User Manual for Students

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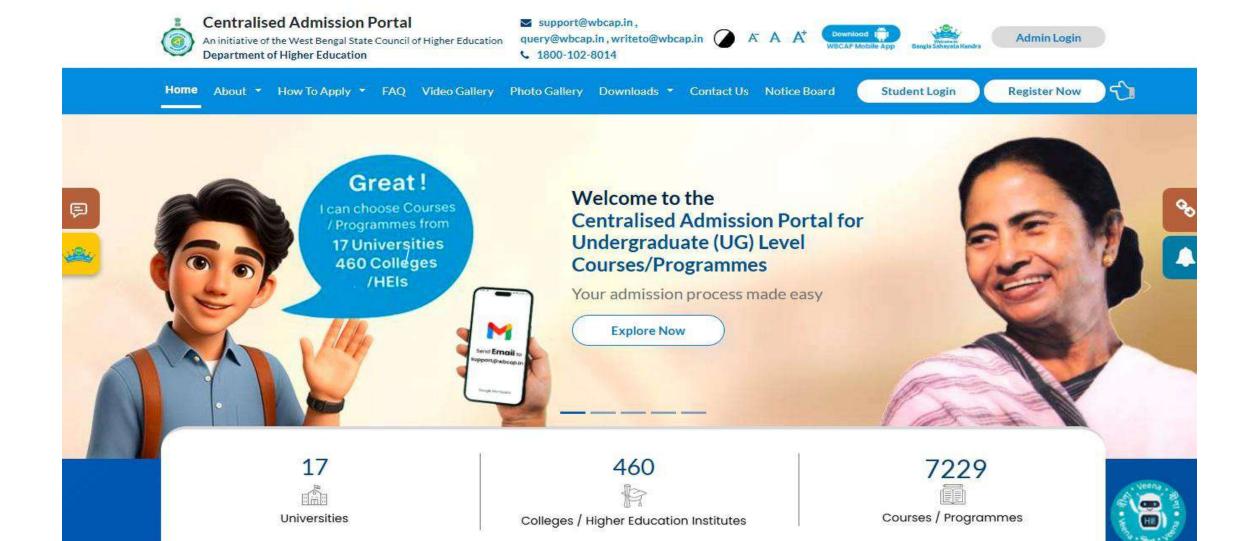
Introduction:

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. Admission to the Undergraduate Courses in 17 Universities and 460 Government and Government-aided Colleges/ Higher Educational Institutions (HEIs) will be conducted through this portal.

The Centralised Admission Portal is a single window for admission to UG Courses/Programmes across HEIs of the state of West Bengal. 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.

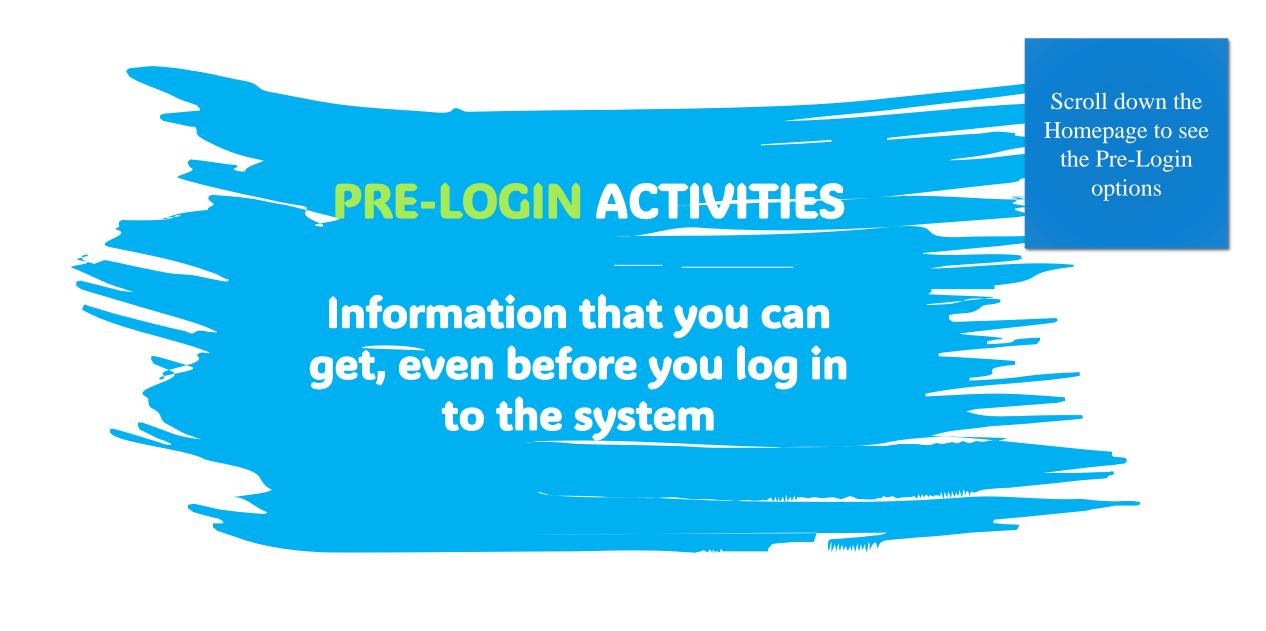
The Department of Higher Education, Government of West Bengal welcomes all students and wishes them a hassle-free admission journey to the path of higher education in Bengal.



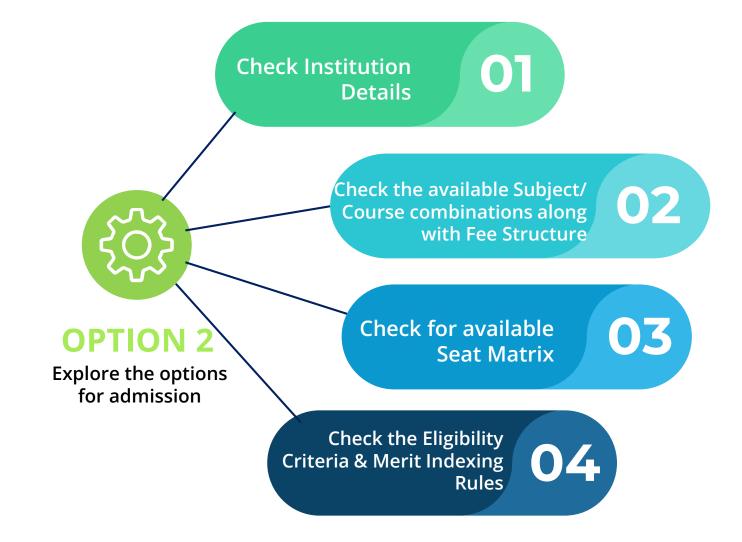


Homepage

Important Messages



Pre-Login Options to know the Steps of Admission and Other Related Details



the UG Courses/ Programmes

OPTION 1

Know the steps to

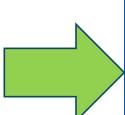
be followed for admission to

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







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.



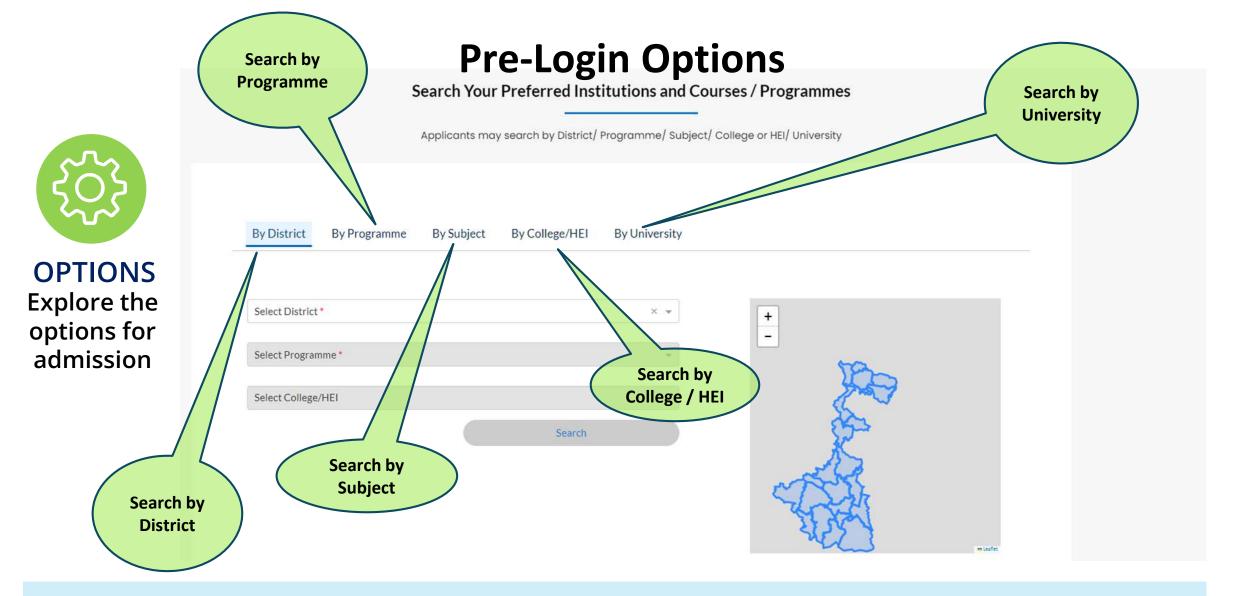
For applying to any Course/
Programme, follow three basic steps

STEP 1
Create
your
Profile

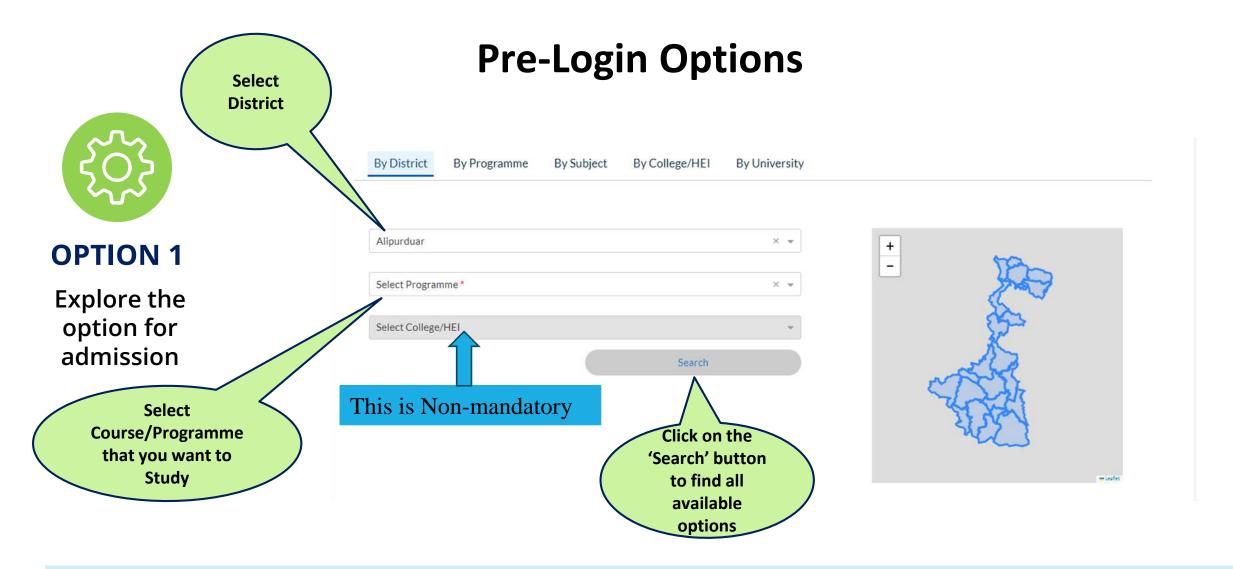
STEP 2
Check your
eligibility for
the Courses /
Programmes you
are
looking for

STEP 3

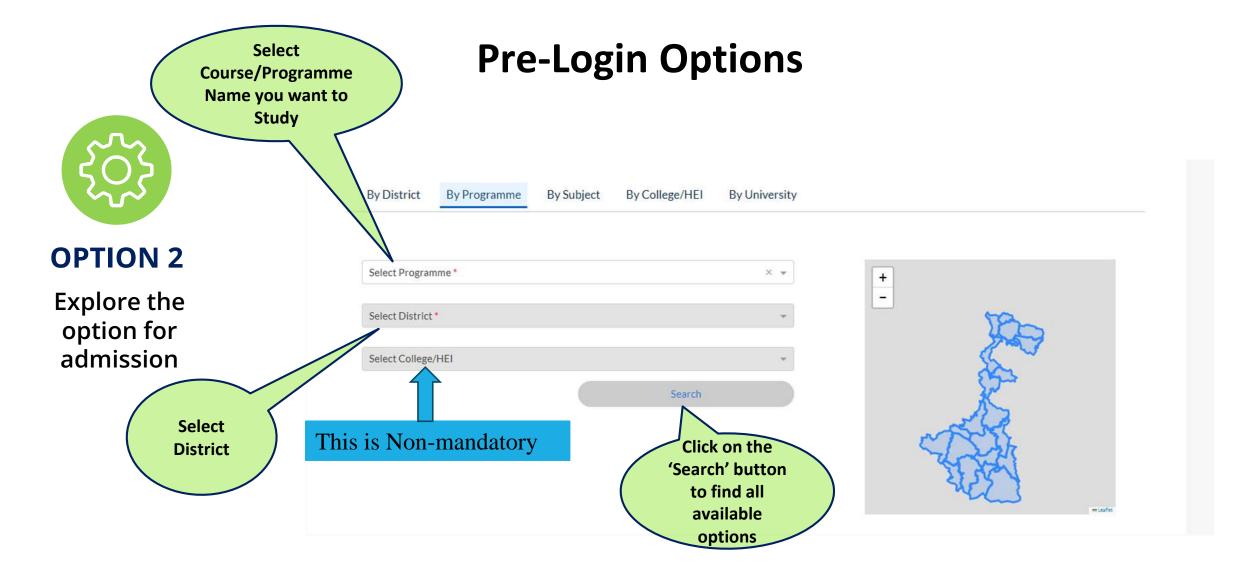
If you are eligible,
add that Course
/Programme
to the Preference List &
rank the same accordingly
Do this very carefully.



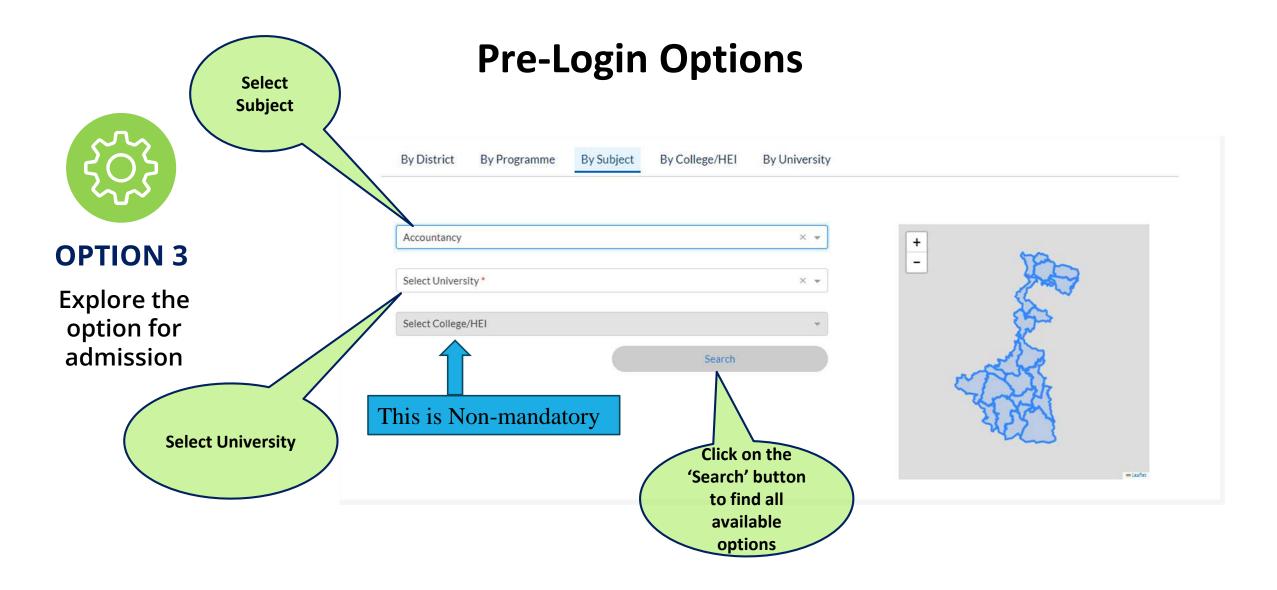
There are 5 different ways to search for your preferred option.



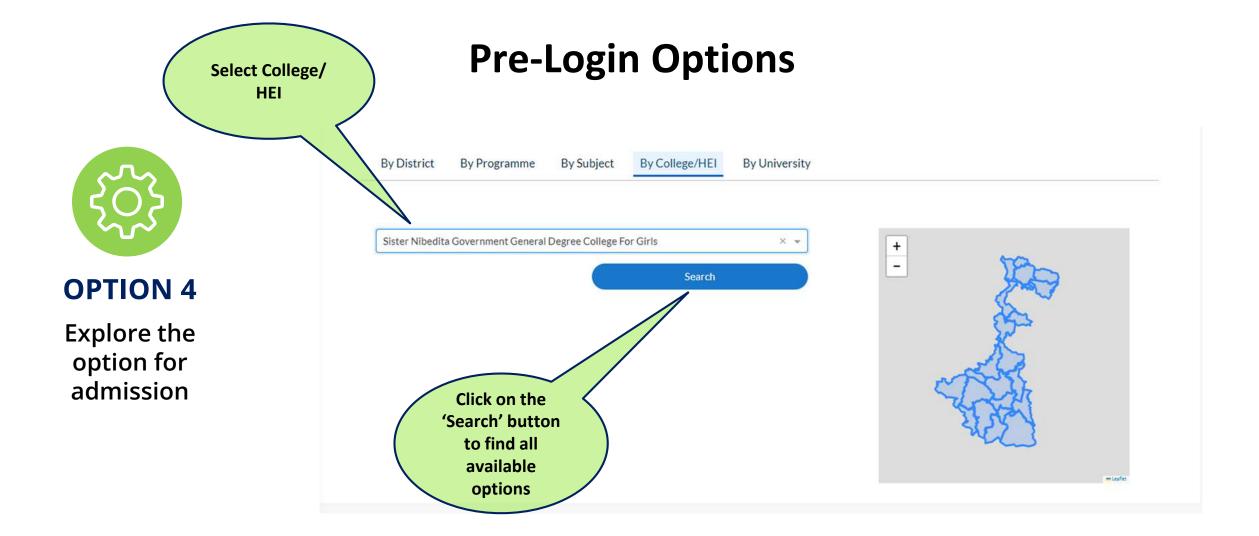
Example: How to Search by District



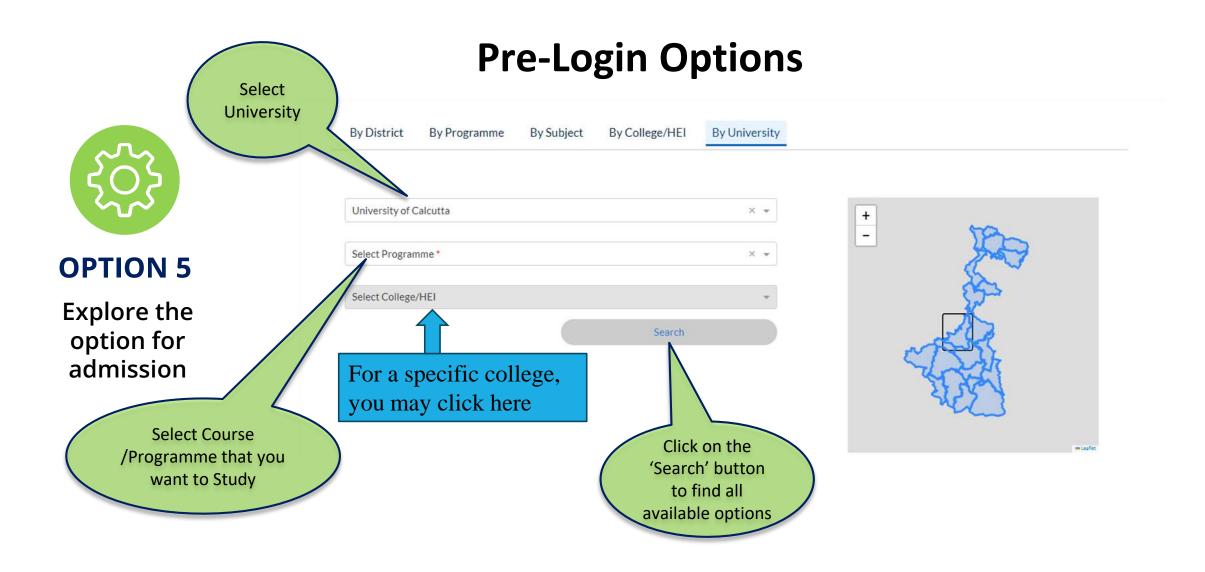
Example: How to Search by Programme



Example: How to Search by Subject



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

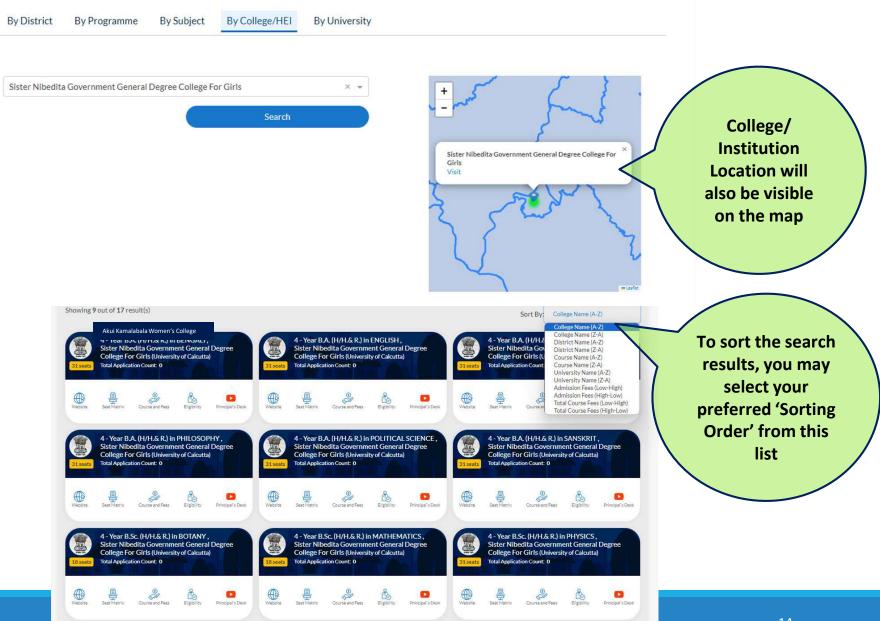


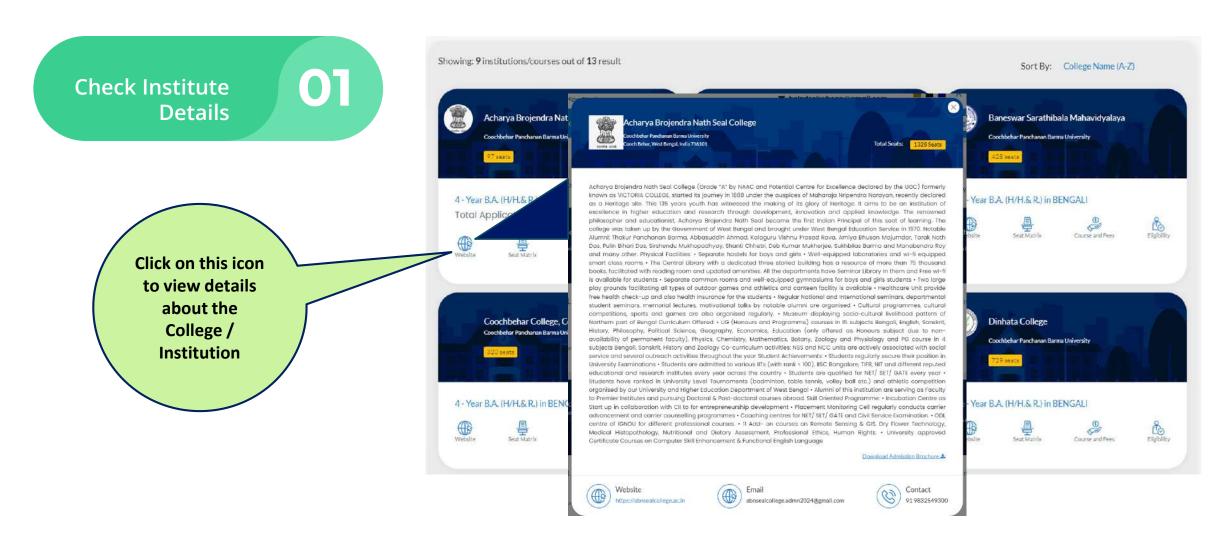
Example: How to Search by University



Search Results

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

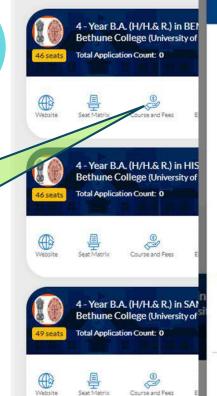




Check the available Subject/ Course combinations along with Fee Structure

02

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



Course 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)

	FEES PAYABLE AT	
SUBJECT COMBINATION	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'

Girls ₹ 62,400.00 Twenty four hours security, two lifts, Wi-Fi, mess facility, hygienic kitchen

** 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.

1 2 3 4 5 * **

Check for available Seat Matrix

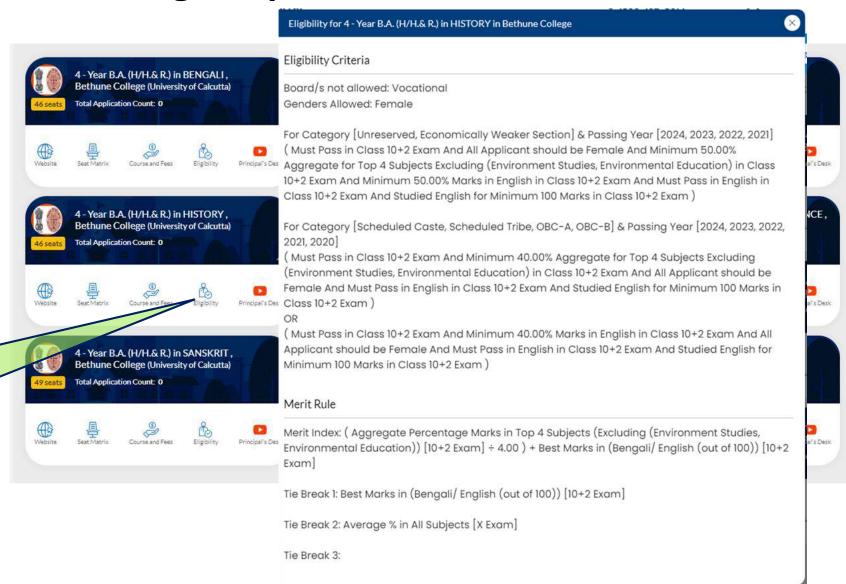
Click on this icon to view Seat Matrix (Category-wise number of seats) for this course in this institution



Check the Eligibility Criteria & Merit Index Rules

04

Click on this icon to view Eligibility & Merit Index Rules for this course in this institution

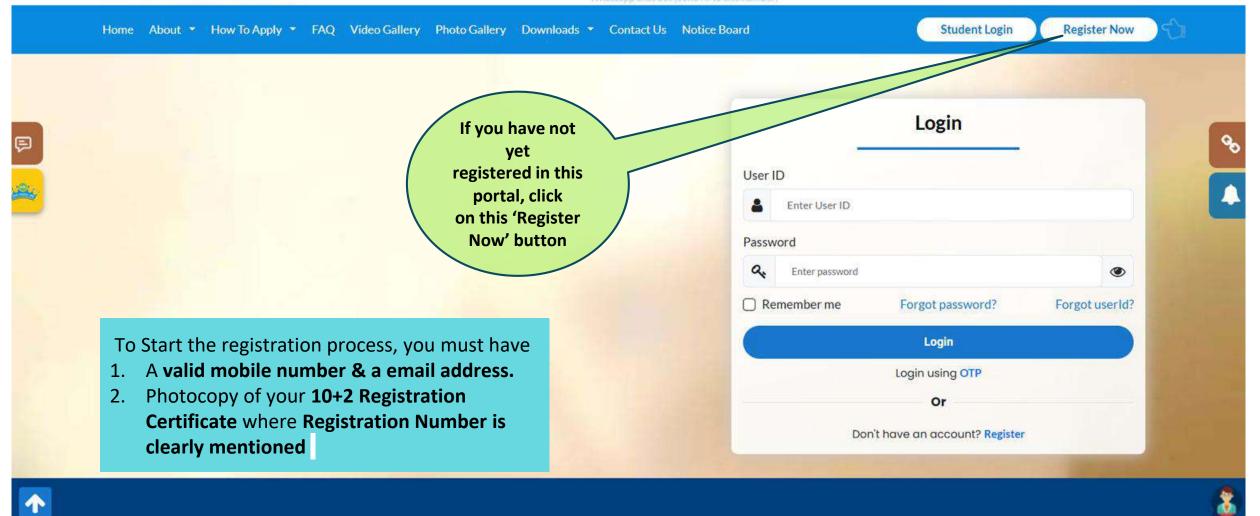


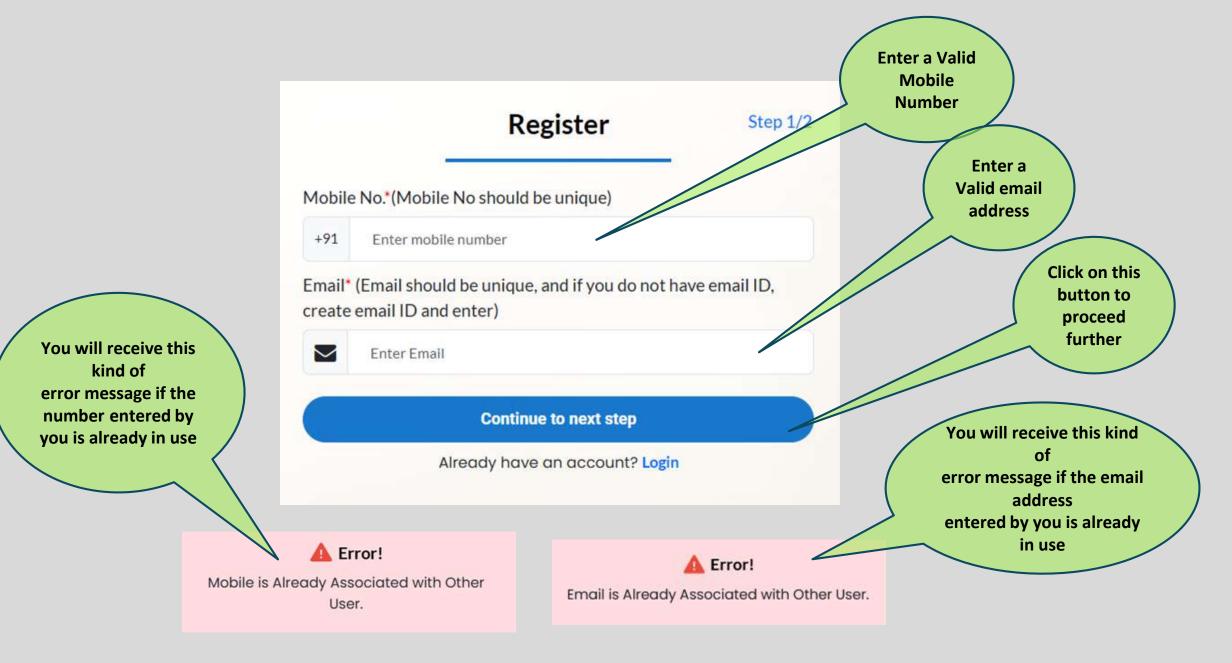


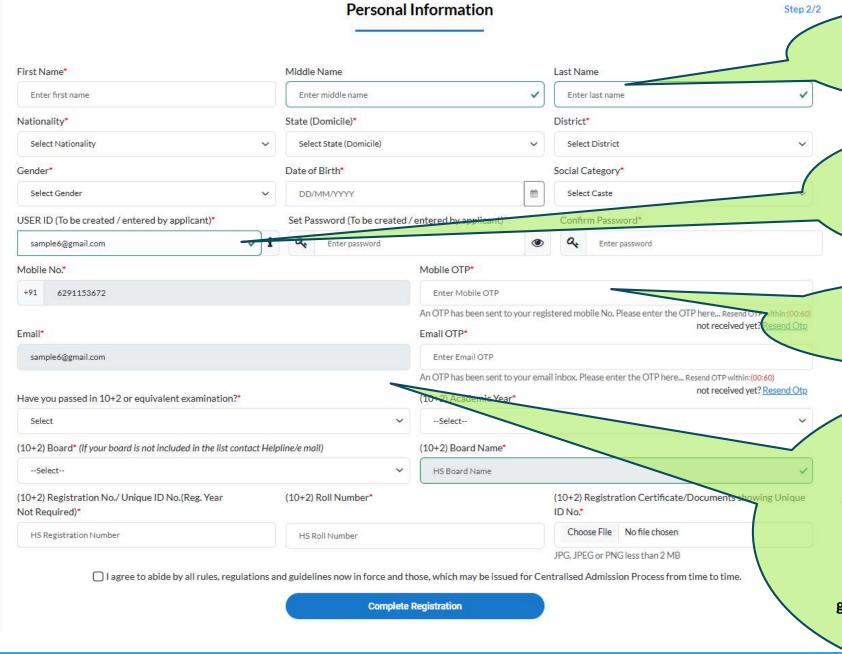
Go to the top of the home page and click on the 'Register Now' button











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

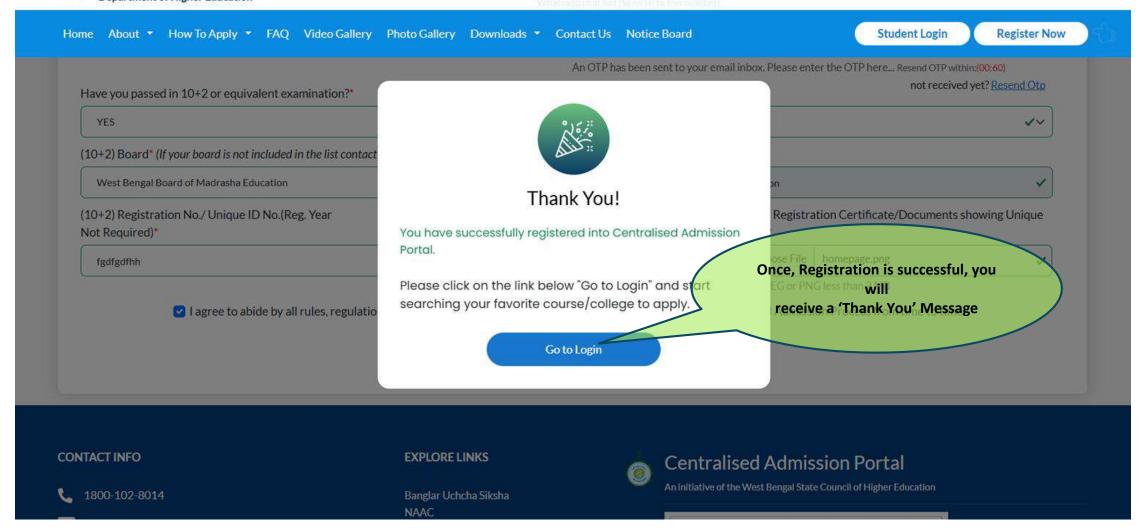
By default, system will consider email address as your username. However, you may change username as per your wish. You may also create new password

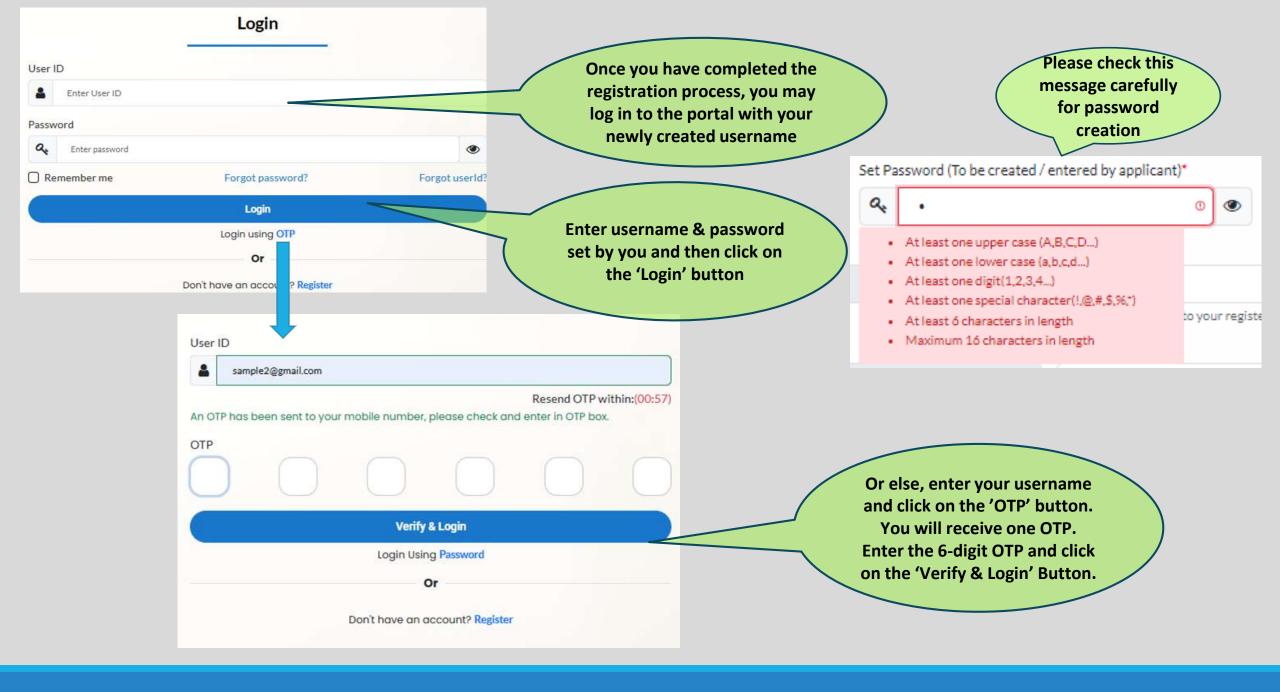
You will receive two OTPs, one in your mobile and the other in your email. Please fill up in the space provided.

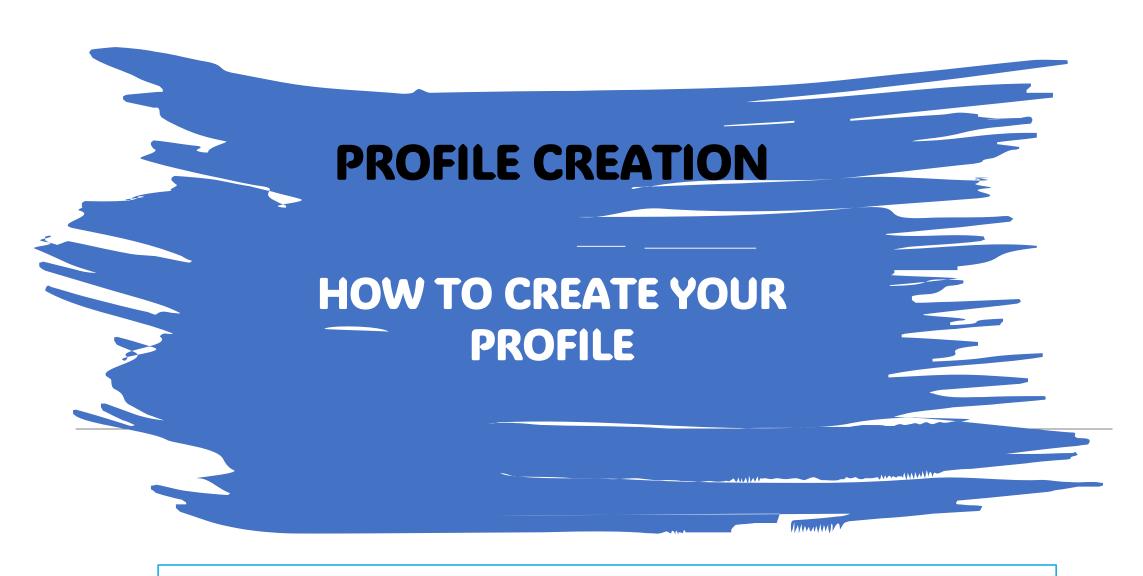
To complete the Registration process, you need to enter a few details regarding your 10+2 Exam – Firstly, a confirmation is required that you have passed the 10+2 exam. Then, you must mention your year of passing, Board name, Registration Number.

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.

Centralised Admission Portal An initiative of the West Bengal State Council of Higher Education Department of Higher Education







As you log in , you will find the page as shown in page 26

support@wbcap.in, query@wbcap.in, writeto@wbcap.in

**** 1800-102-8014

A A A





An initiative of the West Bengal State Council of Higher Education

Department of Higher Education

+918967090096 Whatsapp chat bot (Send Hi to this number)

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AKASH

O Applicant Code: NPG250000090

Address:

☐ Mobile: (+91)6291153671

☑ Email: sample5@gmail.com



Update Profile

Important Messages

You have completed your Registration, Please update your Profile immediately.

Percentage of completion of Profile is given here.
Click on the Update
Profile Link and continue to update the Profile details until it shows

CONTACT INFO

1800-102-8014

EXPLORE LINKS

Banglar Uchcha Siksha NAAC



Centralised Admission Portal

An initiative of the West Bengal State Council of Higher Education

How to Create Profile

Personal Information

You can upload Signature, Photo and other personal Information in this section

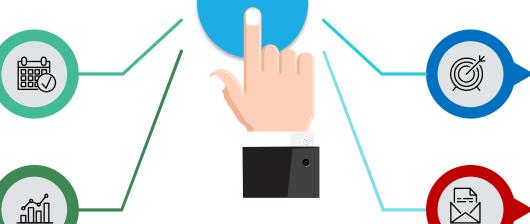
Address

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.

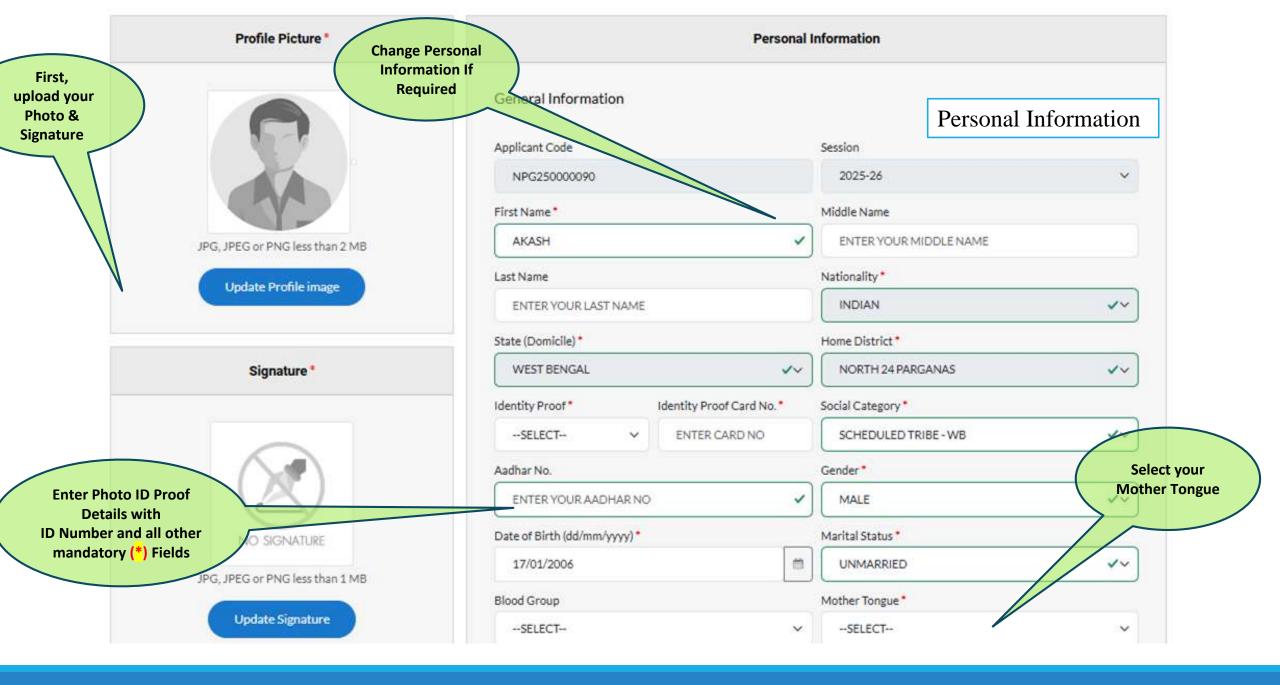
Preview

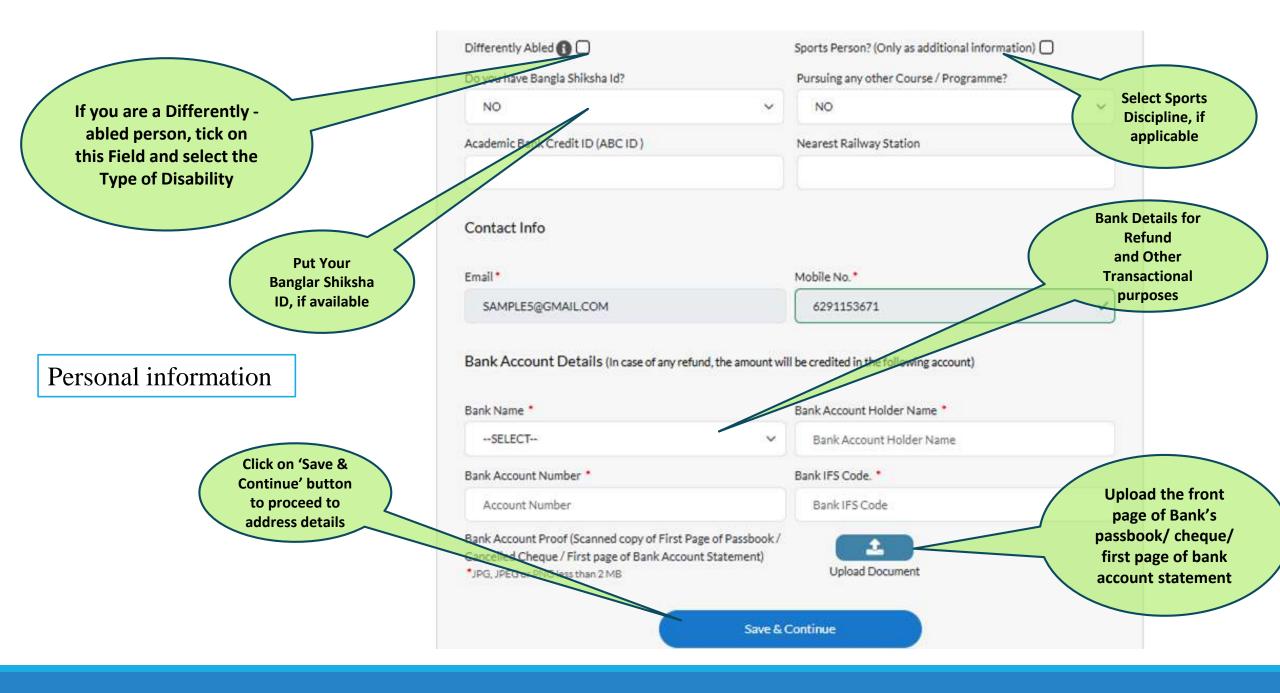
-@-

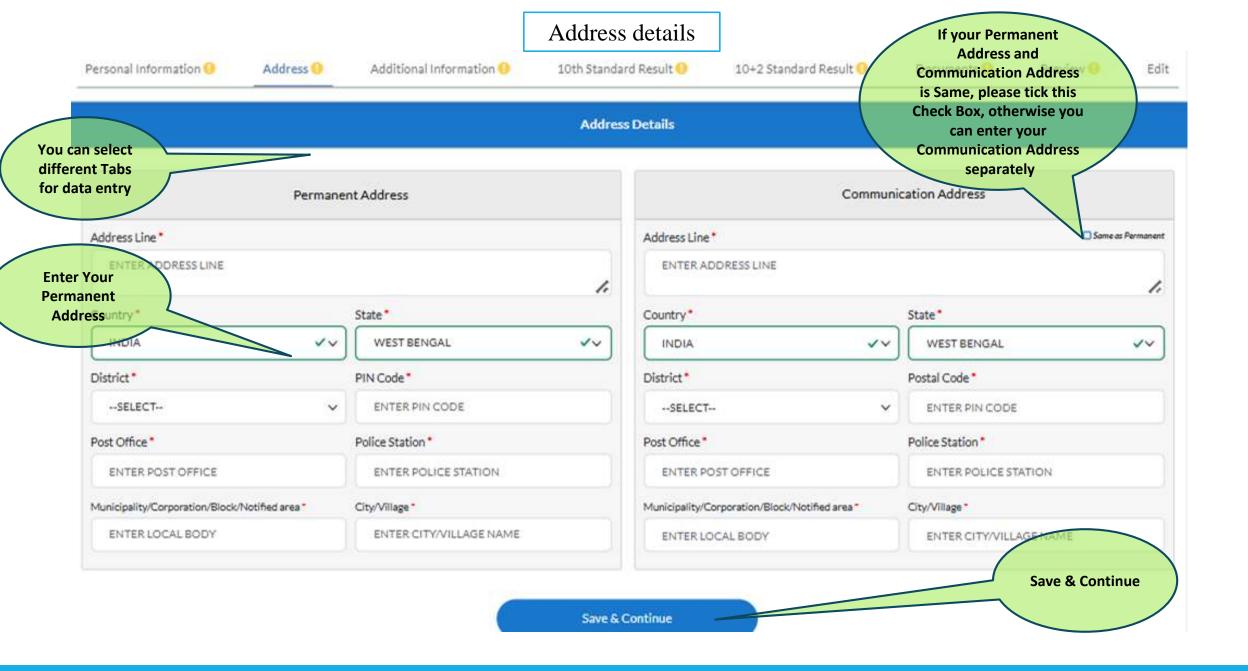
You need to check this section carefully and check each checkbox to proceed further. Once completed, submit the Profile. After successful submission, you will be able to apply for different courses.

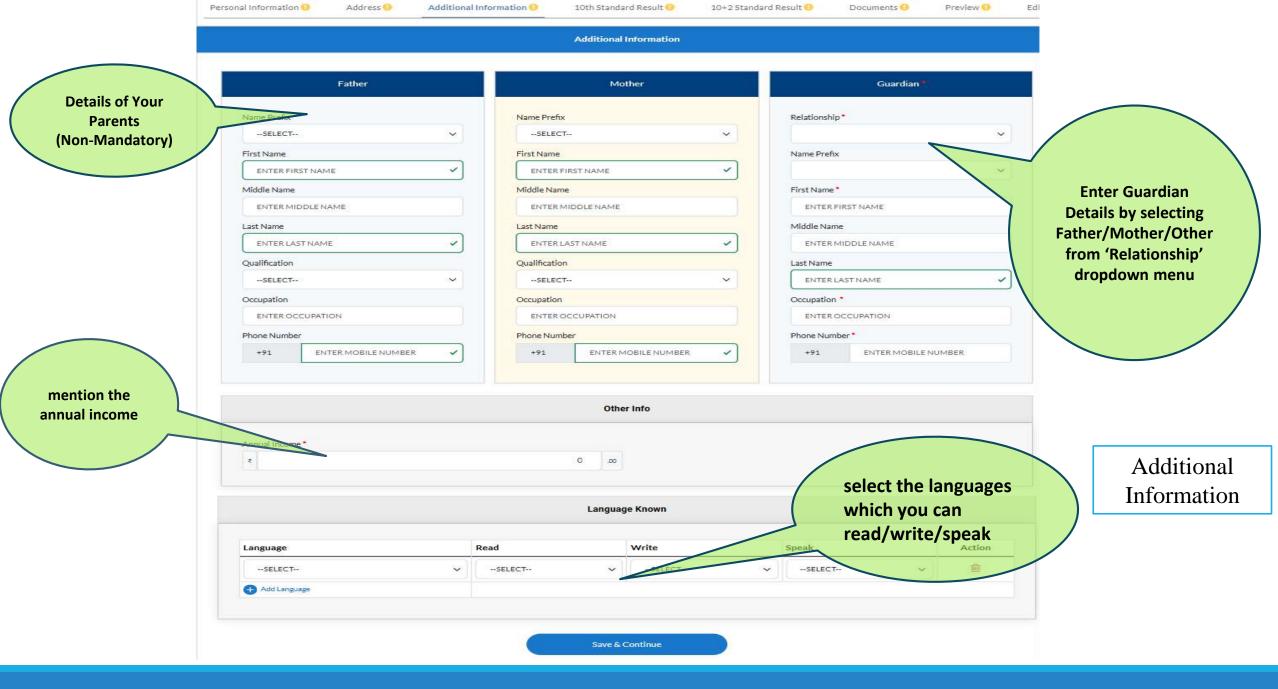
Edit

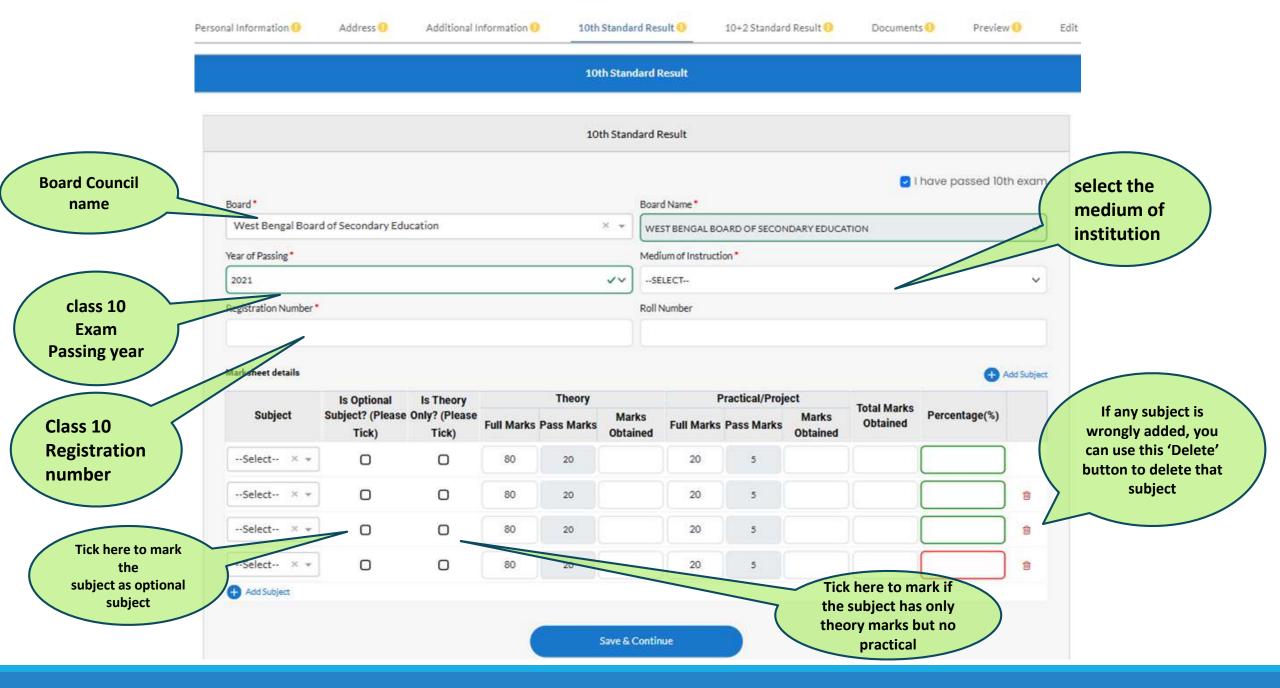
Once submitted, you are not supposed to modify the profile. If genuinely required, you need to open the profile for editing from this section. Only then you may update your profile once again.

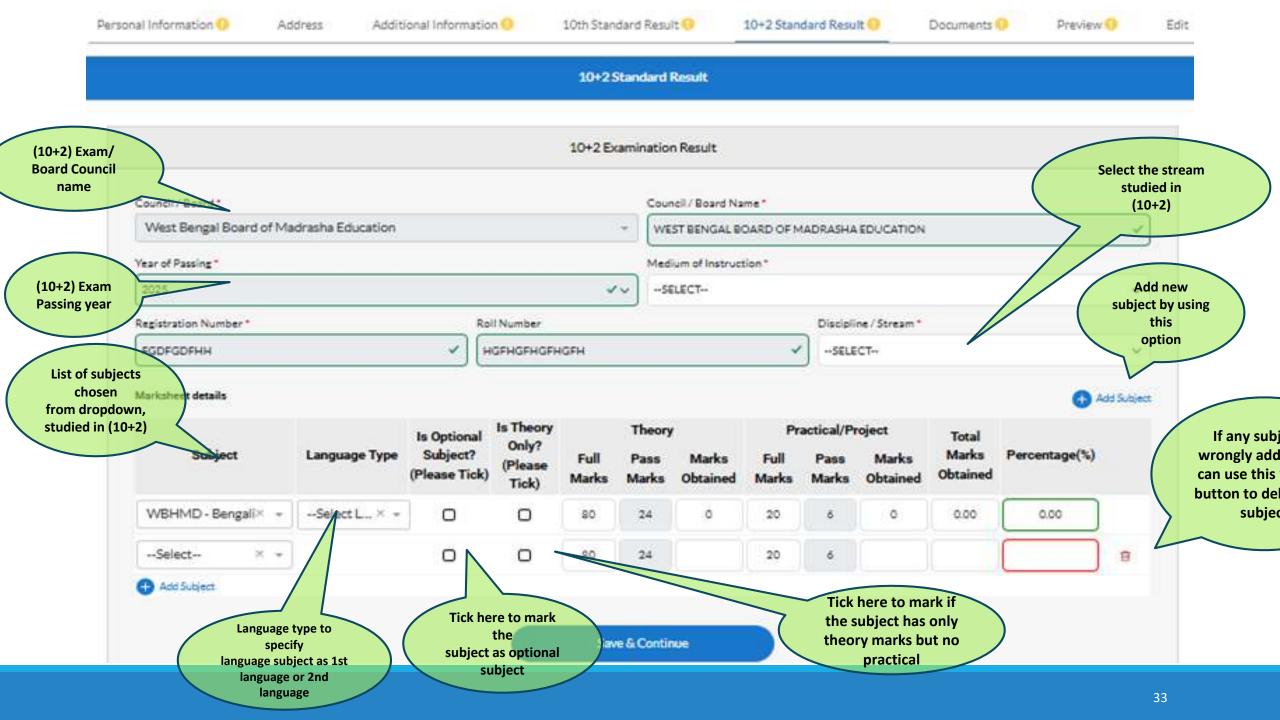


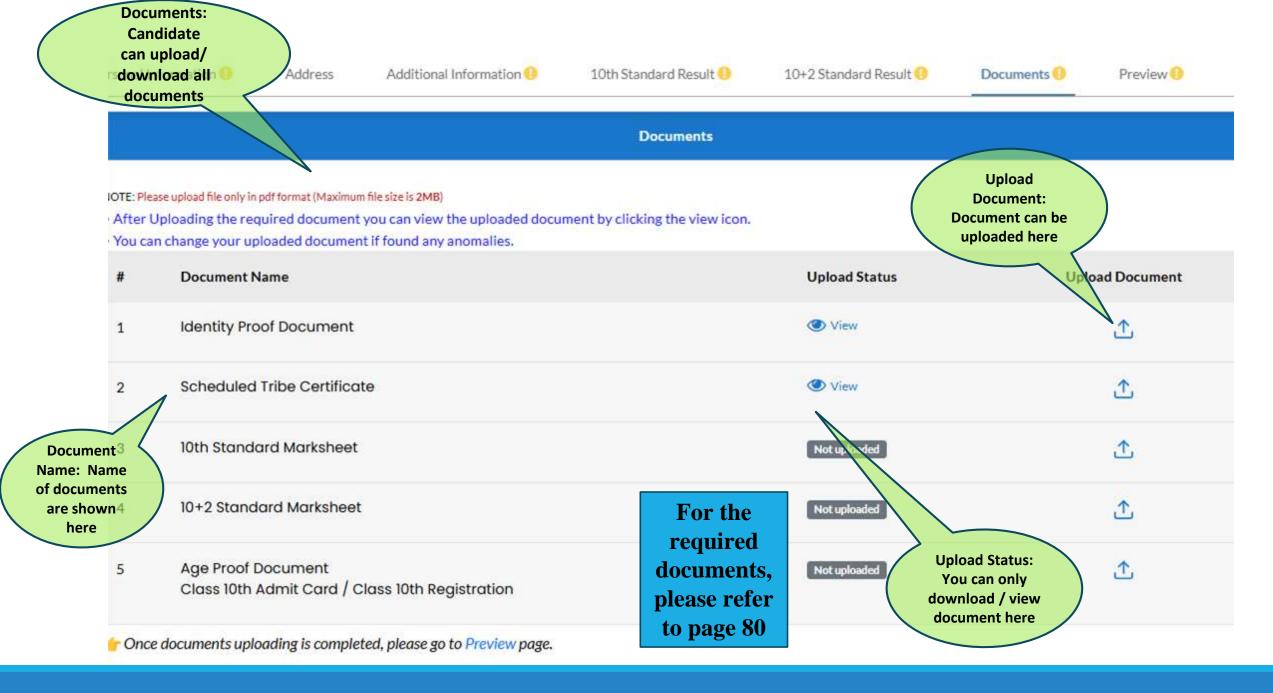


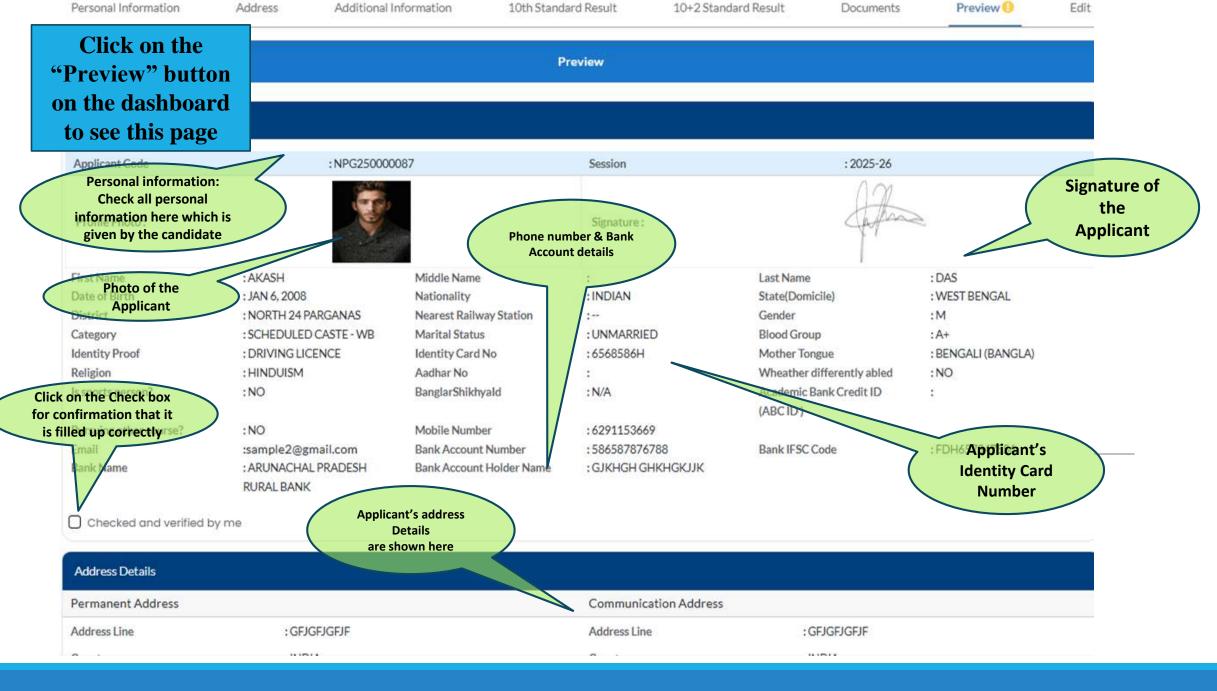






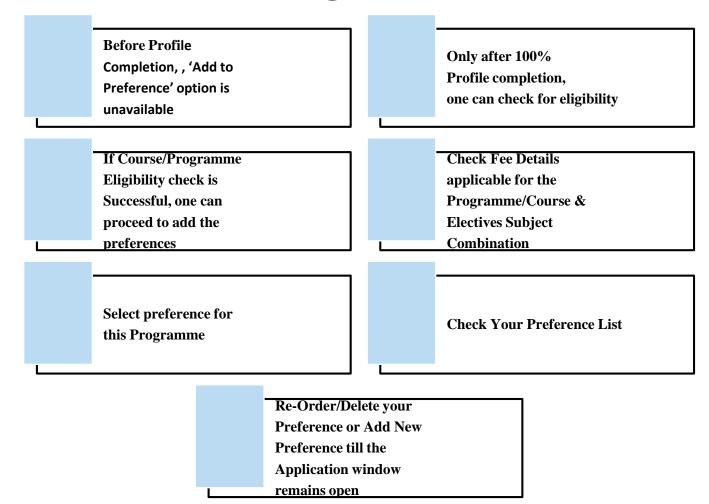




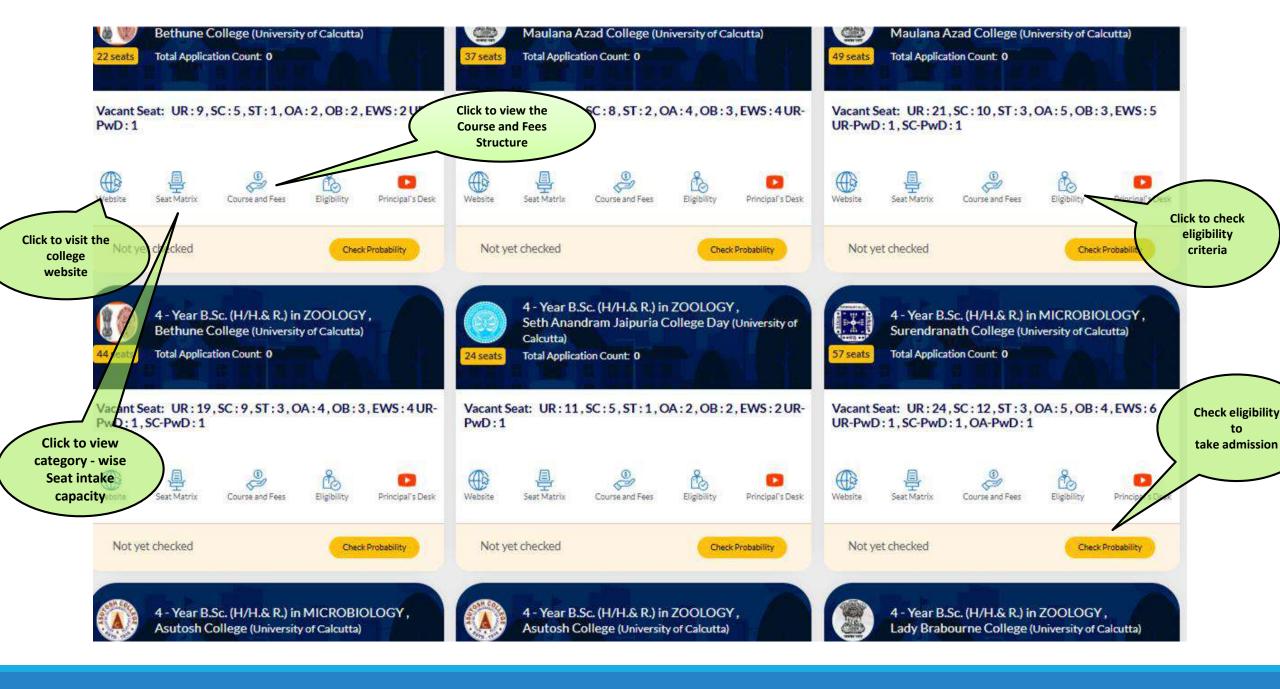


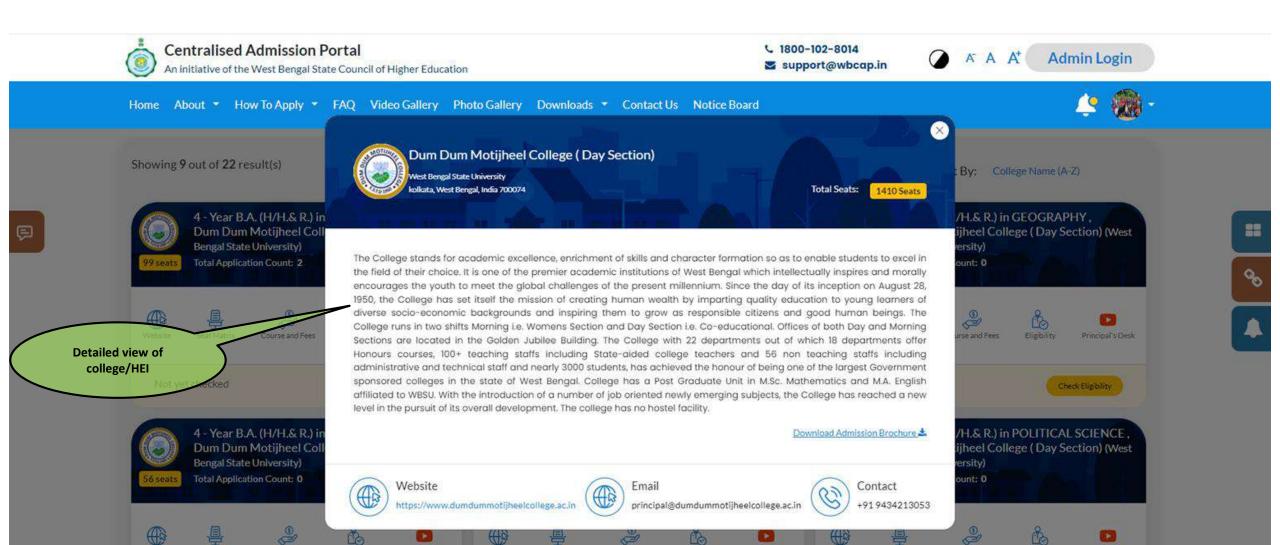
Checked and verified by m	ne		
Anti Ragging Declaration			
the Check ox for 1 confirm that I have read the nation that I) ments are ed correctly	ne judgment of the Hon'ble. Supreme lge in Ragging or any form of violent	ad, click on the link ABSTRACT OF UGC REGULATIONS ON RAGGING)) e Court on prevention of Ragging. (To read, click on the link SUMMARY OF THE JUDGMEN t behavior. Neither will I tolerate being ragged or subjected to violence. is on me to prove that I am not guilty.	of the "Preview"
-550 1975 75 VC 75 75 75	AT AT MODEL OF THE STATE OF THE	matter immediately to my Principal/Director and /or to the Anti-Ragging Help line at 18	page 900 18 0 3322 or emidir to
		solemnly pledge to fill the anti-ragging affidavit in www.antiragging.in before taking admi	ssion and submit the referenc
at the College/University during I Acknowledge	Click on the Check Box for confirmation that you acknowledge the anti-ragging	Consent	Click on this
I Acknowledge I solemnly declare that I have and that I am applying for an	Click on the Check Box for confirmation that you acknowledge the anti-ragging read andrules rstood the rules and dmission to LIC course(s)/programm case may be. I further declare that if		Click on this button to confirm. Now you are ready to add Programmes/HEIs
I solemnly declare that I have and that I am applying for a Education Institutions as the be held responsible for such i	Click on the Check Box for confirmation that you acknowledge the anti-ragging read andrules rstood the rules and mission to UG course(s)/programme case may be. I further declare that if invalidation, if any. that all the information provided in a sincorrect, my candidature is liable and State Council of Higher Eat	Consent Indications of admission to the undergraduate courses/programmes of all Universemes after fully understanding the rules/regulations/eligibility criteria etc. set forth by if my application turns out to be invalid for not understanding any rule/regulation or point this application are true, complete and correct to the best of my knowledgle to be cancelled even after admission as per rules now in force.	Click on this button to confirm. Now you are ready to add

How to Add Programme/HEIs to Preference



Refer to Pages 37-41 to add Programme/HEI to Preference





Course and Fees

Check Eligibility

Not yet checked

Seat Matrix

Not yet checked

Check Eligibility

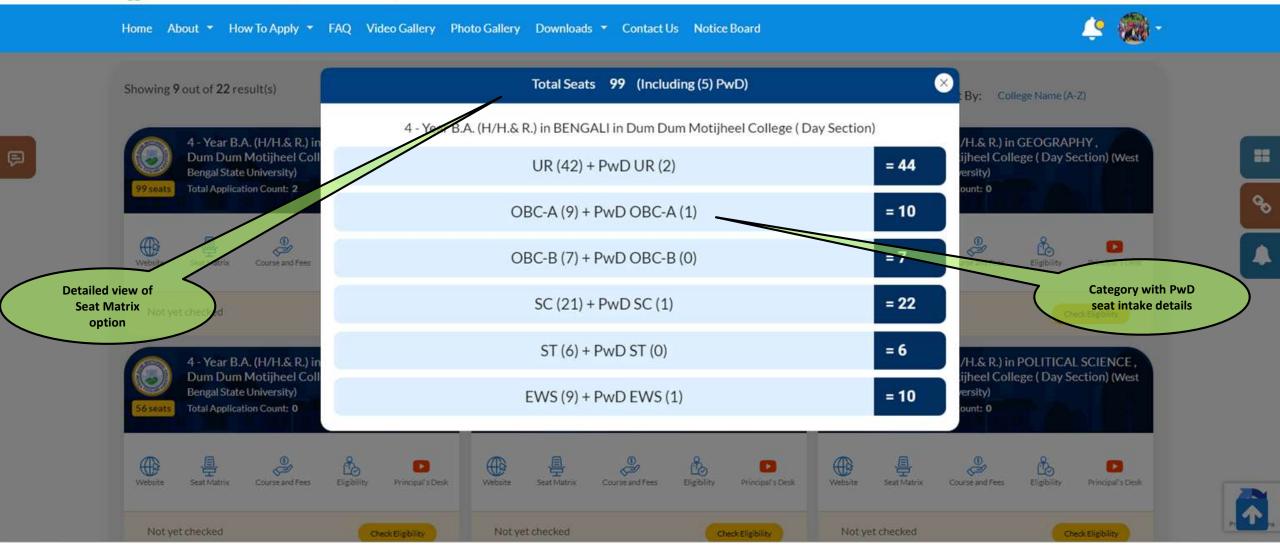
Not yet checked

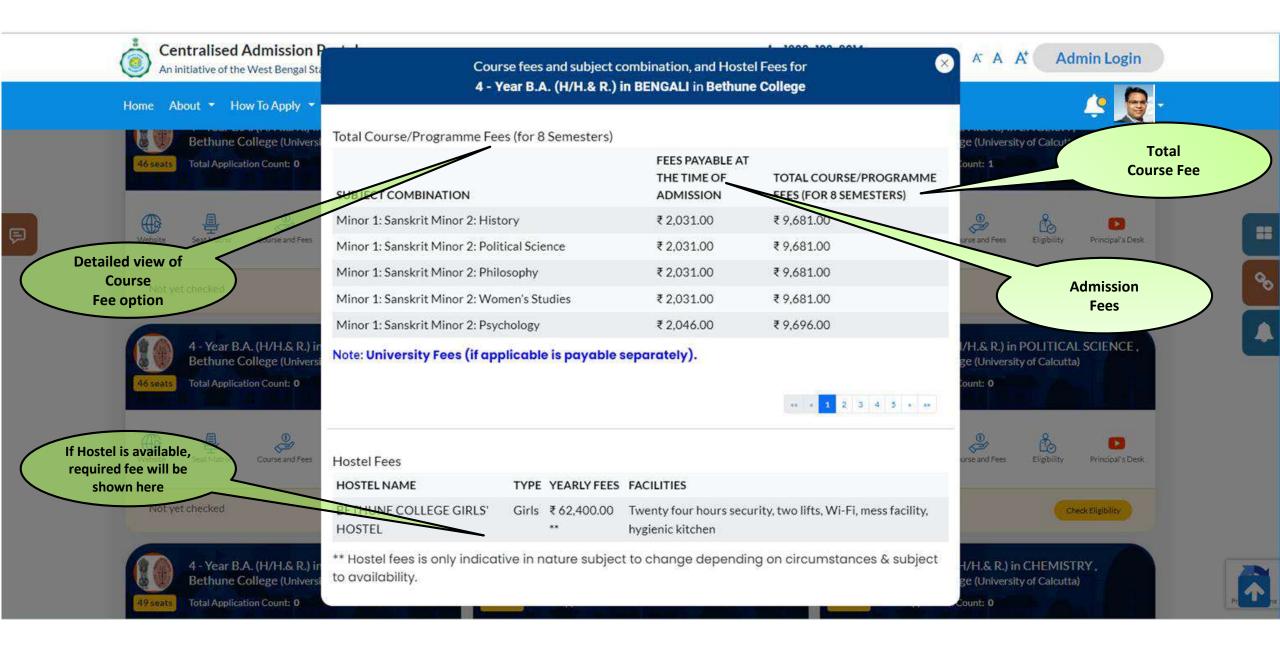
Check Eligibility

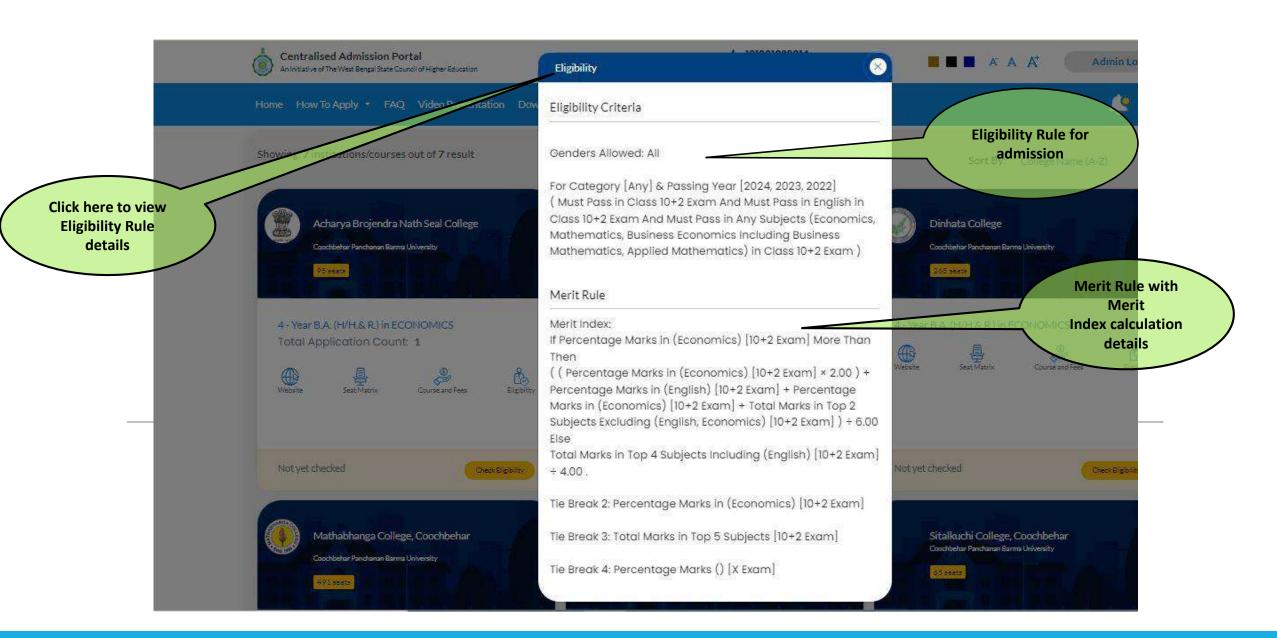
1800-102-8014
 support@wbcap.in



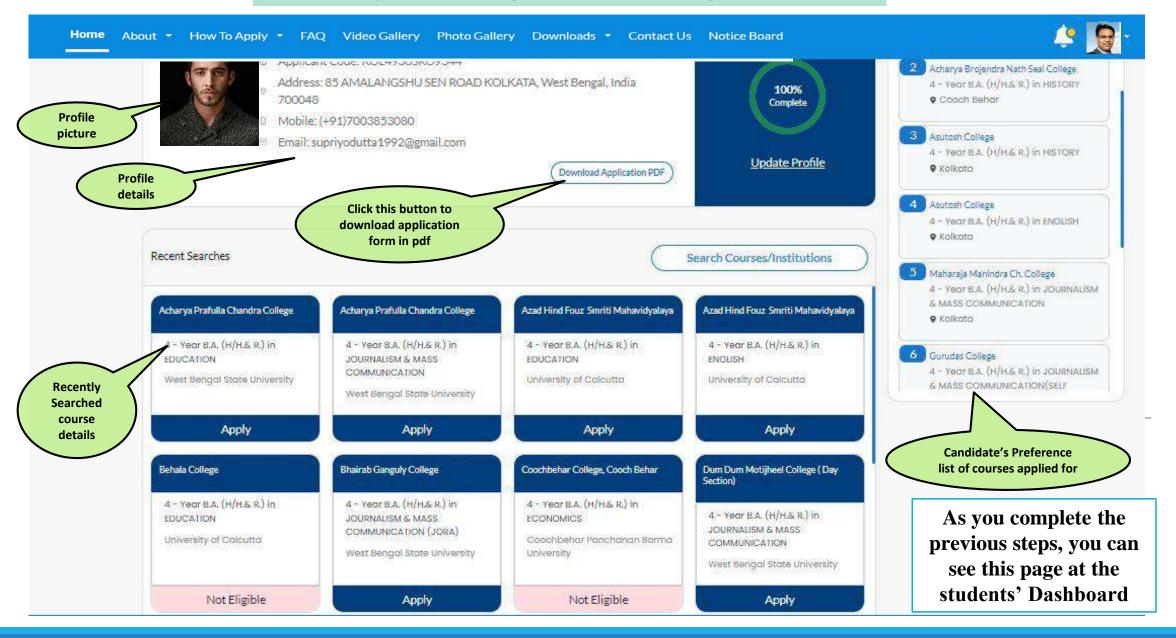
Admin Login



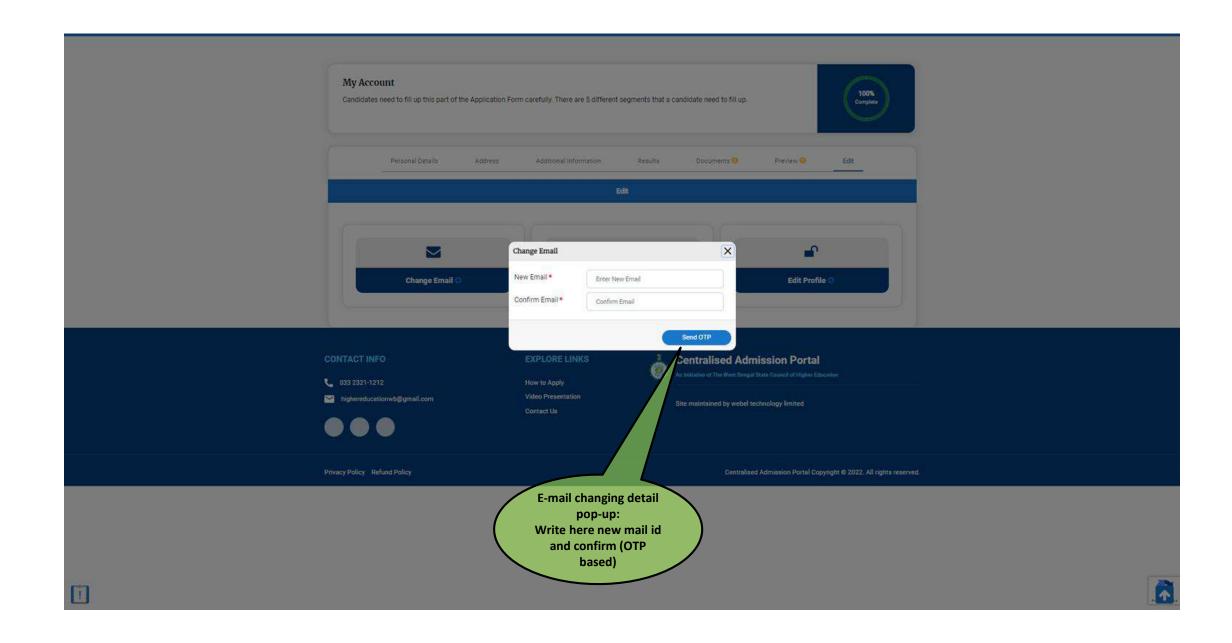


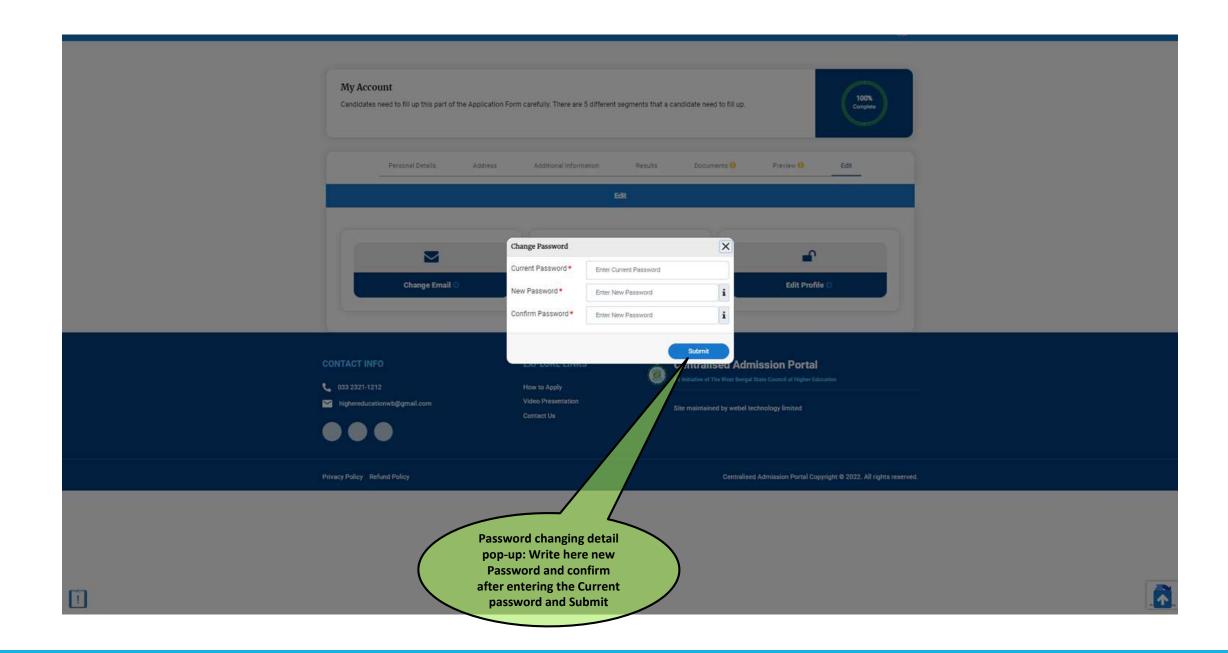


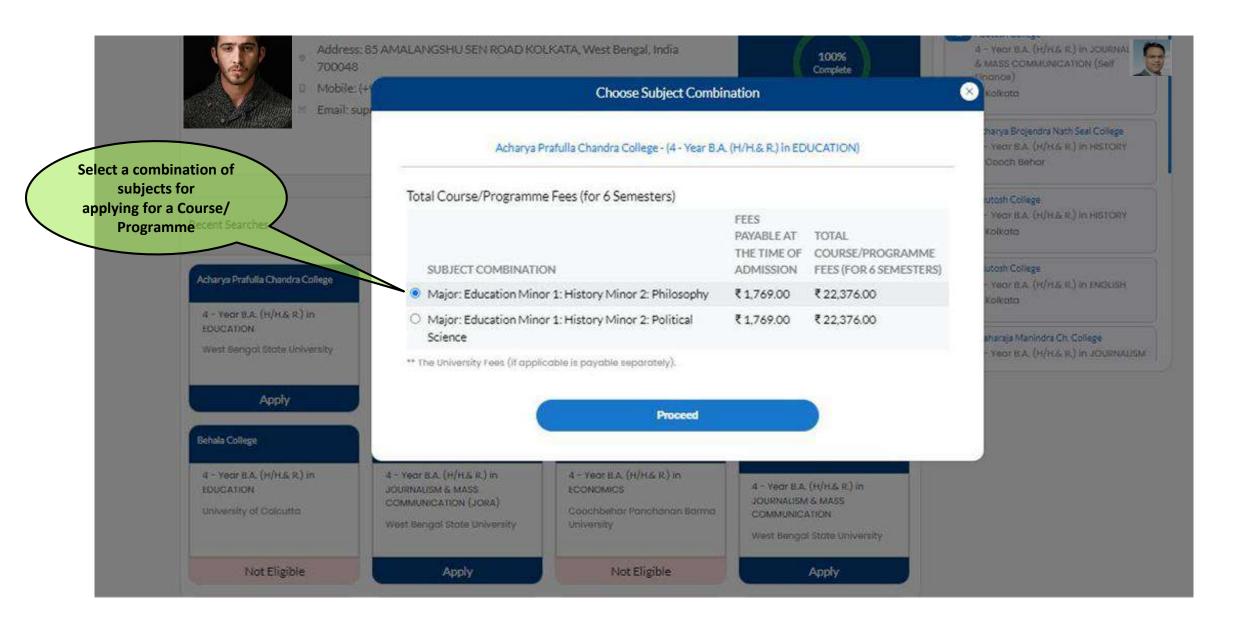
Profile Entry (Preview Page-Final Acknowledgement)

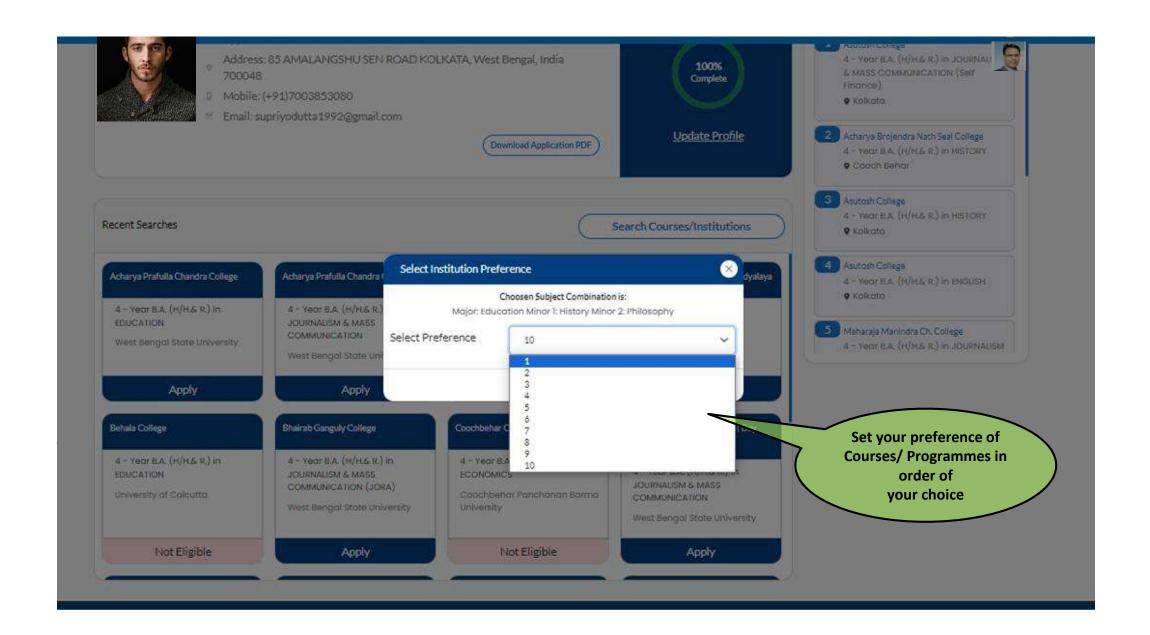


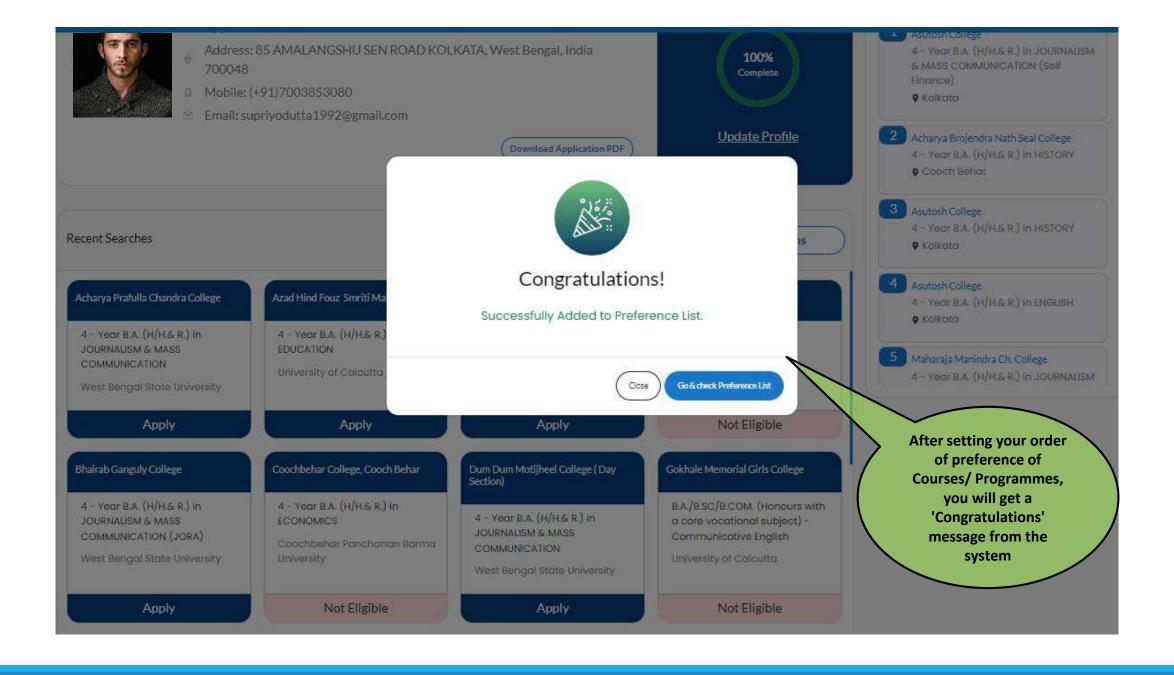
For editing your profile, you have to click on the "Edit" button to see this page My Account 100% Candidates need to fill up this part of the Application Form carefully. There are 5 different segments that a candidate need to fill up. Complete Address Additional Information Preview Personal Information Results Documents Edit Edit For Editing, use this button a. Change Email 💿 Change Password Edit Profile © Use" this option to Use this option to Use this option to change your E-mail change your account make any Address, if required password, if required change or edit your Profile details Refer page 44 Refer page 45

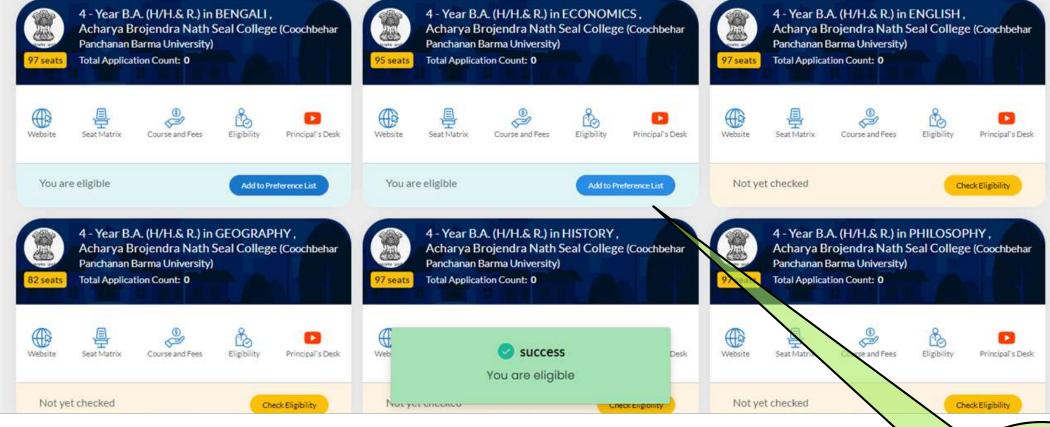






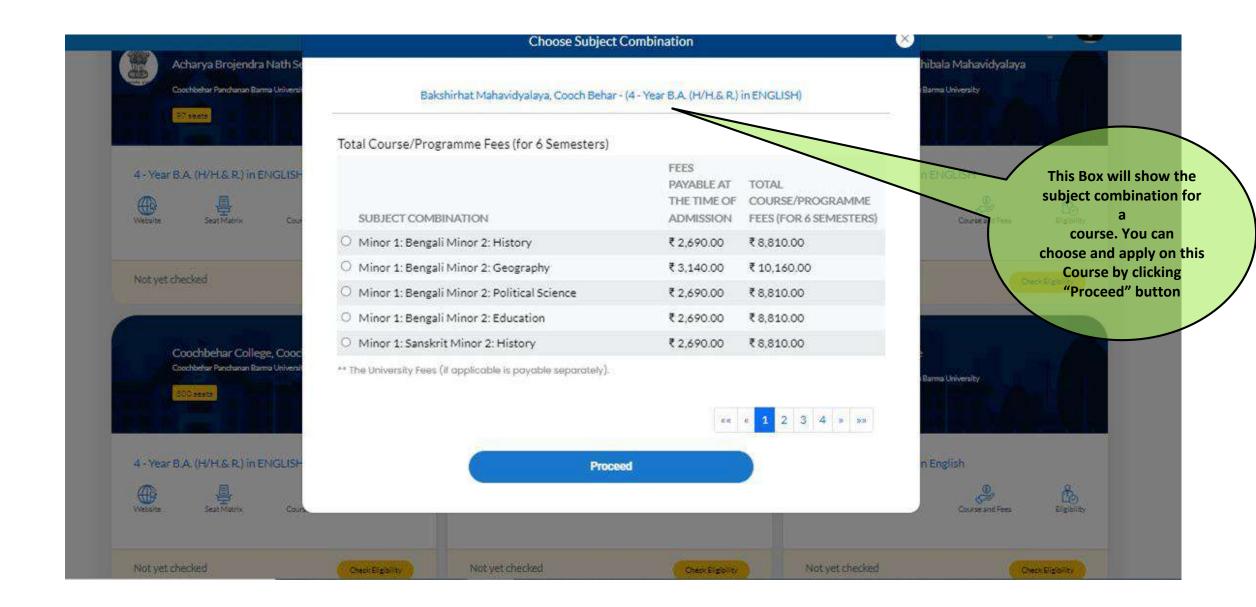








After checking your eligibility, you may apply for a given Course/
Programme and add it to your list of preference



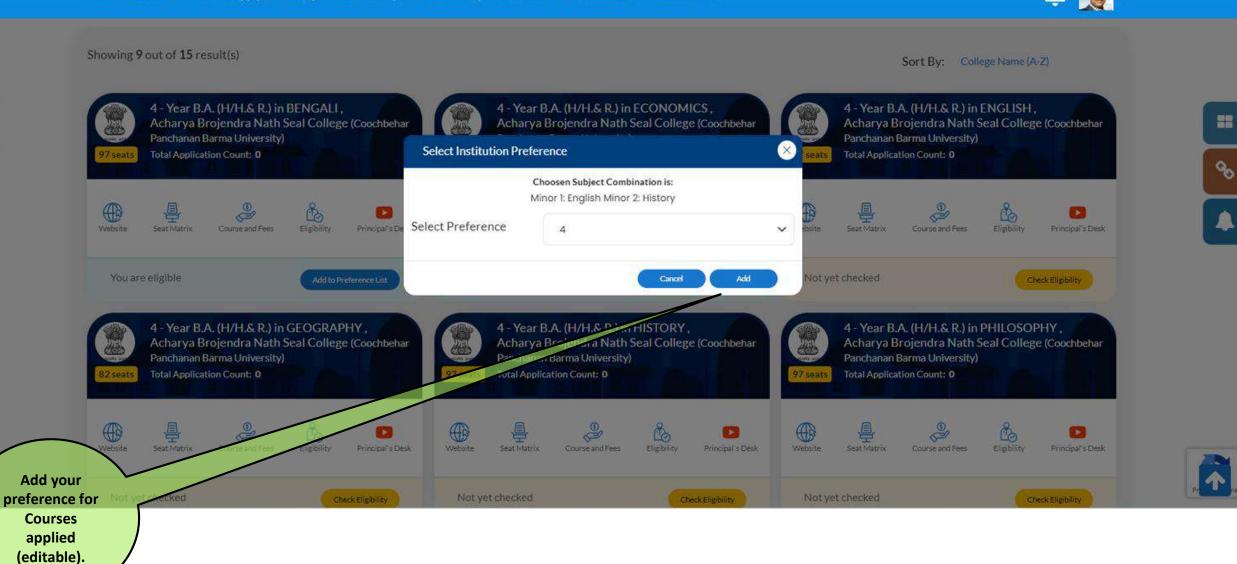
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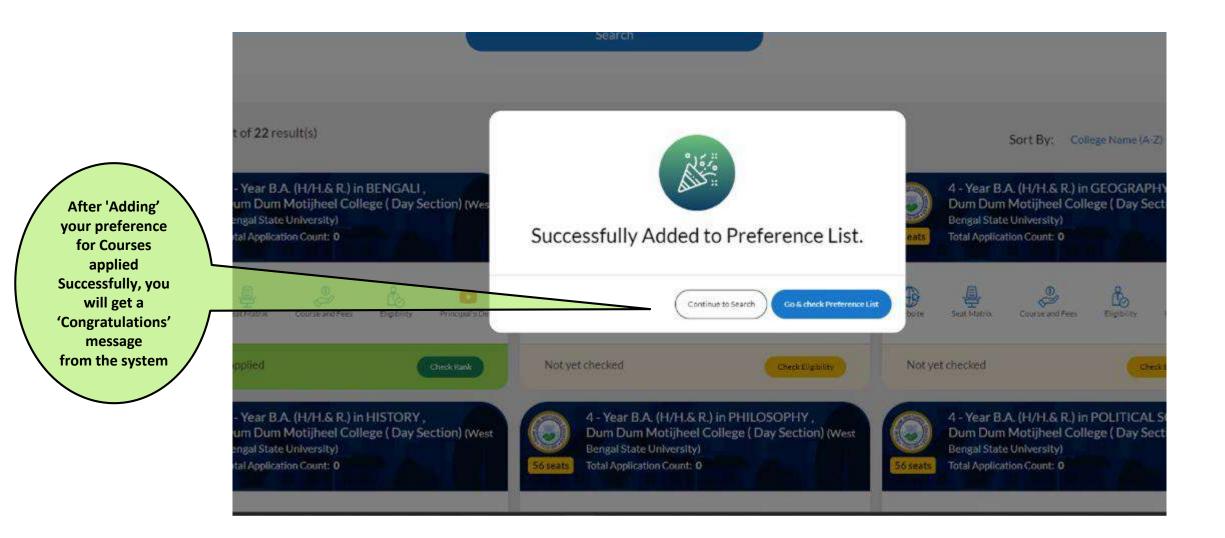
1800-102-8014
 ■ support@wbcap.in



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 cortusing 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.

Admission Fees: ₹1,855.00 Total Course Fees: ₹10,080.00 can add
more Courses/
Programmes in
your Preference List

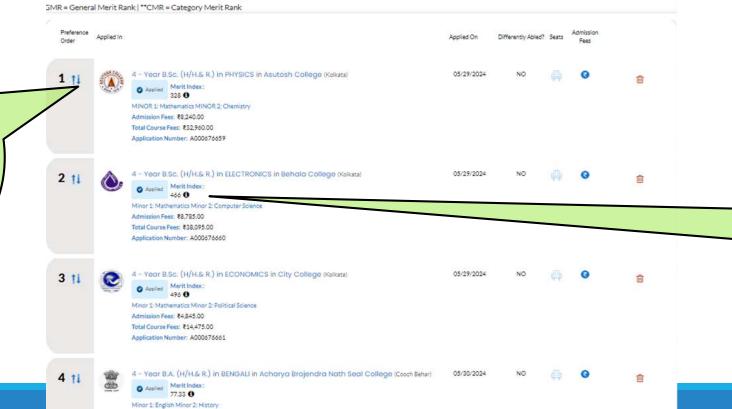
As you add your preference list, you

can see this page in the dashboard

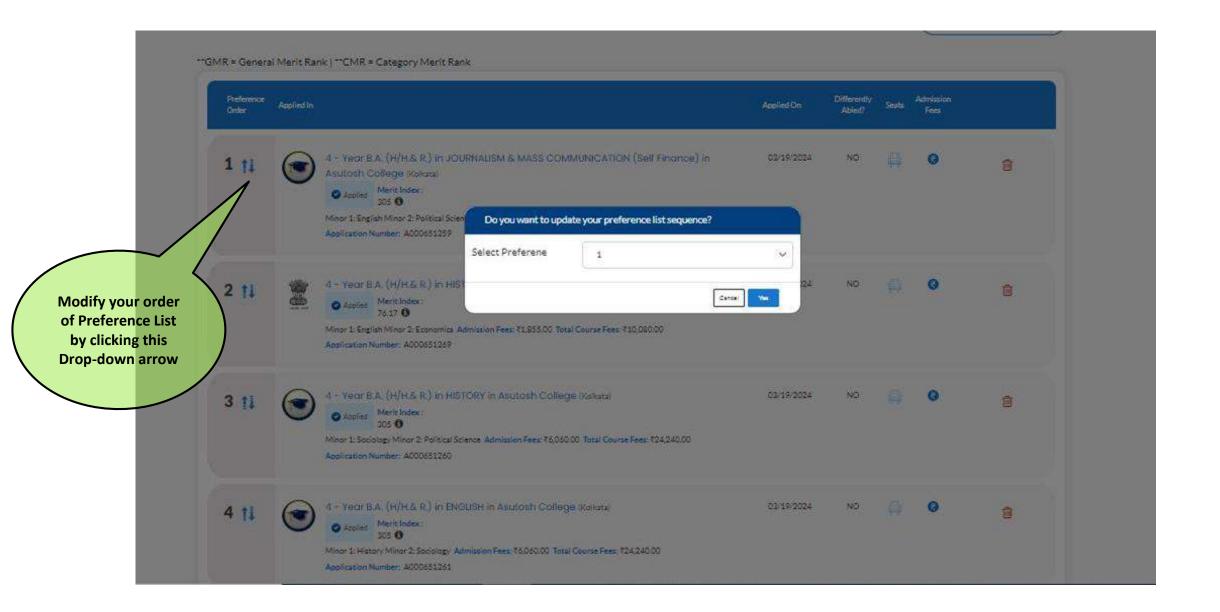
Add Course/College

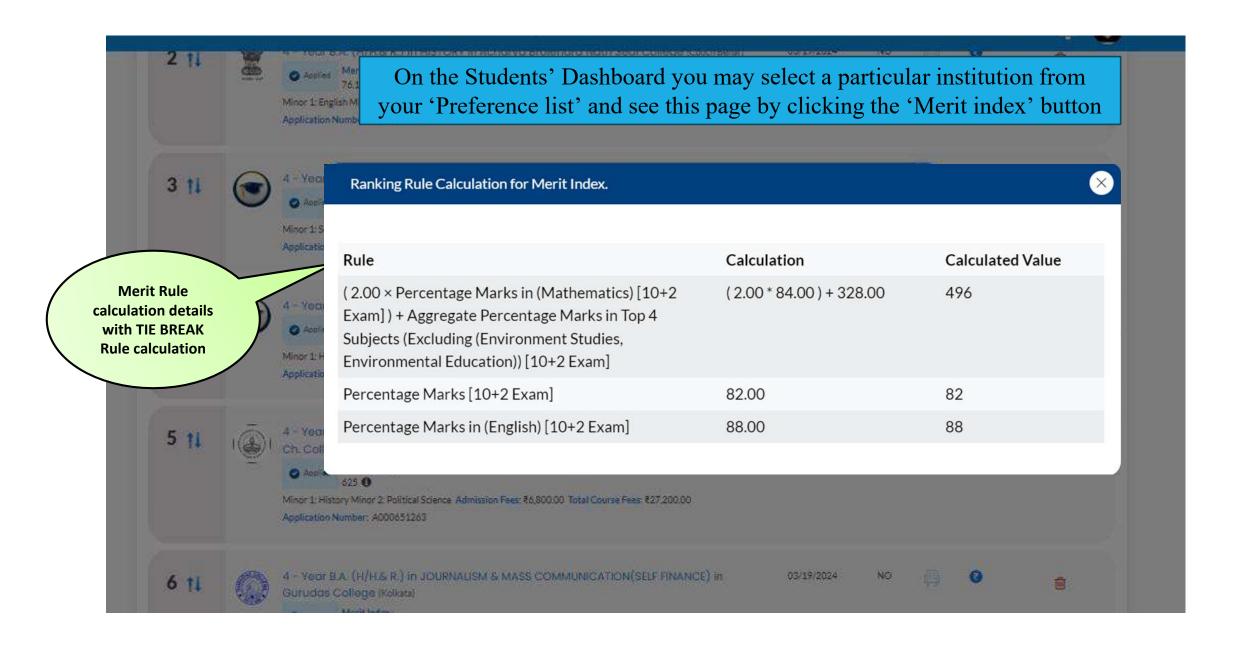
Details about Preference List

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.

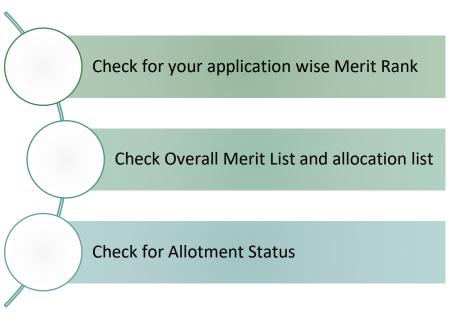


Merit Index & calculation details, Course Fee , Application number will be visible here

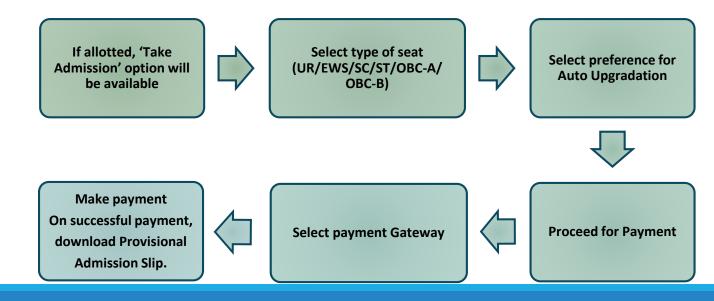




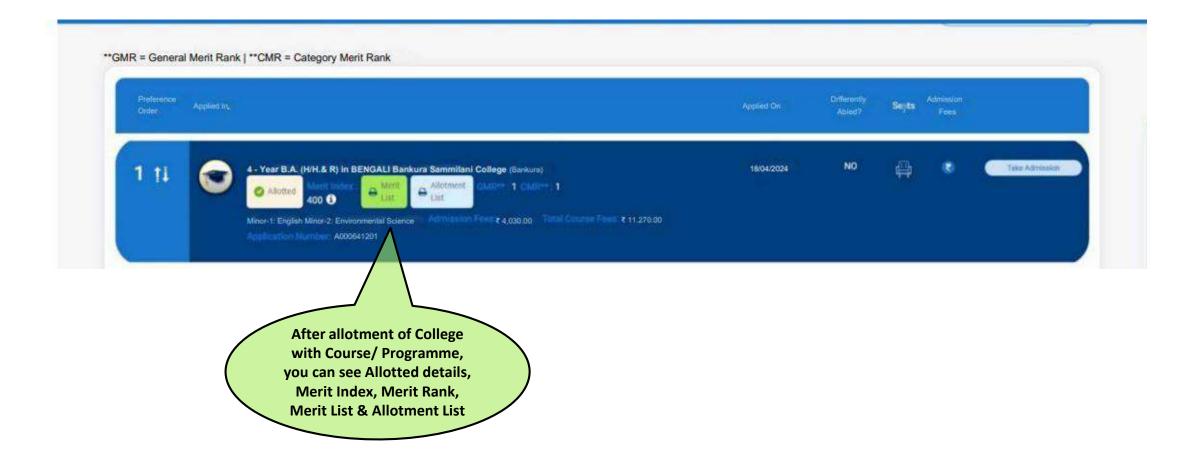
Post Merit List Publication Activities

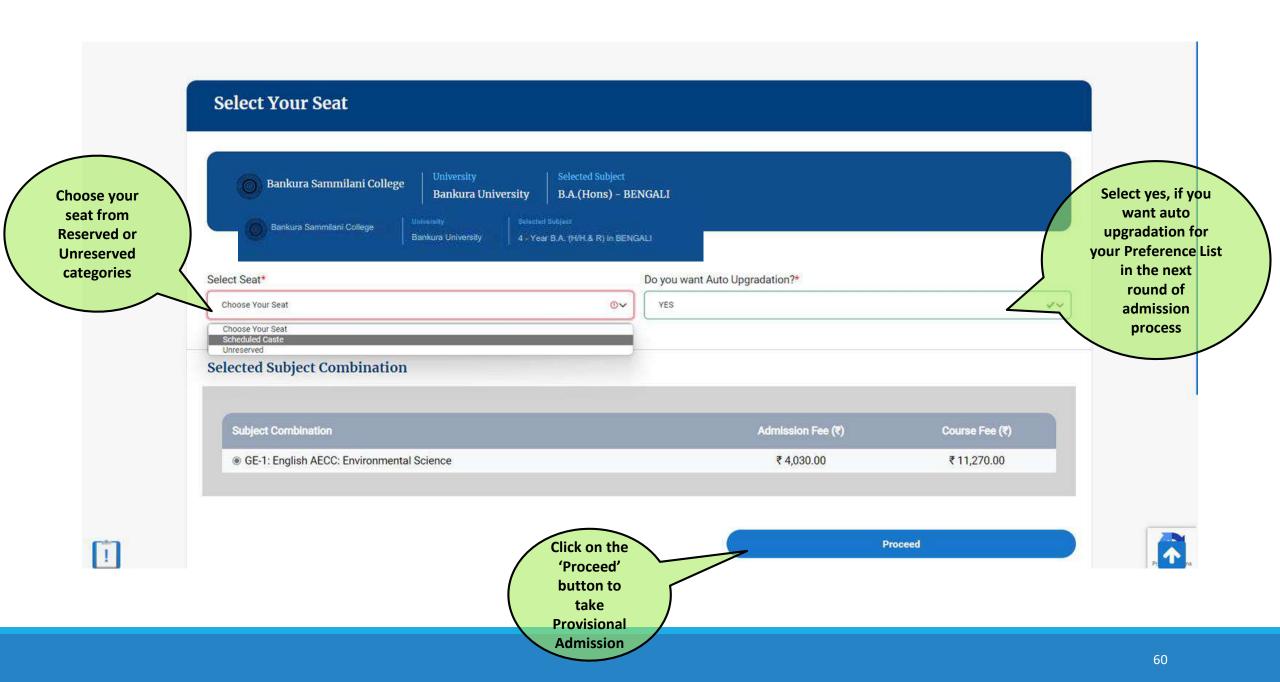


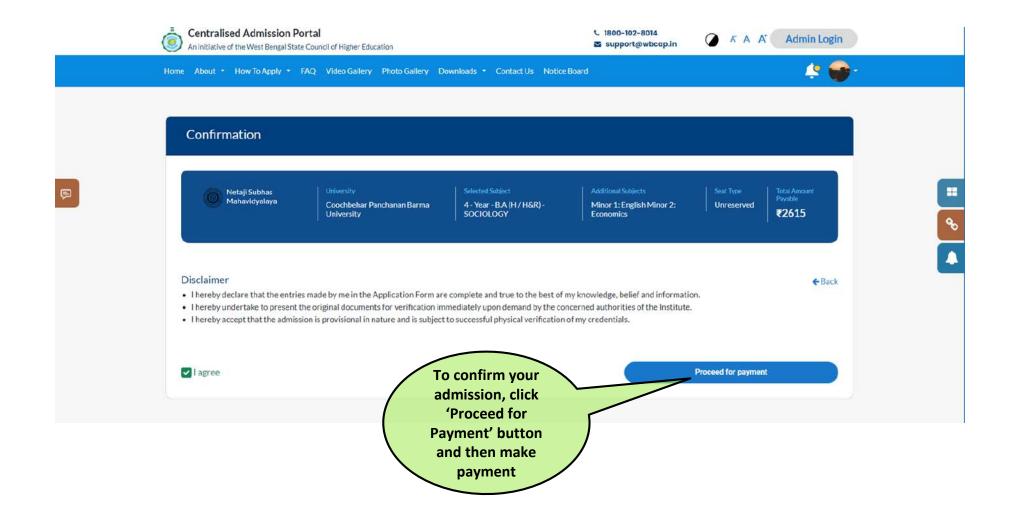
Refer to Pages 57-63 for details

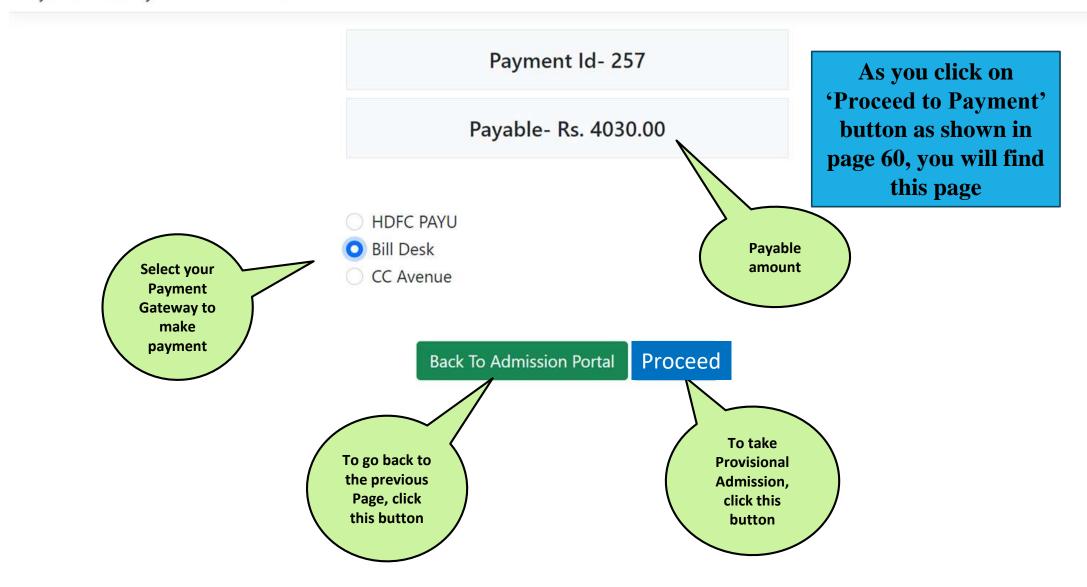


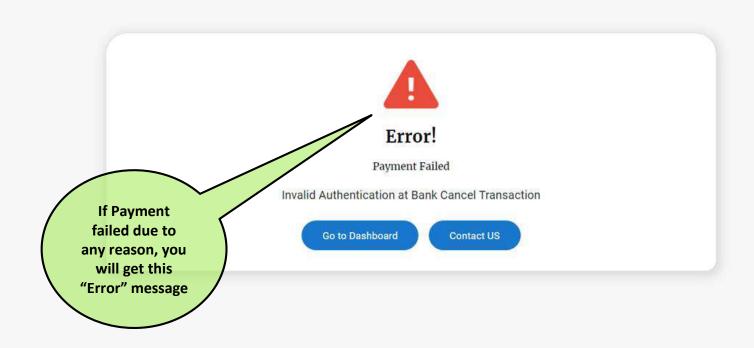




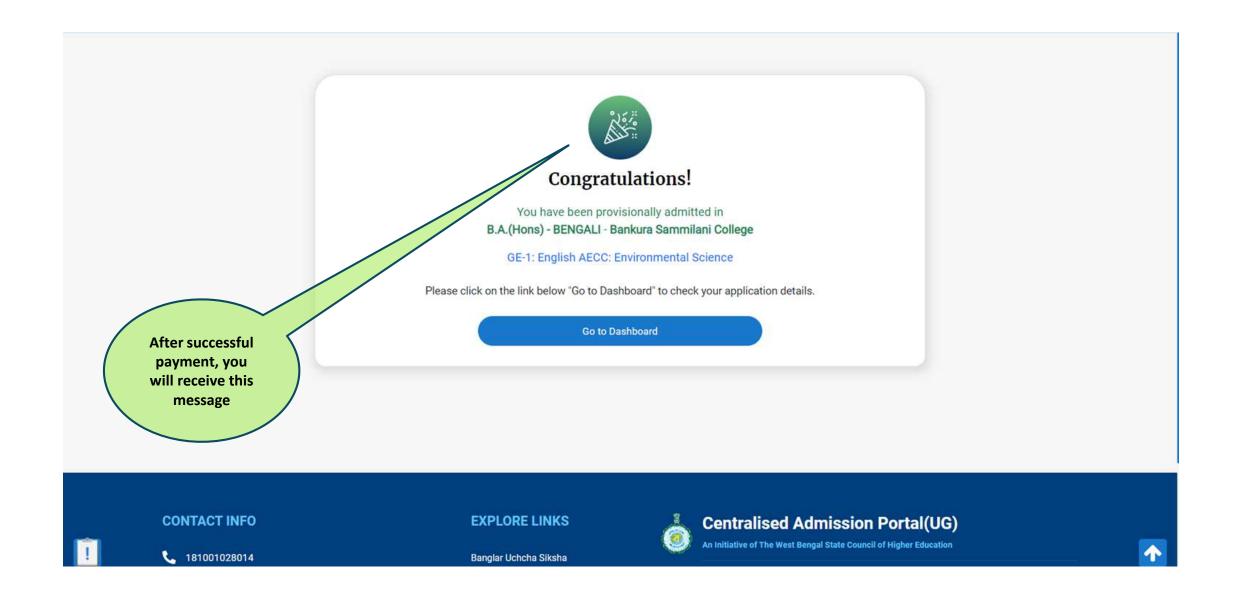


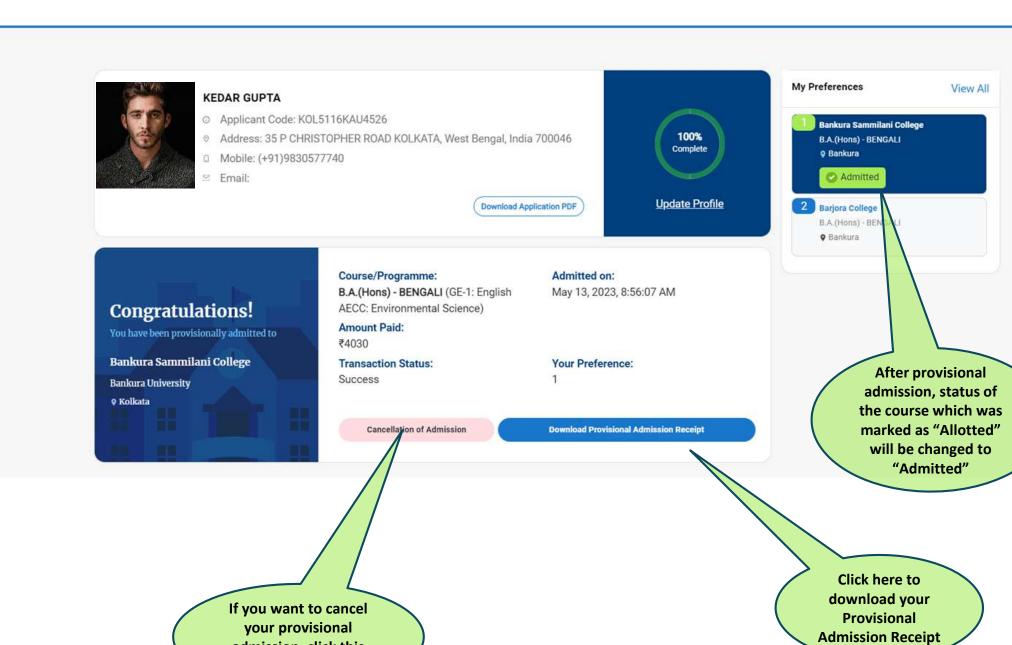




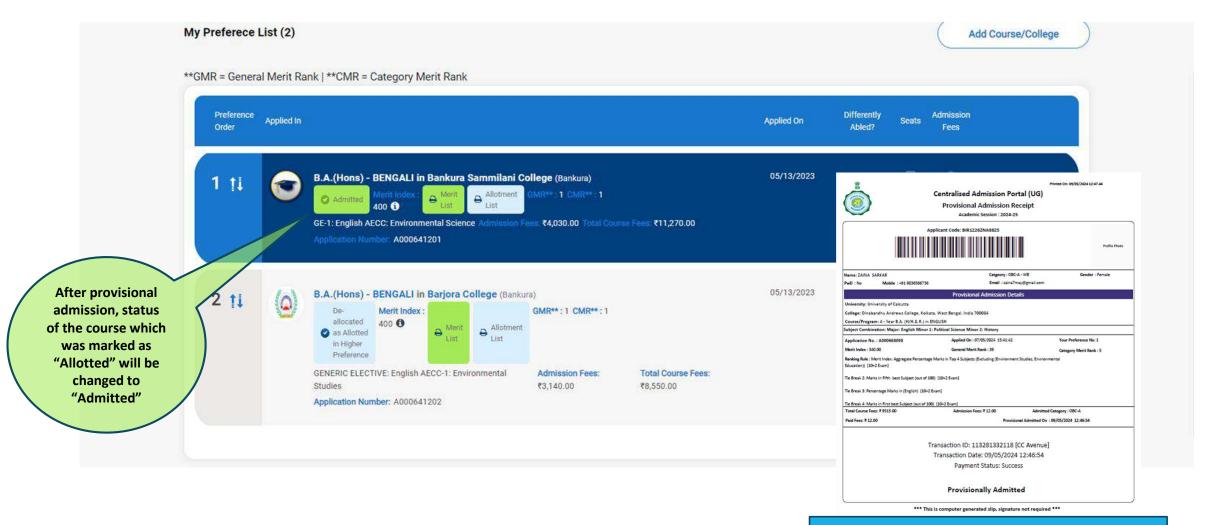








admission, click this option



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



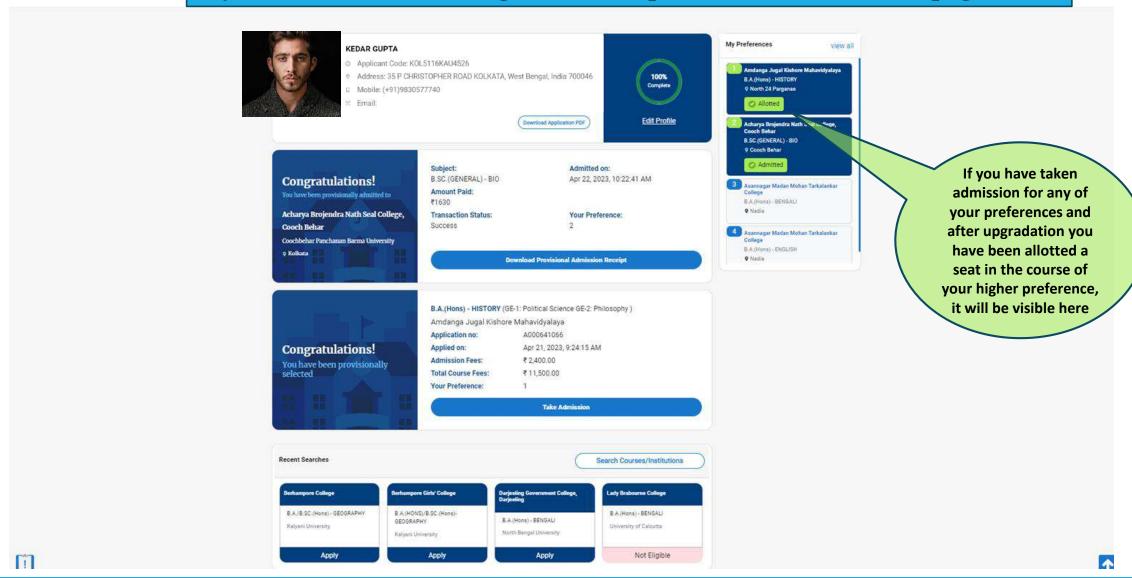
Check for Balance amount to be paid, if any

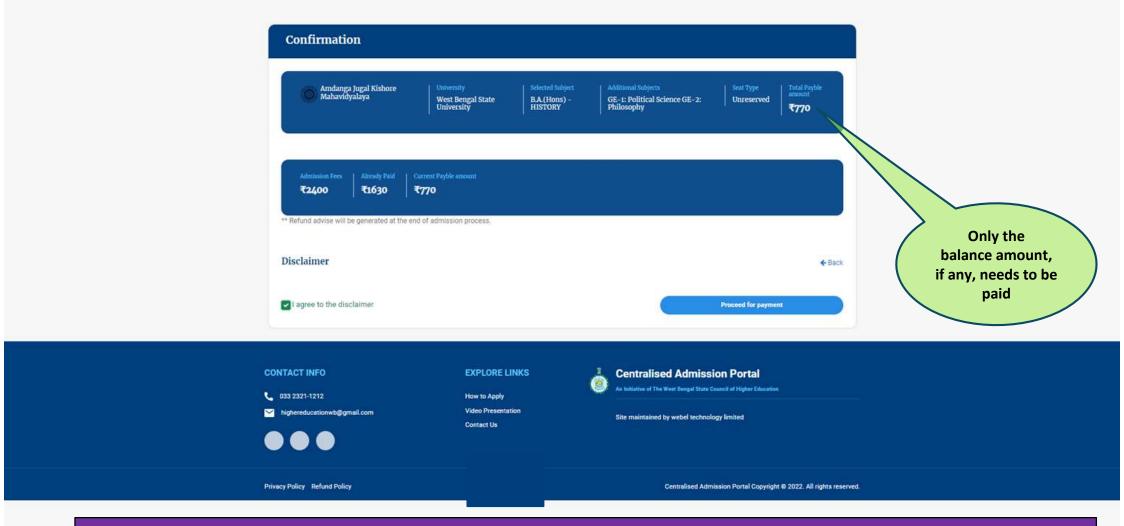


If higher preference is allotted through upgradation, an applicant can check the same in the dashboard

Proceed for Payment

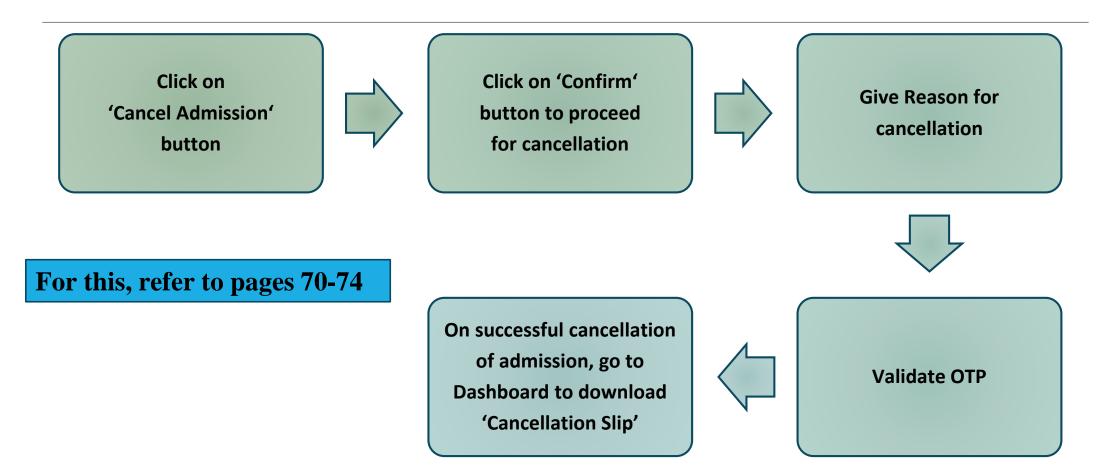
If you take admission in higher allotted preference, then refer to page 67-68

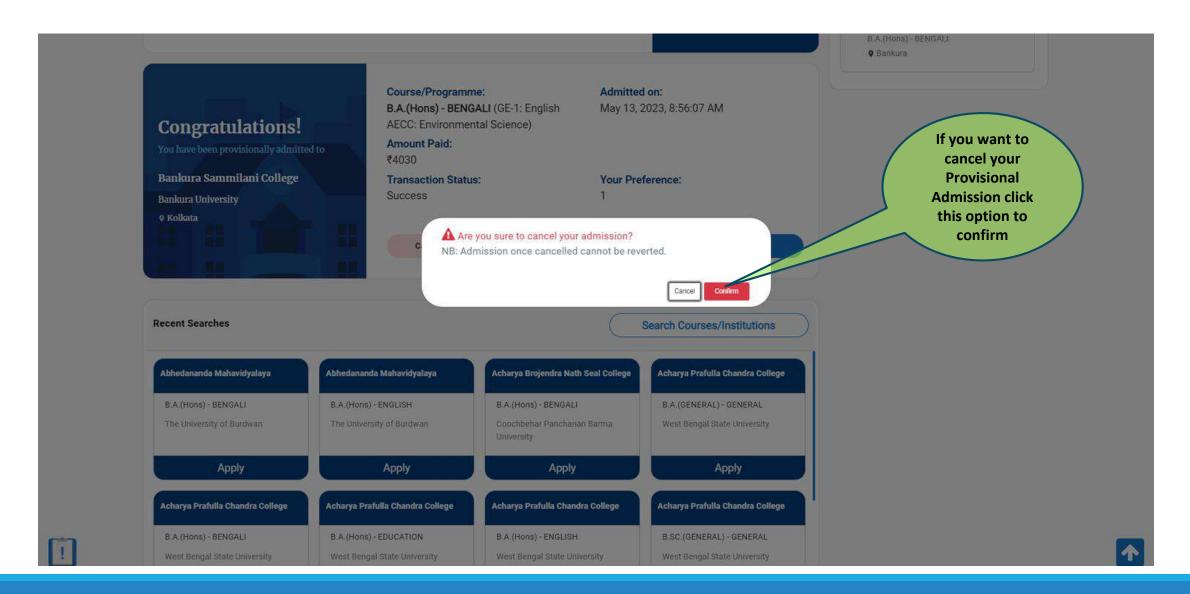


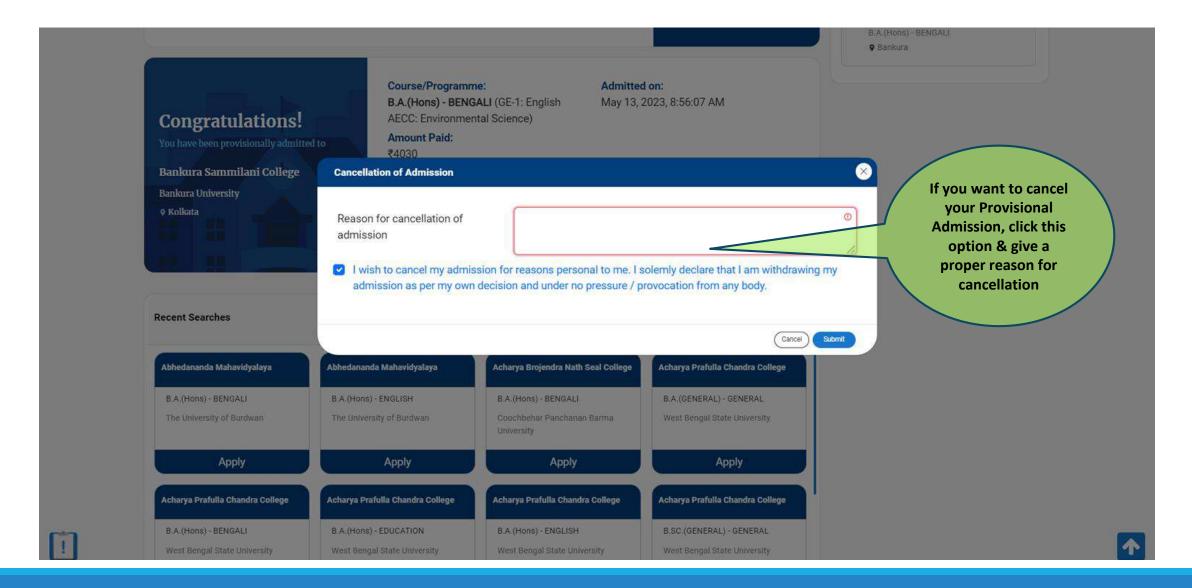


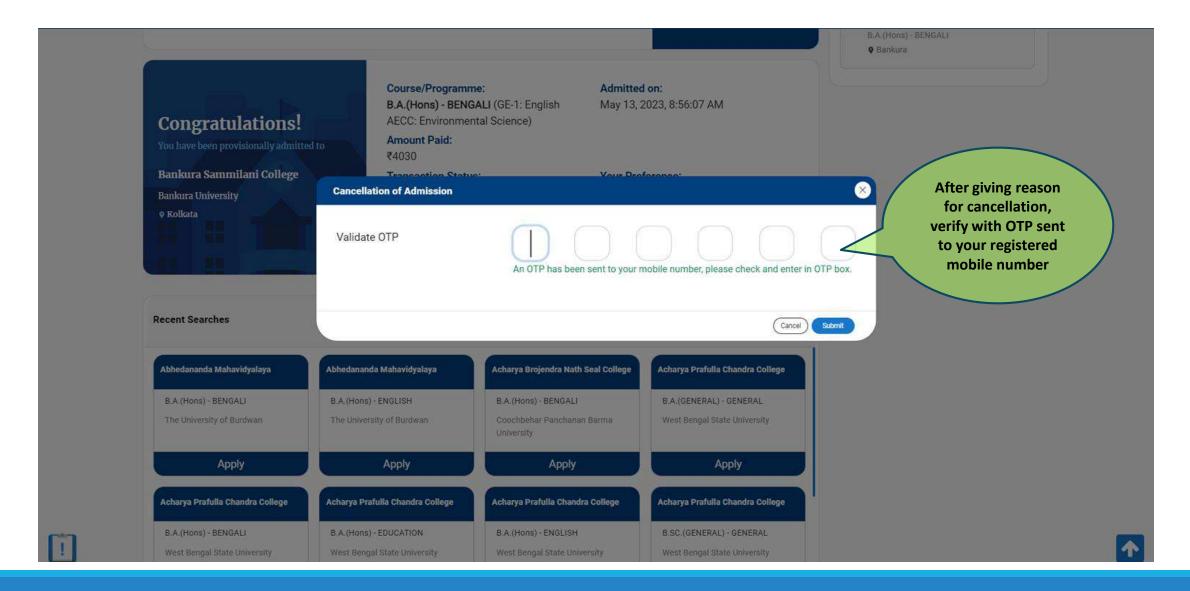
NOTE: If fee paid for the previous admission is more than the admission fee of the current institution, the excess fee will be transferred to the applicant's account (as entered by the applicant) after the entire admission process is over.

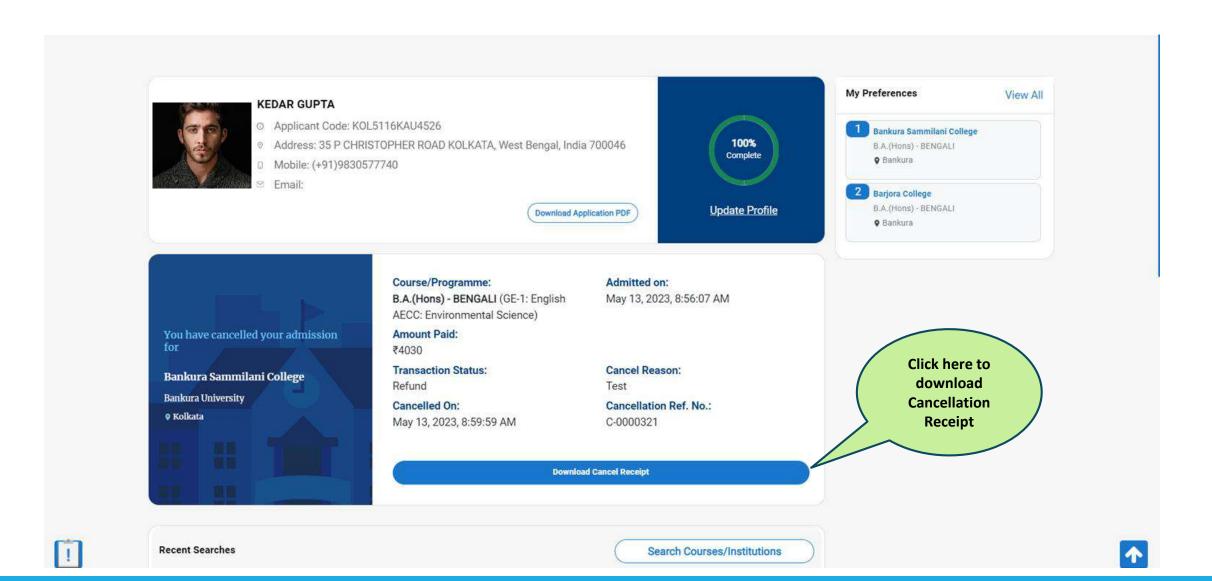
Procedure for Cancellation of Admission

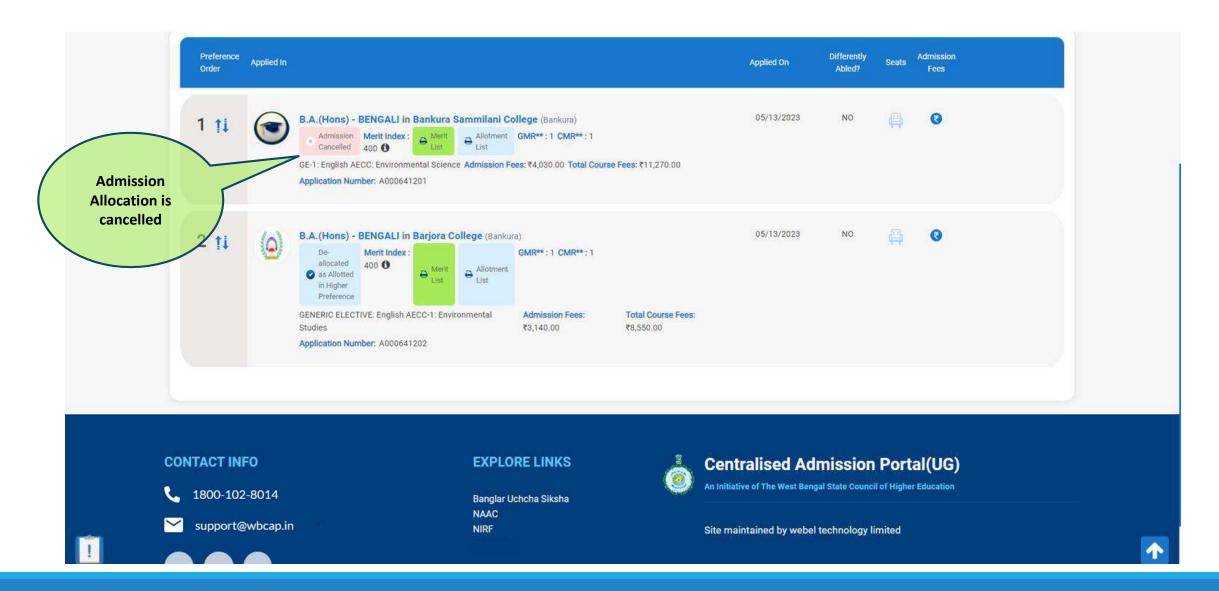








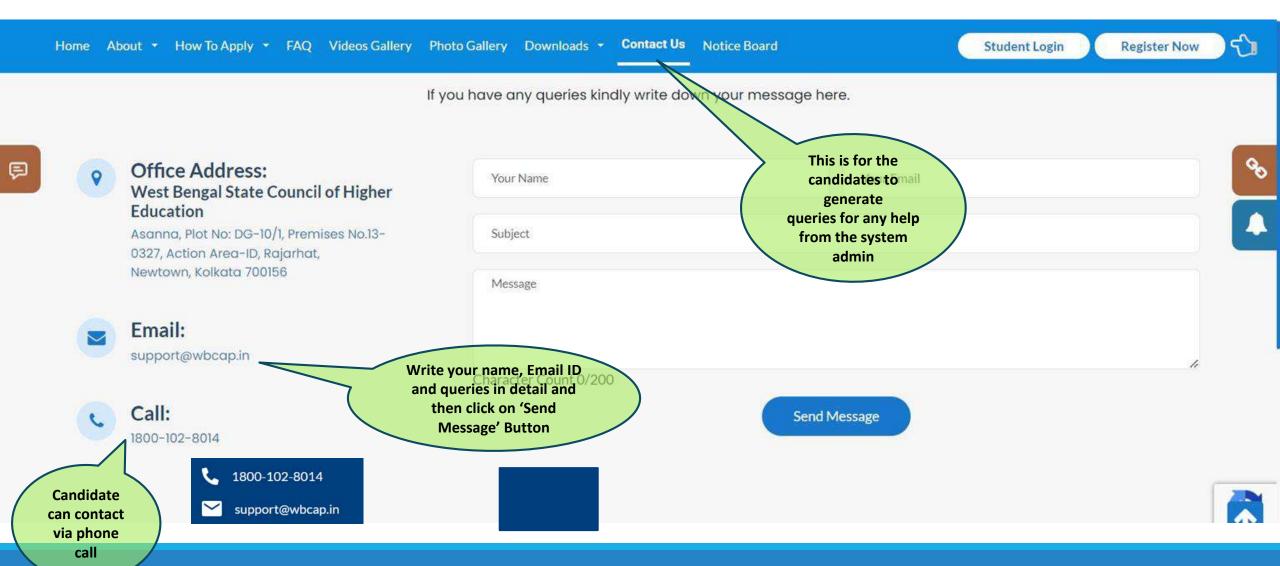


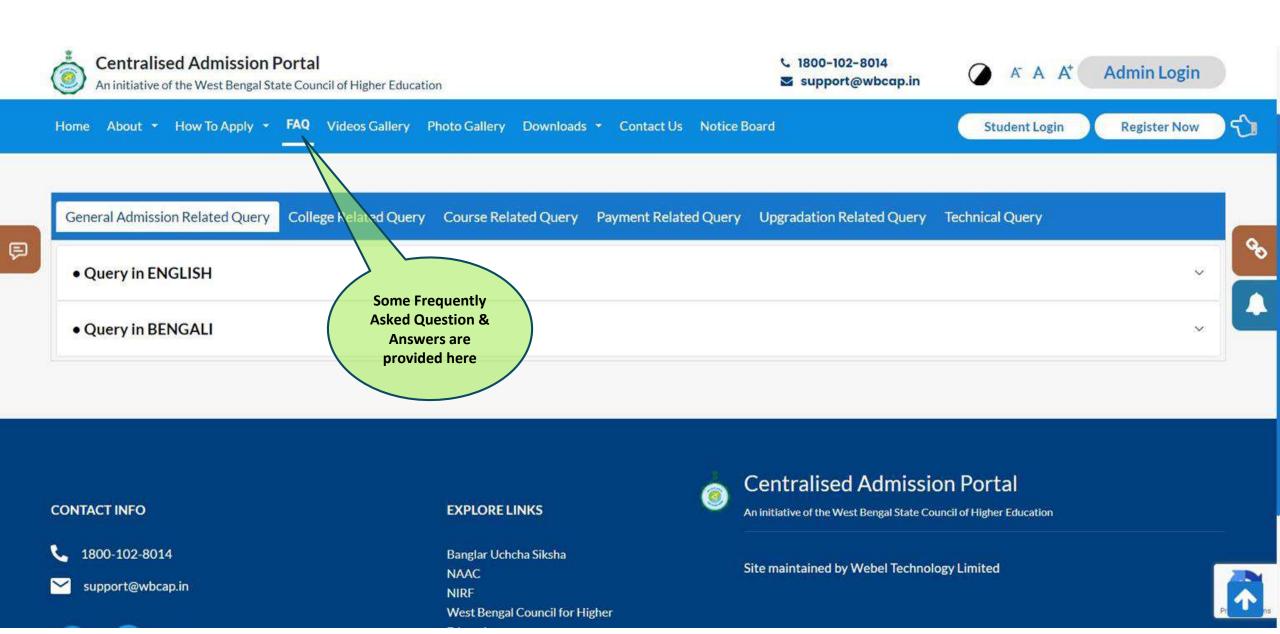


Other Options for the Applicant

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.

O Claim Refund

Amdanga Jugal Kishore Mahavidyalaya

B.A.(Hons) - HISTORY

Admitted

Payment ID: P0000207

Payment Amount:

₹770

Payment Date:

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:

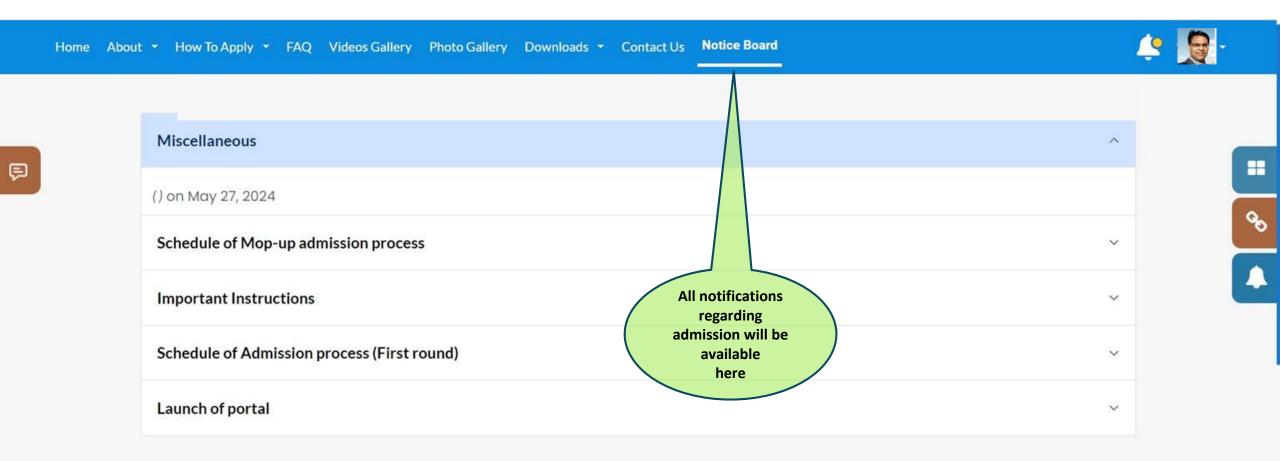
P0000203

Payment Date:

Apr 22, 2023, 12:32:30 AM









Documents Required for 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: support@wbcap.in