



Serampore College

Serampore College, one of the oldest institutions in India, is a hub of excellence where knowledge meets innovation and students are empowered to shape their futures since 1818.

COLLEGE MANAGEMNT SYSTEM

User Manual: Applicant

User Manual Content

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1. User

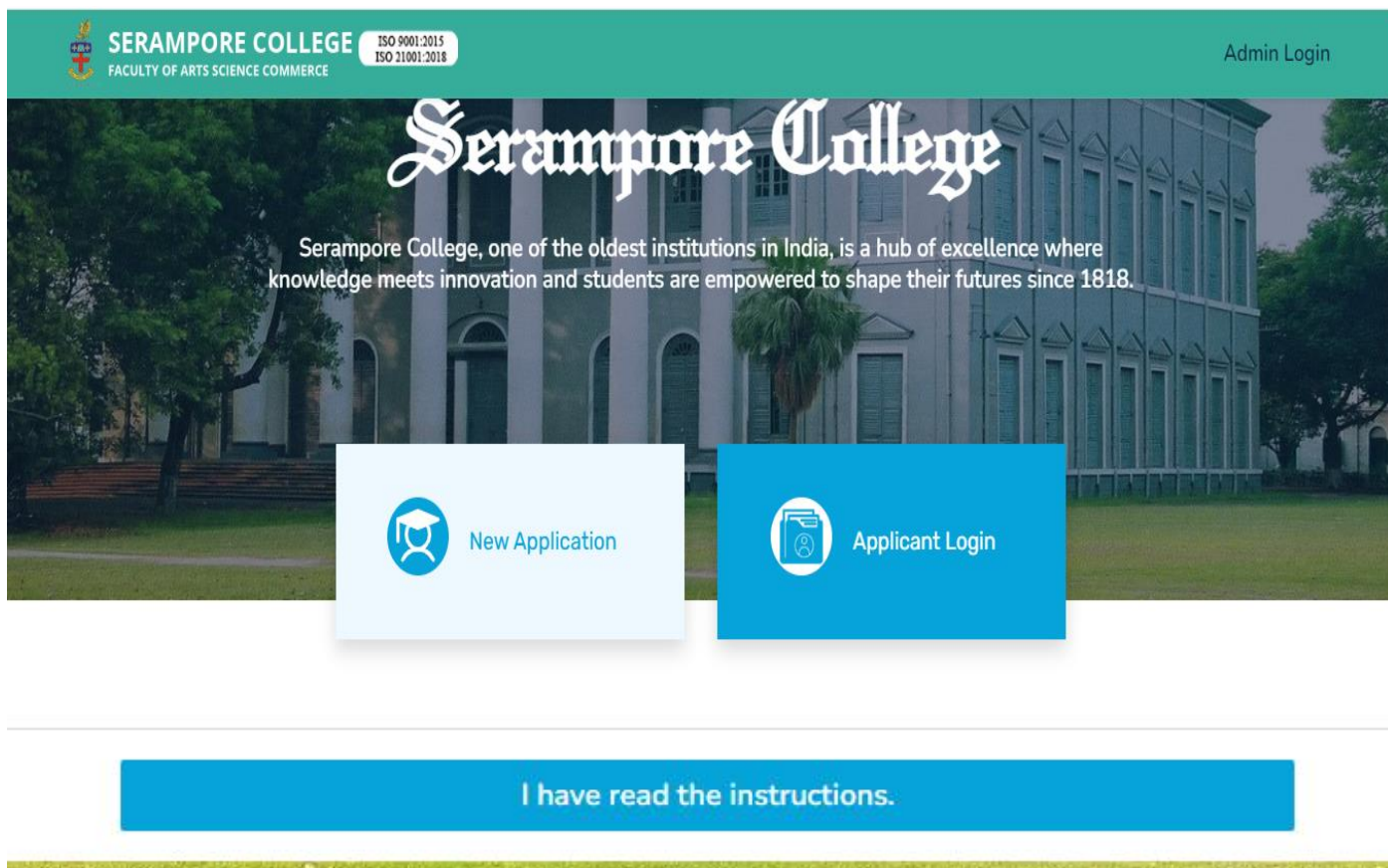
1.1. Applicant

Applicant can use this portal for registration. It provides a convenient and efficient way for prospective students to apply for admission to various programs offered by the college.

2. Applicant Login

2.1. Applicant Landing Page

New Applicant should create account by clicking on **New Applicant** button. Applicant should click on **I have read the instructions.** button after reading the instructions.




2.2. New Applicant – Create Account

Applicant should fill the form with basic details mentioned in the Screenshot. Applicant should provide the OTP sent through SMS/Email.

First Name: * Middle Name: Last Name:
 Date of Birth: *
 Day Month Year
 Email Address: *
 Mobile Number: *
 Please note Email Address & Mobile Number entered here will be used by Serampore College for all official communication to you.


Create Login Password

Password: *
 Confirm Password: *
 Enter the verification code shown below: *


I have read the instruction and agree with the terms & conditions and authorize text messages to my mobile number above.

[Register](#)

[Already Registered? Go Back to Login](#)



Please check your email inbox/spam X folder for login & further process.

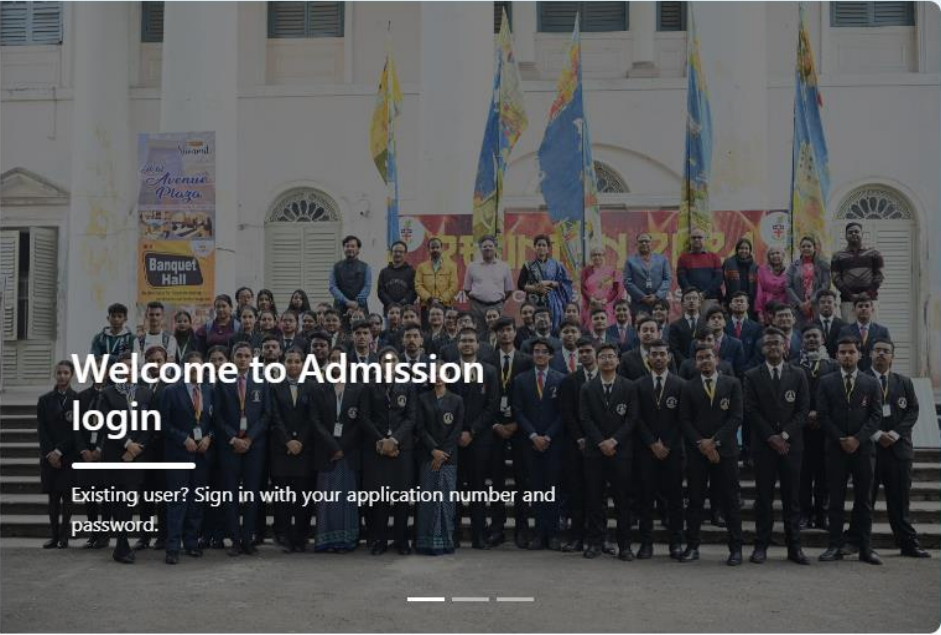
Enter OTP for Applicant ID. APP-2024-100009

Check your email for the OTP..

Enter OTP.

[Submit](#) Resend OTP after: 00:59

New Applicant? Create a new Account



Welcome to Admission login

Existing user? Sign in with your application number and password.

2.3. Applicant Login

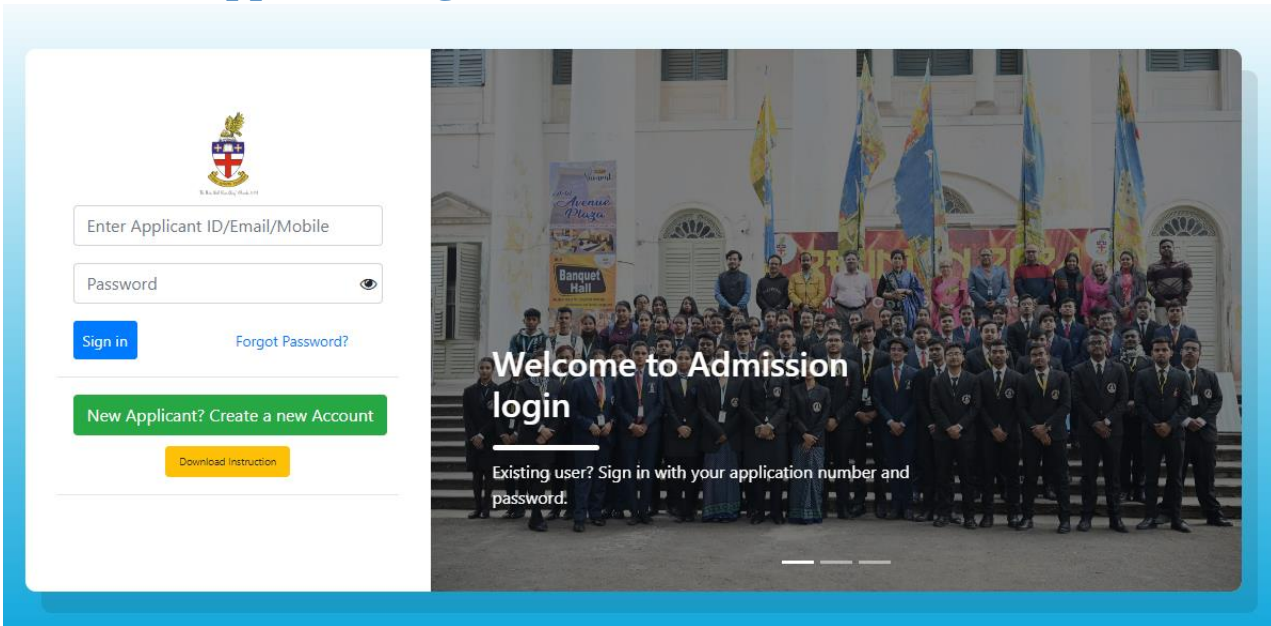
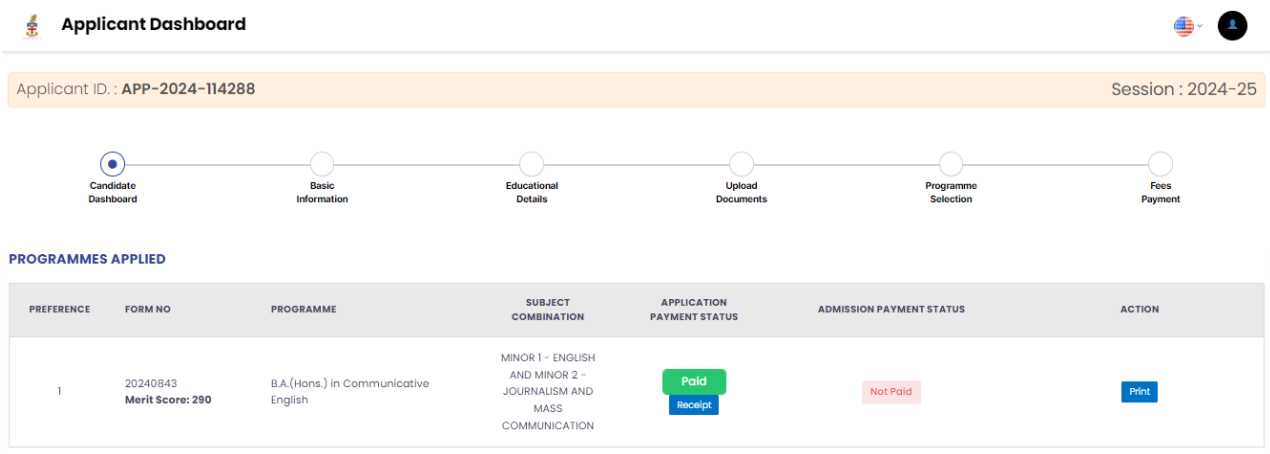


Fig 1: Applicant Portal Login page

3. Candidate Dashboard

3.1. Dashboard

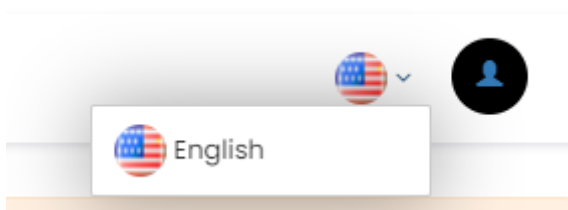


PREFERENCE	FORM NO	PROGRAMME	SUBJECT COMBINATION	APPLICATION PAYMENT STATUS	ADMISSION PAYMENT STATUS	ACTION
1	20240843 Merit Score: 290	B.A.(Hons.) in Communicative English	MINOR 1 - ENGLISH AND MINOR 2 - JOURNALISM AND MASS COMMUNICATION	Paid receipt	Not Paid	Print

Once All the application processes are completed this dashboard will open up for the candidate.

3.2. Language Setting

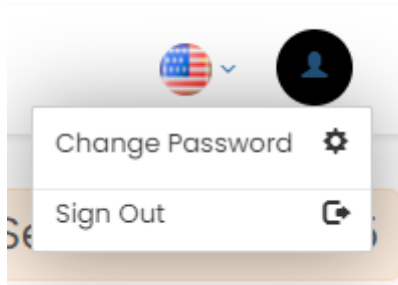
Candidates can select the language to be displayed.



3.3. Profile Setting

Change Password: Candidate can Change their password from here.

Sign Out: The candidate can Sign out for the applicant portal.



4. Basic Information

4.1. Personal Information

PERSONAL INFORMATION

Name of the Applicant (in CAPITAL letters):*

Select SHIRSENDU MIDDLE NAME MONDAL

Gender: * Single Girl Child (If Female): Date of Birth: * Month: * Year: * Aadhaar No: *

Select No 4 February 2006 Aadhaar No

Nationality: * Mobile: * Alternate Mobile: Email Address: *

Indian 9829689413 shirsendumondal.works@gmail.com

Religion: * Caste: * Annual Family Income (in Rs.)(₹): *

Select Religion Select

Blood Group: * Marital Status: * Do you belong to the Person with Disabilities: *

Select Select No

Want to avail Quota? Belongs to BPL Category: Belongs to EWS:

No No

Shiksha Student ID(Obtained from WB Board School):

Candidate will required to fill all “ * ” fields:

1. Name of the Applicant (in CAPITAL letters): *
2. Gender: *
3. Single Girl Child (If Female):
4. Date of Birth: *
5. Aadhaar No: *
6. Nationality: *
7. Mobile: *
8. Alternate Mobile:
9. Email Address: *
10. Religion: *
11. Caste: *
12. Annual Family Income (in Rs.)(₹): *
13. Blood Group : *
14. Marital Status : *
15. Do you belong to the Person with Disabilities : *
16. Belongs to BPL Category:
17. Belongs to EWS:

4.2. Photo and Signature

PHOTO & SIGNATURE

Your photo
(Image 40KB Min and 50KB max)
Supports only jpg/jpeg format. *

No image selected

↑

Your signature
(Image 40KB Min and 50KB max)
Supports only jpg/jpeg format. *

No image selected

↑

Candidate need to upload photo and signature

*Note:

1. Image 40KB Min and 50KB max
2. Supports only jpg/jpeg format

4.3. Address

ADDRESS

PERMANENT ADDRESS

Address Line 1 *

Address Line 2:

Post Office *

Police Station *

Nearest Railway Station *

Country *

Select Country ▼

State *

Select State ▼

District *

Select ▼

City/Town/Village:

Pin *

Same as Permanent Address

PRESENT ADDRESS:

Address Line 1 *

Address Line 2:

Post Office *

Police Station *

Nearest Railway Station *

Country *

Select Country ▼

State *

Select State ▼

District *

Select ▼

City/Town/Village:

Pin *

Candidate will fill the address fields for both present and permanent address.

4.4. Parents and Guardians Information

PARENTS AND GUARDIANS INFORMATION

***Any one's mobile number is required.

Mother's Details:

Salutation: * Select ▼

Mother's First Name: *

Mother's Middle Name:

Mother's Last Name:

Qualification of Mother:

Mobile no of Mother:

Mother's Email:

Mother's Occupation: SELECT OCCUPATION ▼

Father's Details:

Salutation: * Select ▼

Father's First Name: *

Father's Middle Name:

Father's Last Name:

Qualification of Father:

Mobile no of Father:

Father's Email:

Father's Occupation: SELECT OCCUPATION ▼

Local Guardian (if any):

Salutation: Select ▼

Guardian's First Name:

Guardian's Middle Name:

Guardian's Last Name:

Mobile no of Guardian:

Local Guardian's Email:

Guardian's Address:

Guardian's Relation:

Guardian's Qualification:

Guardian's Occupation: SELECT OCCUPATION ▼

Guardian's Annual Income: Select ▼

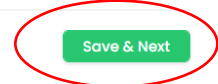
In this section, candidates will fill in their parent's and Guardian details.

Like name, contact information, occupation, and etc.

4.5. Bank Information

BANK INFORMATION

Bank Name: Bank Account Number: I.F.S.C.:



The candidate will fill in their bank details for future applications.

5. Education Details

Class 12 or Equivalent

NAME OF THE BOARD *	NAME OF EXAMINATION *	ROLL NUMBER/INDEX NO. *	YEAR OF PASSING *
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>

Put only numeric number without any special character.

12th or Equivalent Class Papers Details

SL	SUBJECT NAME	FULL MARKS	OBTAINED MARKS
1 *	<input type="text" value="ENGLISH"/>	<input type="text" value="100"/>	<input type="text" value="0"/>
2 *	<input type="text" value="Select"/>	<input type="text" value="100"/>	<input type="text" value="0"/>
3 *	<input type="text" value="Select"/>	<input type="text" value="100"/>	<input type="text" value="0"/>
4 *	<input type="text" value="Select"/>	<input type="text" value="100"/>	<input type="text" value="0"/>
5	<input type="text" value="Select"/>	<input type="text" value="100"/>	<input type="text" value="0"/>
6	<input type="text" value="Select"/>	<input type="text" value="100"/>	<input type="text" value="0"/>
7	<input type="text" value="Select"/>	<input type="text" value="100"/>	<input type="text" value="0"/>
8	<input type="text" value="Select"/>	<input type="text" value="100"/>	<input type="text" value="0"/>

The candidate need to fill all the necessary education details of Class 12th, College etc. with marks and other details.

6. Upload Documents

UPLOAD EDUCATIONAL DOCUMENTS

DOCUMENT NAME	UPLOAD & DELETE	PREVIEW
Original Marksheet of H.S. or equivalent examination: * Upload front side on single page (JPG format, minimum size 100 KB, max size 150 KB, resolution 100-300 DPI)	<input type="button" value="Upload"/>	
Original Age Proof- any one of the following: * a) Birth Certificate b) Original admit card c) Certificate of Madhyamik or equivalent examination (JPG format, minimum size 100 KB, max size 150 KB, resolution 100-300 DPI)	<input type="button" value="Upload"/>	
Caste Certificates: * Persons belonging to SC /ST /OBC (JPG format, minimum size 70 KB, max size 100 KB, resolution 100-300 DPI)	<input type="button" value="Upload"/>	
Migration certificate: for Boards other than WBCHSE, WBBME, CISCE, CBSE, NIOS, Rabindra Mukta Vidyalaya (JPG format, minimum size 100 KB, max size 150 KB, resolution 100-300 DPI)	<input type="button" value="Upload"/>	
Cancelled cheque: To confirm your bank account details (JPG format, minimum size 100 KB, max size 150 KB, resolution 100-300 DPI)	<input type="button" value="Upload"/>	
Ward of Employee Certificate: For Employee (JPG format, minimum size 100 KB, max size 150 KB, resolution 100-300 DPI)	<input type="button" value="Upload"/>	

The candidate needs to upload the necessary document and the optional documents for verification.

1. 12th Mark sheet
2. Age Proof Certificate
 - a. Birth Certificate
 - b. Original Admit Card
 - c. Certificate of Madhyamika, 10th
3. Caste Certificate
4. Migration Certificate
5. Cancelled Cheque
6. Ward of Employee

7. Programme Selection



PROGRAMME SELECTION YOU CAN SELECT ANY NUMBER OF PROGRAMMES BY PRESSING "+ ADD MORE" BUTTON.

PREFERENCE	PROGRAMME	MAJOR/CORE 1/SUBJECT COMBINATION	IDC SEMESTER-I	IDC SEMESTER-II	IDC SEMESTER-III	ACTION
1	Select	Select	Select	Select	Select	Remove
+ Add More						
COMPULSORY AEC SEMESTER I AND SEMESTER II		OPTIONAL AEC SEMESTER III AND SEMESTER IV		COMPULSORY CVAC SEMESTER I		
<input checked="" type="checkbox"/> ENGLISH		Select		<input checked="" type="checkbox"/> CONSTITUTIONAL VALUES <input checked="" type="checkbox"/> ENVIRONMENTAL SCIENCE		

DECLARATION



I do hereby declare that the statements made above are true and correct and the documents furnished along with the form are genuine to the best of my knowledge. In case any of the documents subsequently detected to be fake or false, My candidature will be rejected

[Save & Next](#)







In the Program selection page, the candidate will fill the details of the program they wanted to enroll in.

The candidate can add more than one program for different preferences.

8. Fees Payments

 Fees Payment


Applicant ID : APP-2024-114266
Session : 2024-25

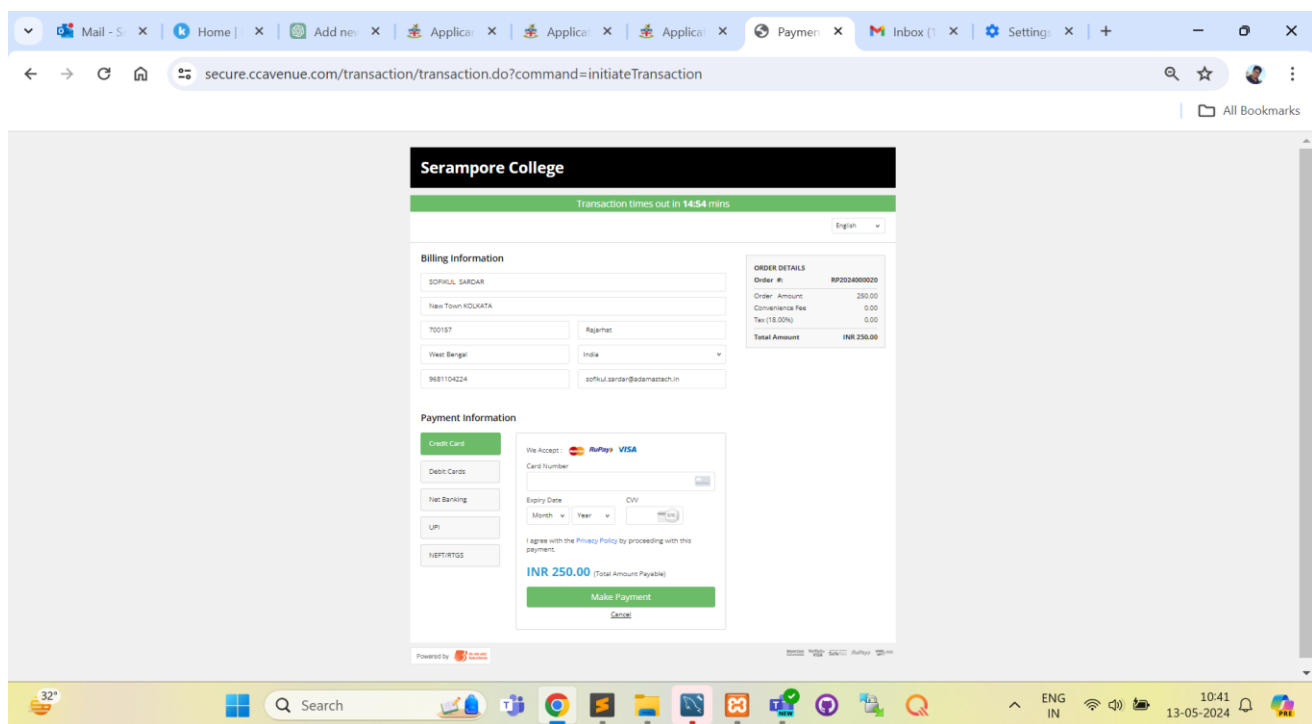
 Candidate Dashboard
 Basic Information
 Educational Details
 Upload Documents
 Programme Selection
 Fees Payment

PROGRAMMES APPLIED

PREFERENCE	FORM NO	PROGRAMME	SUBJECT COMBINATION	APPLICATION PAYMENT STATUS	ADMISSION PAYMENT STATUS	ACTION
1	20240320 Merit Score: 316	B.A. (Hons.) in BENGALI	MINOR 1 - HISTORY AND MINOR 2 - ENGLISH	Pay ₹ 250.00	Not Paid	Print Preview

Application Payment Status:

On clicking the “Pay” Button candidate can pay the application fee for enrollment in the merit list for admission.



Once payment gate way is open select the suitable payment method and complete the payment process.

Action (Print Preview):

On clicking Print Preview candidates can see the application information inputted by the candidate during application filling.



Sri Venkateswara College
 9 William Carey Road, Srirangapatna, Hoysaly
 Website: www.srivenkateswara.org.in | Email: srivenkateswara@rediffmail.com
 Phone No. 0815, 2652, 6526
 Mobile No. 970222117
APPLICANT FORM
 APPLICANT ID: **AWP20240324**



Personal Details							
Name	0999999999	Place Address	0999999999	Mobile Number	09999999	Place of Birth	09999999
Gender	Female	Postal State	09999999	Postal Address	09999999	Postcode / Zip Code	09999999
Marital Status	Single	Religion	09999999	Landmark Address	09999999	Grade / Degree	09999999
Marriage	09999999	College / Institution / Training Institution	09999999	Year of Graduation	09999999	Date of Birth (DD/MM/YYYY)	09999999
Education Details							
Profession	09999999		Degree / Qualification				
09999999	09999999		09999999				
Address Details							
Country	09999999		09999999				
State	09999999		09999999				
City	09999999		09999999				
Pincode	09999999		09999999				
Address Line 1	09999999		09999999				
Address Line 2	09999999		09999999				
Phone No.	09999999		09999999				
Parent Information							
Name	09999999		Father's		Mother's		
09999999	09999999		09999999		09999999		
Address	09999999		09999999				
Mobile Number	09999999		09999999				
Occupation	09999999		09999999				
Emergency Contact							
Name	09999999		Relation		09999999		
09999999	09999999		09999999		09999999		
Address	09999999		09999999				
Mobile Number	09999999		09999999				
Occupation	09999999		09999999				
Other Information							
Name of the Board	09999999		The Board of Technical Education				
Name of the Institution	09999999		09999999				
Roll Number	09999999		09999999				
Year of Passing	09999999		09999999				
Budget Plan (Marked as New Item)							
Sr. No.	Item	Estimated Value	Actual Value	Marked Value	Marked Percentage		
1	09999999	09999999	09999999	09999999	09999999		
2	09999999	09999999	09999999	09999999	09999999		
3	09999999	09999999	09999999	09999999	09999999		
4	09999999	09999999	09999999	09999999	09999999		
5	09999999	09999999	09999999	09999999	09999999		
Signature							
Applicant Name				Printed Name			
09999999				09999999			