



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 :

COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Online Admission System
Helpline: +91 9476468333

IMPORTANT DATES :
The web portal will be activated from midnight (00:00 hours) on 30.06.2018. Last date of on-line submission: 10.07.2018

Form Submission Requirements
The candidates are required to upload the scanned copies of:

1. Passport Size Colour Photo. (100 KB)
2. Scan copy of Signature. (100 KB)
3. College Final Marks Sheet. (100 KB)
4. Caste Certificate (100 KB) (optional)

Admission Open **Prospectus** **Candidate Manual**

Select Session & Course: 2018-2019-Master of Science

Select Subject: Subject Applying

Apply Now

For any technical help contact Technical Assistant
(Ph.: +91 3582 230218 & Mob. +91 9476468333)
Monday to Friday from 11:00 hrs to 17:00Hrs
(excluding Govt. holidays)
Email Us : admission@cbpbu.ac.in

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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?

A screenshot of the 'Admission Open' section of the Online Admission System. At the top, there is a blue header bar with a pencil icon and the text 'Admission Open'. To the right of the header are two buttons: 'Prospectus' (teal) and 'Candidate Manual' (red). Below the header, there are two dropdown menus. The first, 'Select Session & Course', is open, showing a list of options: 'Select Course', '2018-2019-Master Of Arts', '2018-2019-Master of Science', and '2018-2019-Master of Commerce'. The second dropdown, 'Select Subject', is closed and shows 'Subject Applying'. To the right of these dropdowns is a green 'Apply Now' button.

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

A screenshot of the 'Admission Open' section of the Online Admission System. The 'Select Session & Course' dropdown is now closed and shows '2018-2019-Master of Science'. The 'Select Subject' dropdown is open, showing a list of subjects: 'Subject Applying', 'GEOGRAPHY', 'PHYSICS', 'MATHEMATICS', 'ZOOLOGY', 'BOTANY', and 'CHEMISTRY'. The 'Subject Applying' option is highlighted in blue. The 'Apply Now' button remains visible to the right.

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



Registration Step 1 of 3

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 “**Yes, get my details**” 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 **Registration Confirmation SMS** 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

Developed by: <http://www.TechnoDG.com>



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

APPLICANT OTHER DETAILS

01-December-2003	MALE	A+
SINGLE	HINDU	Person With Disability? No
GEN	Indian	Other Specification
Area of interest in cultural field Song	Applying for Sports/N.C.C.(C) Quota No	

☐ 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 menace of ragging in higher educational institution.
- To attend 75% of the classes to become eligible for appearing at the Examination.
- I am acceptable to the system generated SMS(s) sent from this website to the mobile number I have provided.

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

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.



Registration Step 2 of 3

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

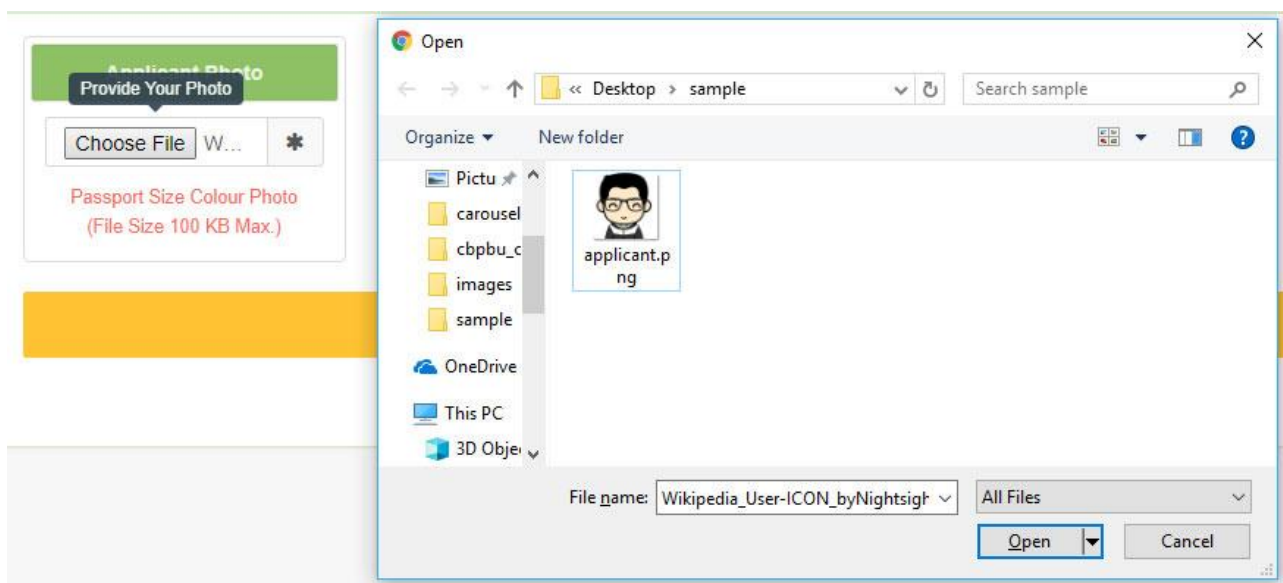
1) Registration Confirmation Details

Dear applicant please save your
Registration No. for further process.

Registration No :	XXXXXXXXXXXX	← A
Candidate Name :	XXXXXXXXXXXX	← B
Date Of Birth :	18 December 1980	← C

Click to copy
Your Registration Login Credentials

- 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.



Registration Step 3 of 3

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.



Please click on the "Pay Now" button above to process your online payments with:

- Credit Cards
- Debit/ATM Cards
- Net Banking
- Mobile Payments

Please note:

1. You shall be automatically redirected back to our system once your payment is processed.
2. Transaction charges & taxes are applicable extra for the online payment mode.





 **Print Now**



COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Online Application For Session : 2018-2019

Application No :	XXXXXXXXXXXX		
Applied To :	XXXXXXXXXXXX		
Candidate Name :	XXXXXX XXXXXXX		
Father's Name :	XXXXXX XXXXXXX		
Mother's Name :	XXXXXX XXXXXXX		
Guardian's Name :	XXXXXX XXXXXXX		
Aadhaar No :	XXXXXXXXXXXXXXX		
Mobile : XXXXX XXXXX	Phone :	Email : xxxxx@xxx.xxx	

Address for Communication :

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

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

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 : XXXXXXXXXXXX	Registration No : XXXXXXXXXXXX	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 menace of ragging in higher educational institution.
- To attend 75% of the classes to become eligible for appearing 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.


The screenshot shows the Atom payment gateway interface. On the left, a sidebar lists payment modes: Saved Card, Credit Card (selected), Debit Card, Debit Card with ATM PIN, and Net Banking. The main area is titled 'Credit Card' and contains fields for Credit Card Number, Name On Card, and Bank Name. Below these are 'Billing Details' fields for a mobile number and email. A 'Pay Now' button is prominent. On the right, a summary box shows the amount payable as ₹ 432.39 for COOCH BEHAR PANCHANAN BARMA UNIVERSITY, with a transaction ID of CB18MA3698. It also breaks down the total into Amount (420.00), Convenience Charge (12.39), and GST (0.00). At the bottom, there are logos for various payment methods and a disclaimer: 'By clicking Pay Now you are agreeing to Terms & Conditions'.

OR

The screenshot shows the BillDesk payment gateway interface. On the left, a sidebar lists payment modes: Credit Card (selected), Debit Card, Debit Card + ATM PIN, Internet Banking, and Wallet/ Cash Cards. The main area is titled 'Pay by Credit Card' and features logos for VISA, MasterCard, and RuPay. It includes fields for Card Number, Expiration Date (Month and Year), CVV/CVC, and Card Holder Name. A large yellow 'Make Payment' button is at the bottom. On the right, a summary box shows the merchant name as COOCH BEHAR PANCHANAN BARMA UNIVERSITY and the payment amount as ₹ 000.00. The BillDesk logo is in the bottom right corner.



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.

**COOCH BEHAR
PANCHANAN BARMA
UNIVERSITY**


Online Admission System
Helpline: +91 9476468333

Payment Processed

Thank you very much for your payment.
Please find below the details of the payment


Reg No.	CB18CC3217
Amount	₹ 2.00
Transaction ID	NCIT6389303444
Payment Date	Wednesday, 13th June 2018

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



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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.