## User Manual for Students

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## **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





https://banglaruchchashiksha.wb.gov.in/#carouselTopSlider

Centralised A L...sour Portal

△ Login

Q Advance Search

Student Credit Card

SVMCM Scholarship

Home

About Us

Key Officials Administrative Setup

Activities

**Publications** 

**Acts & Ordinances** 

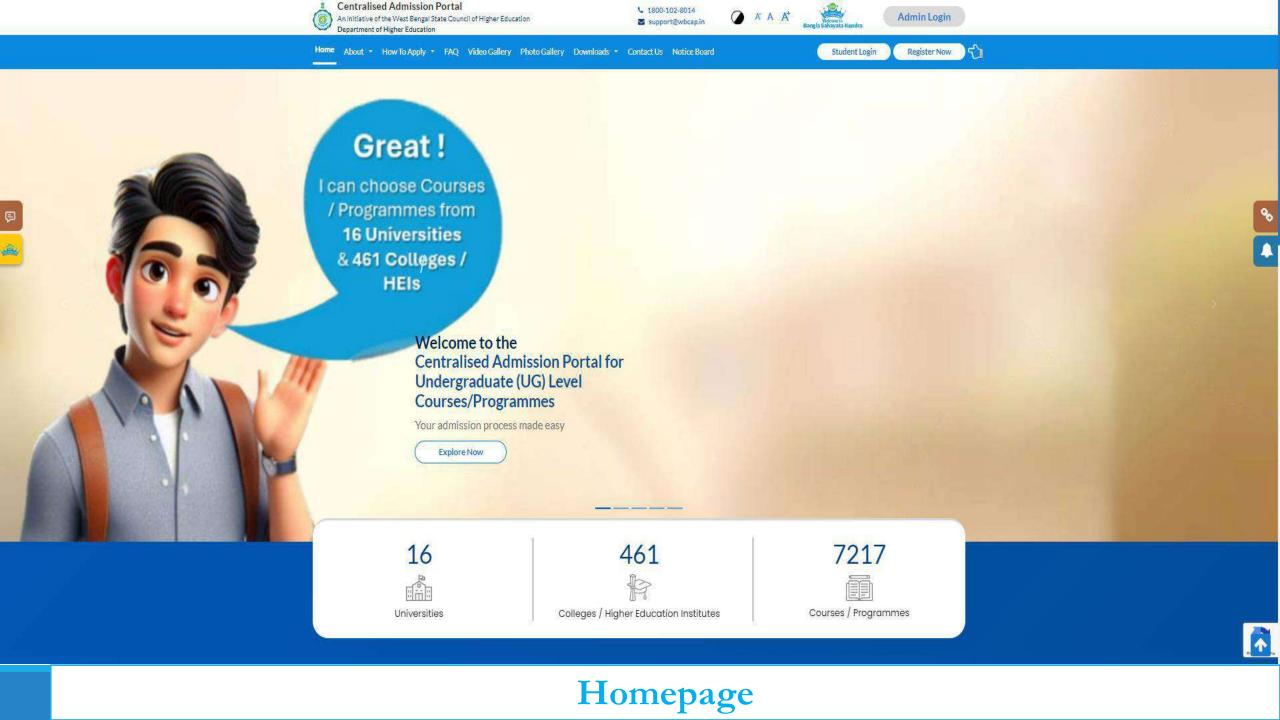
Gallery

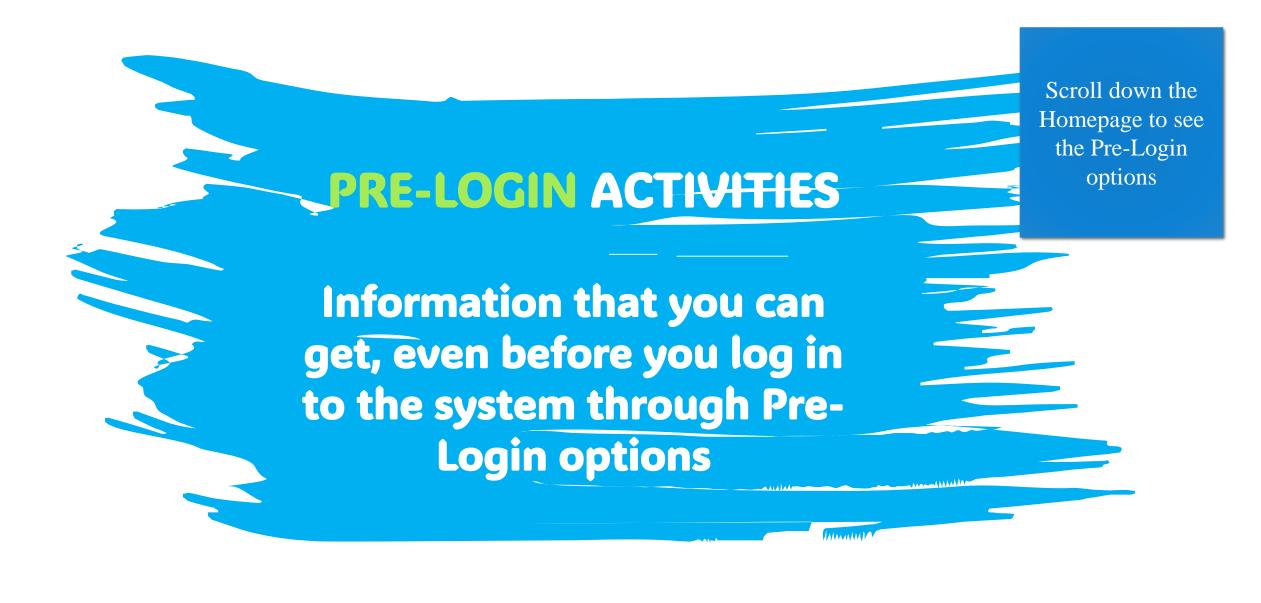
**Downloads** 

Contact



SHIP SCHEME, VISIT BANGLAR UCHCHA SIKHSHA PORTAL REGULARLY ~

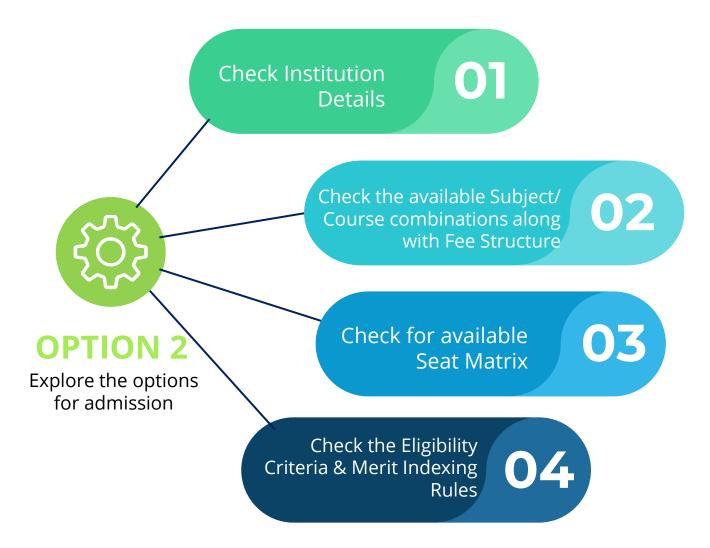




## Pre-Login Options to know the Steps of Admission and Other Related Details before actual log-in



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



## Salient Features



#### 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.



#### 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/Institutionwise manner.

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

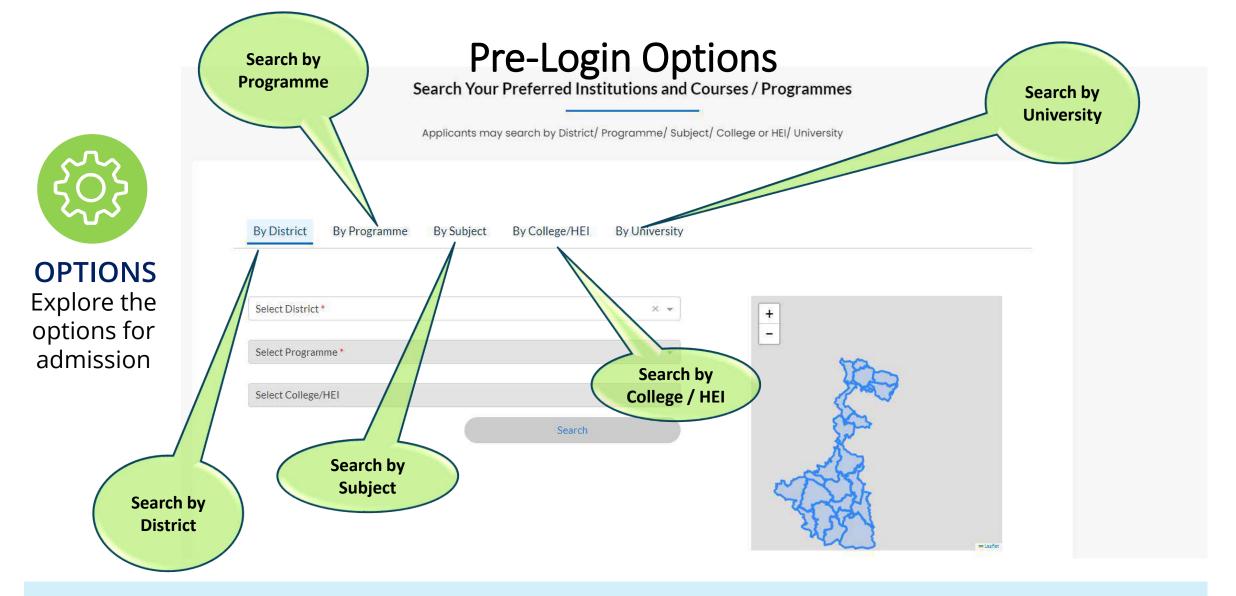


For applying to any Course/
Programme, follow three basic steps

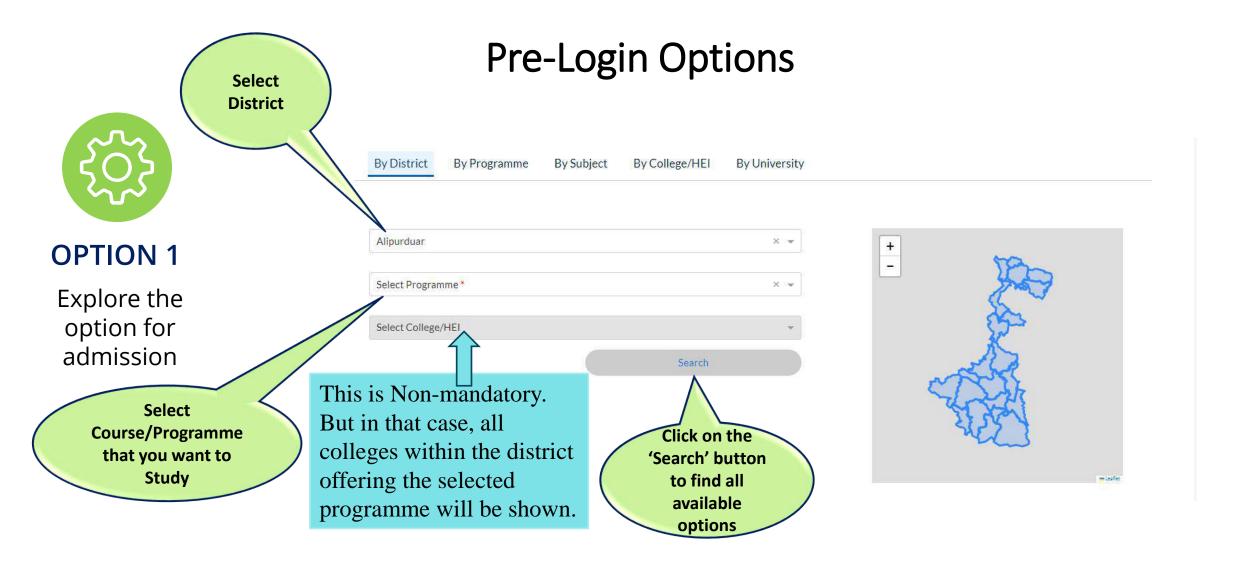
STEP 1 Create your Profile STEP 2
Check your
eligibility for
the Courses /
Programmes you
are
looking for

STEP 3

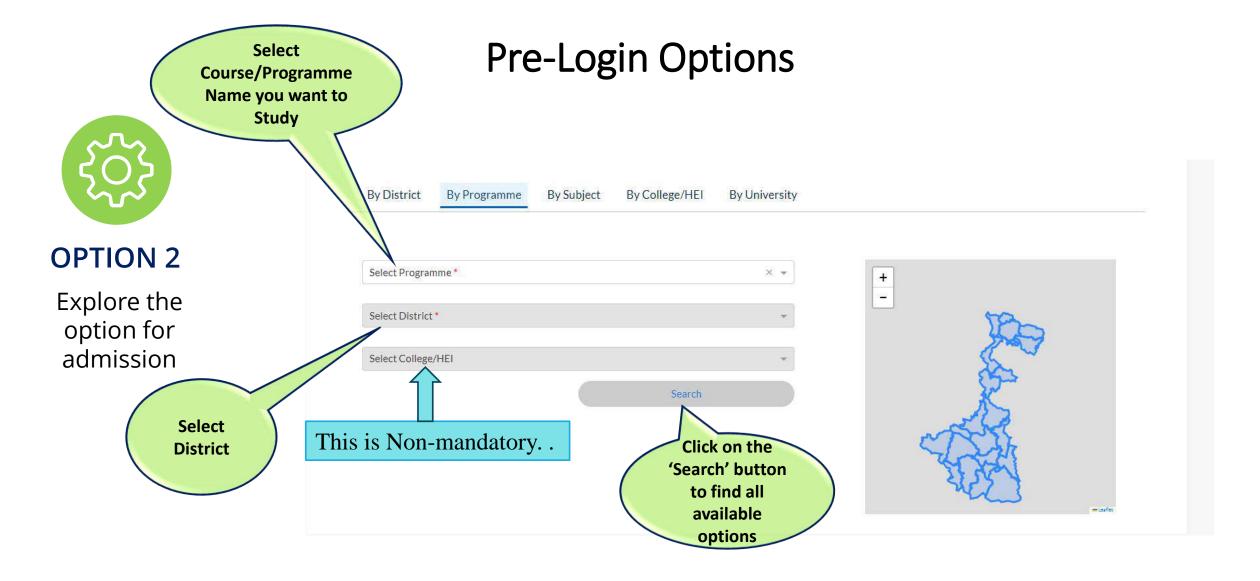
If you are eligible,
add that Course
/Programme
to the Preference List &
rank the same accordingly.
Do this very carefully.



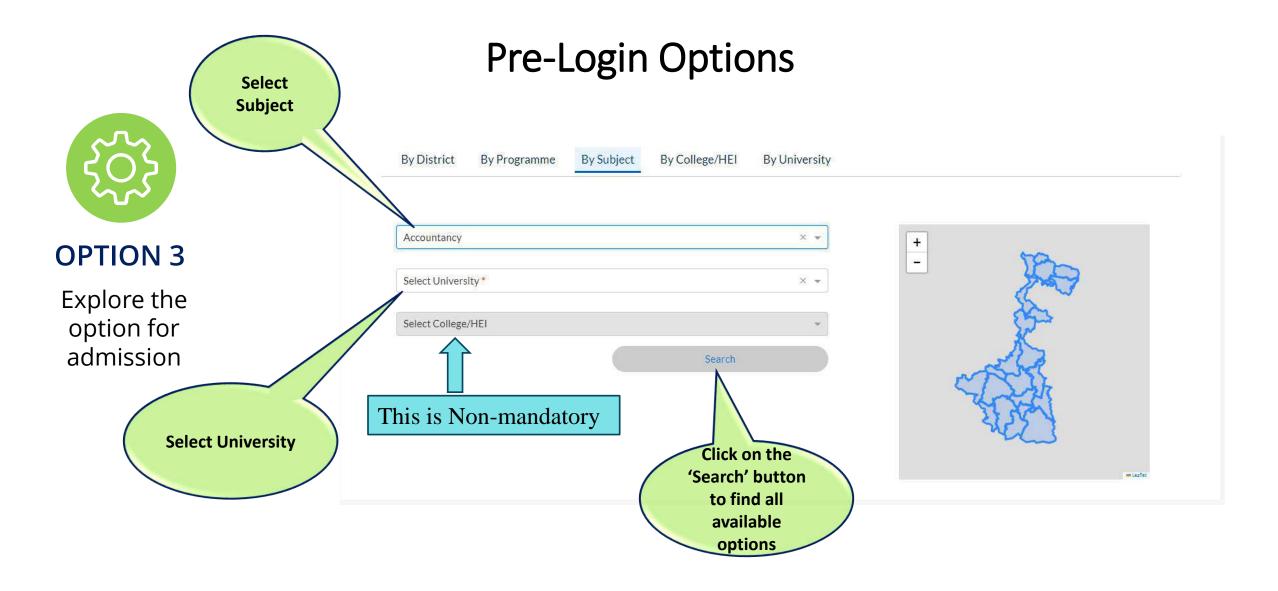
There are 5 different ways to search for your preferred option.



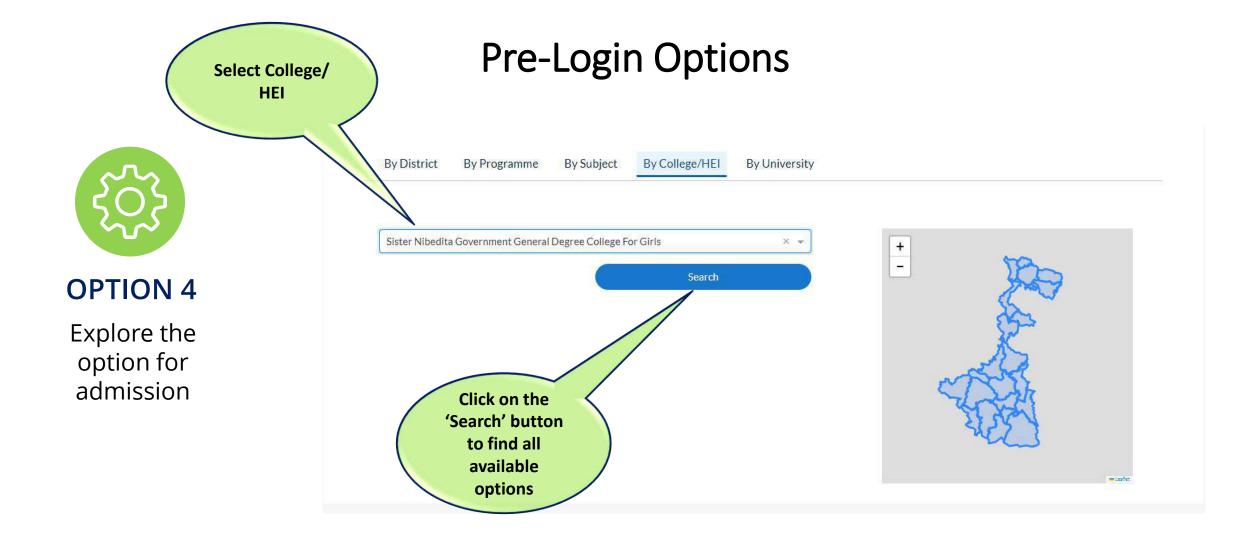
Example: How to Search by District



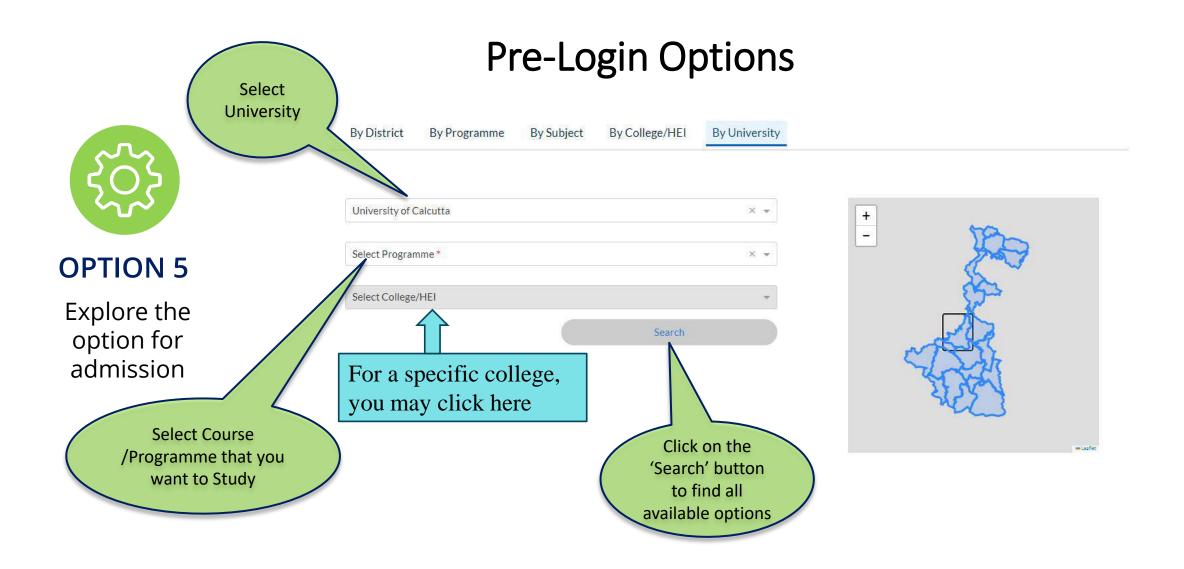
Example: How to Search by Programme



Example: How to Search by Subject



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

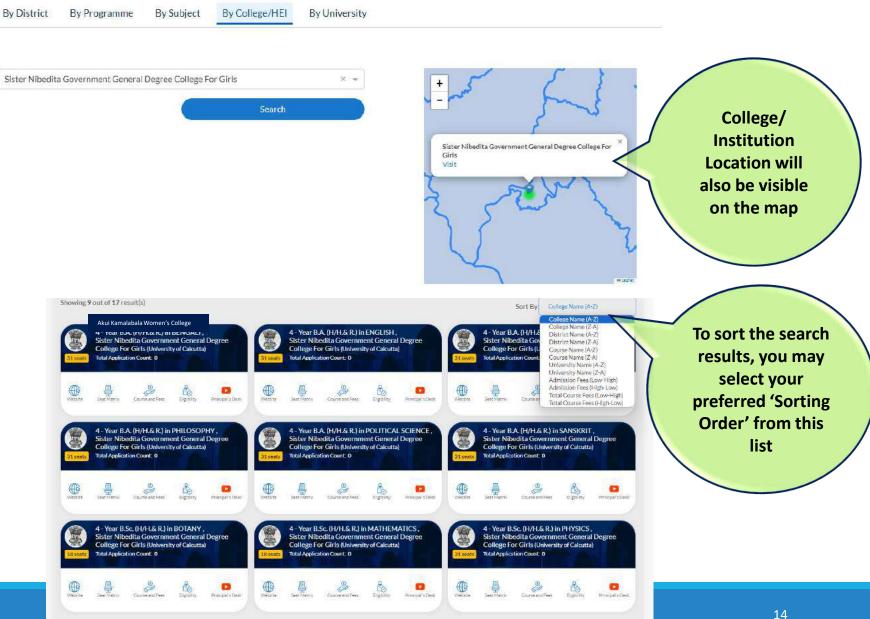


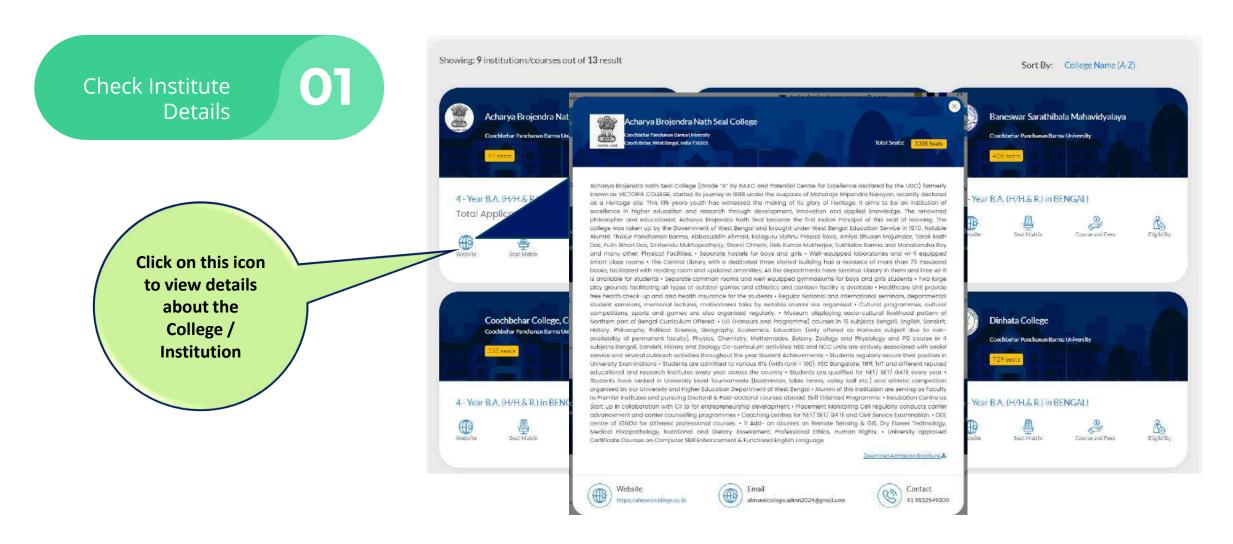
Example: How to Search by University



**Search Results** 

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





Check the available Subject/ Course combinations along with Fee Structure

02

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



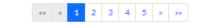
Course and Fees

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).

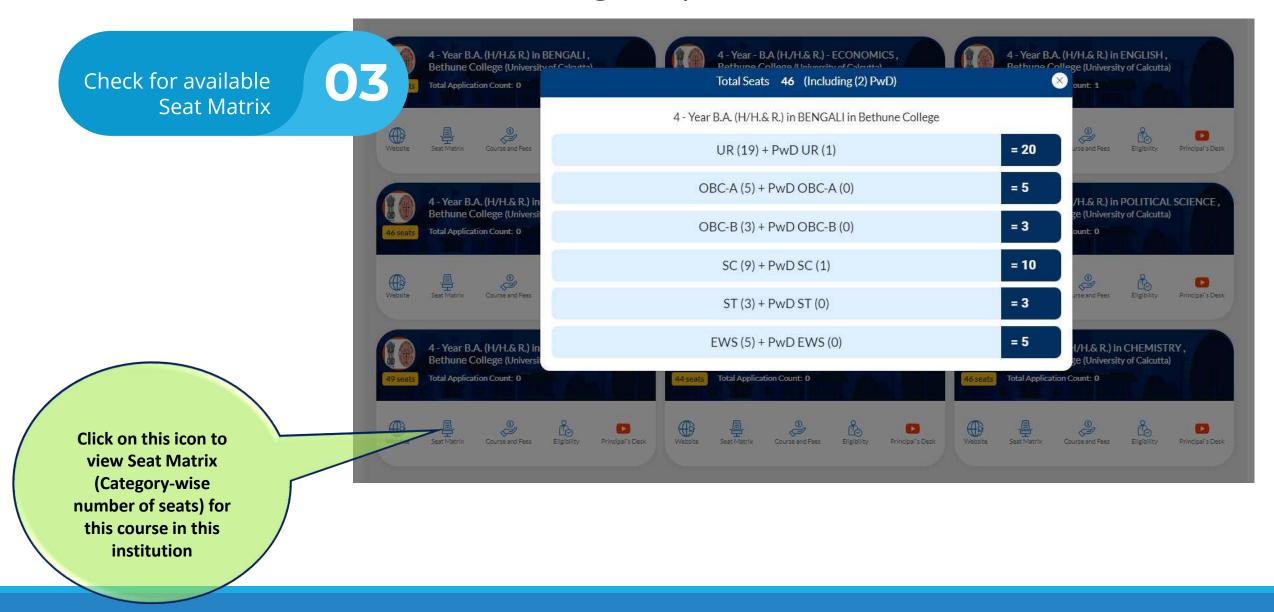


Hostel Fees

HOSTEL NAME	TYPE	YEARLY FEES	FACILITIES
BETHUNE COLLEGE GIRLS' HOSTEL	Girls	₹ 62,400.00 **	Twenty four hours security, two lifts, Wi-Fi, mess facility, hygienic kitchen
1100122			11761cmic recence

<sup>\*\*</sup> Hostel fees is only indicative in nature subject to change depending on circumstances & subject to availability.

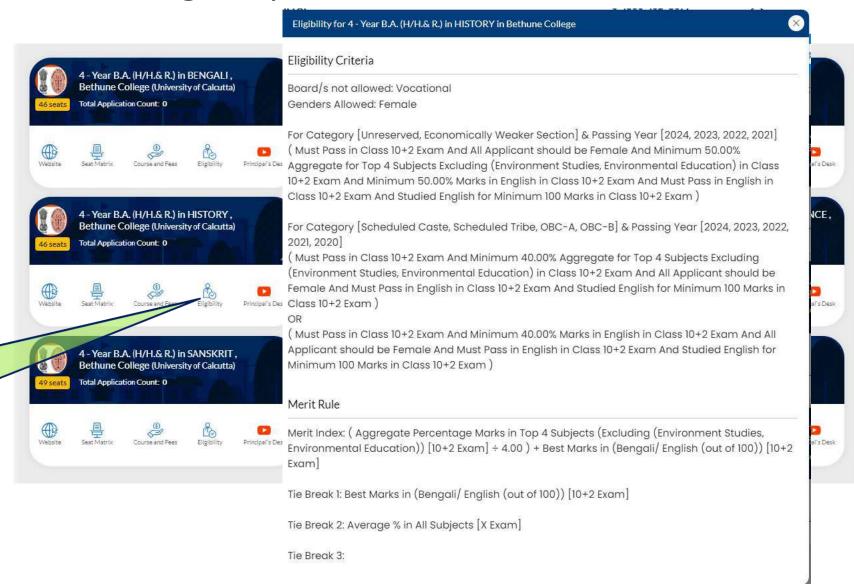
If the institute has hostel facilities, it will also be visible here.



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

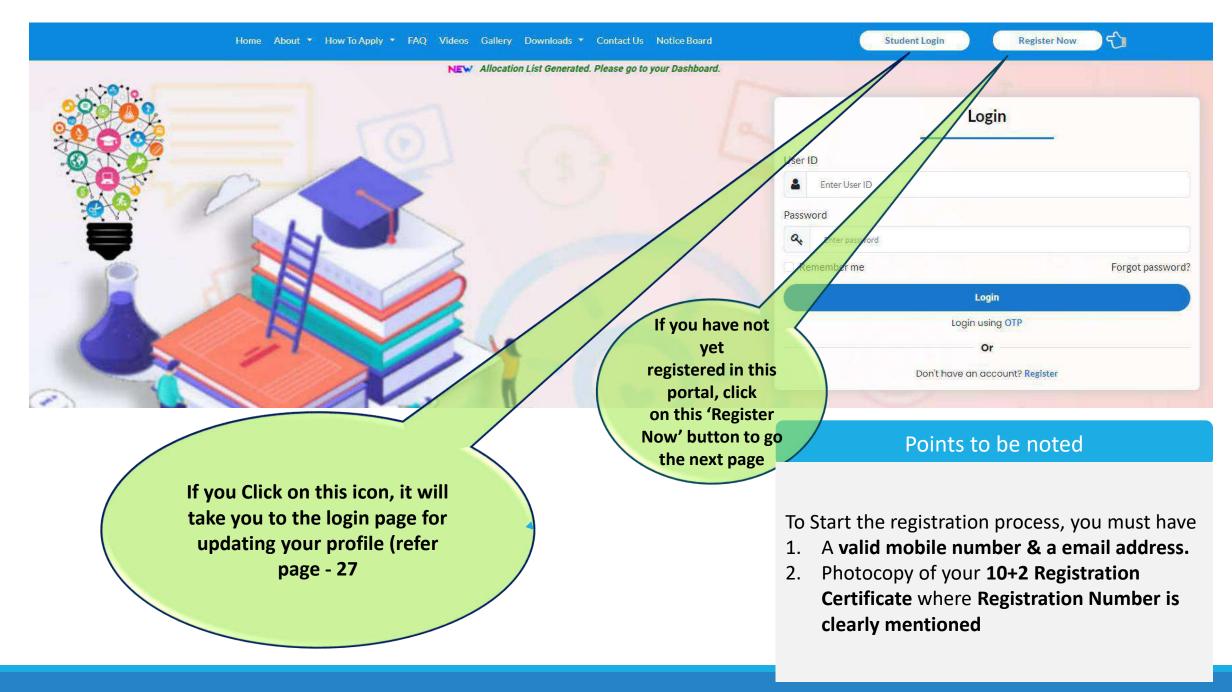
Go to the top of the home page and click on the 'Register Now' button

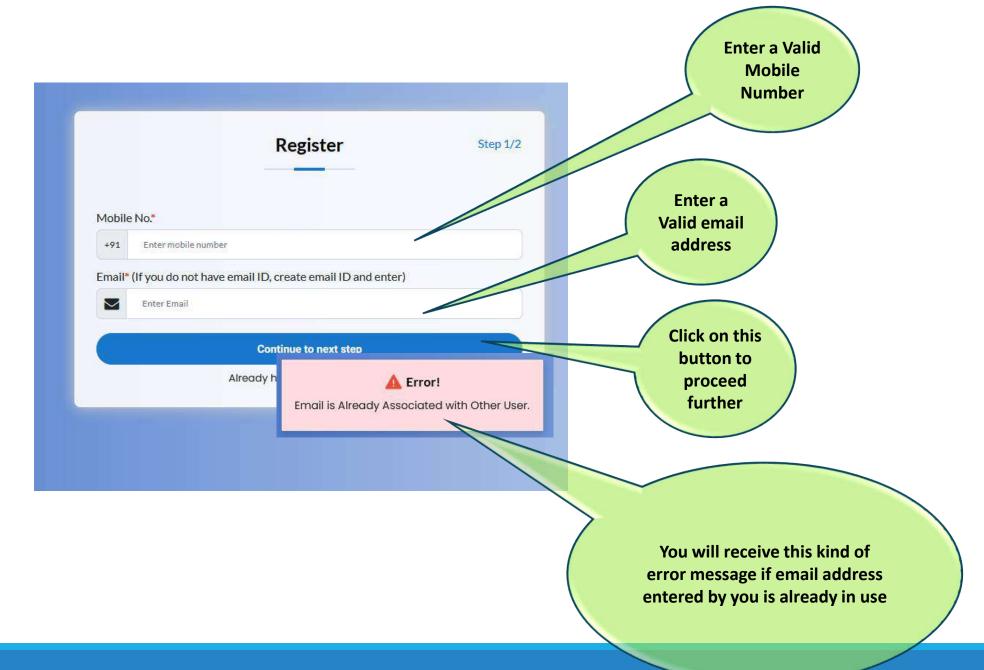
## **Documents Required for Registration/application:**

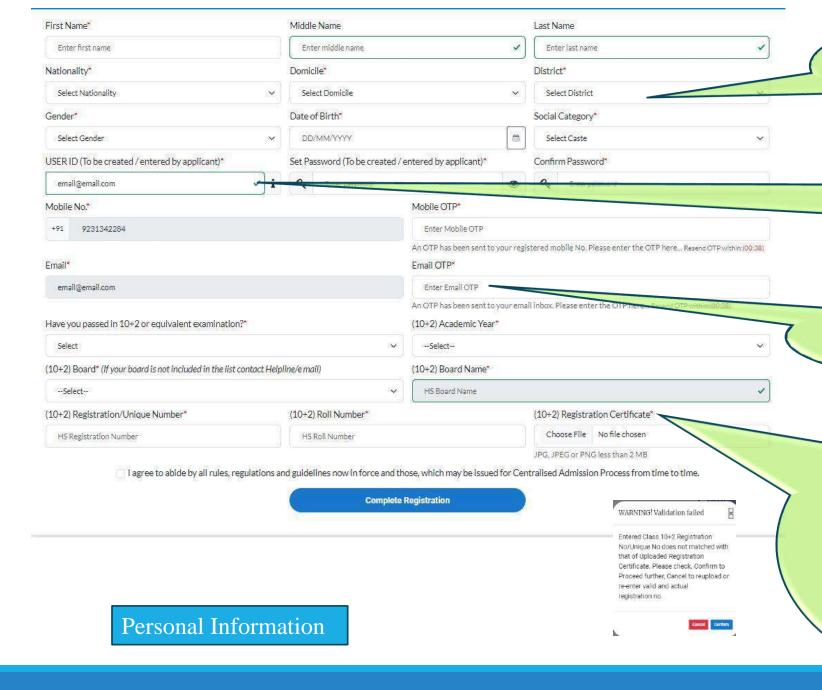
- 1. Class 10th standard mark sheet. (In Pdf format, max 2 MB)
- 2. Class 12th standard mark sheet. (In Pdf format, max 2 MB)
- 3. SC/ST/OBC-A/OBC-B/EWS etc. certificate (if applicable) (In Pdf format, max 2 MB)
- 4. PWD certificate (if applicable) (In Pdf format, max 2 MB)
- 5. Identity Proof Document (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>





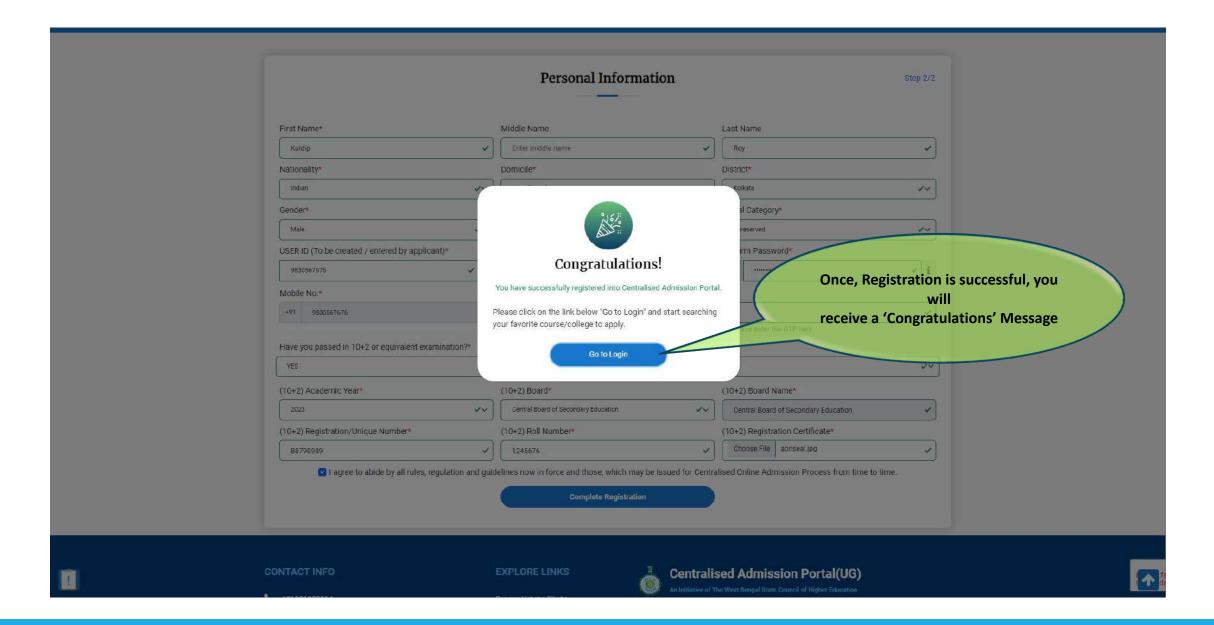


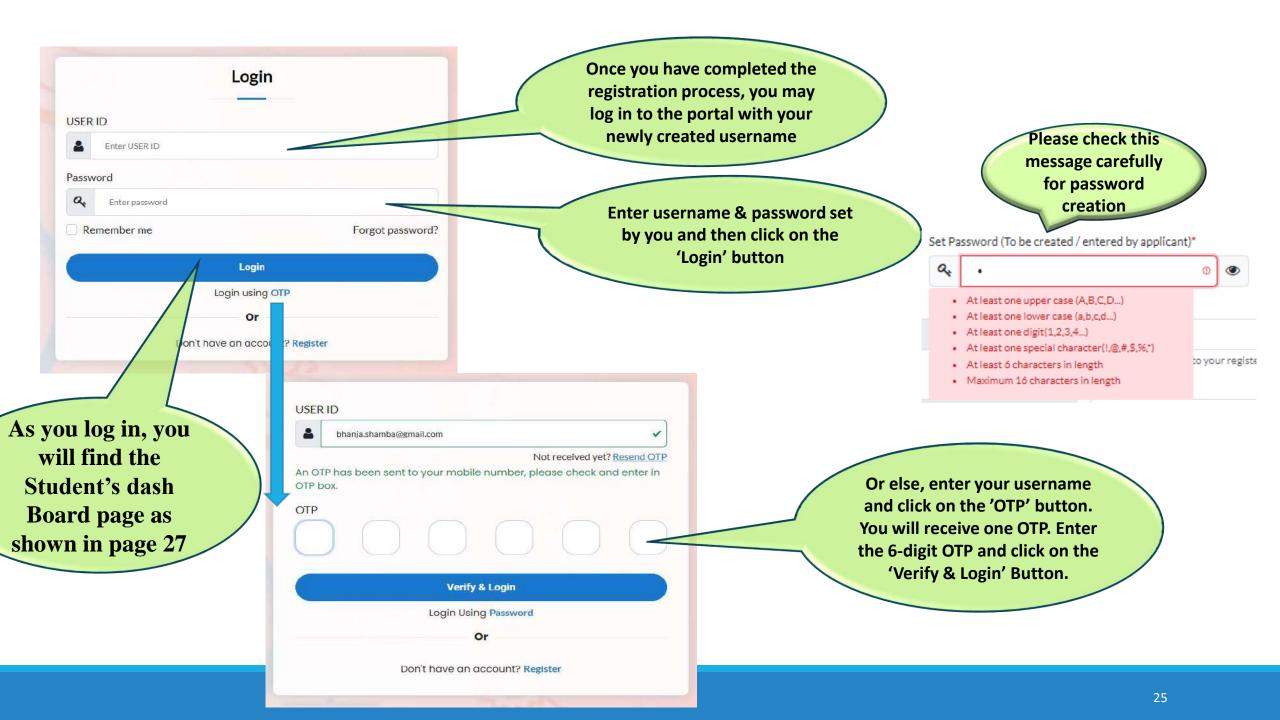
During the process of Registration, you need to enter few personal details like Name, Date of Birth, Nationality, Domicile, Gender & Social Category

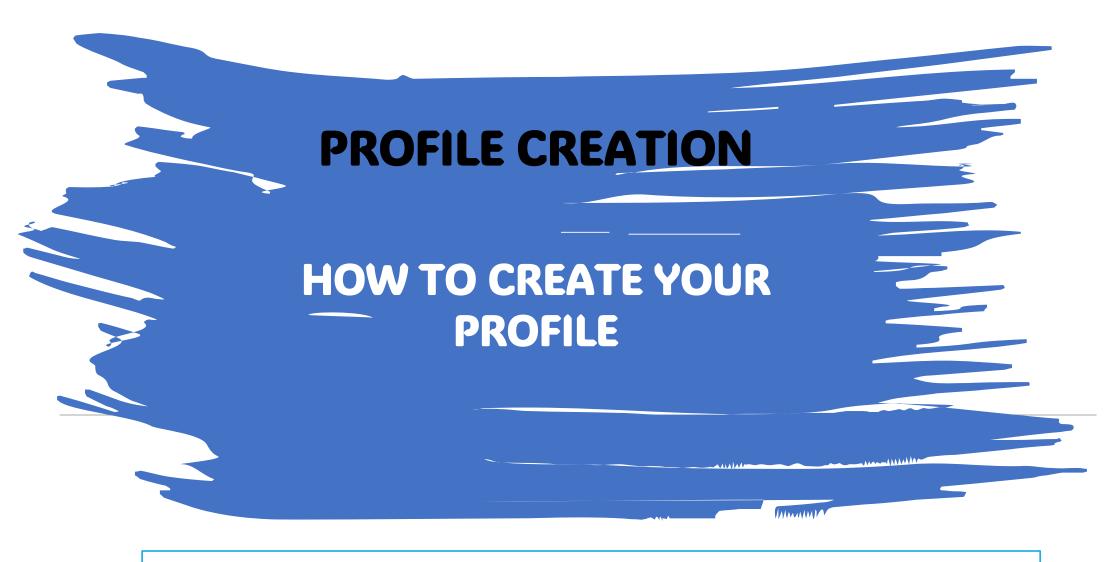
By default, system will consider email address as your username. However, you may change username as per your wish. You may also create new password

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

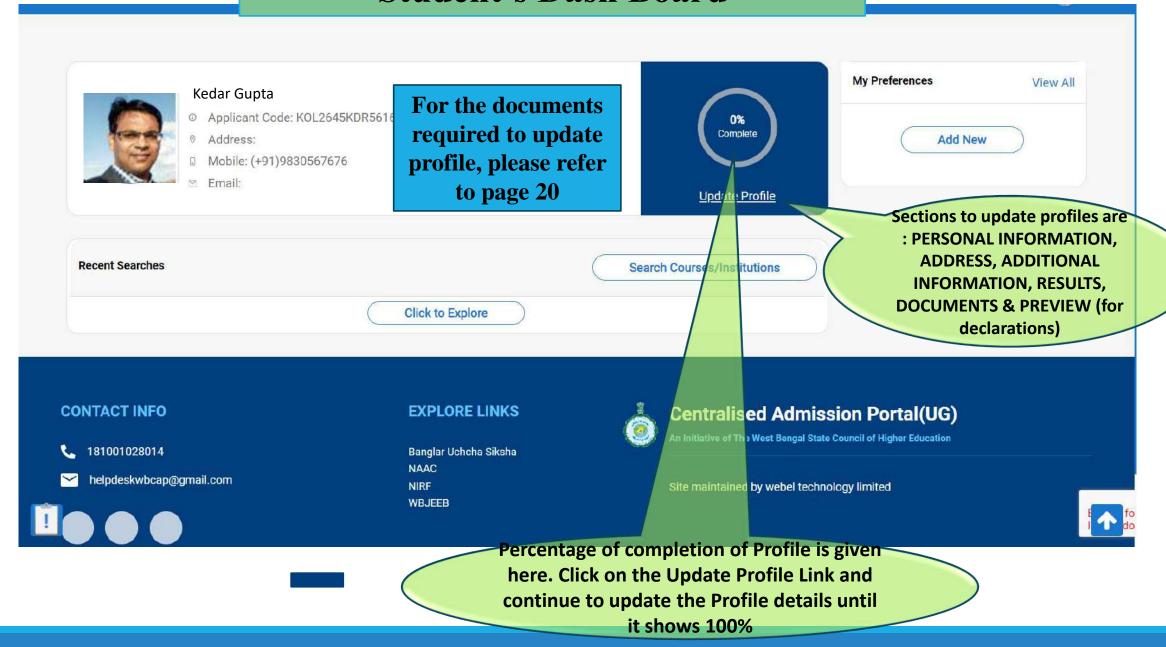
## **Steps to follow to Create Profile**

- 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

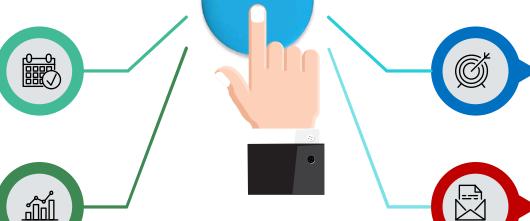
#### **Address**

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

#### **Download PDF**

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.

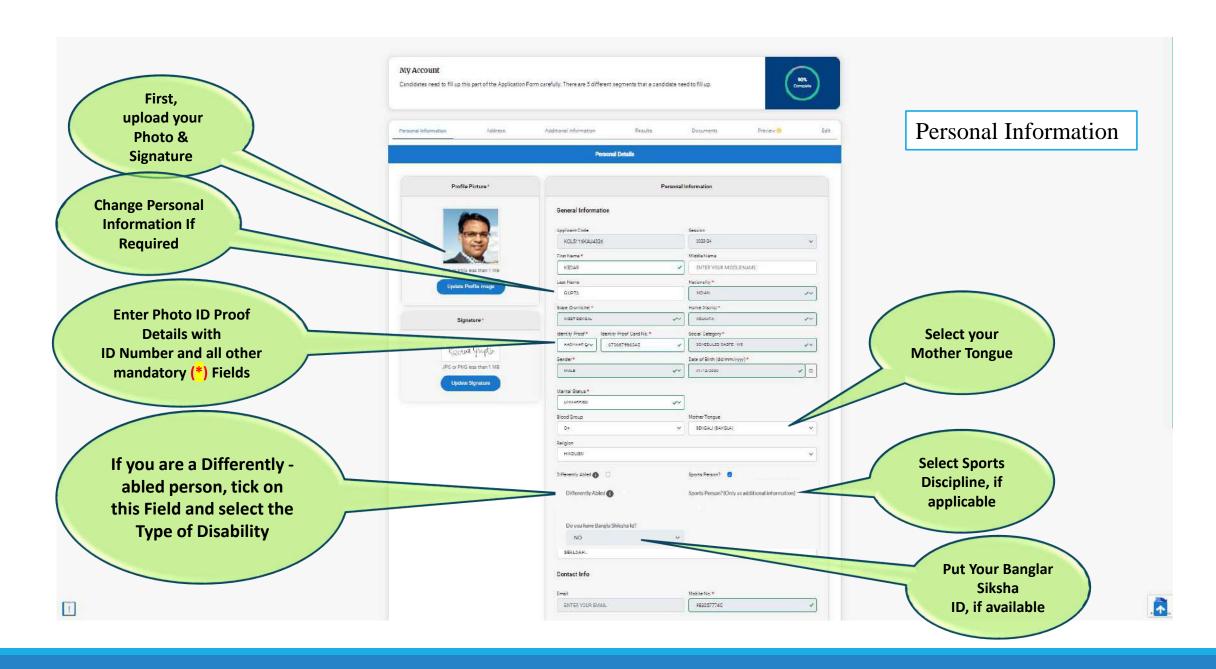
#### **Preview**

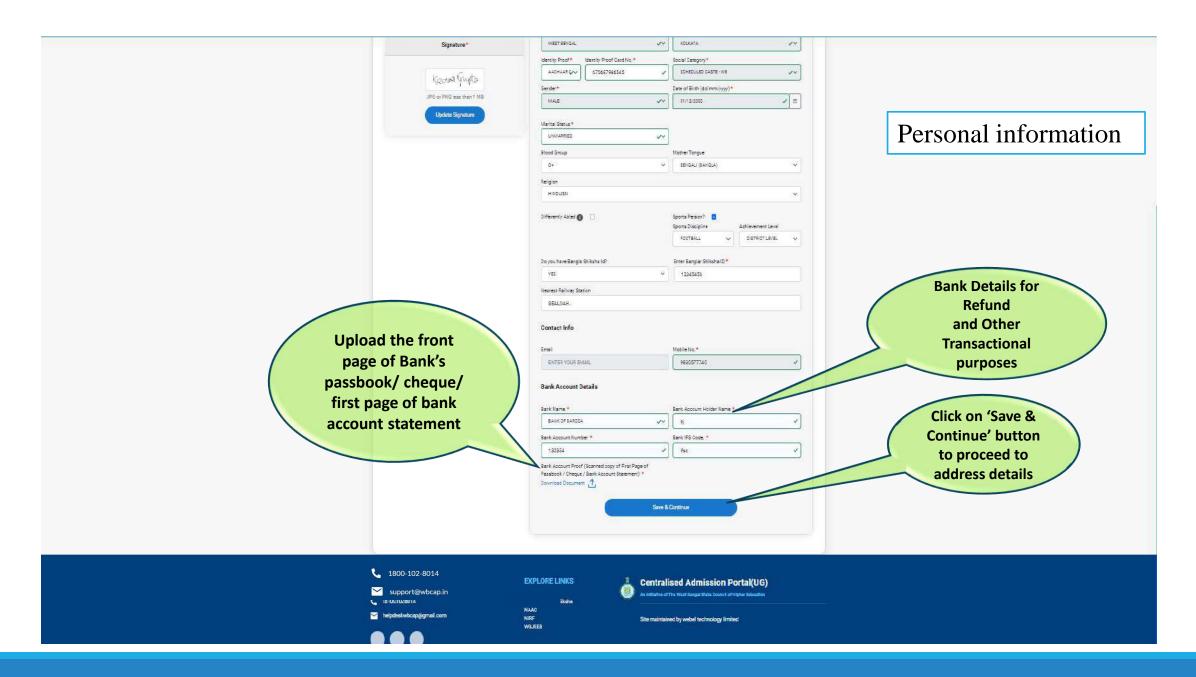
-@-

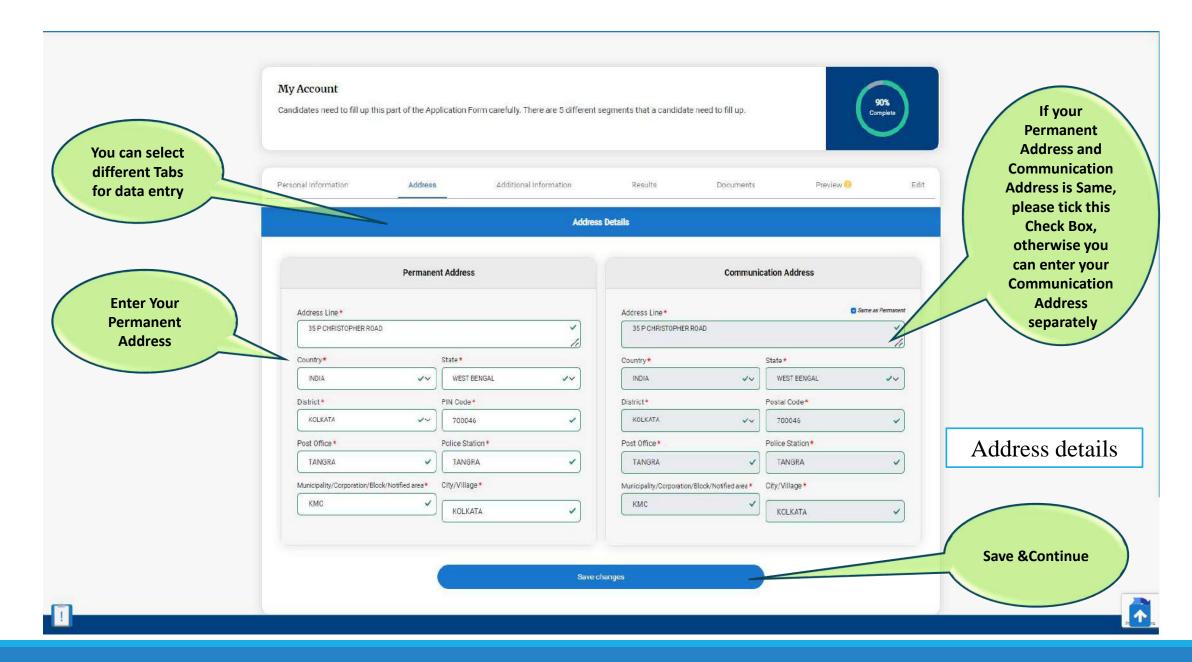
You need to check this section carefully and check each checkbox to proceed further. Once completed, submit the Profile. After successful submission, you will be able to apply for different courses.

#### Edit

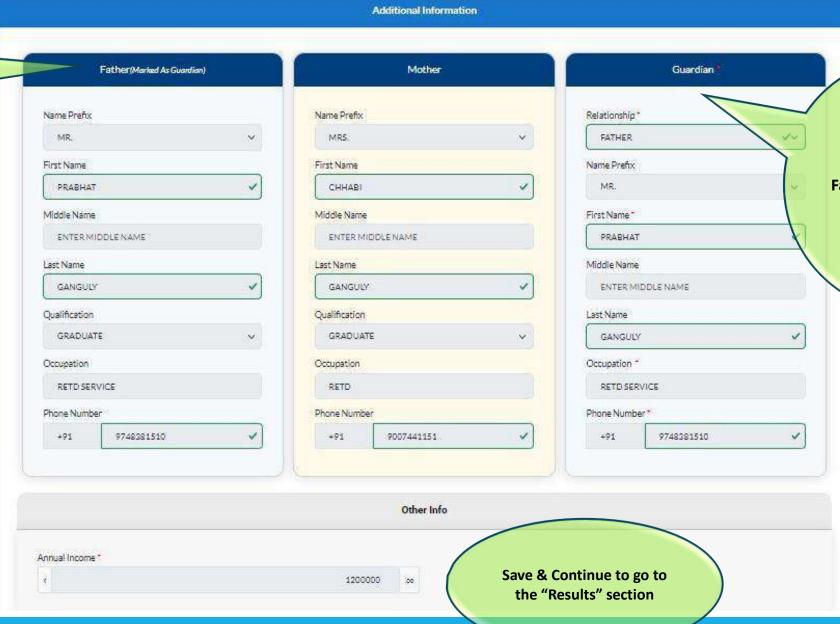
Once submitted, you are not supposed to modify the profile. If genuinely required, you need to open the profile for editing from this section. Only then you may update your profile once again.





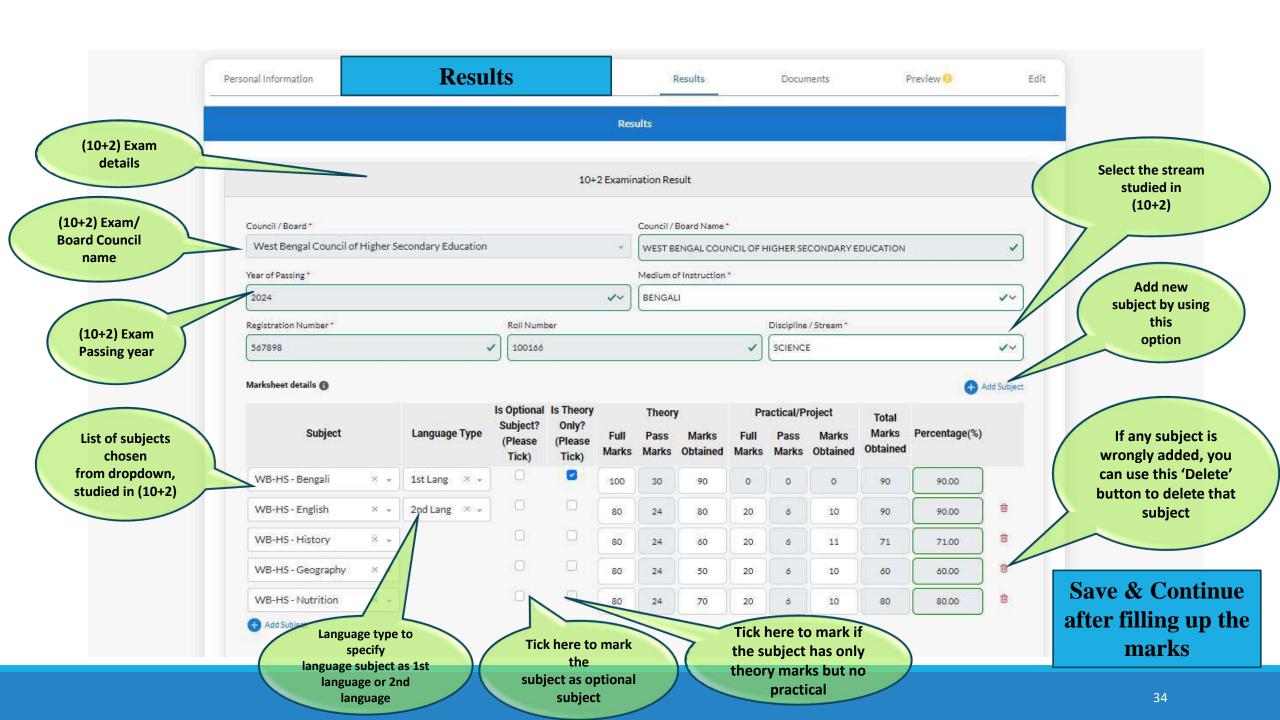


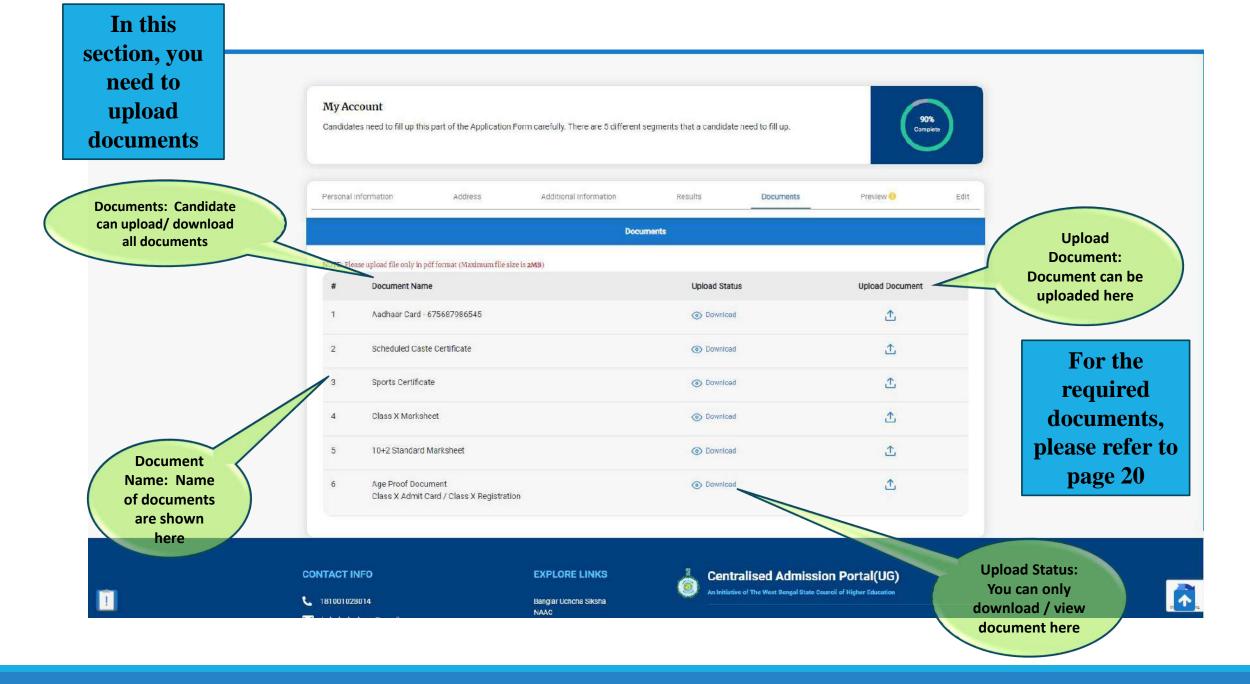
**Details of Your Parents** (Non-Mandatory)



Enter Guardian
Details by selecting
Father/Mother/Other
from 'Relationship'
dropdown menu

Additional Information





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

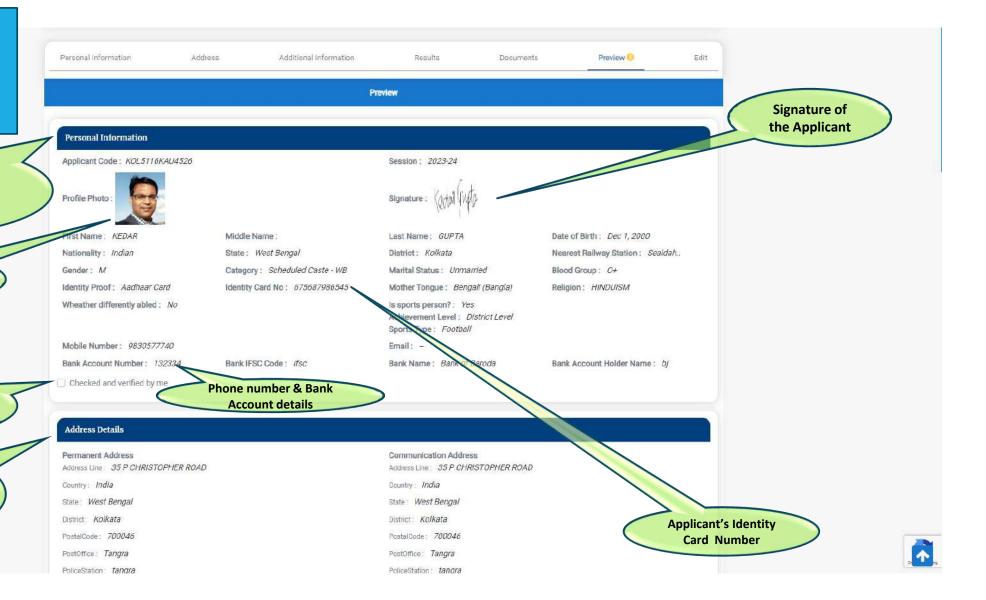
Personal information:
Check all personal
information here which is
given by the candidate

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	80	30	55	20	6	8	63	63.00
Bengali	100	30	76	20	6	6	82	68.33
Geography	80	30	77	20	б	18	95	95.00
Physical Sc.	80	24	65	20	6	14	79	79.00
History	80	24	77	20	6	7	84	84.00
Biology	80	24	75	20	6	7	82	82.00

Checked and verified by me

#### Documents

- 1. Aadhaar Card 675687986545 click here
- 2. Scheduled Caste Certificate click here
- 3. Sports Certificate click here
- 4. Class X Marksheet click here
- 5. 10+2 Standard Marksheet click here
- 6. Age Proof Document Class X Admit Card / Class X Registration click here
- 7. Bank Account Proof: click here
- Checked and verified by me

Box for confirmation that documents are

uploaded correctly

**Click on the Check** 

#### Consent

I solemnly declare that I have read and understood the rules and regulations of admission to the undergraduate courses of all Universities/Colleges/HEIs of West Bengal and that I am applying for admission to UG course(s) after fully understanding the rules/regulations/eligibility criteria etc. set forth by the Affiliating Universities or Higher Education Institutions as the case may be. I further declare that if my application turns out to be invalid for not understanding any rule/regulation or part thereof in my part, I alone held responsible for such invalidation, if any.

I do hereby solemnly declare that all the information provided in this application are true, complete and correct to the best of my known information found to be false, incomplete or incorrect, my candidature is liable to be cancelled even after administration.

Click on Check Box for confirmation that

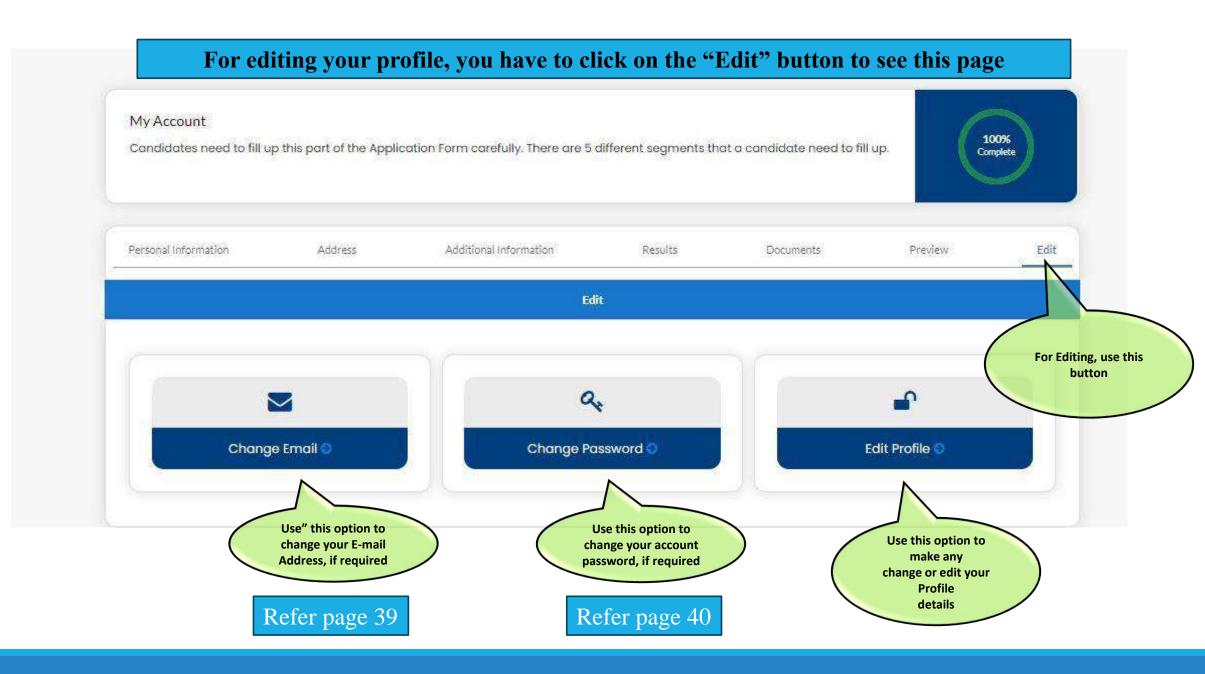
all data are filed up correctly

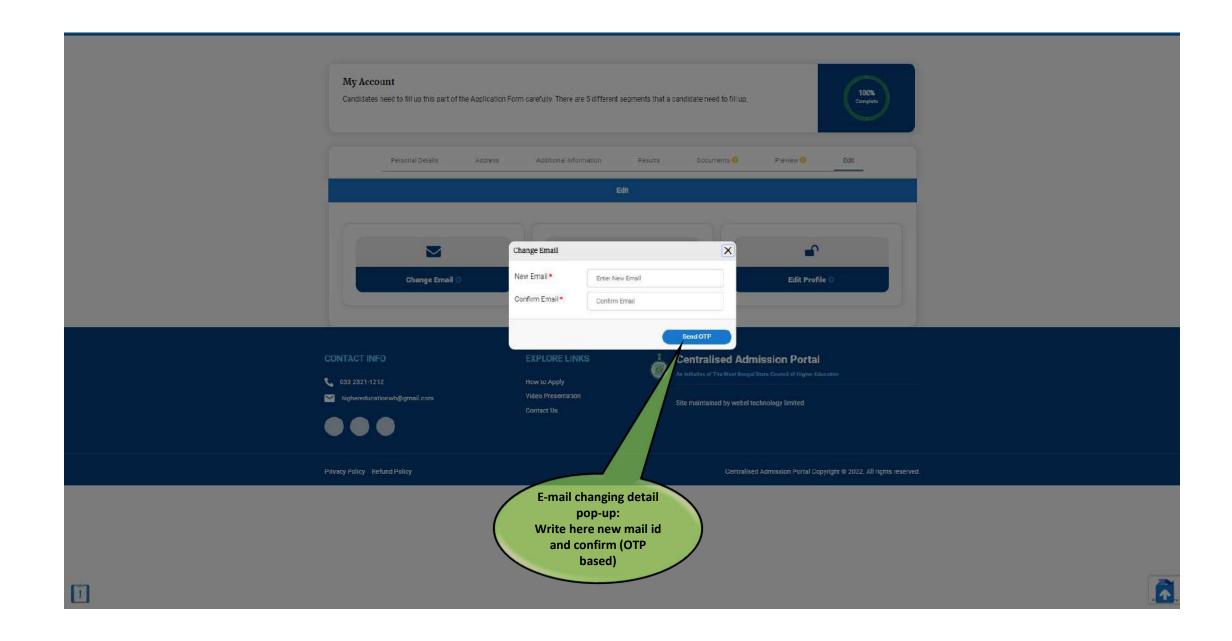
I Acknowledge

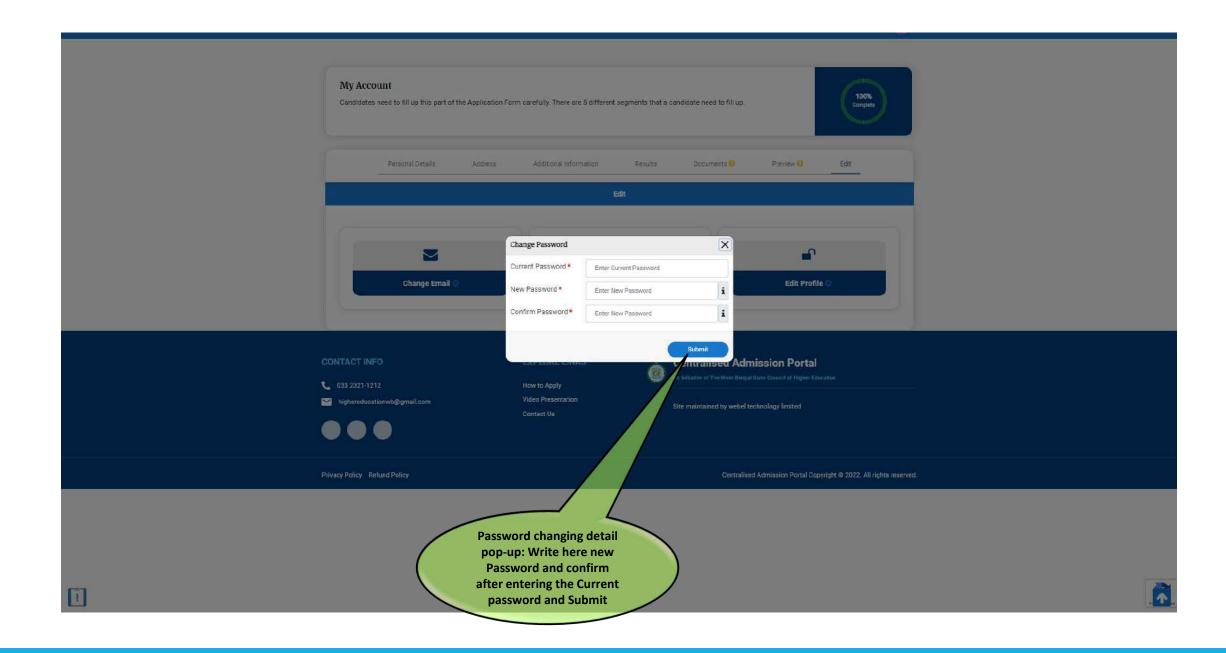
You can see this at the end of the "Preview" page

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





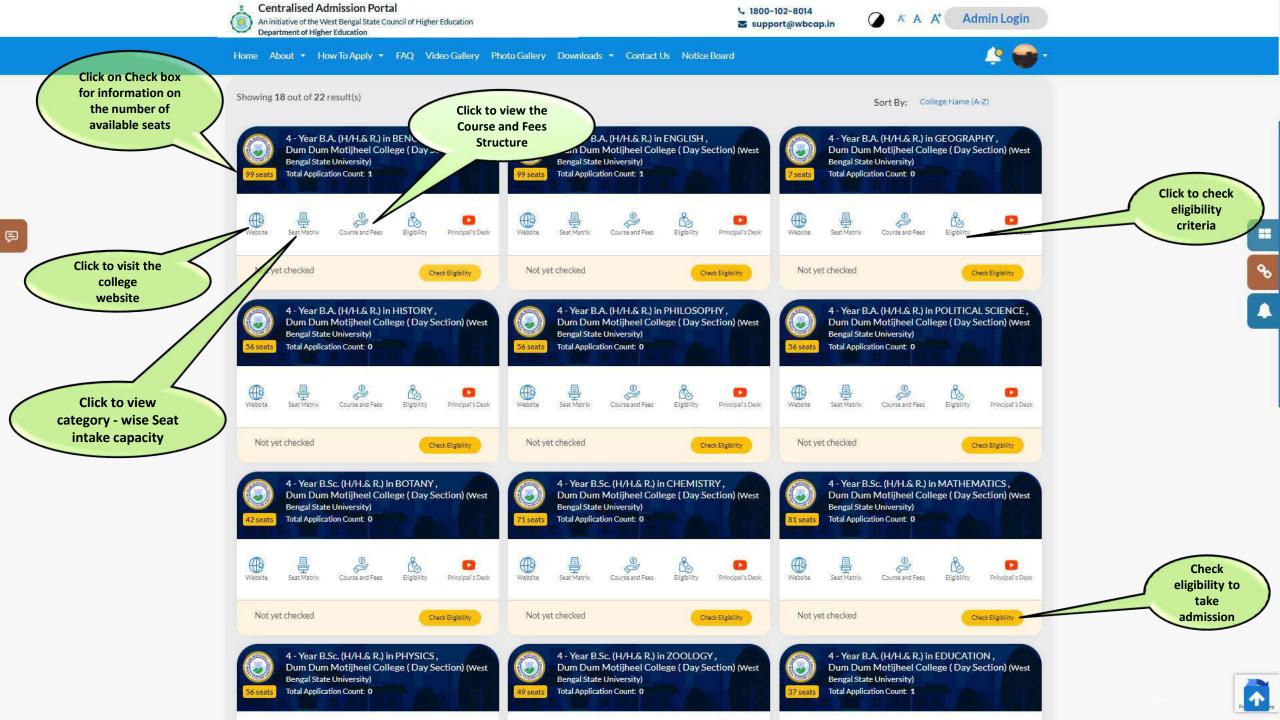


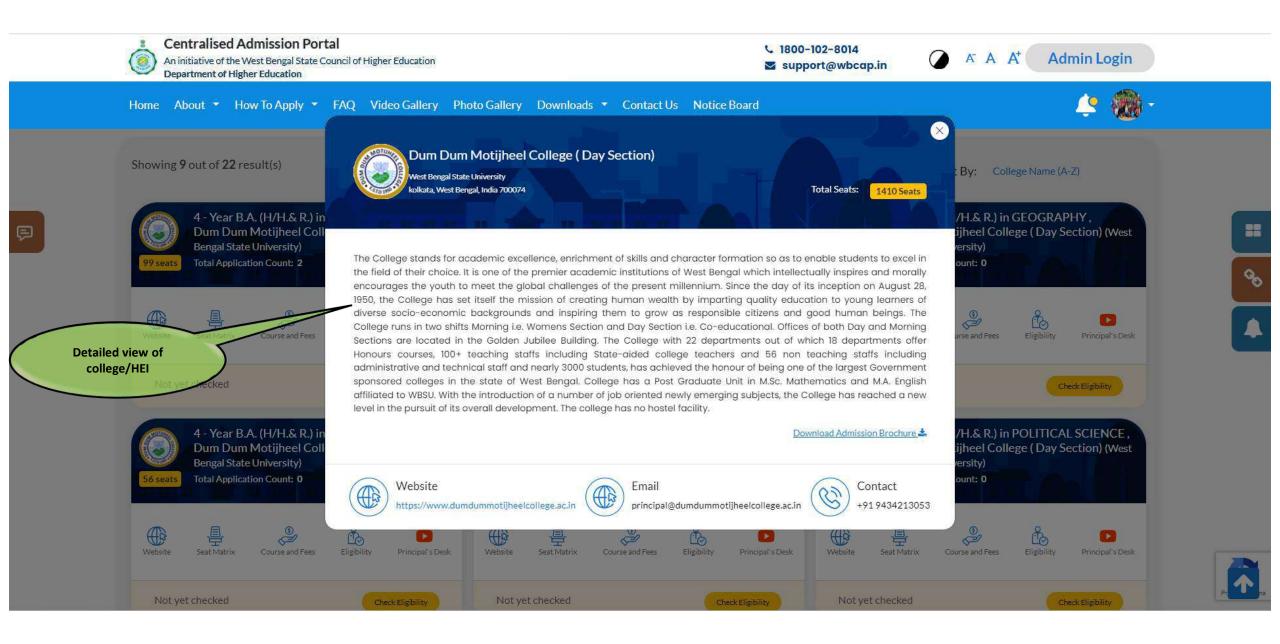


## Steps to follow after 100 % uploading of your Profile

□ 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  $\square$  7. The preferred course will be populated at the top right hand corner of your profile (See page- 48).

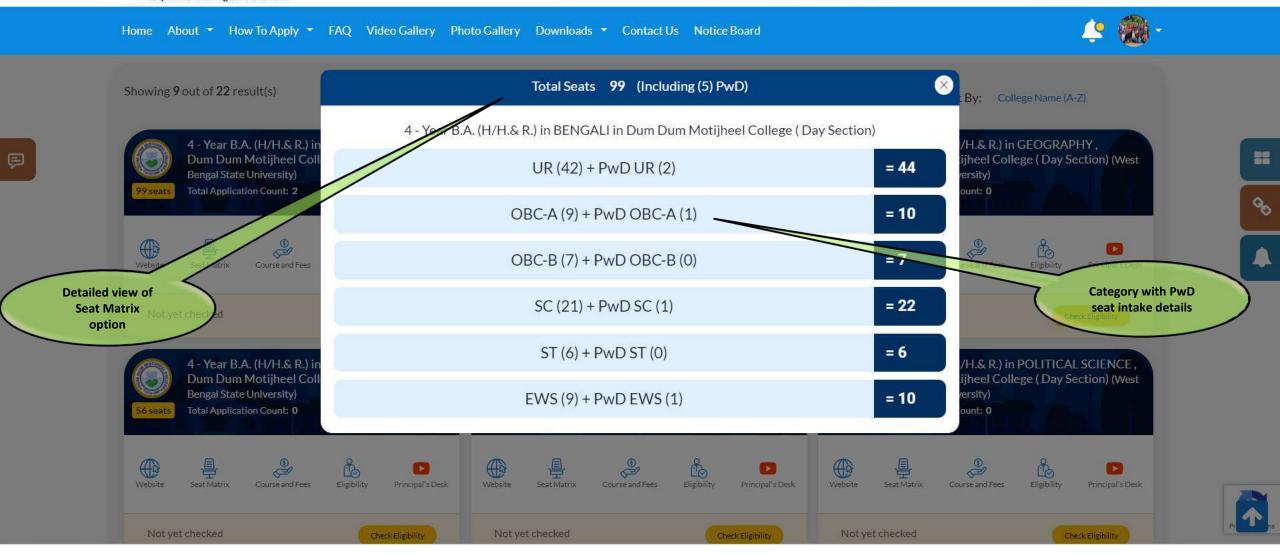
 $\square$  8. You can change your course preference any time till closure of application window (See page- 55).

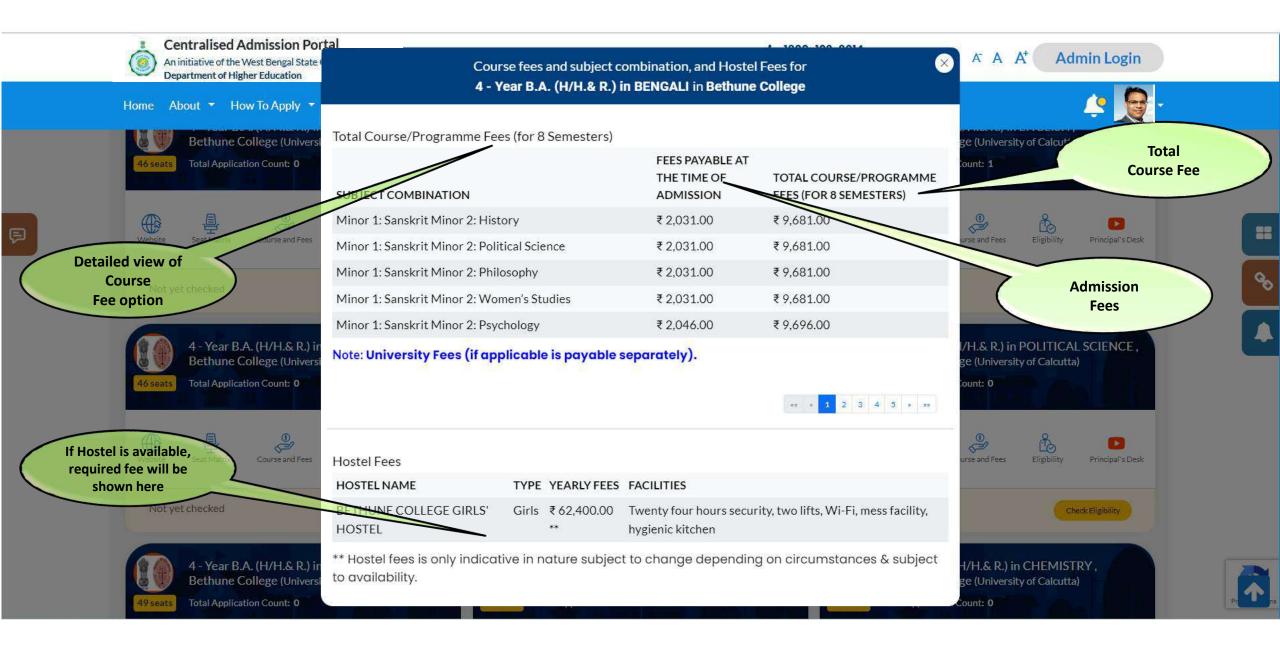


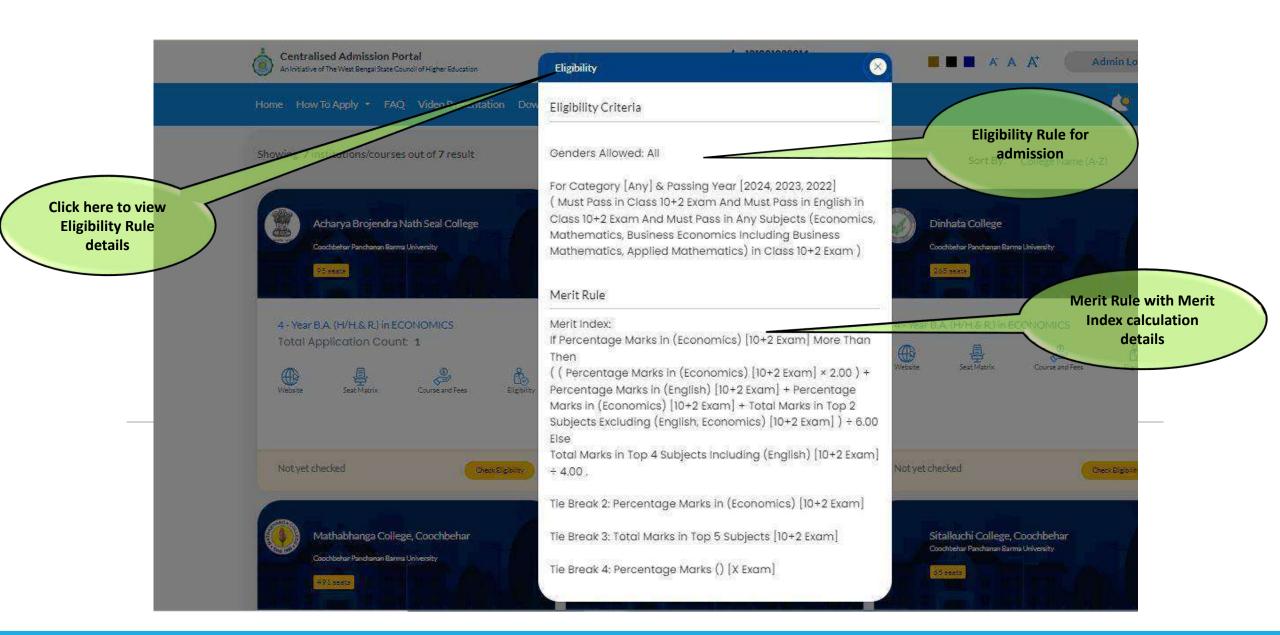




Admin Login







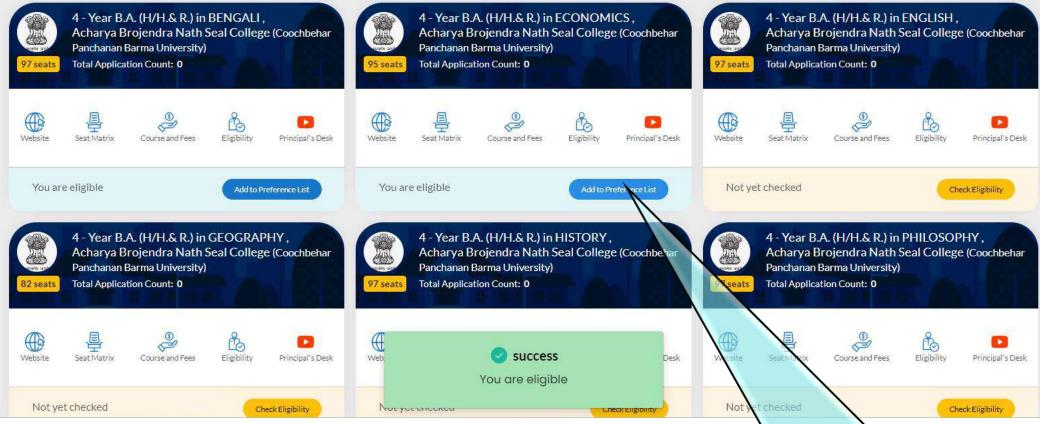






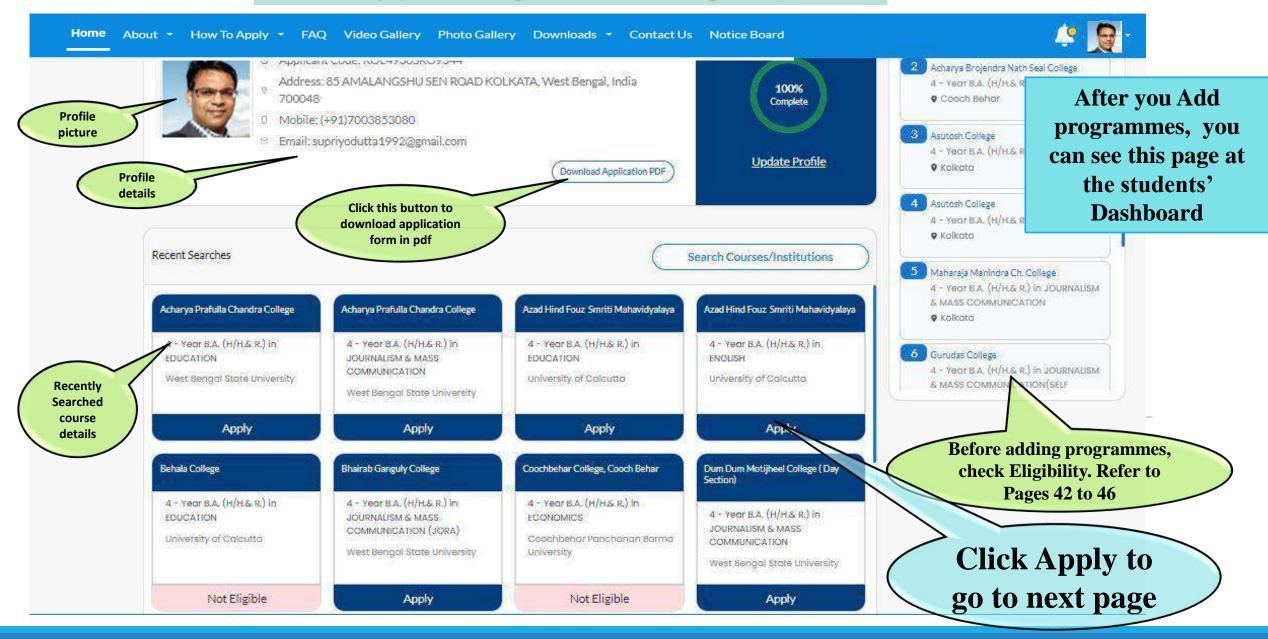


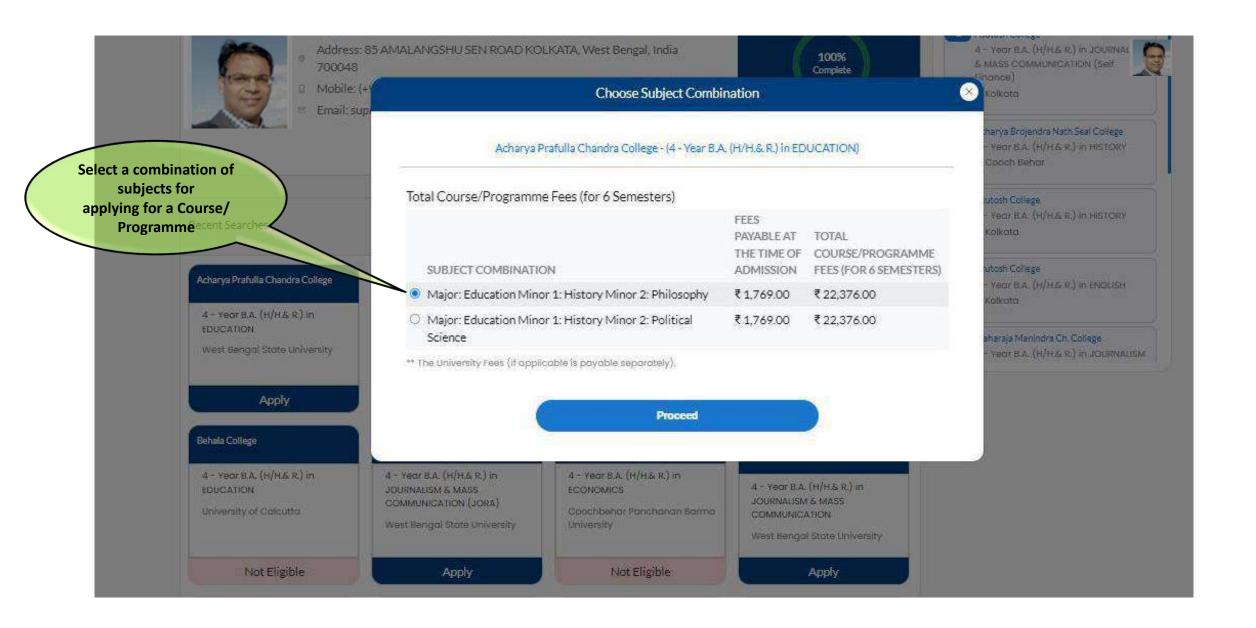




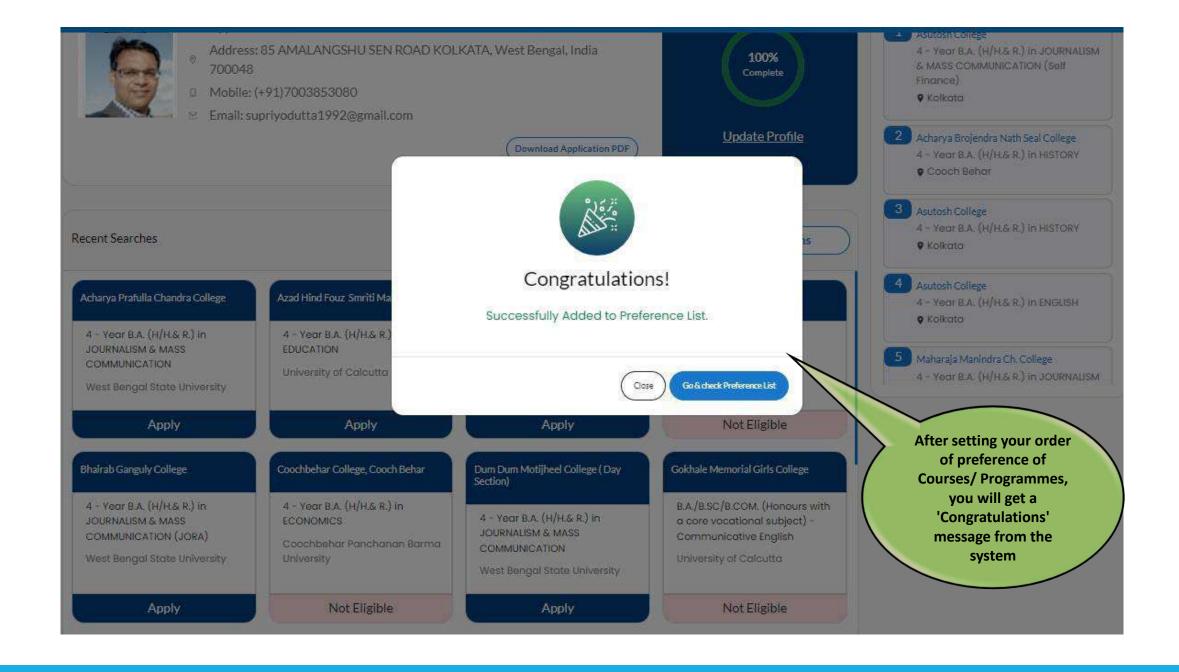
**After Clicking "Add to Preference** List", the button "Apply" will be available under the particular **Course/ Programme** 

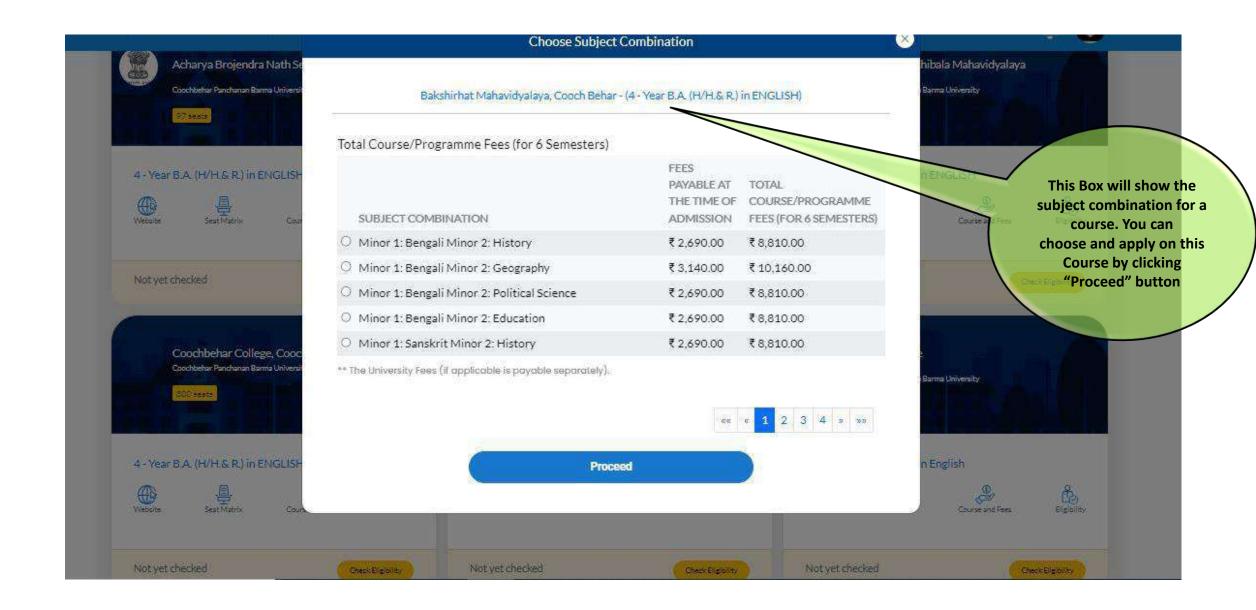
### Profile Entry (Preview Page-Final Acknowledgement)













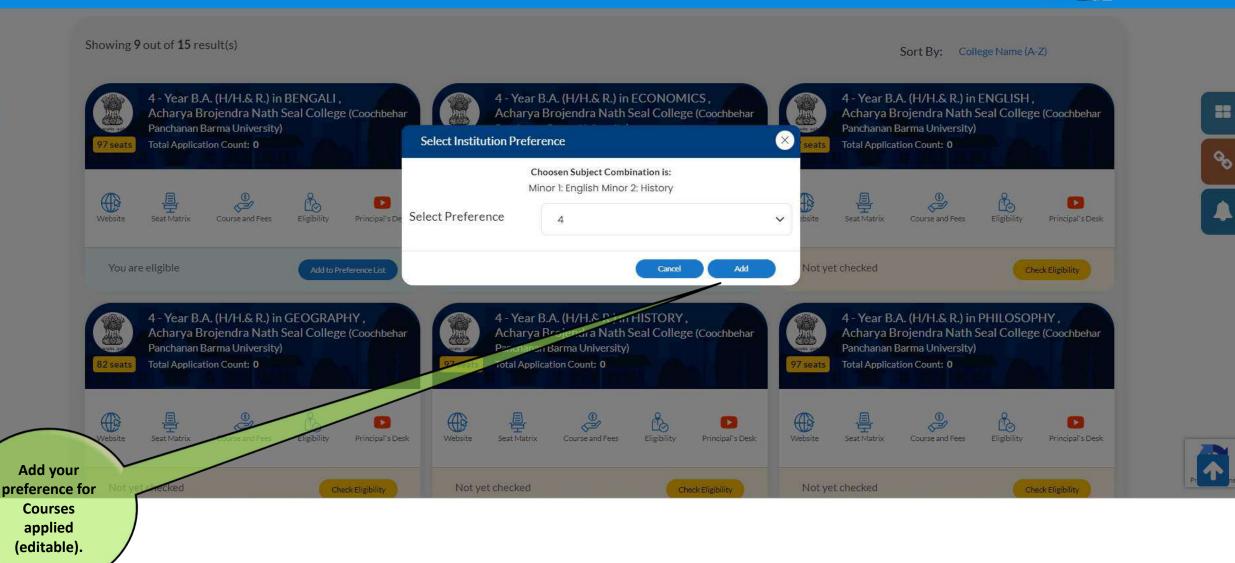
Home About ▼ How To Apply ▼ FAQ Video Gallery Photo Gallery Downloads ▼ Contact Us Notice Board

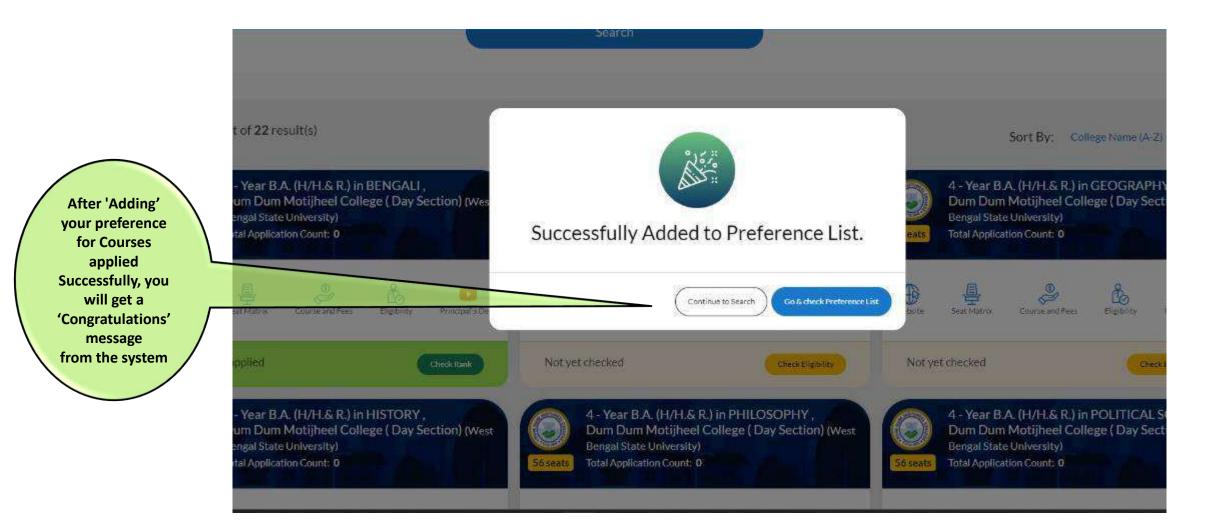




Admin Login







#### 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 Mop-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 cortising this button, you online admission process.
- 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.

77.33 6 Minor 1: English Minor 2: History Admission Fees: ₹1.855.00 Total Course Fees: ₹10,080,00

**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.

SMR = General Merit Rank | \*\*CMR = Category Merit Rank Preference 4 - Year B.Sc. (H/H.& R.) in PHYSICS in Asutosh College (Kolkata) MINOR 1: Mathematics MINOR 2: Chemistry Admission Fees: ₹8,240.00 Total Course Fees: ₹32,960.00 Application Number: A000676659 4 - Year B.Sc. (H/H.& R.) in ELECTRONICS in Behala College (Kokata) 05/29/2024 466 O Minor 1: Mathematics Minor 2: Computer Science Admission Fees: ₹8,785.00 Total Course Fees: ₹38,095.00 Application Number: A000676660 4 - Year B.Sc. (H/H.& R.) in ECONOMICS in City College (Kolkata) 05/29/2024 Applied Merit Index . 496 0 Minor 1: Mathematics Minor 2: Political Science Admission Fees: ₹4,845.00 Total Course Fees: ₹14,475.00 Application Number: A000676661 4 - Year B.A. (H/H.& R.) in BENGALI in Acharya Brajendra Nath Seal College (Cooch Behar) 4 11 Applied Merit Index :

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

can add

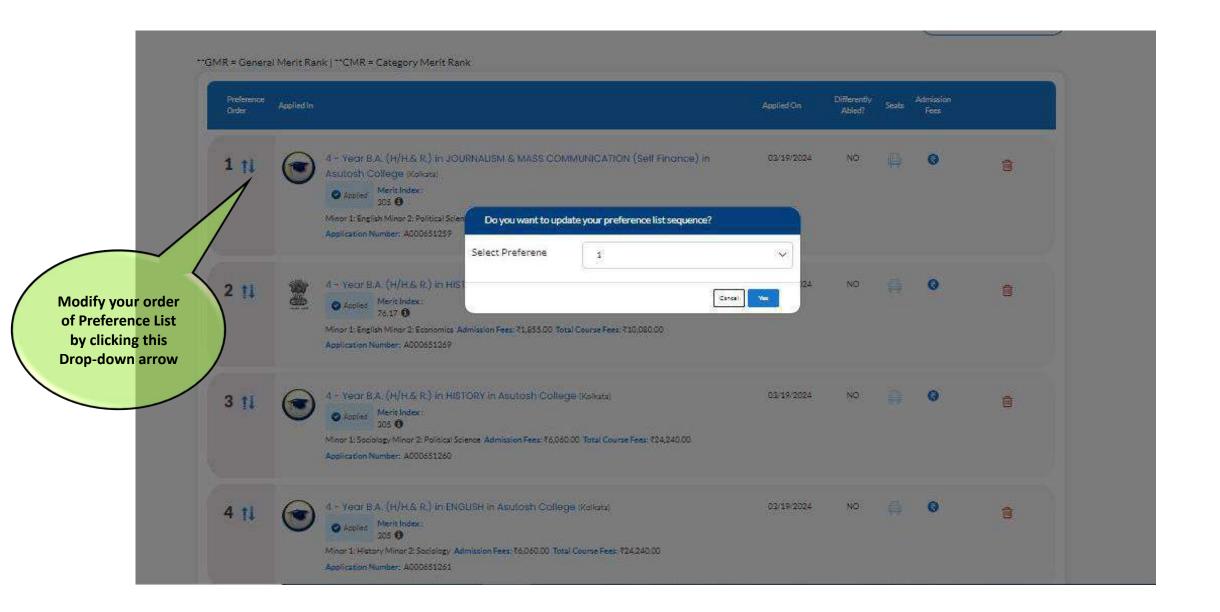
more Courses/

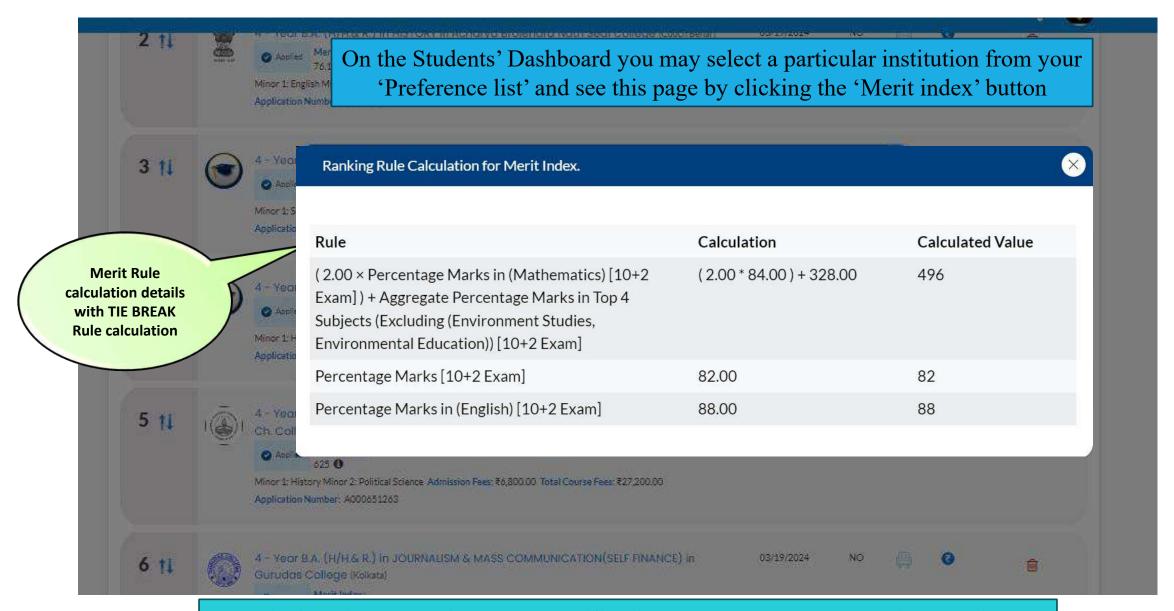
**Programmes in your Preference List** 

As you add your preference list, you

can see this page in the dashboard

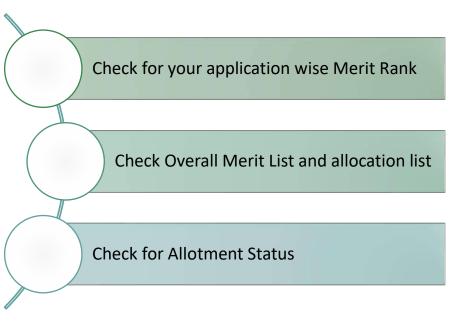
Add Course/Colleg



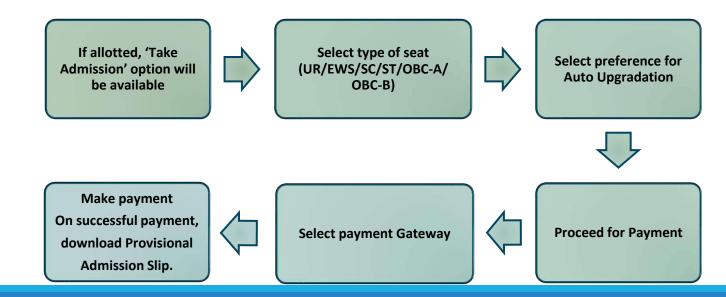


Merit list will be published and notified in the portal and the applicants will be able to see the Merit list and Allocation in HEIs from their respective dashboards

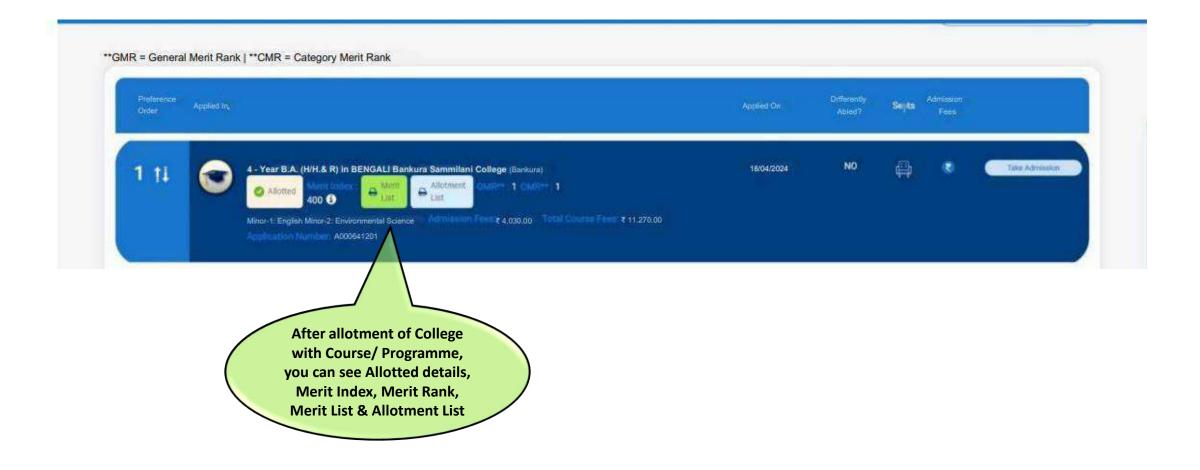
## Post Merit List Publication Activities

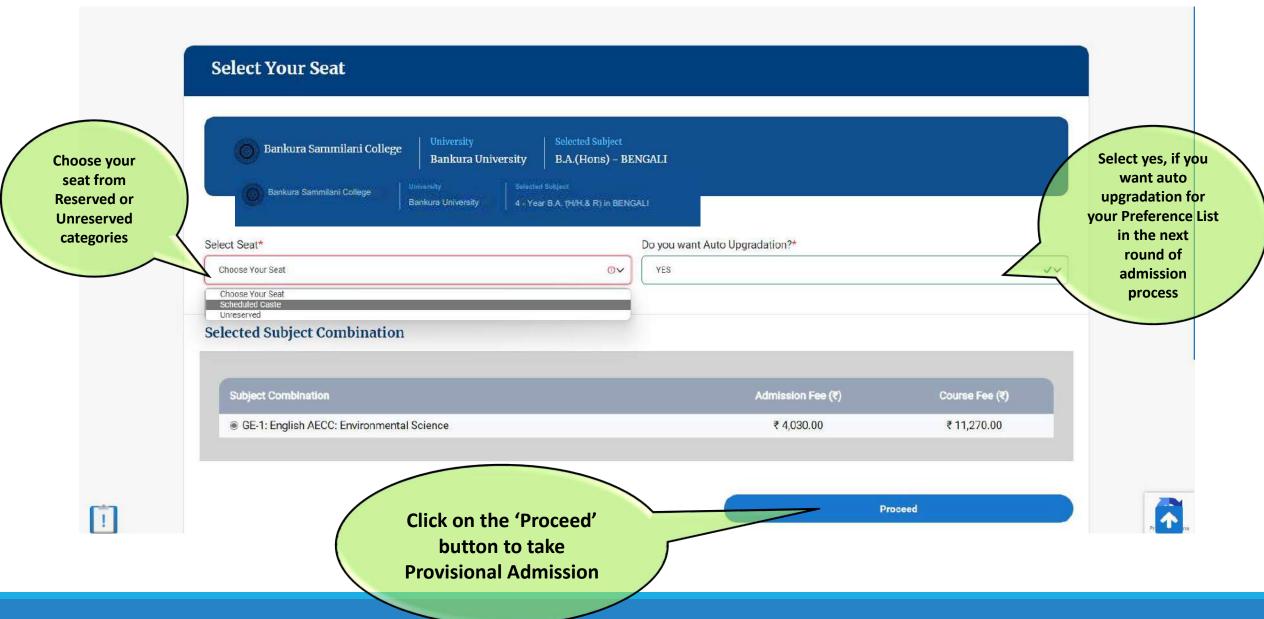


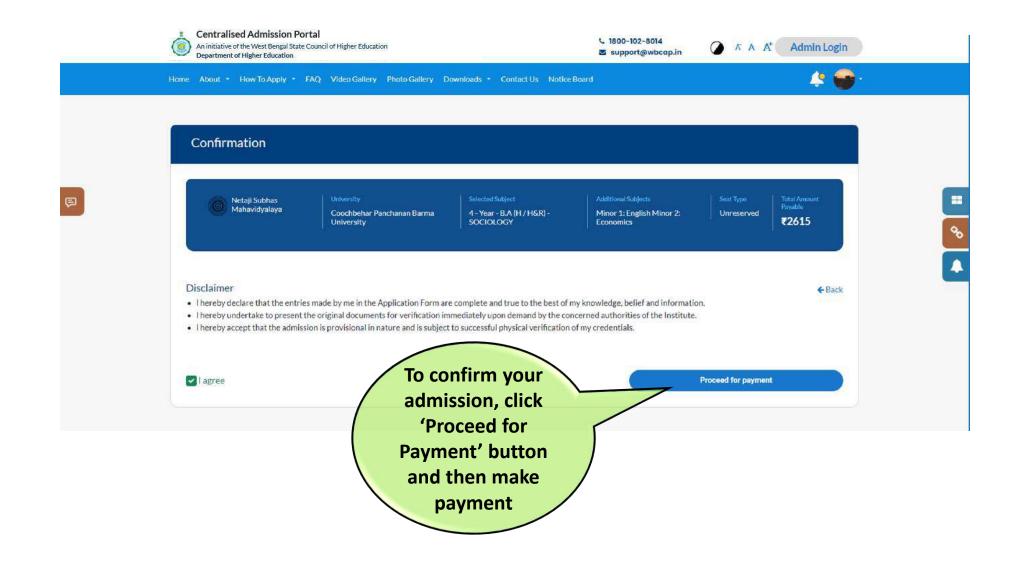
**Refer to Pages 59-65 for details** 

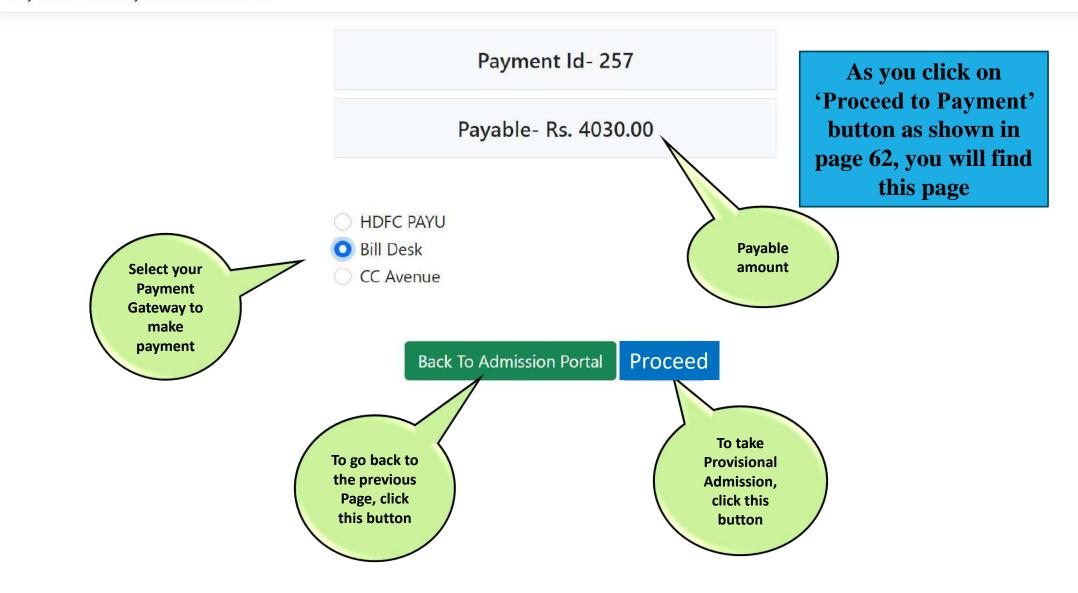


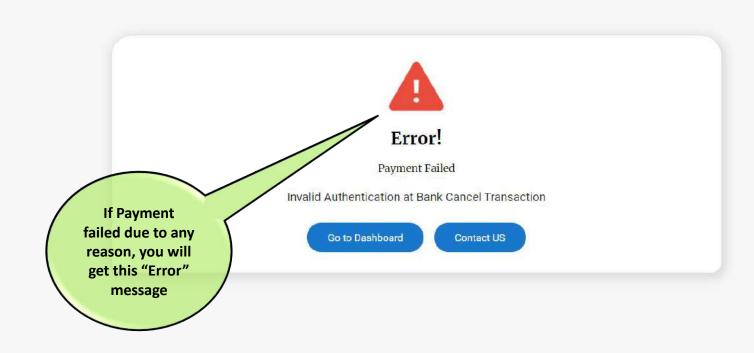






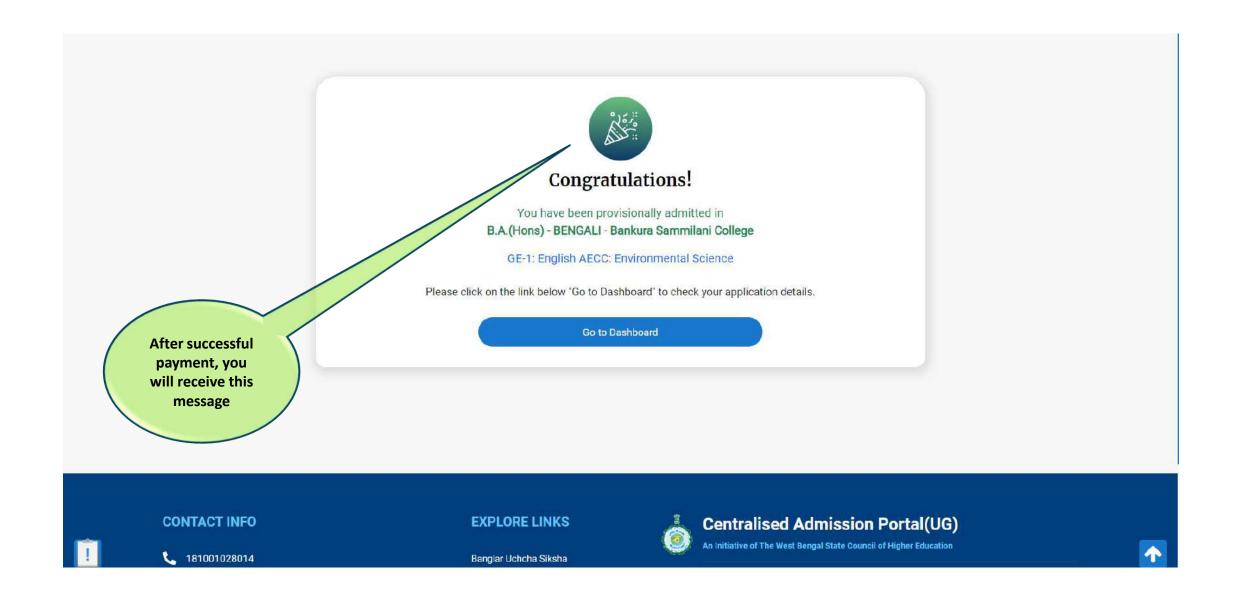


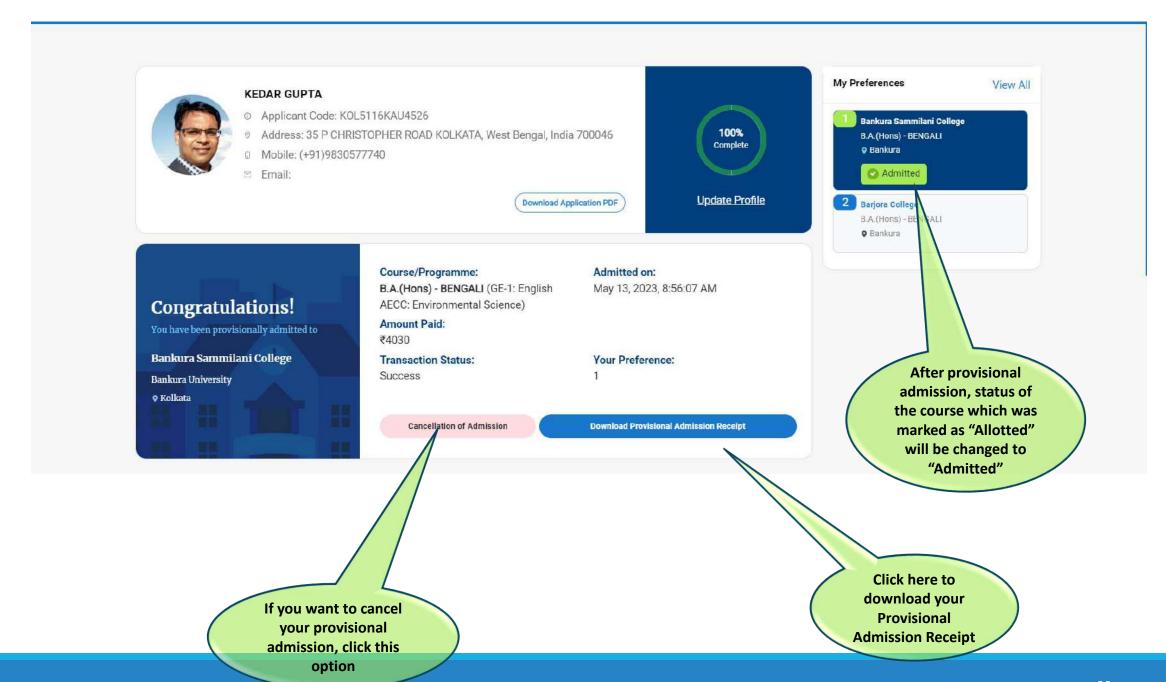


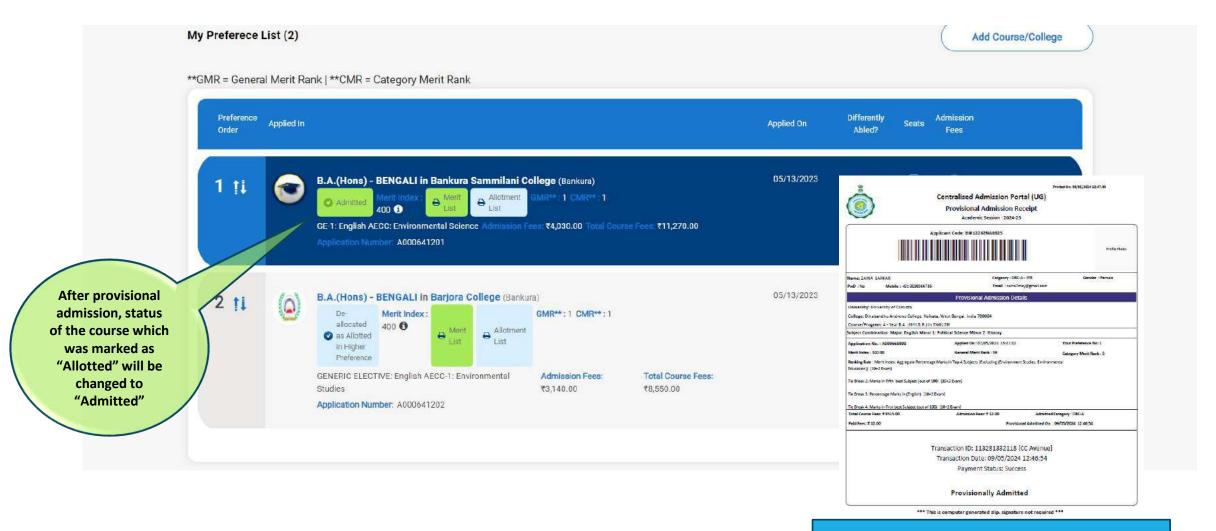












Sample Provisional Admission slip

# When Allotted to Higher Preference:

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



You may opt for admission



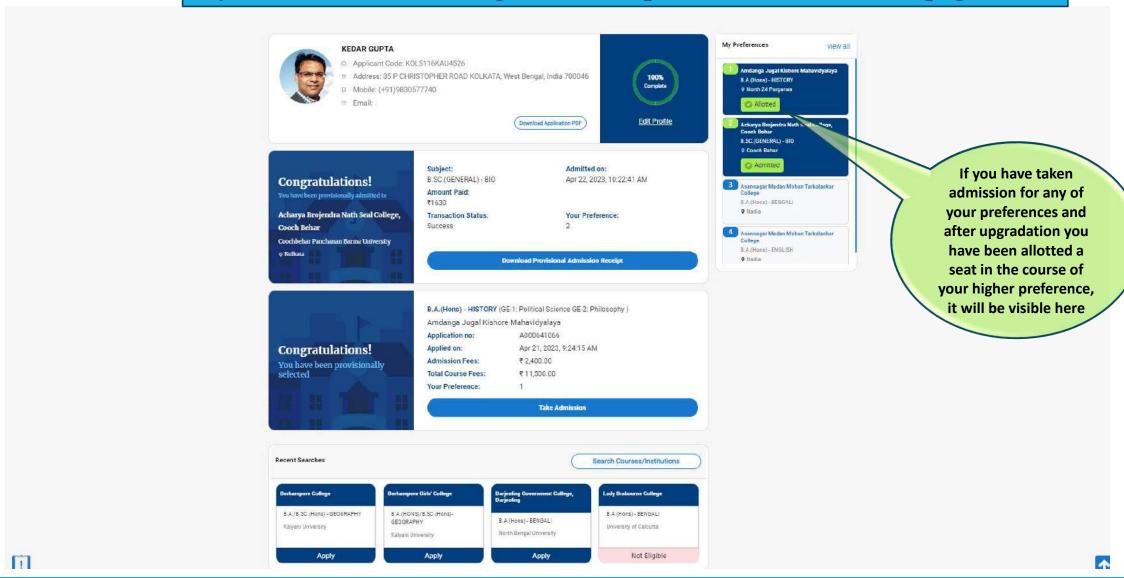
Check for Balance amount to be paid, if any

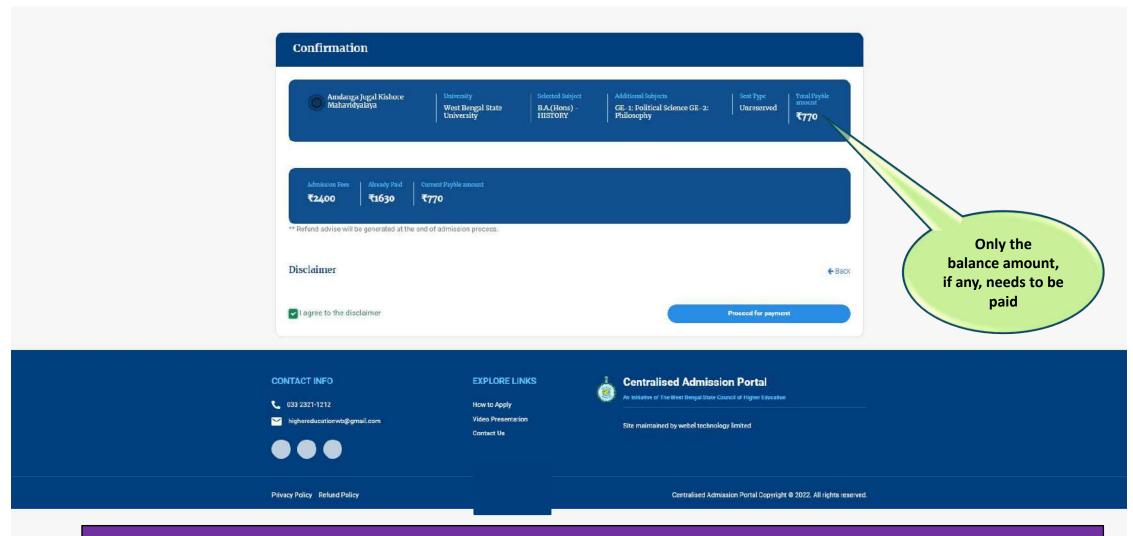


If higher preference is allotted through upgradation, an applicant can check the same in the dashboard

Proceed for Payment

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

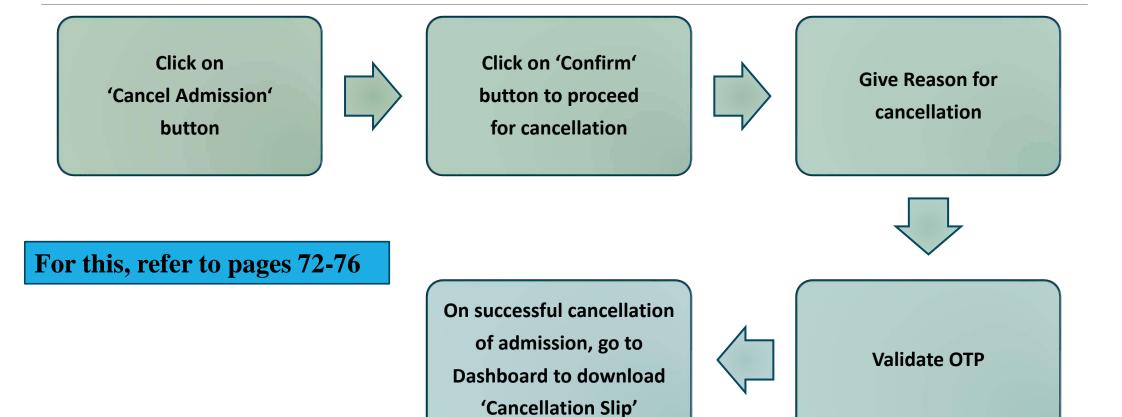


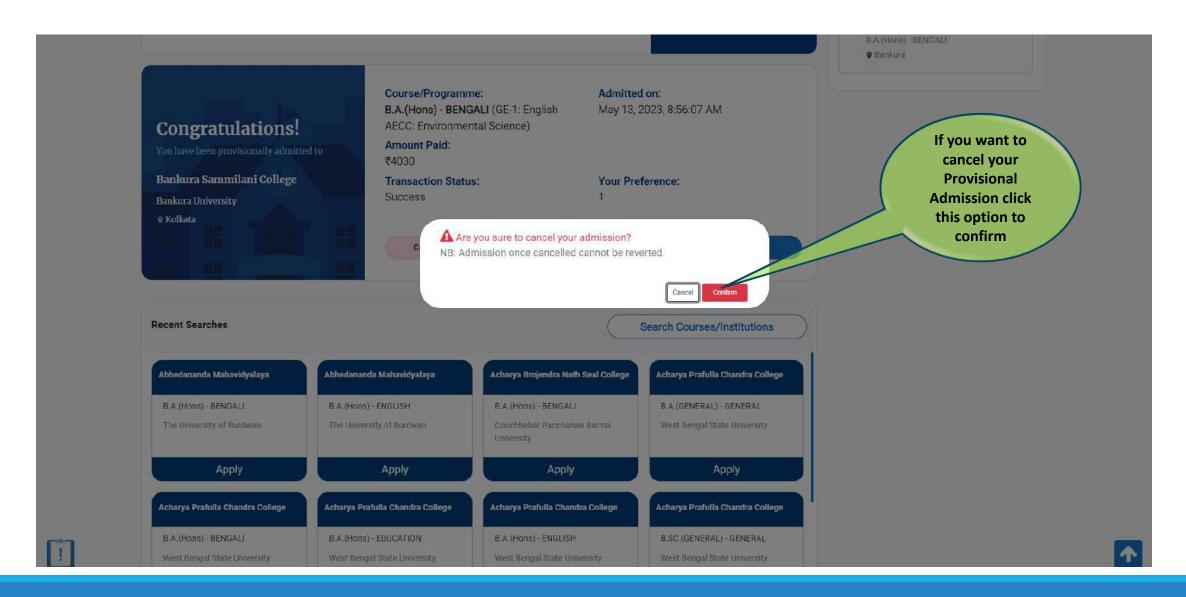


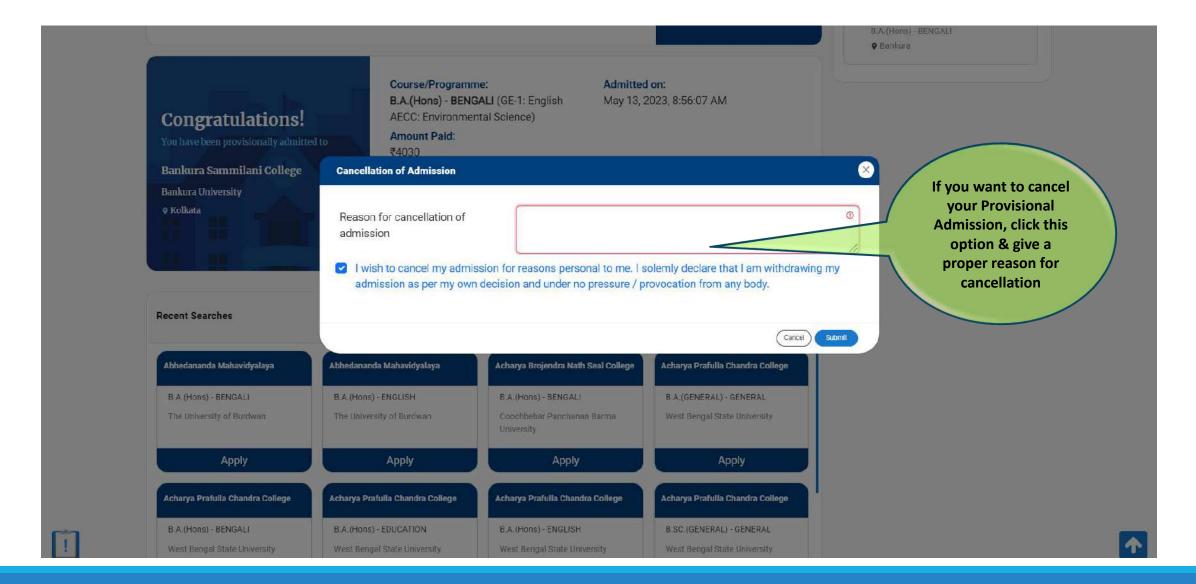
NOTE: If fee paid for the previous admission is more than the admission fee of the current institution, the excess fee will be transferred to the applicant's account (as entered by the applicant) after the entire admission process is over.

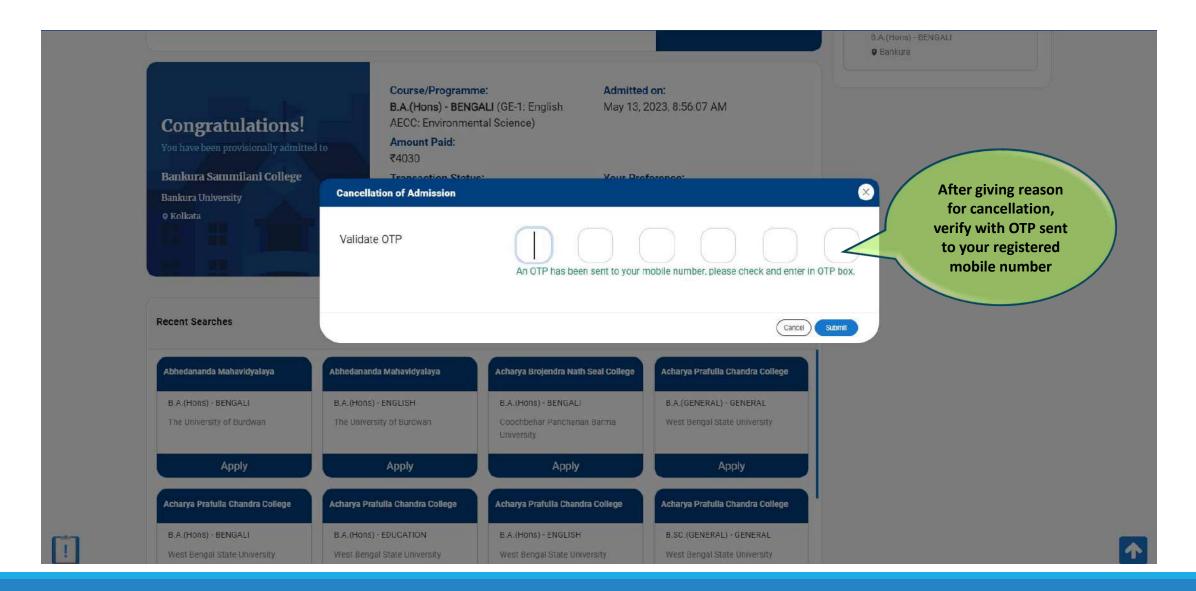
m

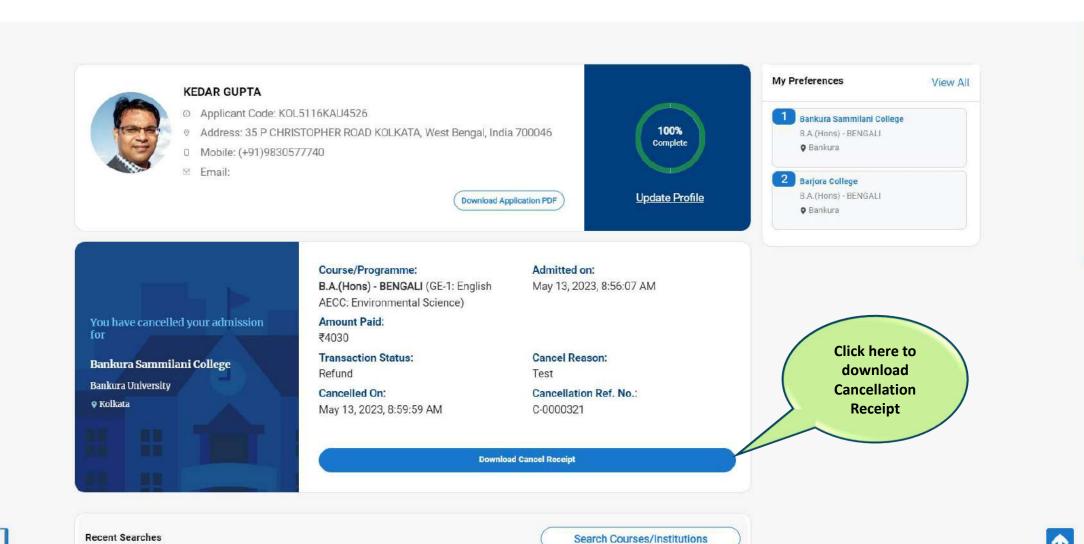
## Procedure for Cancellation of Admission

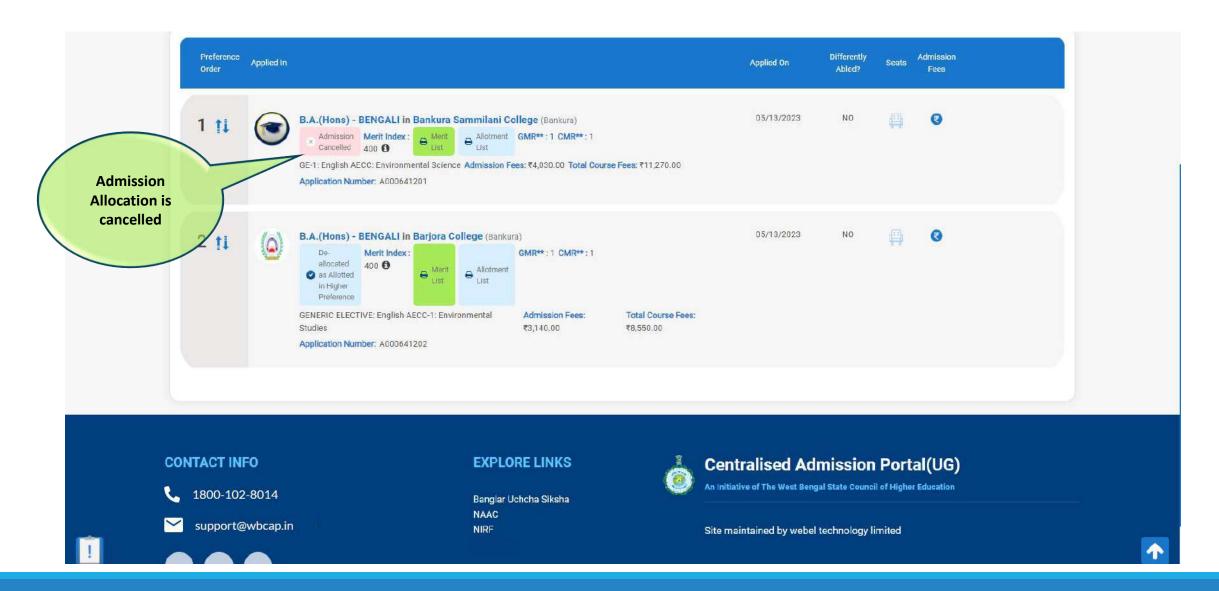










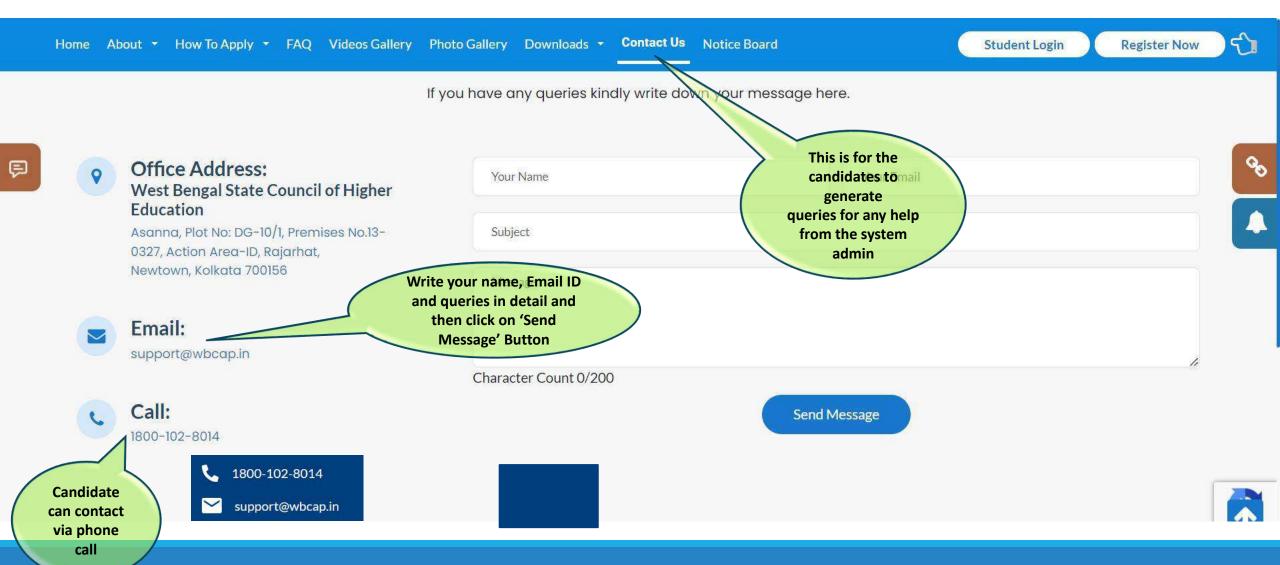


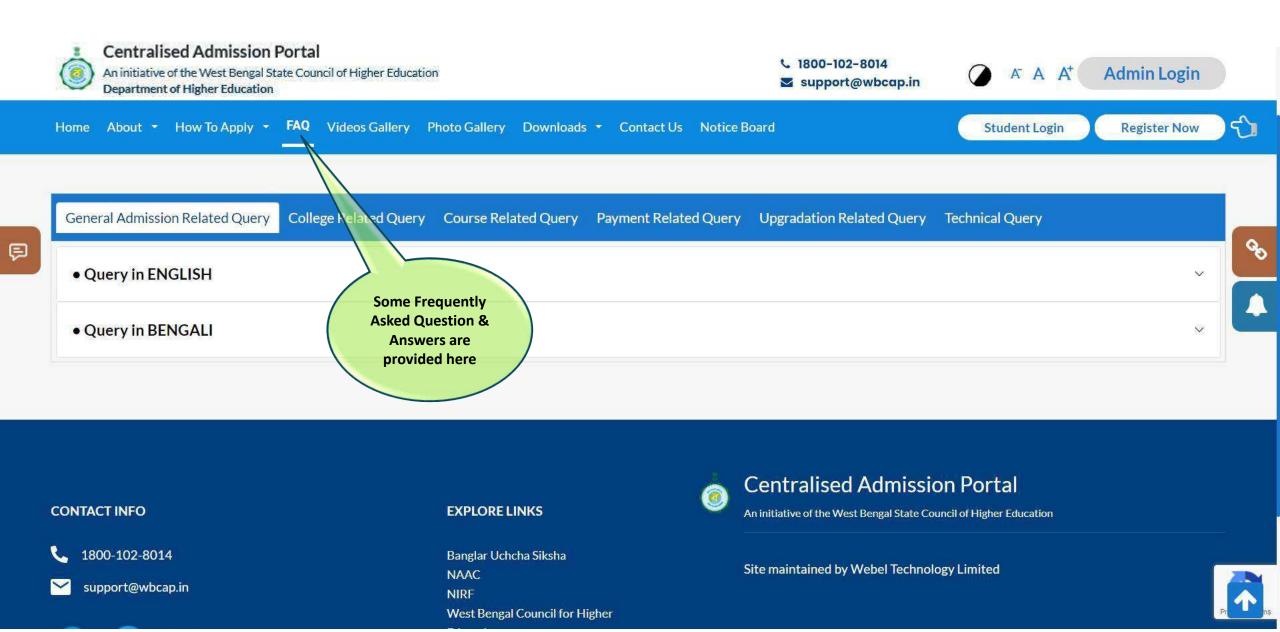
# Other Options for the Applicant

**Applicant can check the Dashboard for Other Options** 

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







**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 Payment Date:

Amdanga Jugal Kishore Mahavidyalaya

B.A.(Hons) - HISTORY

Admitted

Payment ID: P0000207

Payment Amount:

₹770

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, 10:22:28 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, 2023, 10:21:20 AM

Payment Status:

Failed

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

