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 :

A) University Name

B) Form Submission requirement & Notices

C) Session & Course to which the admissions are opened

D) Select Subject

E) First screen submission button to start the form filling process

F) Applied Candidates Log in button

How to apply?

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

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

2) Select the Subject

3) Now click on the "Apply Now" button to start the process of form filling.

1) To begin if you are a candidate who has passed from CBPBU then the system will fetch your result. Provide your **Registration No.**, **Passing Year** and click on "<mark>Yes, get my details</mark>" button. The system will fetch and populate your data available with the university.

Others please click on "No" to begin.

Now provide the Applicant's Personal Details

Please type in the following details properly

1. Your Full Name
2. Father's Name
3. Mother's Name
4. Guardian's Name (if any)
5. 10 Digit Mobile No. : Your <mark>Registration Confirmation SMS</mark> will be sent to this mobile number
6. Alternate phone no. for contact
7. Email address (if any): Email confirmation shall be sent to this email if provided
8. Aadhaar No.
9. Address for communication
10. Permanent Address

Please Note all the fields marked with * are compulsory

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

Qualification Details				
Madhyamik (10th)	⌨	Select Year Of Passing ▾	Total Marks ✳	Obtained Marks ✳
Higher Secondary (10+2)	⌨	Select Year Of Passing ▾	Total Marks ✳	Obtained Marks ✳
Graduation (Honours)	⌨	Select Year Of Passing ▾	Total Marks ✳	Obtained Marks ✳

Graduation Details		
Select College Name ▾ ✳		University Name ✳
Registration No ✳		Registration Year ✳

1. Provide the year of passing Madhyamik (Class Xth) exam

2. Provide the Total Marks of your Madhyamik (Class Xth) board exam

3. Provide the Marks obtained by you in Madhyamik (Class Xth) board exam

4. Provide the year of passing Higher Secondary/HS (Class XIIth) exam

5. Provide the Total Marks of your Higher Secondary/HS (Class XIIth) board exam

6. Provide the Marks obtained by you in Higher Secondary/HS (Class XIIth) board exam

7. Provide the year of passing Graduation exam.

   Note: Select "**APPEARED**" in Year of Passing if result is not published yet.

8. Provide the Total Marks of your Graduation exam

9. Provide the Marks obtained by you in Graduation exam

10. Also provide the details of the college and university from where the Graduation was completed and other details pertaining to the same.

3) Applicant Other Details

Please provide some other details like

1. Date of Birth: The same shall be used as the password in the Candidate's Log in screen

2. Select your Gender

3. Select your Blood Group

4. Select your Marital status

5. Select your Religion

6. Select Person with disability status (Yes or No)

7. Select your Caste Quota for application

8. Select your Nationality

9. Select the Other Specification (if applicable)

10. Provide your interest in cultural fields

11. Select if you are applying for Sports/NCC Quota

4) Undertaking & Certification

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

5) Submit the form to complete Registration Step 1

On clicking the "Submit" button the form shall be checked for the details provided and you shall be prompted for the missing or improper compulsory field data for review and submission. If all the details are completed properly then the registration will proceed to Step 2.

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

1) Registration Confirmation Details

A) Registration No.: This is a unique number which shall be generated once the Step 1 of registration is successfully completed. The same shall be required at the time of Candidate's Log in.

B) Candidate's Name

C) Candidate's Date of Birth: The same shall be used at the time of Candidate's Log in to link and verify the registration for successful log in.
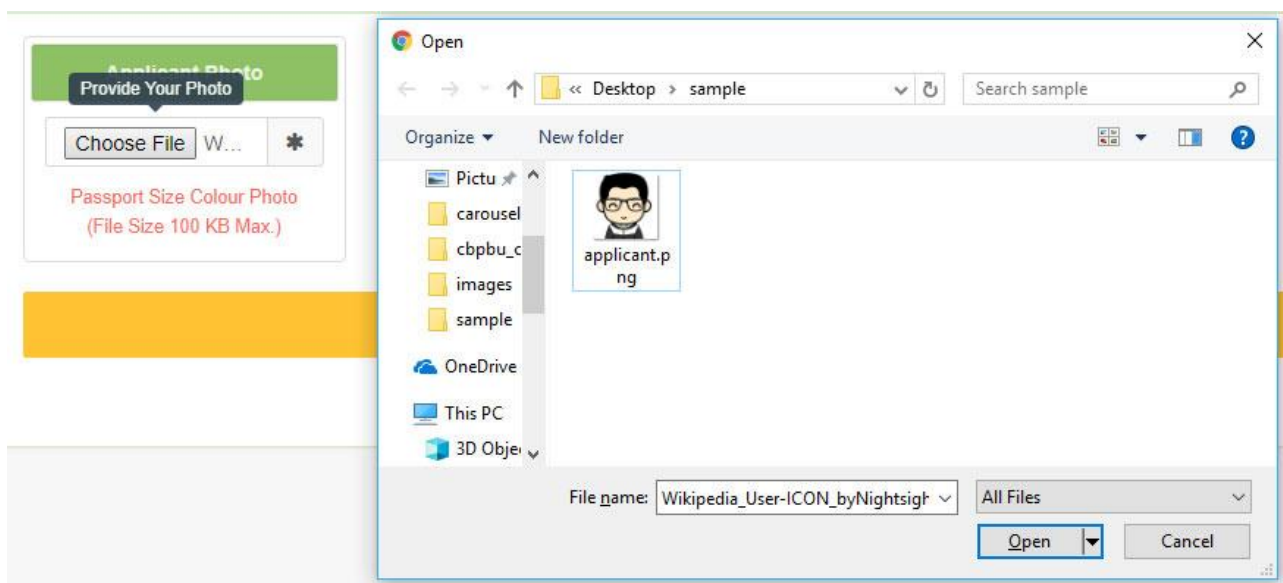
2) Upload Photo

1. To upload your photo please ensure that you have the soft copy of the photo already stored on your PC. Click on the "Choose File" button to explore your PC.

2. 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.

3. Upload Documents: Please follow the similar process as explained above to select the scanned copies of the required documents as mentioned for uploading.

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

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

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

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

Print Now

COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Online Application For Session : 2018-2019

Application No :	XXXXXXXXXX
Applied To :	XXXXXXXXXX
Candidate Name :	XXXXX XXXXXX
Father's Name :	XXXXX XXXXX
Mother's Name :	XXXXX XXXXX
Guardian's Name :	XXXXX XXXXX
Aadhaar No :	XXXXXXXXXXX

Mobile :XXXXX XXXXX   Phone :   Email : xxxxx@xxx.xxx

Address for Communication :

Permanent Address :

House No./Street : XXXXX P.O. : XXXXX Ward No. : XXXXX Village/Town : XXXXX Block : XXXXX District : XXXXX P.S. : XXXXX State : XXXXX Pin : 000000

House No./Street : XXXXX P.O. : XXXXX Ward No. : XXXXX Village/Town : XXXXX Block : XXXXX District : XXXXX P.S. : XXXXX State : XXXXX Pin : 000000

Educational Qualification :

Particulars	Year of Passing	Total Marks	Marks Obtained
Madhyamik (10th)	XXXX	XXX	XXX
Higher Secondary (10+2)	XXXX	XXX	XXX
Graduation (Honours)	XXXX	XXX	XXX

Graduation Details :

College : XXXXX XXXXX	University : XXXXXXXXXX	Registration No : XXXXXXXXXX	Registration Year : XXXX
Date of Birth : XX-XX-XXXX	Gender : XXXX	Blood Group : XX Marital Status : XXX Nationality : XXXXXX	
Religion : XXXXX	Person with Disabilities : XX	Quota : XXX Other Specifications : X.X.X.	

I certify that the above statements are true.
I undertake :
- To abide by the provision of the Act, Statutes, Ordinances, Regulations and Rules of the university Failing which the university may take appropriate action against me.
- To abide by the provisions of the UGC Regulations, 2009 on curbing the mence of ragging in higher educational institution.
- To attend 75% of the classes to become eligible for appering at the Examination.
- I am acceptable to the system generated SMS(s) sent from this website to the mobile number I have provided.

Signature of Applicant

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.

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 of the desired payment Gateway i.e. Billdesk or Atom. Please select the desired mode of transaction from the list provided and proceed accordingly by providing the asked necessary details.

OR

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.

With the payment being processed the online application shall be deemed as complete and accepted for further verification and processing towards admission to the university. 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.