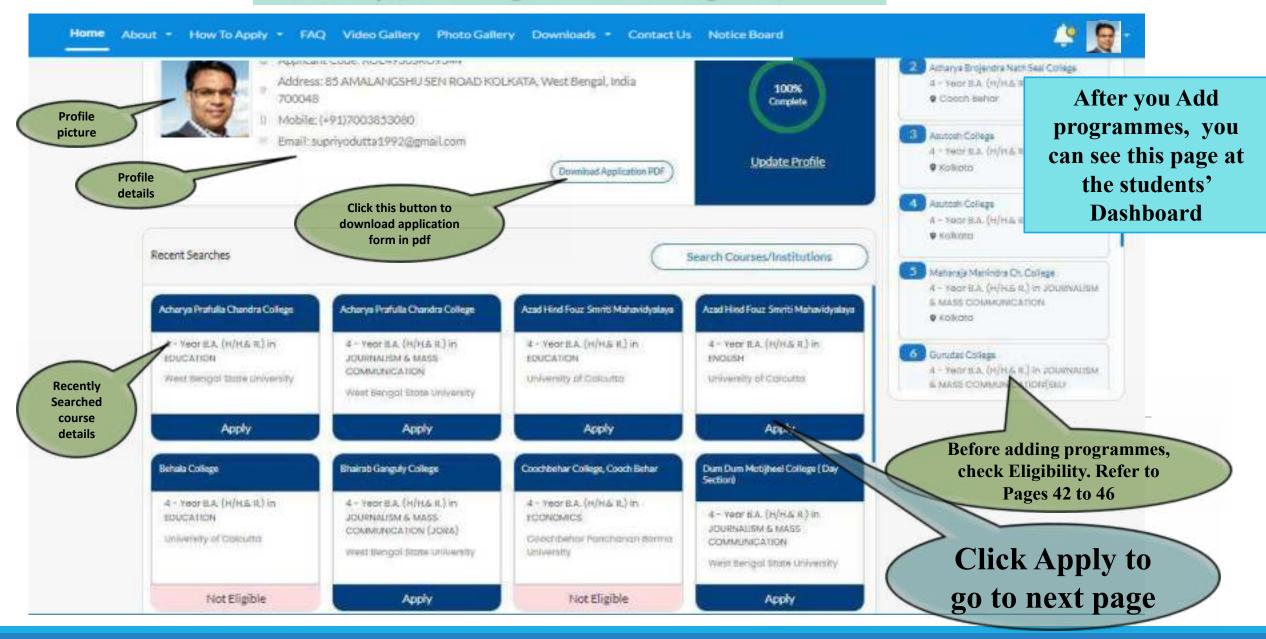


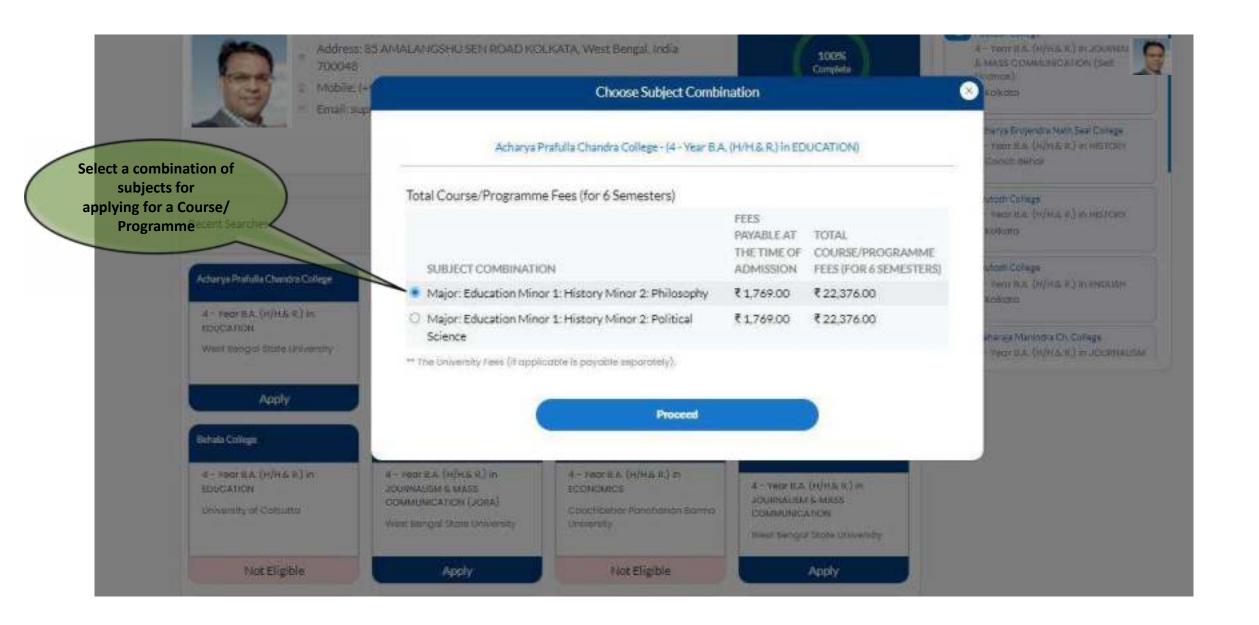




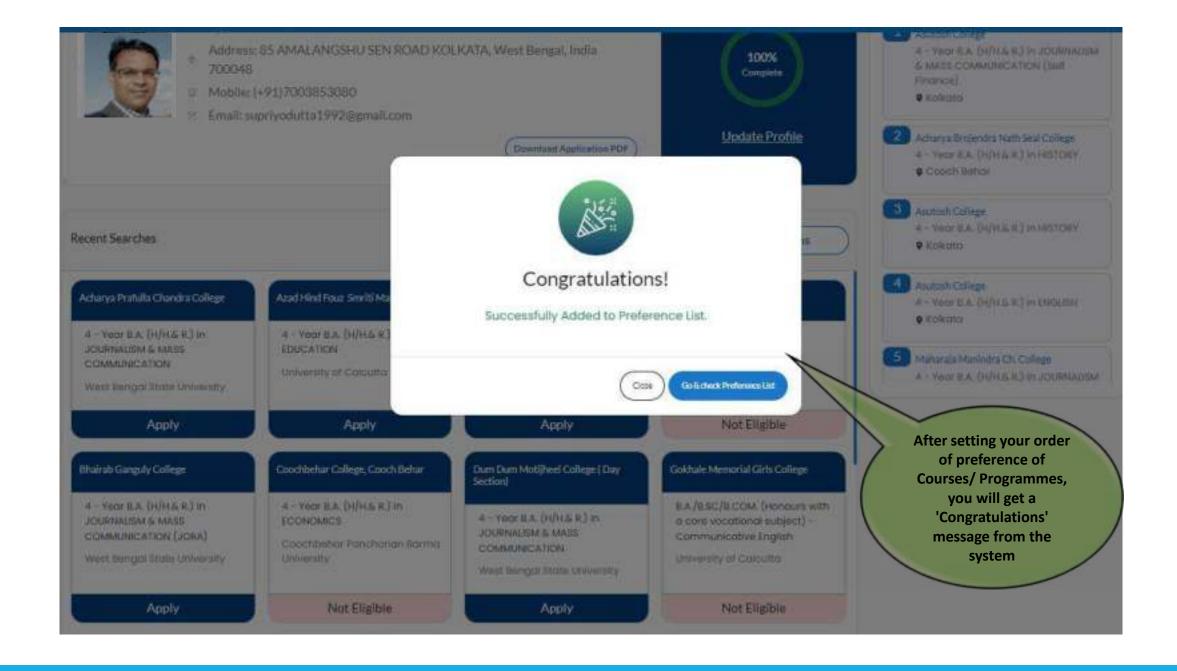
After Clicking "Add to Preference List", the button "Apply" will be available under the particular Course/ Programme

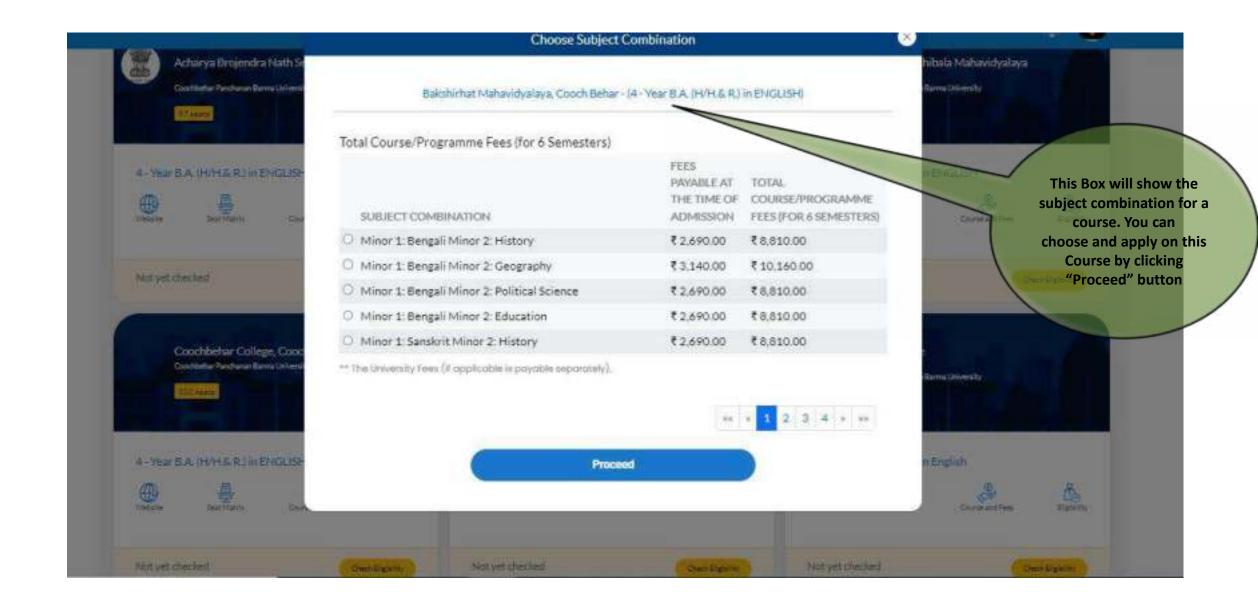
Profile Entry (Preview Page-Final Acknowledgement)







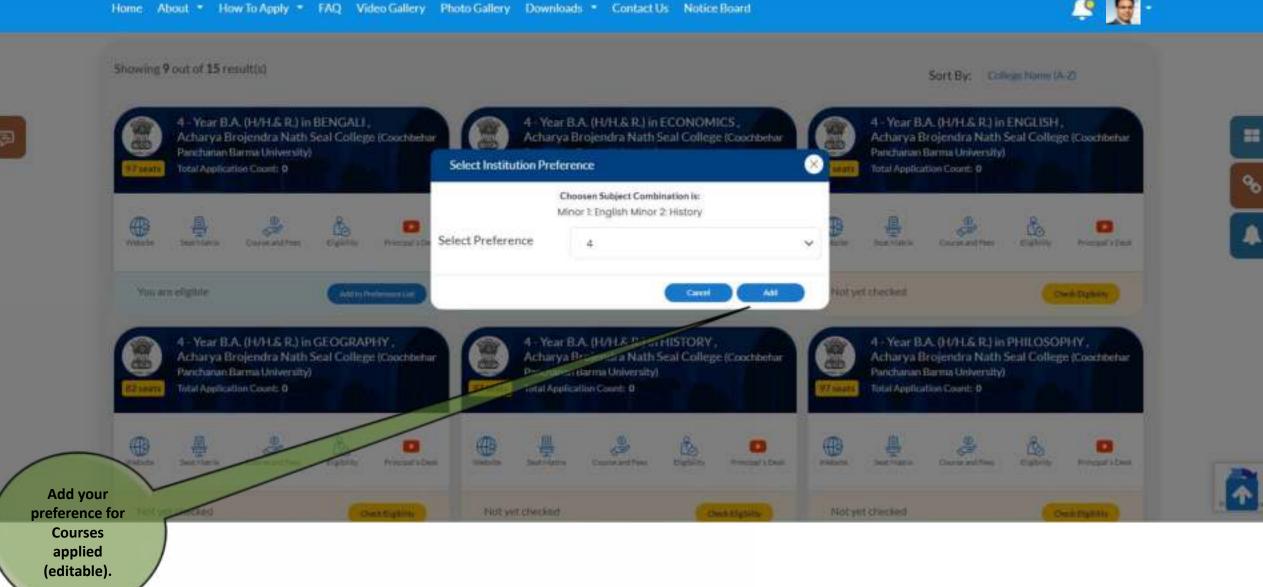


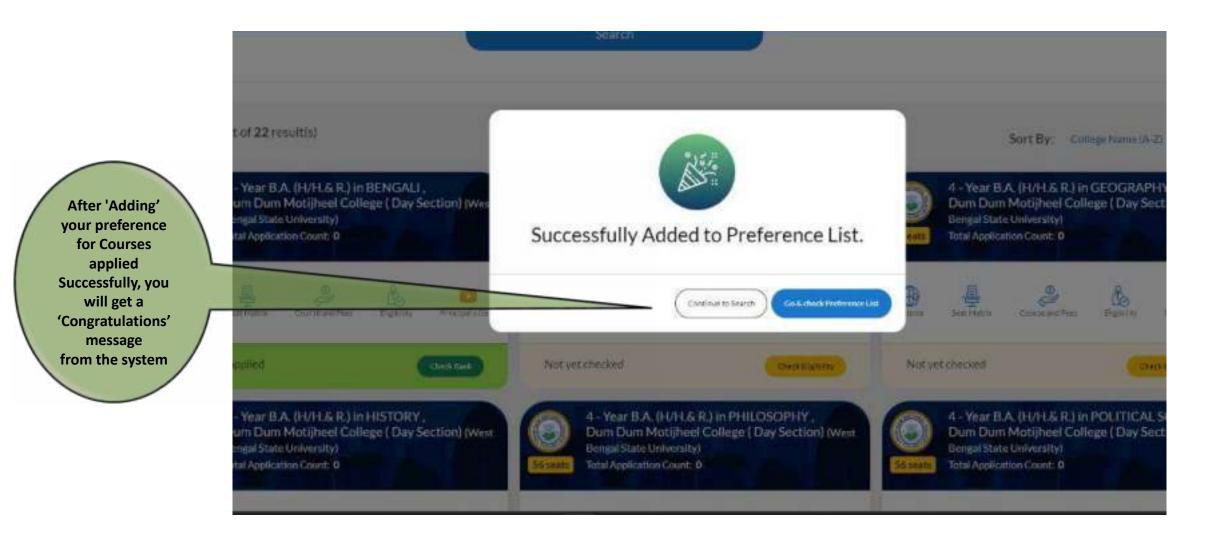


L 1800-102-8014 support@wbcap.in

Admin Login







Check your Preference List Carefully

- . You can change your order of preferences at any time before the closure of the application window.
- After the closure of application window, candidate will not be able to change preference list.
- . Preference 1 means your highest preference.
- If any candidate is allotted a seat and fail to take admission within due time, the candidate will not be allowed to take admission any further. However, such candidates may be considered during the Mog-Up round.
- . The auto upgradation is allowed if any candidate takes admission to a seat below the highest preference. In such case the candidate will have to take admission to the allowed seat.
- If the amount paid at the time of admission before upgradation is more than the amount to be paid at the upgrade round, the candidate will get back the balance amount after the corUsing this button, you online admission process.

 can add
- . If the amount paid at the time of admission before upgradation is less than the amount to be paid at the upgrade round, the candidate needs to pay the balance amount only.
- You may apply for a maximum of 25 courses / programmes / across all Universities / Colleges / HEIs.

Administrative Teach 14,045.00
Total Commissions #14,475.00
Application Review #10000748811

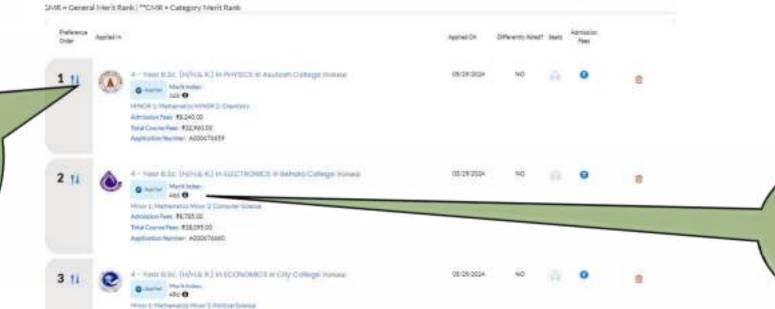
O have Hard had a many Administrative FLESTAD

4 11

A - Year III A (IV/VLE III) IN REMOVE IN Achieve Brownship Noth Sept College Coordinal

Details about Preference List

Preference Number 1
is higher preference
for getting admitted. If
you wish you can
change the order of
preference. You can
change the order of
preference any time
till the Application
Window closes.



Merit Index & calculation details, Course Fee, Application number will be visible here

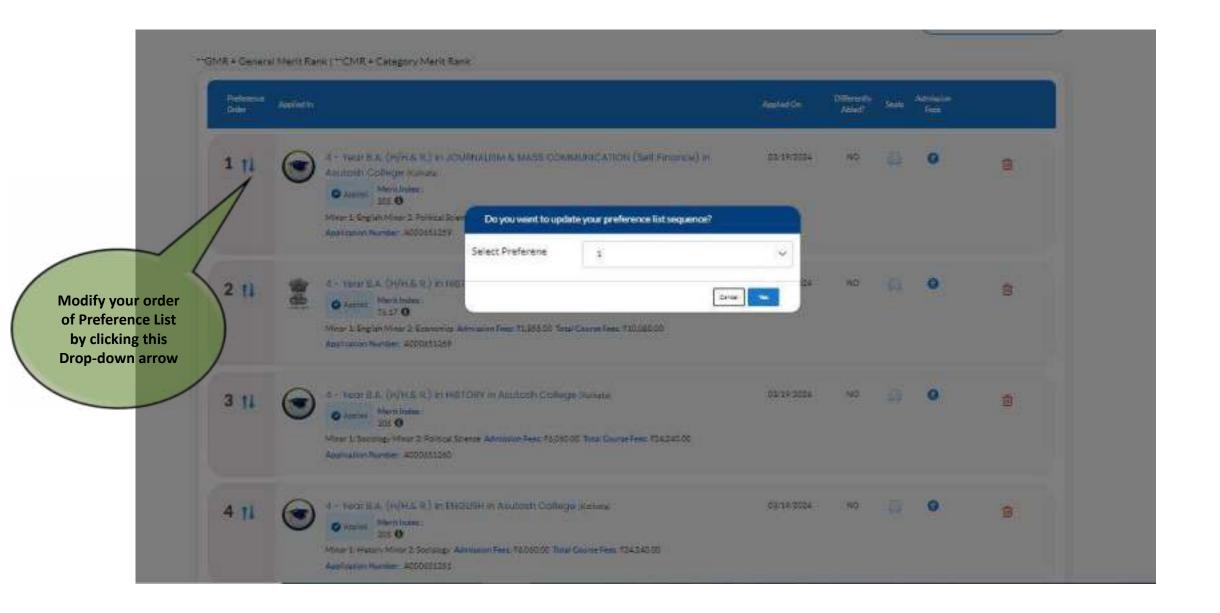
more Courses/

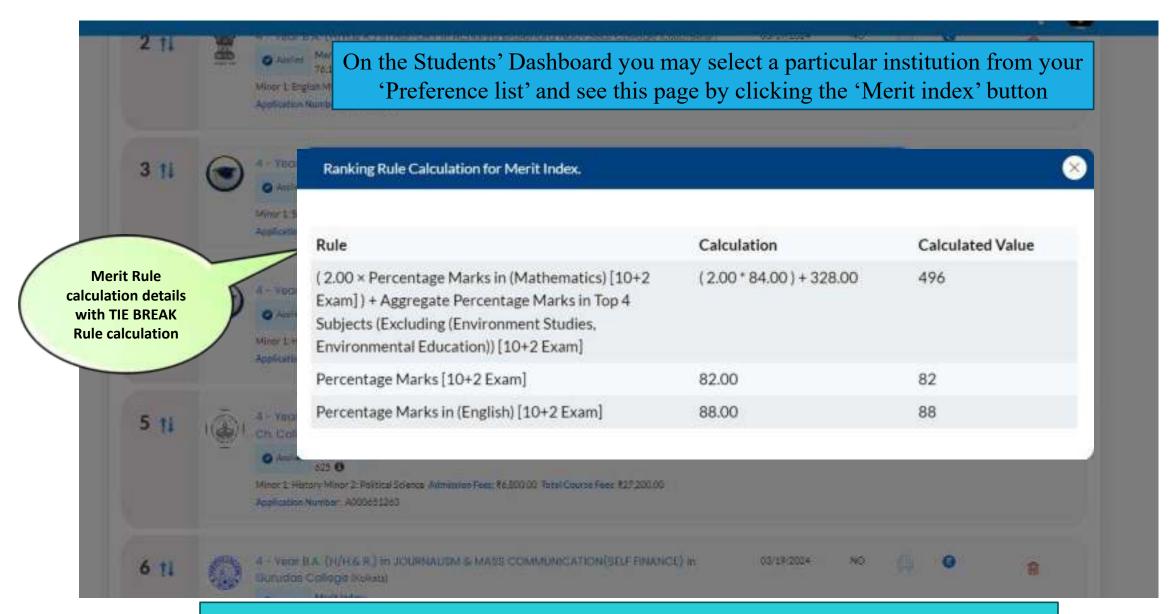
Programmes in your Preference List

As you add your preference list, you

can see this page in the dashboard

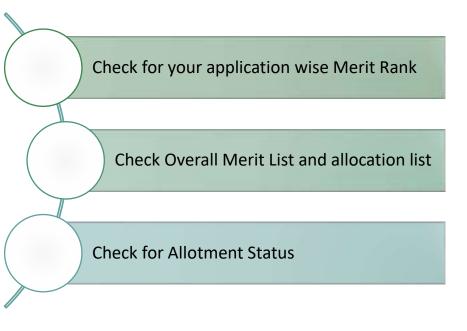
Add Charse/Colk



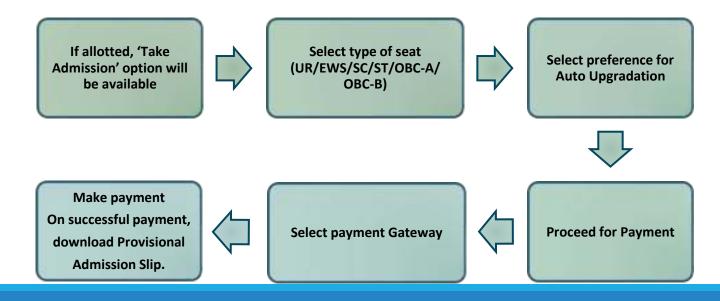


Merit list will be published and notified in the portal and the applicants will be able to see the Merit list and Allocation in HEIs from their respective dashboards

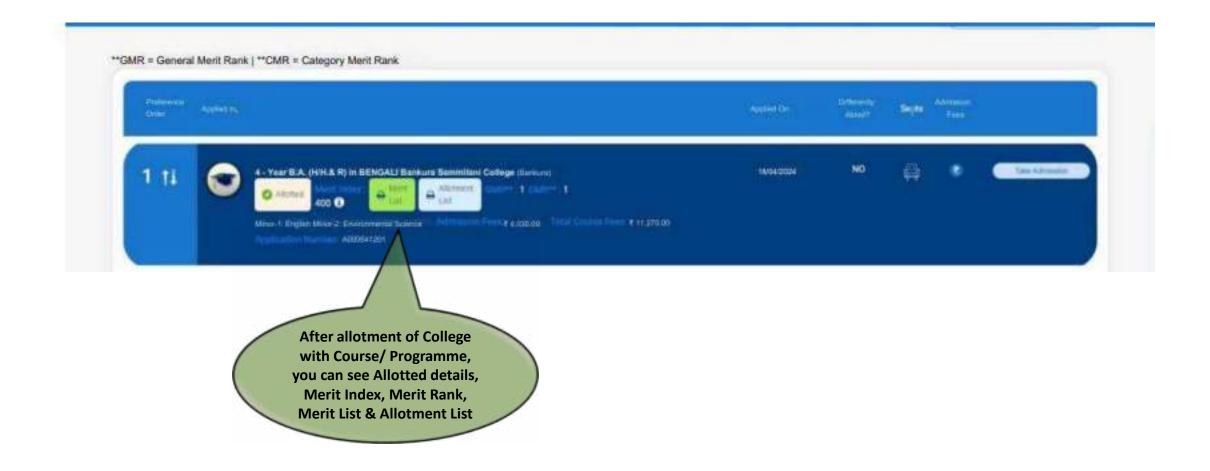
Post Merit List Publication Activities

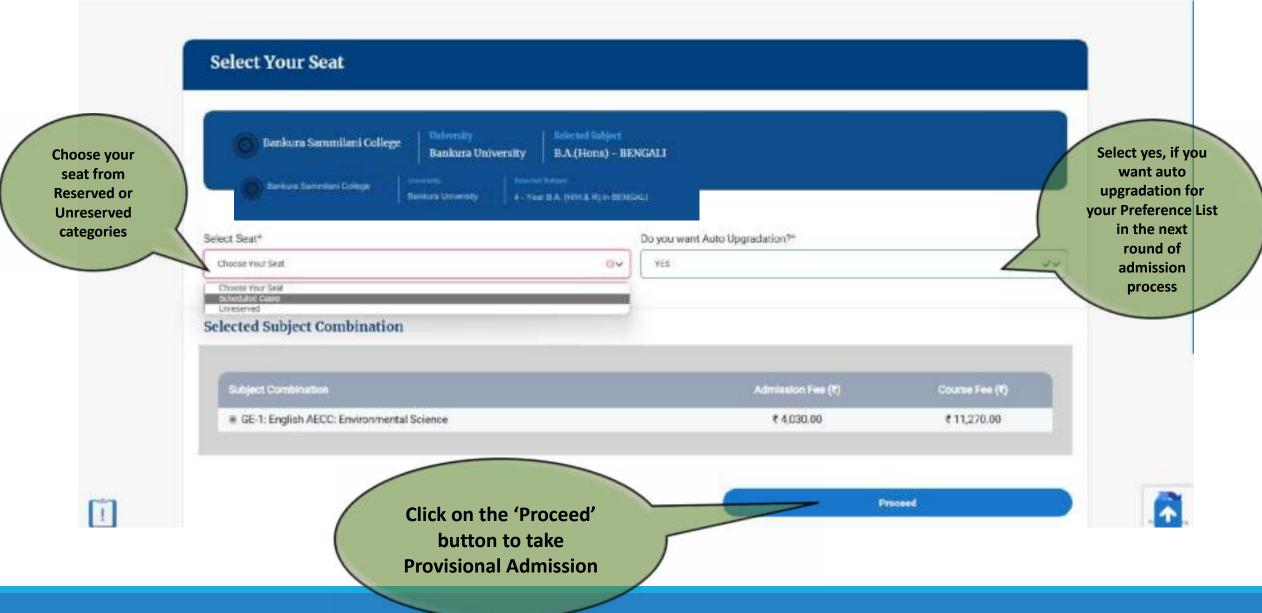


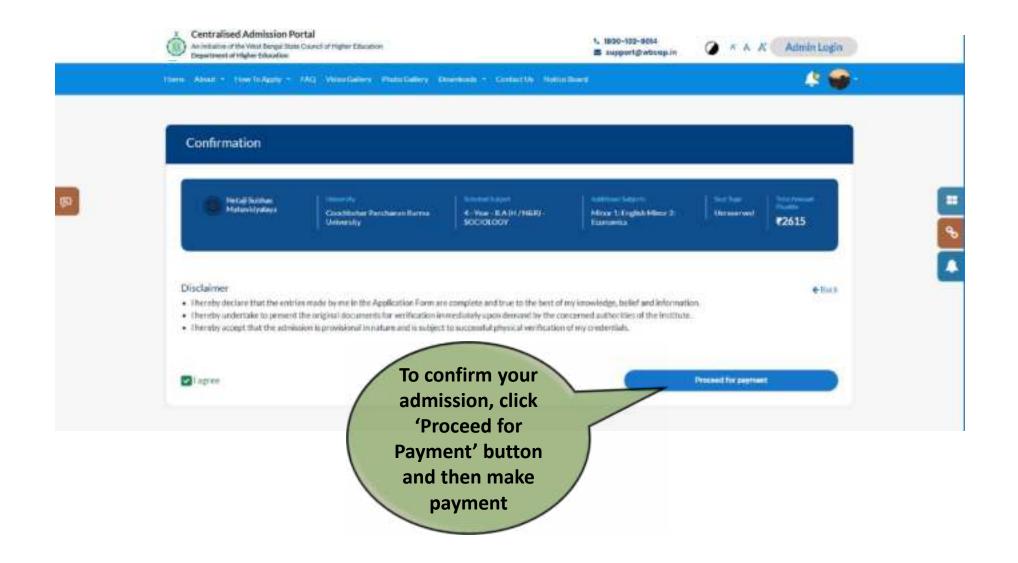
Refer to Pages 59-65 for details

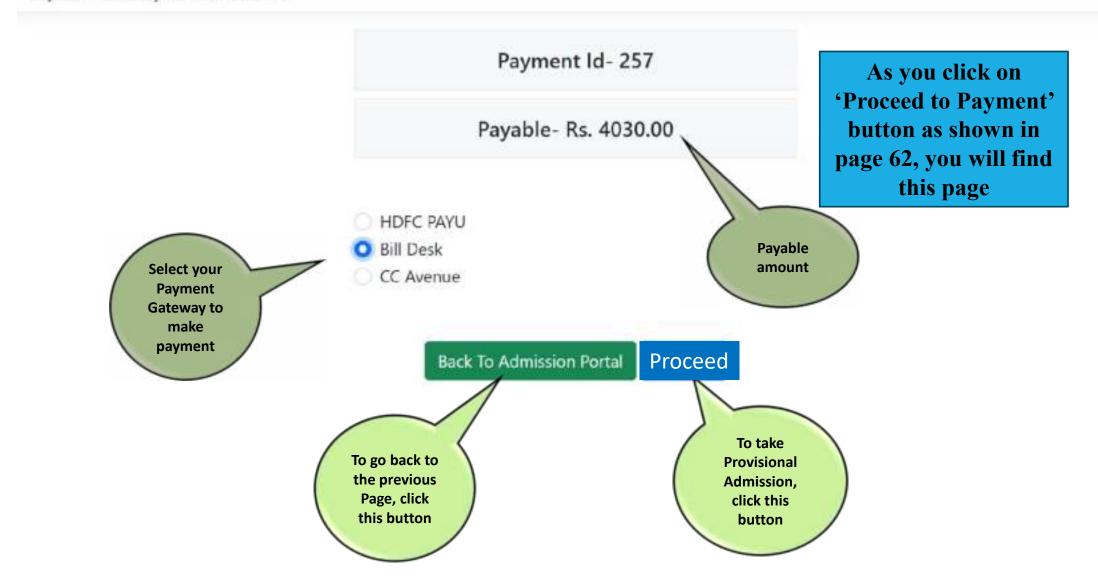


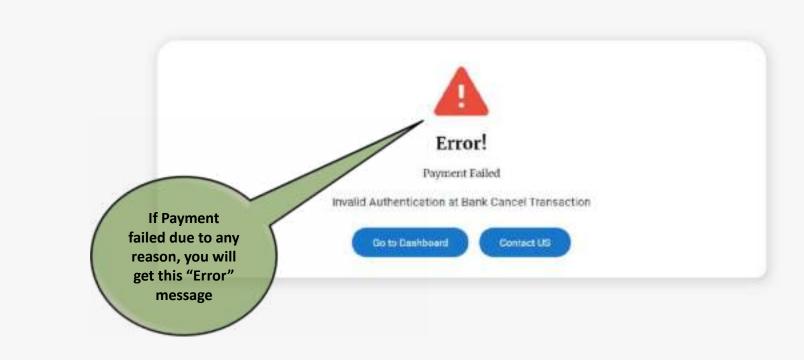






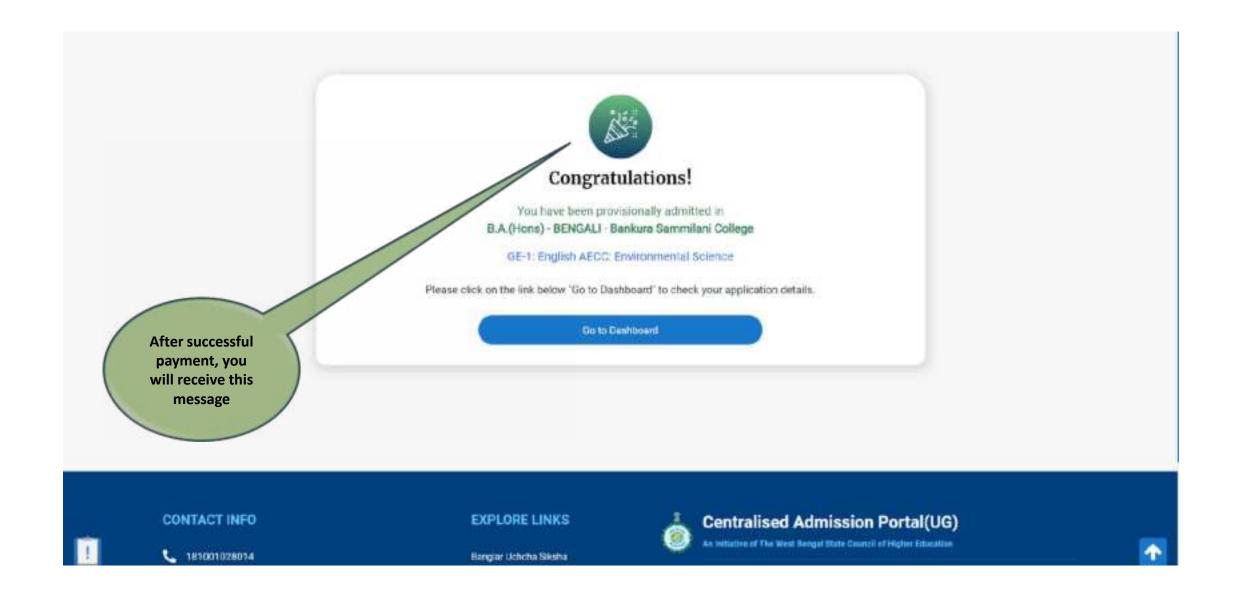




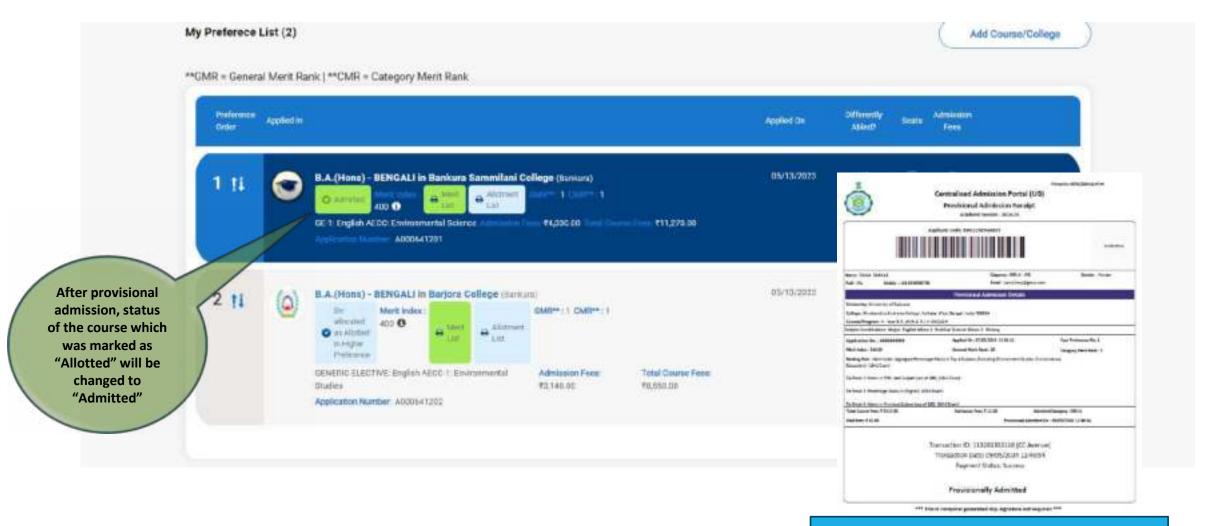












Sample Provisional Admission slip

When Allotted to Higher Preference:

Suppose you are allotted a seat in higher preference in the upgrade round



You may opt for admission



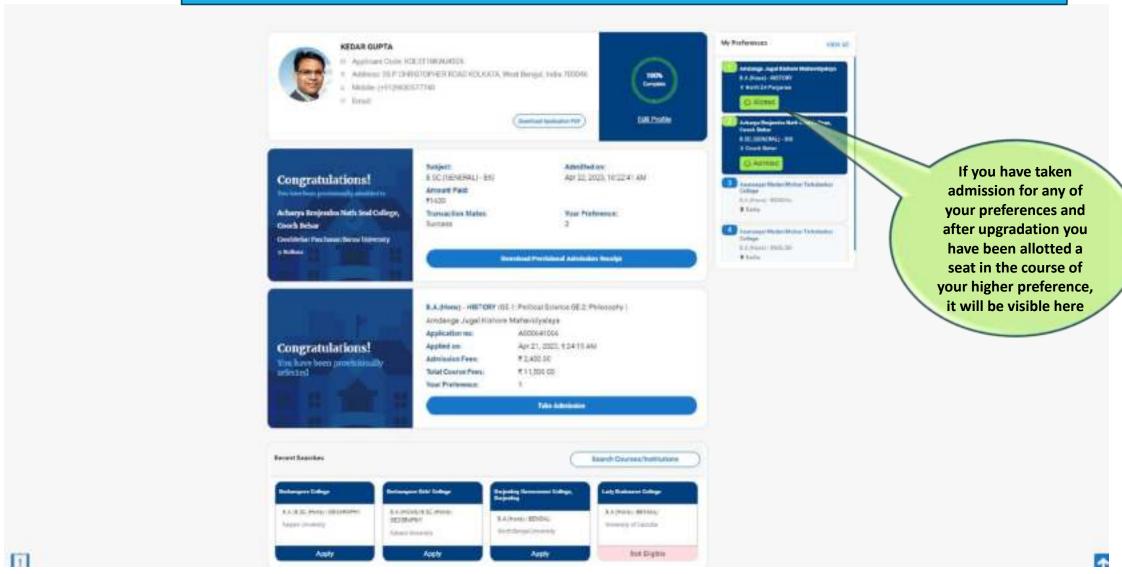
Check for Balance amount to be paid, if any

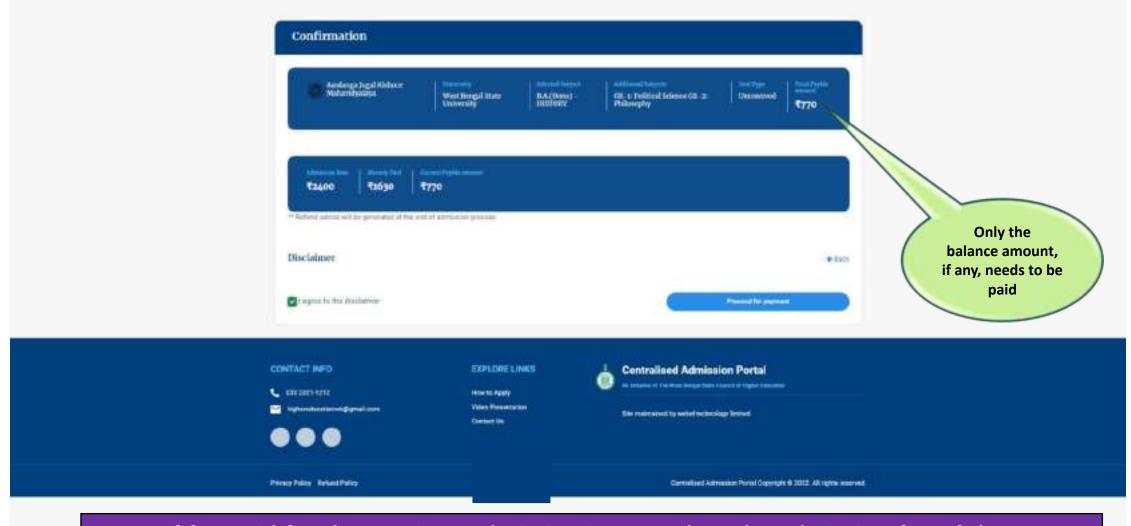


If higher preference is allotted through upgradation, an applicant can check the same in the dashboard

Proceed for Payment

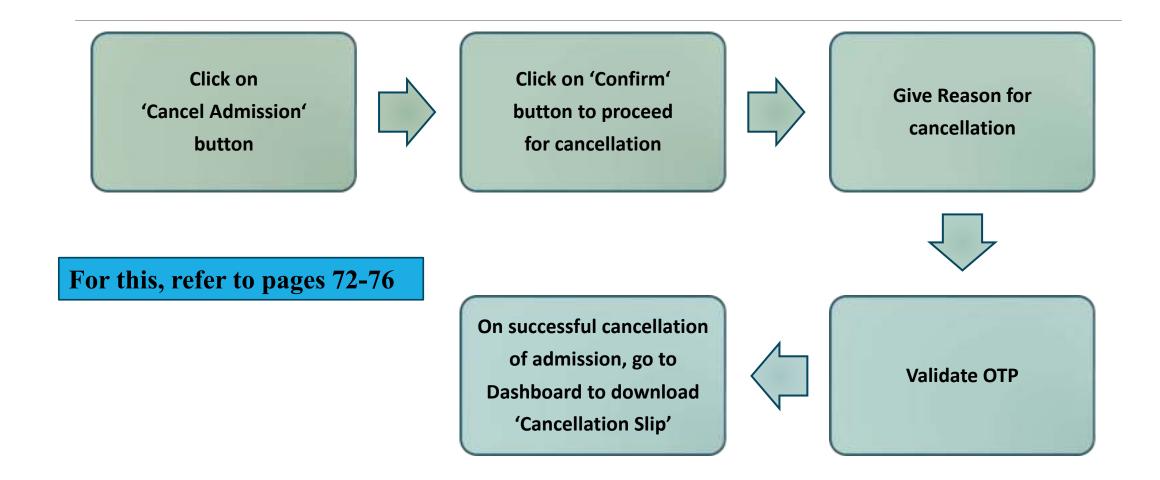
If you take admission in higher allotted preference, then refer to page 68

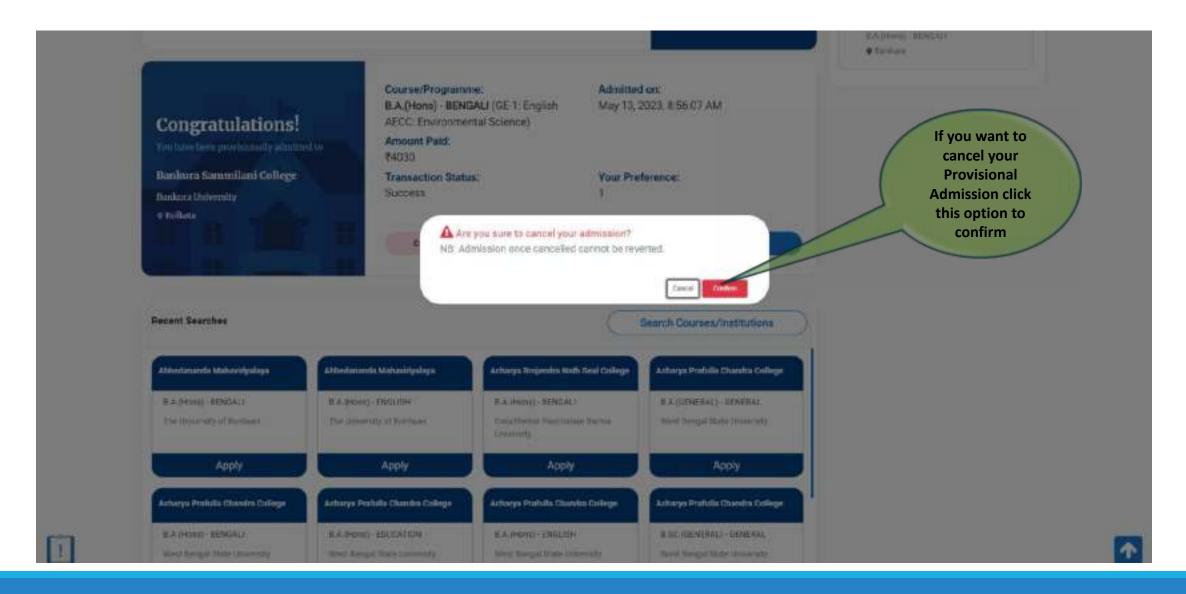


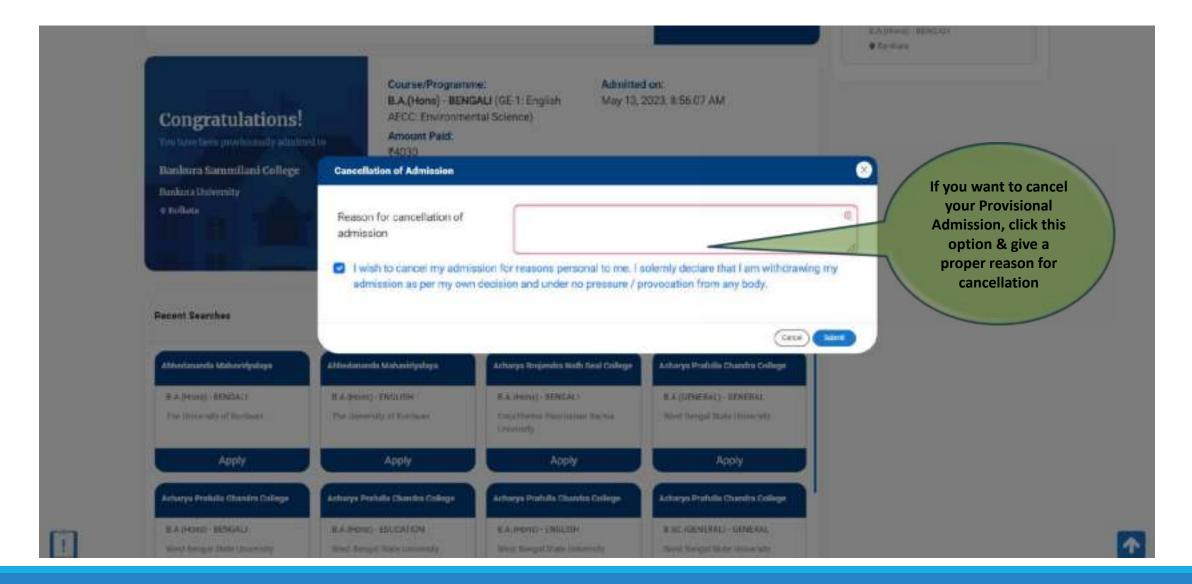


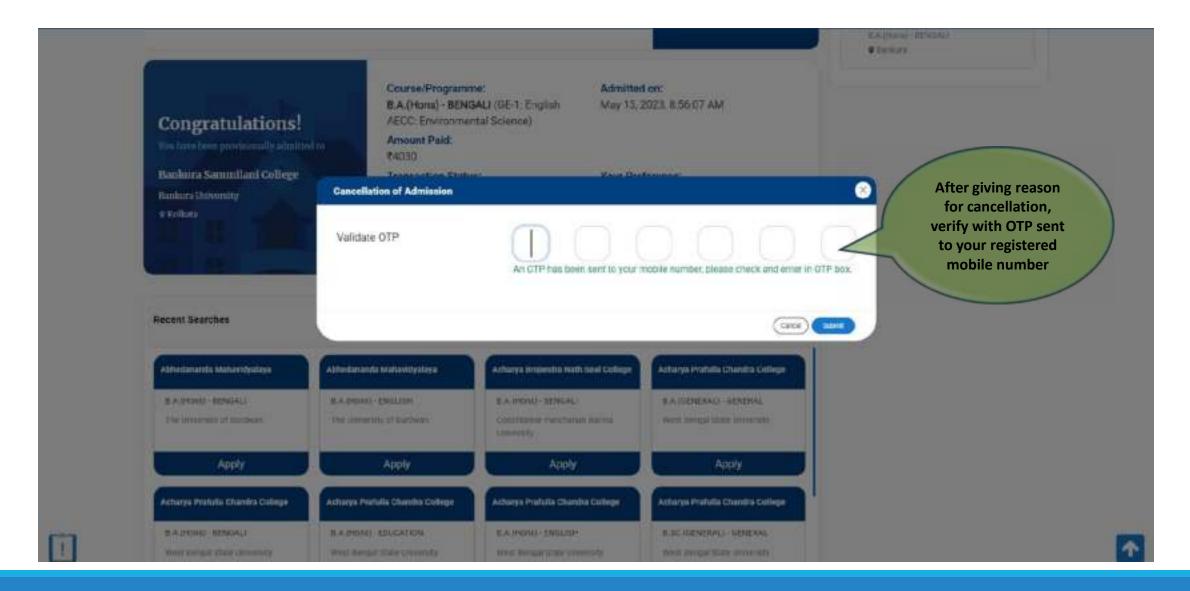
NOTE: If fee paid for the previous admission is more than the admission fee of the current institution, the excess fee will be transferred to the applicant's account (as entered by the applicant) after the entire admission process is over.

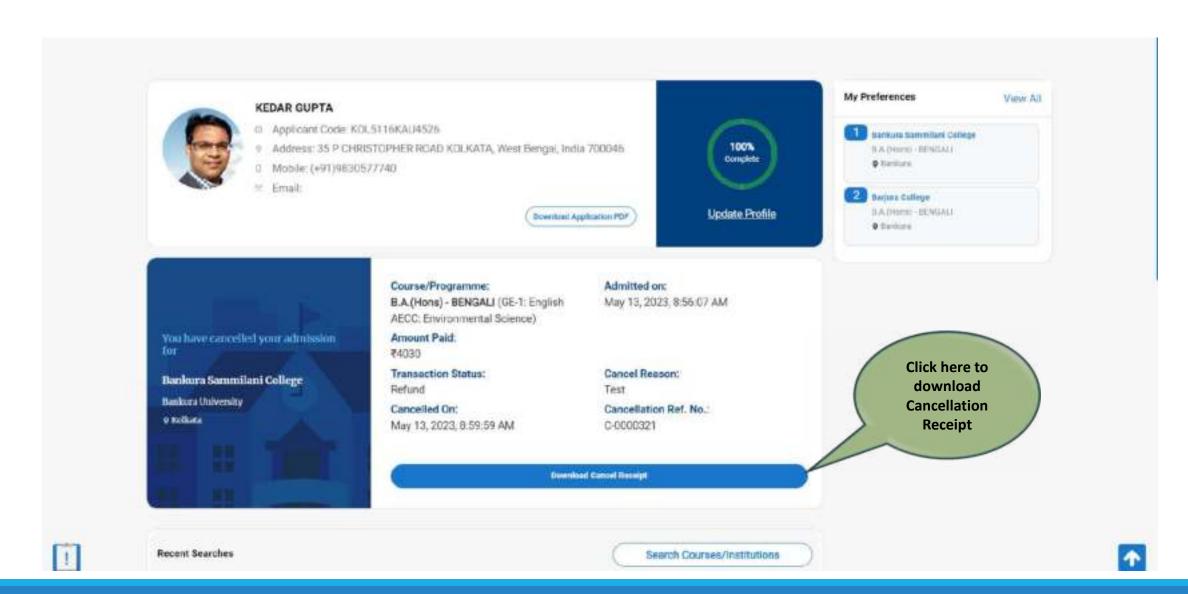
Procedure for Cancellation of Admission

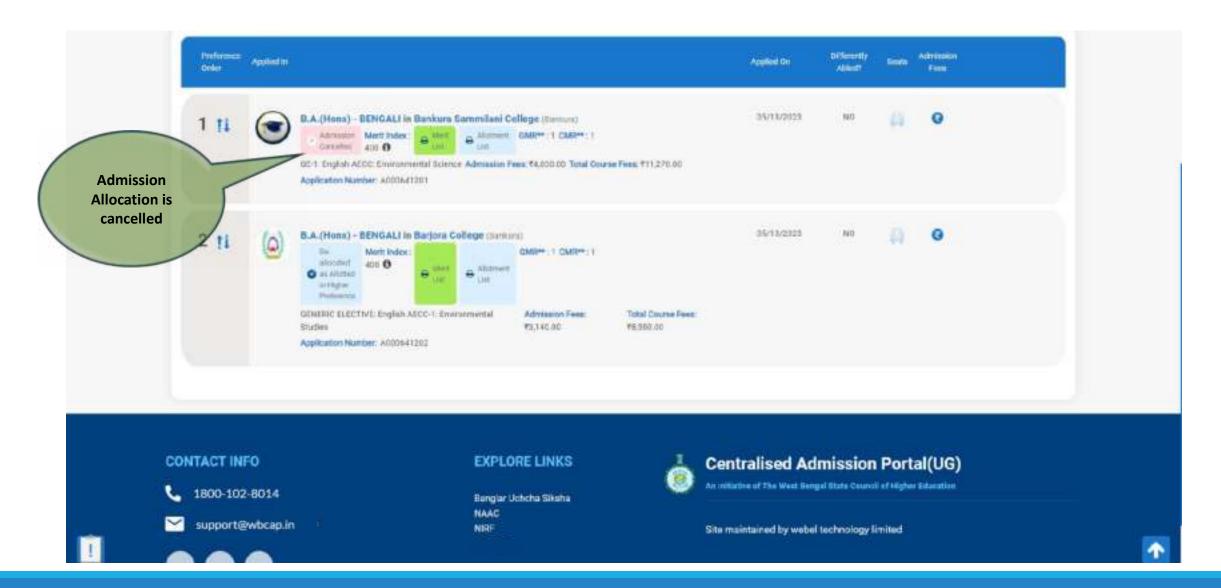










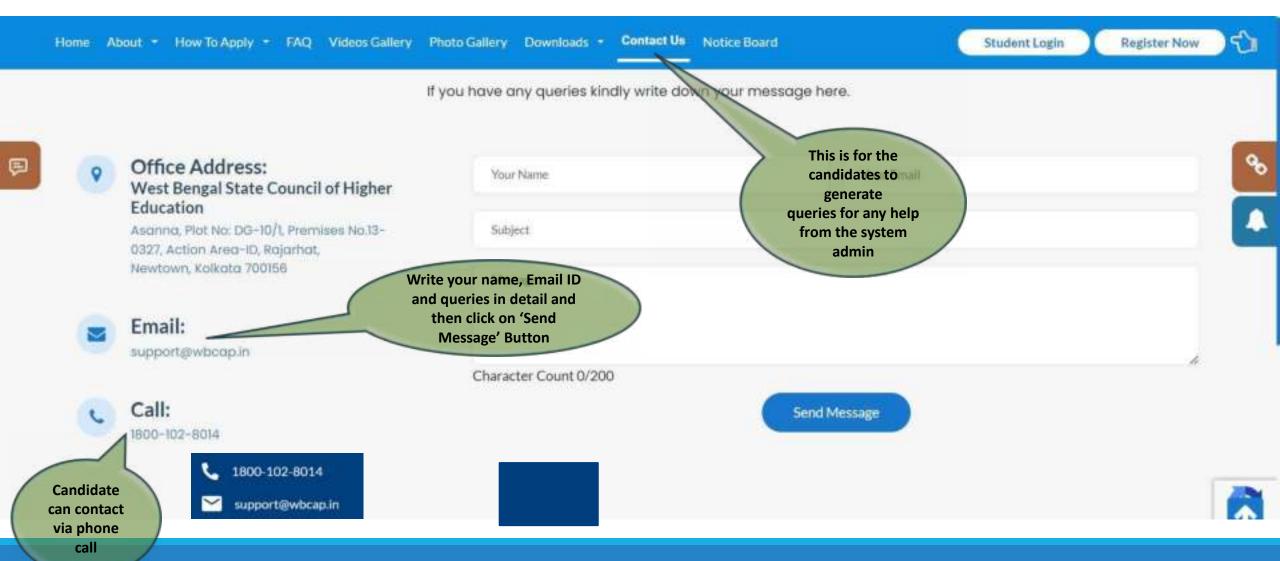


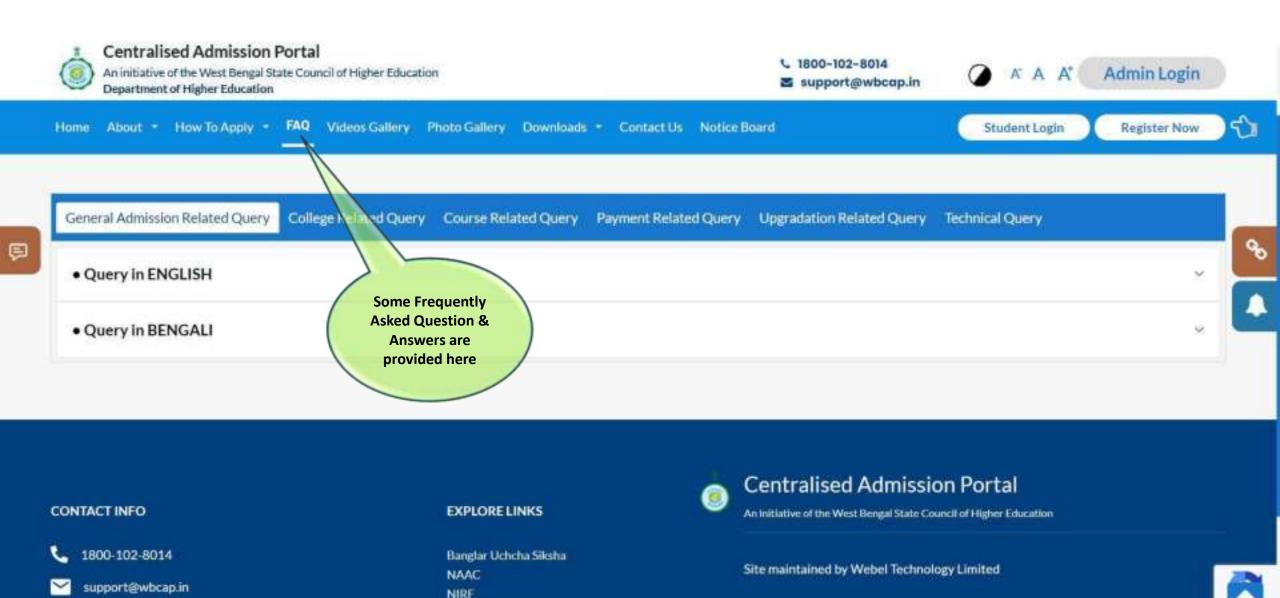
Other Options for the Applicant

Applicant can check the Dashboard for Other Options

Contact Us FAQs & Answers Transaction Details **Notifications**







West Bengal Council for Higher

Payment history (Successful or failed) will be shown here

Transaction History

All the transactions are showing here. If you have any queries kindly write down your message here.

Claim Refund

Amdanga Jugal Kishore Mahavidyalaya

B.A.(Hons) - HISTORY

Admitted.

Payment ID: P0000207

Payment Amount:

₹770

Payment Date:

Apr 22, 2023, 10:26:23 AM

Payment Status:

Success

Acharya Brojendra Nath Seal College, Cooch Behar

B.SC (GENERAL) - BIO

Withdrawn after Provisional Admission in Higher Preference

Payment ID: P0000206

Payment Amount:

₹1630

Payment Date:

Apr 22, 2023, 10:22:26 AM

Payment Status:

Success

Acharya Brojendra Nath Seal College, Cooch Behar

B.SC (GENERAL) - BIO

Withdrawn after Provisional Admission in Higher Preference

Payment ID:

P0000205

Payment Amount:

₹1630

Payment Date:

Apr 22, 2022, 10:21:20 AM

Payment Status:

Falled

Amdanga Jugal Kishore Mahavidyalaya

Payment ID:

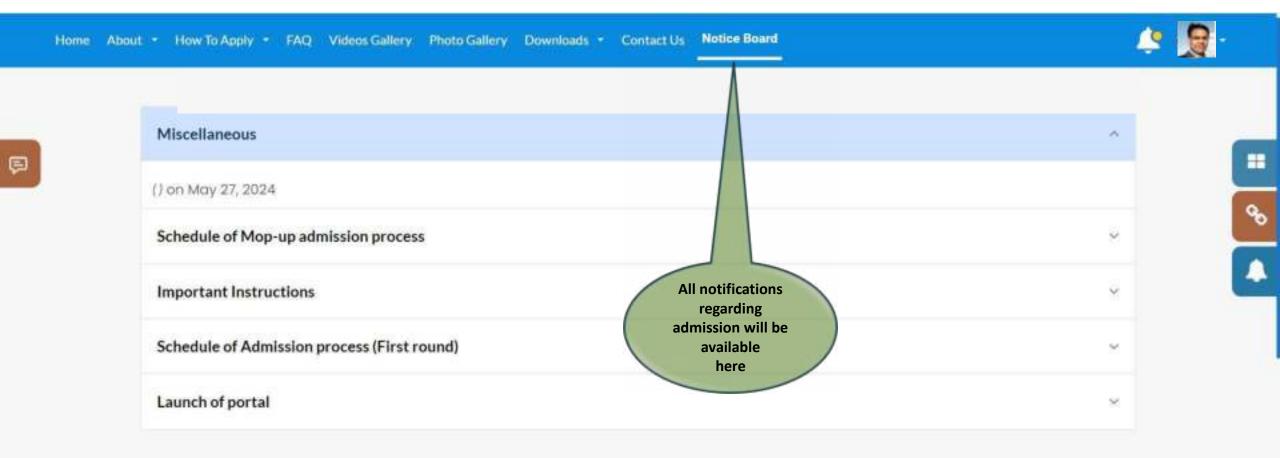
P0000203

Payment Date:

Apr 22, 2023, 12:32:30 AM



Centralised Admission Portal An initiative of the West Bengal State Council of Higher Education Department of Higher Education





Centralised online Admission at the undergraduate level

An Initiative of the State Council of Higher Education, West Bengal

College Related Queries

- Q.1. How will a candidate apply for courses and colleges after registration?
- A.1. Candidate will be able to choose college/ institute for a specific course as desired by the
- candidate among the available courses. Q.2. How will the candidate create a preference list when choosing multiple courses/institutions?

notification for physical verification of the candidates' credentials.

- A.2. A candidate applying for multiple courses will be required to rank the courses/institutions in order of preference exercised by the candidate. Seat allotment will be done taking into
- consideration the merit index based merit rank of the candidate and on the basis of preferences exercised by the candidate.
- Q.3. How will the candidate know the eligibility criteria for a course for a specific college? **A.3.**
- Before the creation of a profile by the candidate, a candidate can check the eligibility on the website of the respective college/ institution available in the portal. Again, once the profile is successfully created and submitted, the portal will check candidate's eligibility with respect to any course/programme in any college in any district under any University. Eligibility will be
- course/programme and HEI-specific Q.4. When will the document verification done in the college? **A.4**. The admitted student's data will be transferred to the respective colleges/HEIs through the admission portal. The college/HEI, in turn will notify the candidates by email/SMS/website

The candidate can search for courses in which he/ she is interested in and view

university/college/district/subject wise availability of seats in the entire state of West Bengal

Can the candidate search for courses before the start of admission and before registering in

Yes. A candidate can search for courses, colleges, universities even before registering in the

portal and access all relevant details such as course-wise eligibility criteria, number of

vacancies, formula for merit-index calculation, subjects offered in 1st Semester, college profile

How many courses/ colleges/ institutions can be selected by the candidate to give his/her

A maximum of 25 courses/colleges/institutions can be chosen in order of preference by the

Course	Related	Queries	

Programmes, B.C.A, BBA, B.ML.T and B.Voc. Courses are available in the portal.

	Course Related Queries
Q.1.	Which courses are available in the Centralised Admission Portal?

Q.2. How will the candidate know how and which course to apply?

where the candidate can apply.

A.2.

Q.3.

A.3.

Q.4.

A.4.

the portal?

preference?

candidate.

etc.

- A.1. 4 Year B.A./B.Sc./B.Com. Honours/Honours with research and 3 Year Multidisciplinary

Course Related Oueries

	Course Related Queries
Q5	How will a candidate apply for courses and colleges after registration?
A.5.	Candidate will be able to choose college/ institute for a specific course as desired by

y the candidate among the available courses. Q.6.

How will the candidate create a preference list when choosing multiple courses/institutions A candidate applying for multiple courses will be required to rank the courses in order of

her/his preference. Seat allotment will be done on the basis of merit index based merit rank of the candidate and on the basis of preferences exercised by the candidate.

Q.7. Does the candidate need to enter his/her opted combination of subjects (Major and/or Minor) in his/her chosen course during application?

A.7. Yes. Candidates applying in 4-yr Hons.& Hons. with research/3-yr Multidisciplinary Course/Programme must choose combination of subjects (Major and/or Minor) during the

application process. Is B.Ed, Law and Agriculture courses included in the admission portal?

A.8. No. B.Ed., Law and Agriculture courses are not included in the portal.

General Admission Related Queries

0.1	Who can apply in the LIG Centralised Admission Portal

A.1. Any candidate who has passed Higher Secondary or equivalent examination (from a recognized board/council) may register in the Centralised Admission Portal, subject to certain restrictions in terms of the year of passing as set by the concerned Universities.

Q.2. What should be the passing year of 10+2 for having the eligibility to apply for course/s in the Centralised Admission Portal? Passing year/s is/are specified for each college/Institution for a specific course in the

portal.

Q.3. Which colleges/universities are not included in the Centralised Admission Portal? Presidency University, Jadavpur University, Autonomous Colleges, Minority Educational

Institutes/Colleges, B.Ed., Law, Fine Arts and Performing Arts, Crafts, Dance, Music Colleges/Courses, colleges offering engineering, pharmacy, nursing, medical courses and self-financing/private colleges shall be out of the purview of the Centralised Admission

Portal Q.4. Which colleges/courses are included in the UG Centralised Admission Portal?

List of colleges/programmes/courses is included in the UG Centralised Admission Portal is available in the download menu of home page of the portal.

General Admission Related Queries

0.5	May Lannly for	admission to HO	Courses under Or	pen University fron	n the nortal?

- Q.3. Ividy rapply for admission to od courses under open oniversity from the portar:
- A.5. No.
- Q.6. Do we need to appear for any separate examination to get admission in an individual college/HEI
- A.6. No.Q.7. What is the process to take fresh admission in a new college if candidate was admitted in a different
- college last year?

 A.7. The process of fresh admission will be the same for such candidates in the centralized admission
- portal. The candidate will be required to provide the data regarding previous admission as sought during creation of profile in the portal. However, after taking admission the candidate will have to report regarding previous admission/registration to new college authority during physical verification of documents for appropriate follow up action.
- Q.8. What are the basic functions of the UG Centralised Admission Portal?
 - Registration & Profile Creation of the Candidate
 - Applications by the Candidates
 - Creating a Preference List of the Applications by the Candidate
 - Generation of Merit Lists
 - Seat Allotment

A.8.

- Payment of Admission Fee
- Provisional Admission
- Up-gradation

Frequently Asked Questions General Admission Related Queries

- Q.9. Does a candidate need to apply separately for each college even after applying in the Centralised Admission Portal?
- A.9 No. The candidate needs to apply only once in the Undergraduate Centralised Admission Portal and will have to report to college once online provisional admission process is complete and the candidate is called for physical verification in the respective college
- Q.10. How will the candidate know when to apply and the deadlines of the admission process?
- A.10. All important dates will be widely circulated through newspaper advertisements, social media and will be available in the home page "Notice Board" tab of Centralised Admission Portal (UG).
- Q.11. What are the basic steps for applying in the Online Admission process?
- A.11. The candidate has to register, after which the candidate will be allotted a login ID and password, which can be used by the candidate to login to the portal and create a profile which is the online application form. After filling up of the application form, in the next step, the candidate will choose courses and colleges and submit a course/ college-wise preference list.

General Admission Related Queries

cess?

Q.12.	What are the different documents required for uploading during the application produced

- A.12. Scanned copy of Proof of DOB [PDF;≤ 2MB] Scanned copy of 10+2 registration certificate [PDF;≤ 2MB] Scanned copy of 10th Mark sheet [PDF;≤ 2MB] Scanned copy of 10+ 2 Mark sheet [PDF;≤ 2MB] • Scanned copy of Relevant Social Category Certificate if applicable [PDF;≤ 2MB] Scanned copy of PWD Certificate (if applicable) [PDF;≤ 2MB] Scanned copy of EWS Certificate (if applicable) [PDF;≤ 2MB] Scanned Photograph of the candidate [JPG/JPEG/PNG≤ 2MB] Scanned Signature of the candidate [JPG/JPEG/PNG≤ 2MB] Scanned Bank passbook/crossed cheque/bank statement [PDF;≤ 2MB] Scanned copy of Valid photo ID proof [PDF;≤ 2MB] Scanned copy of District/State/National/International Level Sports certificate for candidates who possess such certificate [PDF;≤ 2MB] Q.13. Who are the issuing authority for EWS certificate? Is income certificate required?
- A.13. District Magistrate/Sub-Divisional Officer/Municipal corporation/ Municipality are the issuing authority of the EWS certificate. Income certificate is not required.

General Admission Related Queries

	General Mannission Related Queries
Q.14.	Is Aadhaar number required for filling up the application form?
A.14.	Yes. Aadhaar number is required
Q.15.	Is mobile number mandatory for registration?
A.15.	Yes
Q.16.	Can the same mobile number be used by more than one candidate?
A.16.	No
Q.17.	Is email id mandatory for a candidate?
A.17.	Yes
Q.18.	Can the same email id be used by more than one candidate?
A.18.	No
Q.19.	How will the candidate log in after registration?
	During registration, the candidate will have to provide a login id and password which can be used by the candidate to log in afterwards
Q.20.	How will a candidate apply for courses and colleges after registration?
	Candidate will be able to choose college/ institute for a specific course as desired by the candidate among the available courses by using the "Search" option/tab.

Frequently Asked Questions **General Admission Related Queries**

Q.21. How will the candidate create a preference list when choosing multiple courses/institutions?

of the candidate and on the basis of preferences exercised by the candidate.

numbers of times till the closure of the application window.

form throughout the entire period of the admission process

A.21. A candidate applying for multiple courses will be required to rank the courses in order of preference. Seat allotment will be done taking into consideration the merit index based merit rank

Q.22. Can the candidate alter/edit the preference list?

his/her chosen course during application?

Q.24. How will the candidate submit his/her application?

A.22. A candidate can change the preference list by adding/deleting courses or by re-ordering the list any

Q.23. Does the candidate need to enter his/her opted combination of subjects (Major and/or Minor) in

A.23. Candidates applying in 4-yr Hons. & Hons. with research/3-yr Multidisciplinary Course/Programme

A.24. A "Save" button will be available below the preference list in the dashboard of the candidate. The

candidate needs to save all preferences by clicking this button. On closure of application window, profile information and applications with preference list will be auto-submitted and no further change can be done to it. Candidate may anytime login to the portal and download the application

must choose combination of subjects (Major and/or Minor) during application process.

Q.26. How will the candidate know how the merit index for a course for a specific college is

A.26. It is clearly mentioned in the portal and the calculation is shown besides the merit index

A.27. Merit lists will be prepared per college per course in the descending order of merit index

A.28. General Merit Rank (GMR) will be generated based on merit of the candidates

A.29. Category Merit Rank (CMR) List will also be generated for reserved category candidates

Institution &

irrespective of their reservation status for each and every

	General Admission Related Queries
Q.25.	What is merit index?
A.25.	Each and every Higher Education Institution has specified a formula for o

calculated?

of the candidate in the portal.

Q.27. How merit lists will be prepared?

for that particular course.

Course/Programme.

Q.28. What is General Merit Rank (GMR)?

Q.29. What is Category Merit Rank (CMR)?

for each and every Institution & Course/Programme.

calculating the merit index for each course which is clearly explained in the portal.

General Admission Related Queries

Q.30. What happe	ens in case of a tie be	tween candidates with	the same merit index?
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- A.30. If there is a tie between candidates with the same merit index for a seat of a particular programme (category wise), the tie breaking rule prescribed by the college/HEI will be used to break the tie.
- Q.31. How allocation lists will be generated?
- A.31. Along with the merit list, a particular candidate will be allocated only a single position in the allocation list for a specific course in a specific institute in a particular round depending on the candidate's merit index and preference list.
- Q.32. How seat allotment will be done for UR and PwD categories?
- A.32. Seat Allotment will be done HEI/Programme wise according to merit and preference. The UR seats will be allocated to candidates irrespective of their social category: i)PwD candidates will be placed to their respective seats ii) Candidates other than PwD will be placed in UR seats

General Admission Related Queries

|--|

- A.33. If a reserved category candidate belonging to SC, ST, OBC-A or OBC-B and EWS is allotted a UR seat by merit, the same candidate may also be allotted the respective reserved category seat, if eligible. In that case, the same person may be allotted 02 (two) seats against the same course/institution combination. In such cases, the candidate will have to opt for one (either UR or Reserved Category) seat at the time of taking provisional admission.
- Q.34. How ranking will be done for PwD/Differently-abled candidate?
- A.34. No separate rank will be generated for PwD/differently-abled candidates. However, there will be horizontal reservation for PwD candidates in all categories where such applicants are available as per Government rules now in force. So, Category wise PwD list will be published for each programme/course.
- Q.35. Is there any reservation for sports category?
- A.35. No reservation is alloted for sports category in the portal.
- Q.36. Can the candidate change/ edit data entered in the application form / profile of the candidate?
- A.36. Yes, all data can be edited till the last date of submission of forms except those entered during the registration process. However, if editing of data is done in result and mother tongue of the candidate in profile, the candidate will be shown a message that preference list previously created by the candidate will be deleted and the candidate will have to create the preference list afresh.

General Admission Related Queries

Q.37. What will the candidate do if a he/she makes any mistake during registration in those fields which are not editable (like Registration number, passing year, email ID, mobile

number, caste category)? A.37. Candidate will have to call the West Bengal State Council of Higher Education (9147052383, 9147052384, 9147052385, Landline 03323245964)for cancellation of

registration after which the candidate will be able to register afresh

Q.38. How will a candidate be allocated a particular course/institution?

A.38. Candidates will be allotted their highest available preference based on merit index based merit rank and availability of seats.

Q.39. How will the candidate know whether he/ she has been selected for a college/institute/course?

A.39. The candidate will get SMS in his/her registered mobile number and email alert and can

view his/ her position in the merit list and allocation list after logging in the portal.

Q.40. How will the candidate take admission once selected?

A.40. The candidate has to log in and pay the requisite admission fees online.

General Admission Related Queries

Q.41. How admission fees can be paid?

A.41. Online using net banking/Credit/debit card or using UPI like Paytm or phone pay etc.

Q.42. What will happen if a candidate does not get the chance of admission in any of the colleges in the preference list?

A.42. The candidate need to create 'Preference List' a new in the Mop-up round in terms of the notifications to be published (provided seats are vacant).

Q.43. Can the student claim admission to any seat once date of admission for that round is over?

over?
A.43. No.

4. How a prospective candidate will be able to get detailed information about any college?

Q.44. How a prospective candidate will be able to get detailed information about any college?

A.44. Any prospective candidate may visit the official website of any college/HEI. The website

address is available in the Centralised Admission Portal (UG).

Q.45. How will the candidate cancel admission?

Q.45. How will the candidate cancel admission?

A.45. An option for cancellation of admission will be available and if the student selects the 'Cancel' button confirming cancellation, it will be processed by the system

	General Adm	nission Related	Queries
_			

A.46. Till the end of the last round of admission as notified in the portal.

Q.47. Can the candidate cancel admission after the portal closes?

Q.49. When will an admitted candidate confirm his/her admission?

completion of the registration with the university.

Q.48. What is meant by provisional admission?

documents is done by the college.

Q.46. How long admission can be cancelled and refund will be processed by the portal?

A.47. The candidate has to apply to the concerned college/HEI as per rules in force.

A.48. Admission taken through online portal will be provisional until physical verification of

A.49. Admission will be confirmed once the candidate's documents are physically verified

successfully in the concerned college/ institute by the college authority and successful

General Admission Related Queries

- Q.50. Which documents will be required during physical verification in the college?
 A.50. All original documents and one self attested photocopy of:

 Original of the proof of DOB
 Original of the 10+2 registration certificate
 Original of the 10 th Marksheet
 Original of the 10+ 2 Marksheet
 Original of the Respective Social Category Certificate (If applicable)
 Original of the PWD Certificate (if applicable)
 Original of the EWS Certificate
 - Original of the Valid photo Id proofOriginal of the Aadhaar

Photograph (Passport sized)

• Original of the District/State/National/International Level Sports certificate for candidates who possess such certificat

Q.51. When will the document verification done in the college?

in the homenage of the Centralised Online Admission portal

- A.51. After completion of the online aspect of the admission process (which will be notified through Email/ SMS and dates will be available in the website of the specific college/institution).
- Q.52. Whether applicants can apply from BSK and how?

 A.52. Yes. Candidates may please visit https://bsk.wb.gov.in. The details will also be available

General Admission Related Queries

Q.53. How many Phases of admission will be conducted?

A.53. The First phase of Admission consists of

- Registration by the Candidate
- Profile creation
- Application and Creating preferences List
- Publication of Institution wise Merit List and Allocation List
- Admission taken by the candidate
- One Upgrade Round
- Publication of Institution wise Merit List and Allocation List in Upgrade Round
- Admission by the Student in Upgrade Round.

The last and Mop-Up Phase (subject to availability of vacant seats) consists of -

- Registration by fresh candidates
- Profile creation & Creation of Preference list by Fresh candidates
- Preference List creation by the Candidates (who have not been allotted seats/ who have been allotted but not admitted/ who have been admitted but cancelled admission in first phase)
- Publication of Institution wise Merit List and Allocation List in Mop-up Phase
- Admission by the Student in Mop-up Phase
- Upgrade Round of Mop-up Phase
- Publication of Institution wise Merit List in Mop-up Phase and Allocation List in Upgrade Round of Mop-Up Phase,
- Admission by the Student in Upgrade Round of Mop-Up Phase.

Payment Related Queries

	•		
A.1.	No registration	fees is required	d to be paid for registration/application in the U
A.1.	No registration	tees is required	i to be paid for registration/application in the

- **Centralised Admission Portal.**
 - How will the candidate take admission once selected?
- The candidate has to log in and pay the requisite admission fees online
- Q.3. How admission fees can be paid?

Q.1. Is there any fees for registration in UG Centralised Admission Portal?

- A.3. Online payment of admission fees to be done using net banking/Credit/debit card or
- using UPI like Paytm or phone pay etc. Q.4. How will the candidate cancel admission?
- Admission may be cancelled by clicking the "Cancel Admission" tab in the dashboard of
 - the candidate till the end of the last round of admission as notified in the portal
- How will the candidate get refund of admission fees if he/she cancels admission?
- Admission fees will be refunded after the cancellation of admission in due course. The refund will be transferred to the bank account as specified by the candidate in his/her profile.

Payment Related Queries

- Q.6. Will a candidate be allowed to provide any other's bank details for receiving refund (if any)?
- A.6. Yes, although bank details of the candidate is preferred

- Q.7. If any candidate informs us about any transaction failure/duplicate payment issue during online payment, what steps shall we take in this regard?
- A.7. Immediately it must be informed to the WBSCHE(West Bengal State Council of Higher Education) team (email Id: support@wbcap.in/, 9147052383, 9147052384, 9147052385, Landline 03323245964) to take appropriate steps.

Frequently Asked Questions Up-gradation Related Queries

α. τ.	What is up gradation.	
A.1.	Up-gradation is a process whereby an already admitted	candidate can improve to a
	position of higher preference by opting upgrade option	and getting admitted to the

What is un-gradation?

0.1

- Q.2. When will the candidate not be considered for up-gradation after admission in previous round?
- A.2. A candidate will not be considered for upgradation if the candidate is admitted to a seat allotted to him/her as first preference.
- Q.3. Will the candidate be considered for up-gradation if the candidate does not take admission in an allocated seat?
- A.3. No. If a candidate fails to take admission, she/he will not be considered in later Upgrade Rounds other than the Mop-Up round, if any.
- Q.4. Which seats will be considered for up-gradation?
- A.4. Only those seats where no admission has been taken and/or cancelled subsequent to admission in the previous rounds will be considered as 'Available Seats' for the subsequent Up-gradation Round/s

Frequently Asked Questions Up-gradation Related Queries

Q.5. How will the provisionally admitted candidate cancel his/her admission if the candidate is allotted seat in higher preference in the next round after up-gradation?

seat of higher preference in the upgrade round, the candidate shall have to click on the "Yes" button while taking admission to the up-graded seat, to vacate the earlier admitted seat.

If the candidate decides not to take admission to the upgraded seat, the provisional admission taken earlier will remain valid and unchanged.

If any provisionally admitted candidate (who opted for upgradation) is allotted another

for allocation in the next round of the admission process?

A.6. Yes. The candidate will be allowed to alter the preference list in the Mop-Up round subject to the availability of seats

Q.6. If a candidate is not allocated any seat in a particular round, should the candidate wait

Frequently Asked Questions Up-gradation Related Queries

Q.7. Is it mandatory for the candidate to take admission if the candidate is allocated a seat in any institution?

Yes. It is mandatory to take admission if a seat is allotted to retain his/her candidature in

the portal. However, the candidate may apply afresh in the Mop-up round (if seats are available)

Q.8. Does the candidate need to submit his/her willingness somewhere in the portal for up-

gradation? Or it will be automatically exercised?

A.8. Yes. The candidate is required to click on the Up-gradation button. Upgradation will not be automatically exercised

Technical Queries

ζ.	can a candidate save the prome after entering data partially:
A.1.	Yes. There are seven sections/tabs in the profile (Personal information/Address/
	Additional information/ Results/ Documents/ Preview), and the candidate can save each
	section/tab of the Profile after entering data. So, data of each section of the profile if

Q.2. What are the size and nature of upload to be done during profile creation?

andidate save the profile after entering data partially?

b.Scanned copy of 10+2 registration certificate(Pdf format, max 2 MB) c.Scanned copy of 10th Marksheet (Pdf format, max 2 MB) d.Scanned copy of 10+ 2 Marksheet(Pdf format, max 2 MB)

a. Scanned copy of Proof of DOB (Pdf format, max 2 MB)

entered completely can be saved.

- e.Scanned copy of Relevant Social Category Certificate (If applicable)(Pdf format, max 2 MB)
 f.Scanned copy of PWD Certificate (if applicable) (Pdf format, max 2 MB)
- g.Scanned copy of EWS Certificate (if applicable) (Pdf format, max 2 MB) h.Scanned Photograph of the candidate(JPG/JPEG/PNG, max 2 MB)
- i.Scanned Signature of the candidate (JPG/JPEG/PNG, max 2 MB)
- j.Scanned Bank passbook/crossed cheque/bank statement (Pdf format, max 2 MB) k.Scanned copy of Valid photo Id proof(Pdf format, max 2 MB)
- I.Scanned copy of District/State/National/International Level Sports certificate for candidates who possess such certificate(Pdf format, max 2 MB)

Technical Queries

Q.3.	How many system generated OTP will be received by the candidate during registration in
	the portal?
Δ.3.	Two OTPs will be received by the candidate, one OTP in mobile and another in email, of

the candidate
Q.4. How many system generated OTP will be received by the candidate during log in after registration for filling data in profile ?

A.4. The same OTP will be received by the candidate both in mobile and in email of the candidate

Q.5. What will the candidate do if there is a payment failure during taking admission in the portal?A.5. Candidate immediately needs to inform West Bengal Council of Higher Education (E

mail:support@wbcap.in, Contact numbers: (9147052383, 9147052384, 9147052385,

Landline 03323245964)
 Q.6. Can a candidate alter the preference list once created ?
 A.6. Yes, candidate can alter the preference list till the closure of the application window in

.6. Yes, candidate can alter the preference list till the closure of the application window in the portal

7. How will the candidate log in after registration?

Q.7. How will the candidate log in after registration?

A.7. After registration, a login Id will be generated by the system which is the email id of the candidate and the candidate can change this login id afterwards. The candidate will also have to provide a password which can be used by the candidate to log in afterwards

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points: At least one upper case (A,B,C,D...) At least one lower case (a,b,c,d...) **At least one digit(1,2,3,4...)** At least one special character(!,@,#,\$,%,*) At least 6 characters in length Maximum 16 characters in length

A.10. No

Is mobile number mandatory for registration in the portal?

Q.10. Can the same mobile number be used by more than one candidate?

A.9. Yes. Candidates are advised not to change their mobile number during the entire process of online admission as it may result in not receiving important communications from the portal from time to time

While creating the password for login, the candidate is required to follow the following

Q.8. What is the password policy of the portal?

Technical Oueries

Technical Queries

\cap 11	Is email id mandatory for a candidate?	

- **A.11.** Yes
- Q.12. Can the same email id be used by more than one candidate?
- A.12. No
- Q.13. How allocation lists will be generated? A.13. Along with the merit list, a particular candidate will be allocated only a single position in the
- allocation list for a specific course in a specific institute in a particular round depending on his/her merit index and preference list
- Q.14. How seat allotment will be done for UR and PwD categories?

ii) Candidates other than PwD will be placed in normal UR seats

- A.14. Seat Allotment will be done HEI/Programme wise according to merit and preference. First, UR seats will be allocated to candidates irrespective of their social category:

 - i) PwD candidates will be placed to their respective seats
- Q.15. How seat allotment will be done for reserved categories? A.15. If a reserved category candidate belonging to SC, ST, OBC-A or OBC-B and EWS is allotted a UR seat by merit, the same candidate may alsobe allotted therespective reserved category seat, if
 - eligible. In that case, the same person may be allotted 02 (two) seats against the same course/institution combination. In such cases, the candidate will have to opt for one (either UR or Reserved Category) seat at the time of taking provisional admission.

Technical Queries

Q.16. How ranking w	ill be done for	PwD/Differently-abl	ed candidate?
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there will be horizontal reservation for PwD candidates in all categories where such applicants are available as per Government rules now in force. So, category wise merit list will be published fo PwD.

A.16. No separate rank will be generated for PwD/differently-abled candidates. However,

- Q.17. How does the candidate know his/her allotment of seat and GMR and CMR (if applicable)?
- A.17. A candidate will login to check his/her allotment. The allotment status will be shown in "View all" tab where the institute and course in which the candidate has been allotted a seat, if any will be shown. The candidate will also be able to see the corresponding GMR
- & CMR for all the applications in the candidate's preference list

 Q.18. Can the candidate change/ edit data entered in the application form / profile of the
- Q.18. Can the candidate change/ edit data entered in the application form / profile of the candidate?
- A.18. Yes, all data can be edited till the last date of submission of forms except those entered during the registration process. However, if editing of data is done in result and mother tongue of the candidate in profile, the candidate will be shown a message that previously created preference list will be deleted and the candidate will have to create the preference list afresh

Technical Queries

Q.19. What will be the remedy if a candidate makes any mistake during registration in those fields which are not editable (like Registration number, passing year, email id, mobile number, caste category)?

A.19. Candidate will have to call the helpline (9147052383, 9147052384, 9147052385, Landline 03323245964) for cancellation of registration after which the candidate will be able to

register afresh

Q.20. How will a candidate be allocated a particular course/institution?

A.20. Candidates will be allotted their highest available preference based on merit rank and availability of seats

Q.21. How will the candidate get refund of admission fees if he/she cancels admission?

A.21. Admission fees will be refunded after the cancellation of admission in due course

A.21. Admission fees will be refunded after the cancellation of admission in due course

the candidate till the end of the last round of admission as notified in the portal

Q.22. How long admission can be cancelled and refund will be processed by the portal?

A.22. Admission may be cancelled by clicking the "Cancel Admission" tab in the dashboard of

Technical Queries

	If any candidate forgets to submit any preference and the application period gets over, will there be any chance of admission for that candidate in the present session?
A.23.	No. Application of a candidate without preference list will be null and void. However, the candidate will be given an option to add preference in the Mop-up round (if any) depending on availability of seats
Q.24.	Will there be any alert pop-up in the portal when candidate clicks on "Cancel Admission" button?
A.24.	Yes
-	Will a candidate will be able to re-upload a document for whatever reason? Yes. The candidate can re-upload the new document.
Q.26. A.26.	Will the system allow any special character? No