

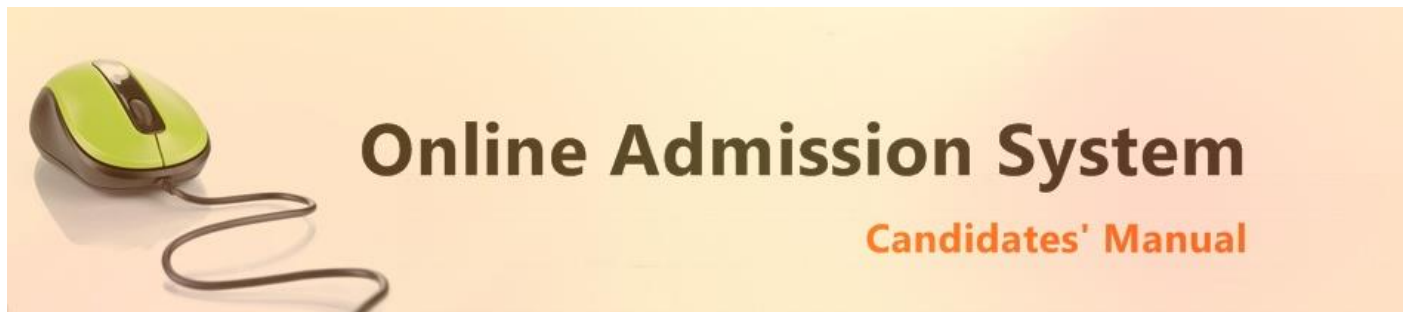


Online Admission System

Candidates' Manual

Online Admission System

**Candidate's Interface
Manual**



Steps to apply for admission through the Online Admission system

Welcome to the online admission system prepared by TechnoDG.com. This document is aimed to provide you with a ready reference on the candidate's interface and the procedure for applying for admission through the online admission system.

We start with the welcome screen of the online admission system which provides the applicant/candidates with the following options

The screenshot shows the application form for Siliguri B.Ed College. At the top, the college name is in red, followed by "APPLICATION FORM FOR ADMISSION" in blue. Below this are two dropdown menus: "Select Session" (with "2015-2017-BED" selected) and "Select Student Type" (with "SELECT TYPE" selected). A section titled "Eligibility Criteria" in red follows, with a list of conditions. At the bottom, there is a checkbox for accepting the terms, and three buttons: "Candidate Log In", "Merit List", and "GO".

Siliguri B.Ed College

APPLICATION FORM FOR ADMISSION

Select Session: 2015-2017-BED

Select Student Type: SELECT TYPE

Eligibility Criteria

A CANDIDATE MAY APPLY FOR **BED** IF ONLY FOLLOWING CONDITIONS ARE FULFILLED :-

- i) Fresher General Candidates with minimum 50% marks in UG or PG level can apply
- ii) Fresher SC/ST Candidates with minimum 45% marks in UG or PG level can apply
- iii) Fresher General, OBC Candidates within 35 years and SC/ ST within 40 years can apply
- iv) Deputed candidate having 2 years of experience in Govt., Govt. Aided, Govt. Sponsored School can apply
- v) For Deputed Candidates Joining Date before 30/03/2010 have no Marks bar
- vi) For Deputed Candidates having Joining Date after 30/03/2010 have Marks bar as Fresher candidate
- vii) Deputed Candidates have no Age limit
- viii) Deputed candidates must produce original MC/GB Permission, DI Approval ,NOC at the time of Counselling

☐ I HAVE READ ALL ABOVE STATEMENTS AND ACCEPT TO PROCEED.

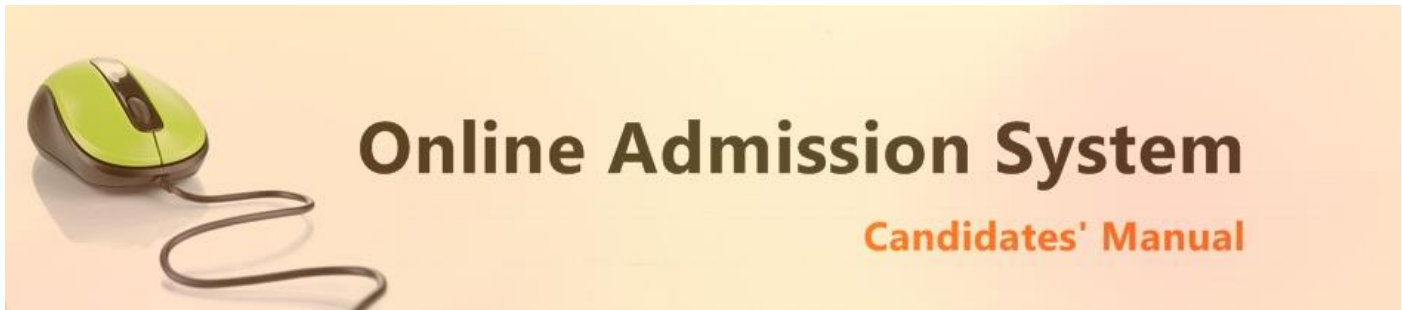
Candidate Log In **Merit List** **GO**



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- a) College Name
- b) Session & Course to which the admissions are opened
- c) Student/Candidate Type i.e. Fresher or Deputed
- d) Eligibility Criteria details etc.
- e) Acceptance to understand the above details and proceed to form filling screen
- f) Applied Candidates Log in button
- g) First screen submission button to start the form filling process



How to apply?

- 1) To apply please start by selecting the Session

<div>Select Session</div> <div>2015-2017-BED ▼</div> <div>2015-2017-BED</div>	<div>Select Student Type</div> <div>SELECT TYPE ▼</div>
---	---

The admission opened to the B.Ed Session can be selected from the welcome screen's **"Select Session"** drop down.

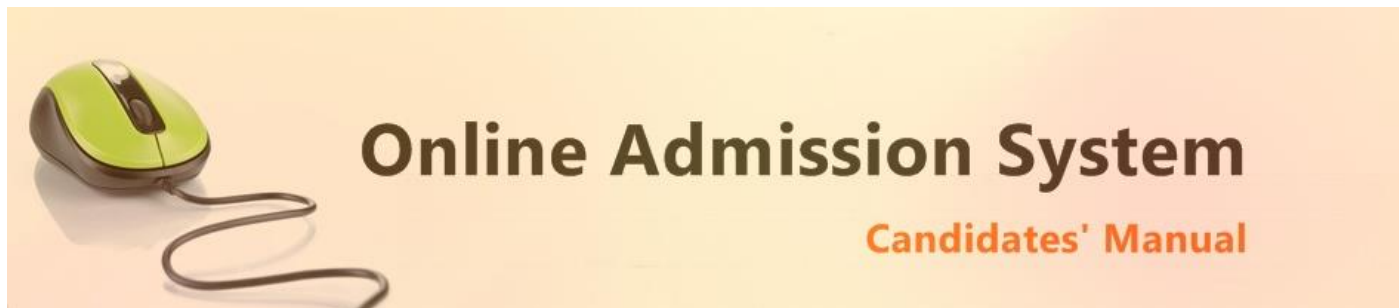
- 2) Select the Student/Candidate type i.e. Fresher or Deputed

<div>Select Session</div> <div>2015-2017-BED ▼</div>	<div>Select Student Type</div> <div>SELECT TYPE ▼</div> <div>Select Type</div> <div>FRESHER</div> <div>DEPUTED</div>
--	--

Eligibility Criteria

- 3) Now Tick the acknowledgement statement check box and then click on the "Go" button to start the process of form filling.

<input checked="" type="checkbox"/> I HAVE READ ALL ABOVE STATEMENTS AND ACCEPT TO PROCEED.
<div>Candidate Log In</div> <div>Merit List</div> <div>GO</div>



Registration: Application Form for all Candidates

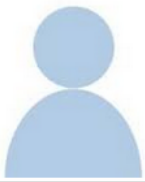
1) To begin the online registration process please provide the Applicant's Personal Details

Siliguri B.Ed College

REGISTRATION FORM SESSION : 2015-2017-BED

APPLICANT DETAILS

Registration Step 1 of 3



YOUR PHOTO

BROWSE

Upload Your Photo (File Size 200 KB Max.)

YOUR NAME *

FATHER'S NAME / HUSBAND'S NAME *

MOTHER'S NAME *

ADDRESS FOR COMMUNICATION *

GUARDIAN'S NAME *

MOBILE NO:9999999999 *

** YOUR REGISTRATION CONFIRMATION SMS WILL BE SENT TO THIS MOBILE NUMBER

PHONE :0123456789 *

AGE ON 30-06-2015 *

EMAIL ADDRESS *

DATE OF BIRTH *

As per Madhyamik (10) Admit Card

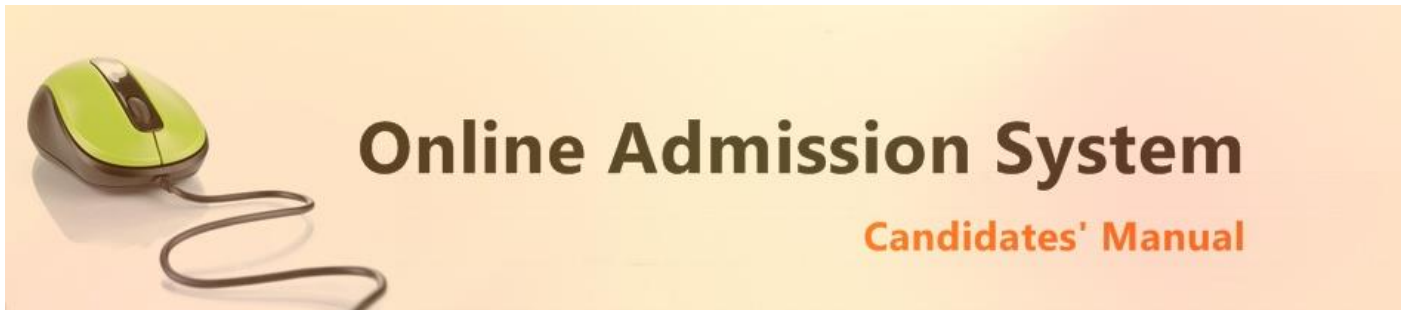
Please type in the following details properly

- i) Applicant's Full Name
- ii) Father's Name
- iii) Mother's Name
- iv) Guardian's Name (if any)
- v) Address for communication
- vi) 10 Digit Mobile No. : Your Registration confirmation SMS will be sent to this mobile number
- vii) Alternate phone no. for contact
- viii) Email address (if any): Email confirmation shall be sent to this email if provided
- ix) Date of Birth as per Madhyamik (Class 10) Admit Card

Please note "Age as on given date" field is auto populated so you do not have to enter any data here. Please note all the fields marked with * are compulsory

Students Manual – Online Admission System

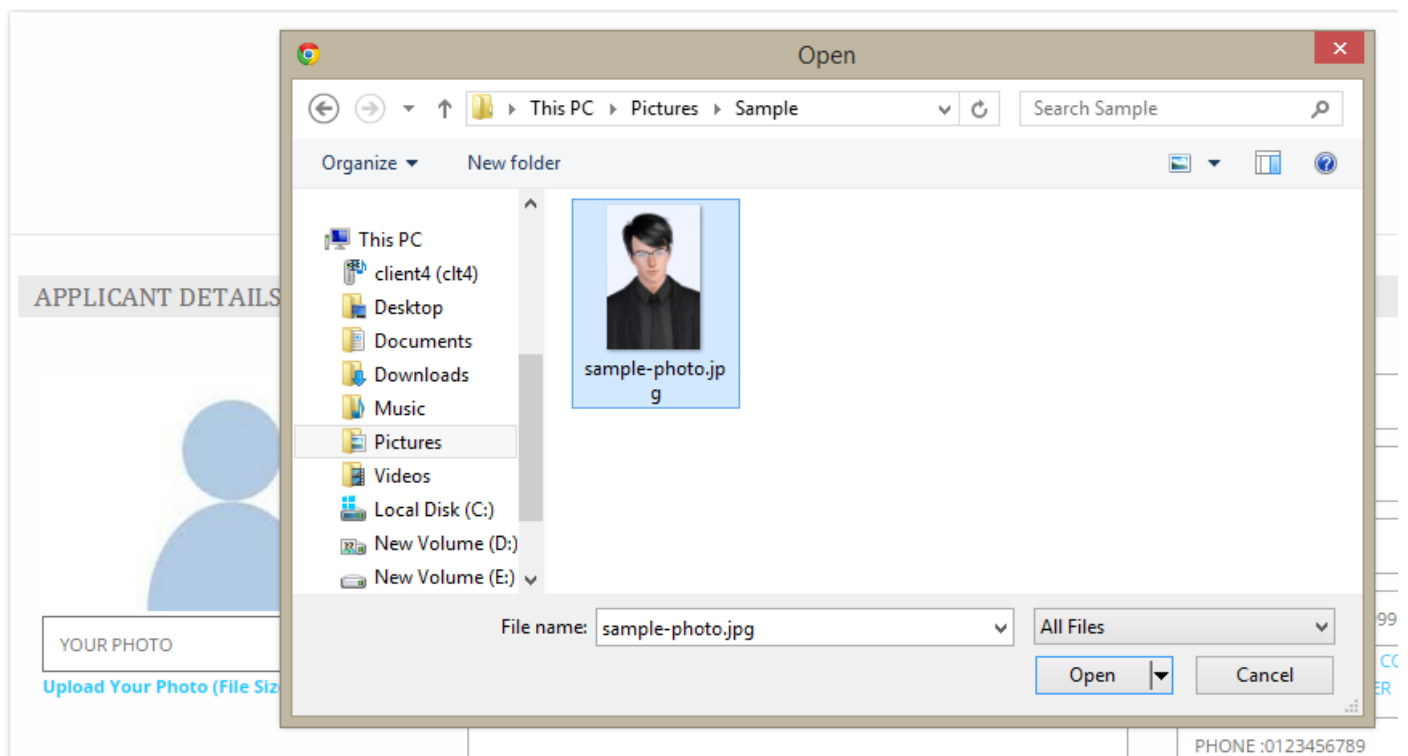
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2) Upload Photo



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



- ii) Please navigate to the appropriate location and select the appropriate image of your passport sized photo and click Open. You may also double click on the image to select and open at once.



Online Admission System

Candidates' Manual



C:\FAKEPATH\SAMPLE-PHOTO.JPG BROWSE

Upload Your Photo (File Size 200 KB Max.)

iii) The select window shall close and the image is displayed. It is ready to upload.

3) Please provide your further details, preferences and select the type of examinations passed

APPLICANT OTHER DETAILS

<input checked="" type="checkbox"/> MADHYAMIK (10TH)	PREFERRED STREAM	SELECT GENDER
<input checked="" type="checkbox"/> HIGHER SECONDARY (10+2)	SELECT CASTE	SELECT BLOOD GROUP
<input type="checkbox"/> BA/BSC/BCOM. PASS/VOCATIONAL OR EQUIVALENT	SELECT MARITAL STATUS	SELECT RELIGION
<input checked="" type="checkbox"/> BA/BSC/BCOM. HONOURS	INDIAN	<input type="checkbox"/> IF DIFFERENTLY ABLED 0
<input type="checkbox"/> MA/MSC/MCOM OR EQUIVALENT	UNIVERSITY LAST ATTENDED	UNIVERSITY NAME
<input type="checkbox"/> M.PHIL/M.LIT	LAST UNV. REGISTRATION NO.	LAST UNV. SESSION
<input type="checkbox"/> PH.D/D.PHIL		
<input type="checkbox"/> D.SC/D.LIT		

- i) Please select the examinations as per your Academic Qualification. Please note that you can select either "BA/BSC/BCOM. PASS/VOCATIONAL OR EQUIVALENT" or "BA/BSC/BCOM. HONOURS" while providing your Graduation details as per your marksheet.
- ii) Select your preferred Stream for further study during the B.Ed Course
- iii) Select your Gender
- iv) Select your Caste
- v) Select your Blood Group
- vi) Select your Marital status
- vii) Select your Religion
- viii) Select your Nationality
- ix) If Differently Abled: Then also provide your %age of Disability in the adjoining text field
- x) Last Attended University: If your university is other than NBU then please provide its name in the adjoining text input field.
- xi) Last Attended University Registration No.
- xii) Last Attended University Session



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4) Provide your Academic Qualification Details

ACADEMIC QUALIFICATION :

MADHYAMIK (10TH)

YEAR	BOARD / UNIVERSITY	SUBJECTS TAKEN
FULL MARKS	OBTAINED MA	DIVISION/CLASS
% OF MARKS	GRADE MARKS	

HIGHER SECONDARY (10+2)

YEAR	BOARD / UNIVERSITY	SUBJECTS TAKEN
FULL MARKS	OBTAINED MA	DIVISION/CLASS
% OF MARKS	GRADE MARKS	

BA/BSC/BCOM. HONOURS

YEAR	BOARD / UNIVERSITY	SUBJECTS TAKEN
FULL MARKS	OBTAINED MA	DIVISION/CLASS
% OF MARKS	GRADE MARKS	

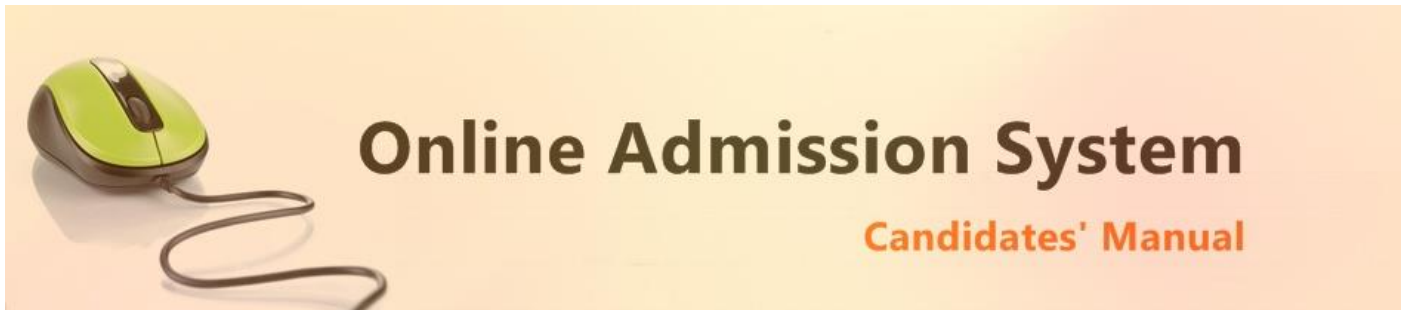
The Academic details include the following details up to Post Graduation level:

- Year of passing
- Board or University
- Subjects Taken
- Full Marks
- Obtained Marks
- Division

The input fields of %age of Marks and Merit Grade marks shall be automatically populated based on your marks input.

In case of M.PHIL/M.LIT, PH.D/D.PHIL and D.SC/D.LIT please provide the following only. The necessary Grade for merit shall be added automatically.

- Year of passing
- Board or University
- Subjects Taken




5) Under Taking & Certify

- ☒ I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE.
- ☒ I UNDERTAKE

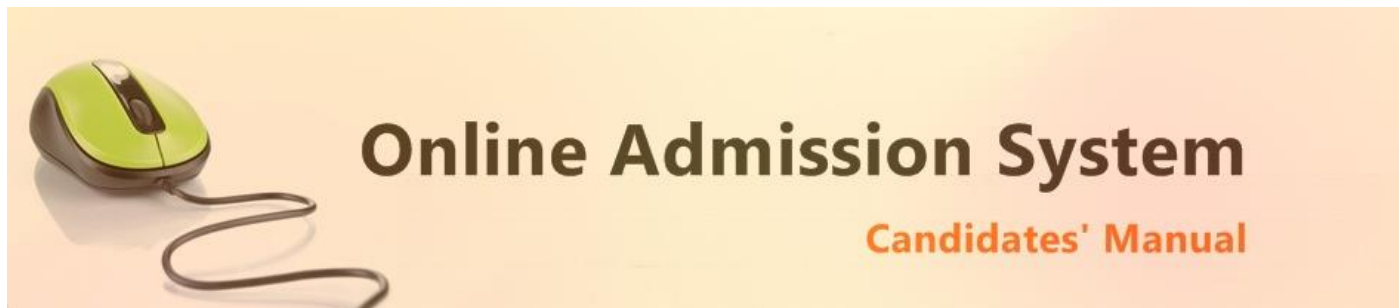
Please tick the above checkboxes to certify and undertake your application's details and accord.

6) Submit the form to complete Registration

On clicking the "Submit" button  the form shall be checked for the details provided and you shall be prompted for the missing or improper compulsory field data for review and submission. If all the details are completed properly then the registration will proceed to the next Step.

Important note:

If the Student/Candidate is a "Deputed" candidate then, he/she shall proceed to the Employment Details form to provide the necessary employment related details. However, candidates applying as "Fresher" will not be prompted for the same and shall be taken directly to the confirmation and payment section.



Registration: Employment Details for Deputed Candidates

The Deputed candidates are required to provide their employment details along with the length of service and salary details in this step.

APPLICANT DETAILS

Registration Step 2 of 3

Registration No : 2015-2017-BED-14

Candidate Name : DEBANGSHU

Date Of Birth : 1-June-1995

a

b

c

Deputed Candidates Details

POST

☐ PG ☐ HONOURS ☐ GENERAL

TYPE OF SCHOOL

☐ GOVT. ☐ GOVT. SPONSORED/AIDED

OTHER DETAILS

DATE OF JOINING

AS ON 30-06-2015

This screen provides the registration confirmation and future login details in case the candidates wish to proceed further some other time.

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

Below the registration confirmation, you shall be provided with the various input fields for the necessary employment related details. Please provide the same appropriately.



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Deputed Candidates Details

POST

☐ PG ☐ HONOURS ☐ GENERAL

TYPE OF SCHOOL

☐ GOVT. ☐ GOVT. SPONSORED/AIDED

OTHER DETAILS

DATE OF JOINING		*	AS ON 30-06-2015		*
NAME OF SCHOOL				*	
INDEX NO.		*	SANCTIONING MEMO NO		*
SANCTIONING DATE			*		
PAY IN THE PAY BAND		*	GRADE PAY		*
PRESENT BASIC			*		

SKIP

SUBMIT

Employment details data:

- Select the appropriate Post
- Select the type of School you are employed in
- Provide your Date of Joining
- The length of Service shall be automatically calculated in the adjoining field
- Name of the School
- Index No.
- Sanctioning Memo No.
- Sanctioning Date
- Your Pay in the Pay Band
- Grade Pay
- Present Basic

SUBMIT

Now click on the "Submit" button to save the data and proceed further.



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Registration: Confirmation & Form Print

- 1) On completion of the earlier form(s) the confirmation screen with all the details shall be displayed.

Siliguri B.Ed College

Log Out

Congratulations! Your form has been submitted successfully

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

SILIGURI B.ED COLLEGE

Online Registration For Session : 2015-2017

Registration No :	2015-2017-BED-14						
Course :	BED (BED)						
Candidate Name :	DEBANGSHU						
Father's Name :	D K CHAKRABORTY						
Mother's Name :	S CHAKRABORTY						
Guardian's Name :							
Address :	SILIGUREI						
Mobile :	9733551000	Phone :	2576767	Email :	debangshu@technodg.com		
Applicant Academic Details:							
University : NORTH BENGAL UNIVERSITY			Reg No. - Session : 121235131-1999-2002			Stream : SCIENCE	
Particulars	Year of Passing	Board	Total Marks	Marks Obtained	Division/Class	% of Marks	Grade Marks
Madhyamik (10th)	1997	CBSE	500	380	1st	76	16
Higher Secondary (10+2)	1999	CBSE	500	390	1ST	78	16
BA/BSc/BCom. Pass/Vocational or Equivalent	2002	NBU	600	350	1ST	100	4
						Total :	36
Date of Birth :	1-June-1995	Sex :	MALE	Marital Status :	SINGLE	Nationality :	INDIAN
Religion :	HINDU	Caste :	GEN				
I certify that the above statements are true.							
I undertake :							
<ul style="list-style-type: none"> To abide by the provision of the Act, Statutes, Ordinances, Regulations and Rules of the College Failing which the College may take appropriate action against me. 							

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

Important note:

For the Deputed candidates 2 mandatory declarations shall be provided for printing and attestation/certification through the appropriate authorities of their schools. The same shall be submitted in original during the counselling or verification to the appropriate authorities when asked.



Online Admission System

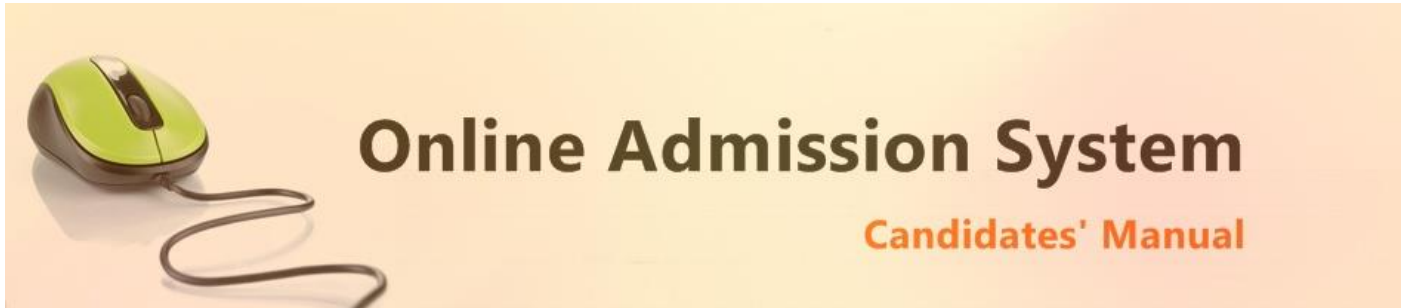
Candidates' Manual

Deputed Candidate's Declaration 1:

TO BE FILLED UP BY DEPUTED CANDIDATE ONLY						
Post : PG	Type of School: Govt.					
Date of Joining :	Length of Service (as on 30-06-2015): 2 years, 0 months and 29 days					
Name Of School :	asdsadsad					
Index No. : 1212312	Sanctioning Memo No. : 234234	Memo Date : 1-June-2006				
Pay in the Pay Band : 15000	Grade Pay : 15000	Present Basic : 15000				
Employer's Declaration (For those who are in Service):						
We have No Objection to the admission and deputation of Sri/Smt. <u>DEBANGSHU</u> . Assistant Teacher Of _____						
School _____ District : _____ for B.Ed. course during 2015-17.						
His / her total period of Service (calculation upto 30th June,15) is certified below:						
Name Of School	Period of Service		Duration of Service Admitted			Subjects taught
	From	To	Years	Months	Days	
SIGNATURE WITH DATE AND SEAL _____ _____ _____ Headmaster/Headmistress				_____ _____ _____ Secretary/Administrator/D.DO		
Kindly Note : Candidates are requested to send a photocopy of this duly filled in page (including a fresh photograph) along with this Application Form.						

Deputed Candidate's Declaration 2:

FOR DEPUTED CANDIDATE ONLY TO BE SUBMITTED ALONG WITH THE APPLICATION FORM		
It is Certified that:		
1. _____ (Name& Address of the school) recognized by the West Bengal Board Of Secondary Education and that the Index No./ Recognition Memo No. of the School is _____		
2. Sri/Smt. <u>DEBANGSHU</u> has been deputed by the Managing Committee of the above School to undergo B.Ed. training session 2013-14.		
3. Sri/Smt. <u>DEBANGSHU</u> had executed necessary bond in the prescribed Proforma and the bond has been reserved by the School office.		
4. The above named teacher has to credit <u>2</u> years <u>0</u> months of continuous service as a teacher approved by the Education Department Of West Bengal.		
5. The age of Sri/Smt. <u>DEBANGSHU</u> on 30.06.15 is <u>20</u> years <u>0</u> months, his/her date Of birth being <u>1-June-1995</u> according to Matriculation /S.F/M.P/H.S Certificate.		
6. Not more than two teachers, including the above named teacher has been deputed to B.Ed or to any other parallel form Of training during session by the Managing Committee of the School.		
7. Sri/Smt. <u>DEBANGSHU</u> will draw Rs _____ (Rupees _____) as his/her Basic pay will be _____ in the month of July,2015 including his/her increment _____ in the pay scale _____		
8. He/She has not drawn any deputation allowances previously (except for short course Training)		
9. Sri/Smt. <u>DEBANGSHU</u> is a B.A/B.sc/B.com(Gen/Hons/Spl.Hons)/ M.A/M.sc/M.com (1/2/3/ Class) of the _____ university.		
The Statement made above are true & correct to the best of my /our knowledge.		
Date: ____/____/2015		
Signature of the Secretary With the office Seal	Signature of the Headmaster/Headmistress with the office seal	Signature of the Trainee
Countersigned by the District Inspector of School with Seal		



Registration: Payment of Application Fee

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

Payment Status : Not Paid

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

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



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Online Payments

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

Payment Request Placed for INR 60.00

Transaction ID 2015-2016-BA-1

Billing Details

9999999999

example@example.com

(Please correct if above is not the Billing Mobile Number)

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

Payment Mode

Saved Cards

Credit Card

Debit Card

Net Banking

Debit Card Number*

Name on Card*

Card Expiry*

CVV / CVV2*

☐ Save card for future use ?

VISA

MasterCard

Discover

01

2015

Transaction Charge: INR 0.66

Service Tax: INR 0.08

Total Transaction Amount: INR 60.74



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On completion of the online transaction you shall be returned back to the online admission website for the confirmation of the same and your payment shall be verified automatically. A sample payment success confirmation screen is attached below. The same shall be mailed to you as well.

Admission.example.com: ABC College

Payment Processed

Thank you very much for your payment.

Please find below the details of the payment

Transaction ID: 8258341

Name: SANDEEP DEY

Reg no.: 2015-2016-BA-9

Amount: INR 60.00

Payment Date: Sat May 30 13:15:42 IST 2015

We shall update you with further details at the earliest

Thank you once again.



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Bank Deposits

If this option is selected the details of the Bank account in a preformatted Bank Challan of the college shall be provided which needs to be printed and the amount may be deposited in appropriate Bank branch or any same bank network branch. The stamped receipt from the bank needs to be collected from the bank as confirmation.

IBBI Bansodhari Branch		Applicant's Copy	
NETAJI MAGAR COLLEGE FOR WOMEN (Registration)		Date : _____	
A/C NO. : 0201104000000400	IBBI	Registraton Fee for General Course	
IFSC Code : IBKI00000201	MICR Code : 700250021		Amount (Rs)
Application No. :	Bank Ref. No. _____	Registration Fees :	800
Name : HIMADRI DAM		Bank Charges :	0.00
		Total :	800.00
Depositor's Signature	Cashier's Signature		

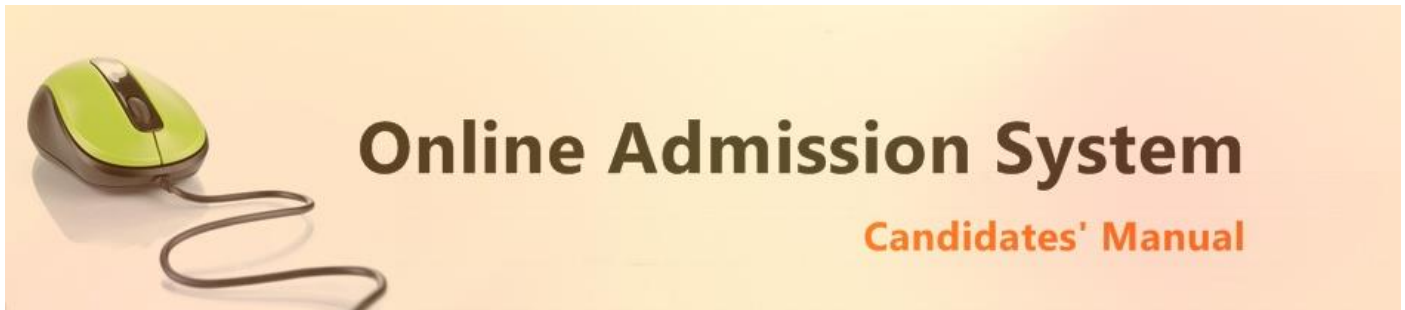


IBBI Bansodhari Branch		College's Copy	
NETAJI MAGAR COLLEGE FOR WOMEN (Registration)		Date : _____	
A/C NO. : 0201104000000400	IBBI	Registraton Fee for General Course	
IFSC Code : IBKI00000201	MICR Code : 700250021		Amount (Rs)
Application No. :	Bank Ref. No. _____	Registration Fees :	800
Name : HIMADRI DAM		Bank Charges :	0.00
		Total :	800.00
Depositor's Signature	Cashier's Signature		



IBBI Bansodhari Branch		Bank's Copy	
NETAJI MAGAR COLLEGE FOR WOMEN (Registration)		Date : _____	
A/C NO. : 0201104000000400	IBBI	Registraton Fee for General Course	
IFSC Code : IBKI00000201	MICR Code : 700250021		Amount (Rs)
Application No. :	Bank Ref. No. _____	Registration Fees :	800
Name : HIMADRI DAM		Bank Charges :	0.00
		Total :	800.00
Depositor's Signature	Cashier's Signature		

The candidate needs to log in back to upload the scanned copy of the stamped College Copy of the Bank challan receipt for manual verification.



Choose File

No file chosen

Upload Bank Receipt

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

With the payment being processed the online application shall be deemed as complete and accepted for further verification and processing towards admission to the college. The candidates shall be intimated through SMS or website notification about the Merit list publication and Counselling dates and further procedures.

The Competent Authority reserves the right to cancel any application/candidature at its discretion and no correspondence in this regard will be entertained from the applicant.

Wrong declaration /submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.