## 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.





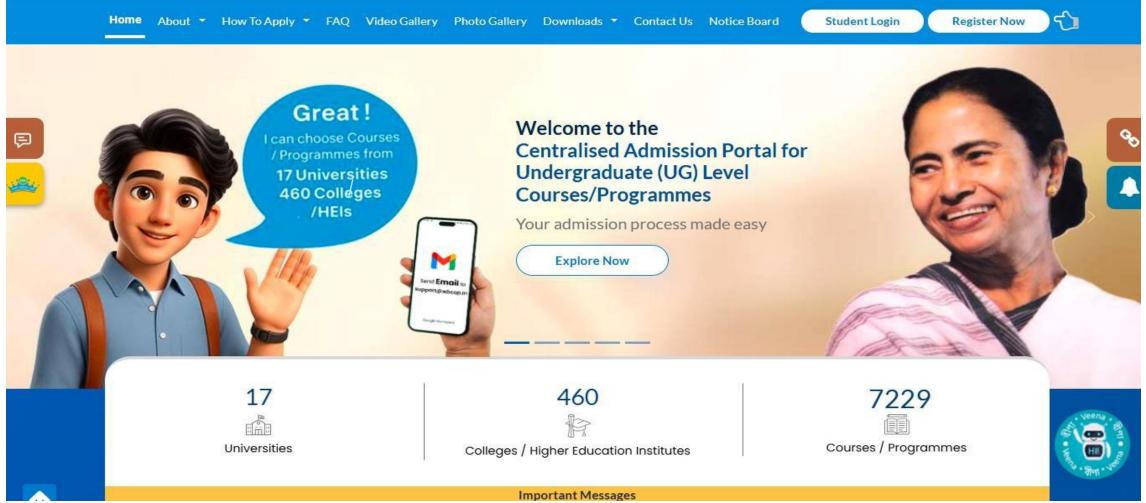




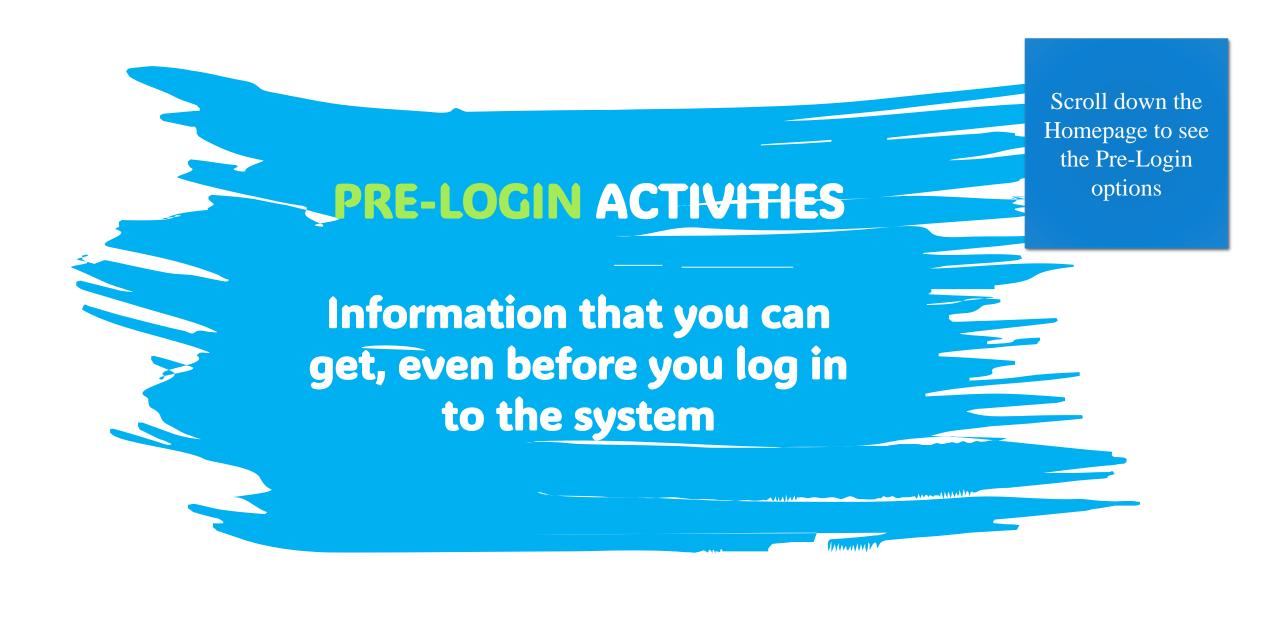




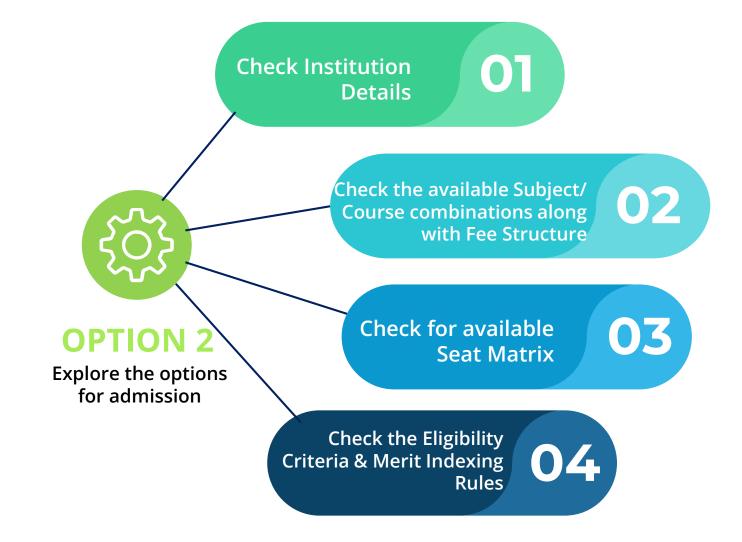
Admin Login



### Homepage



### **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



#### **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/Insitutionwise manner.

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



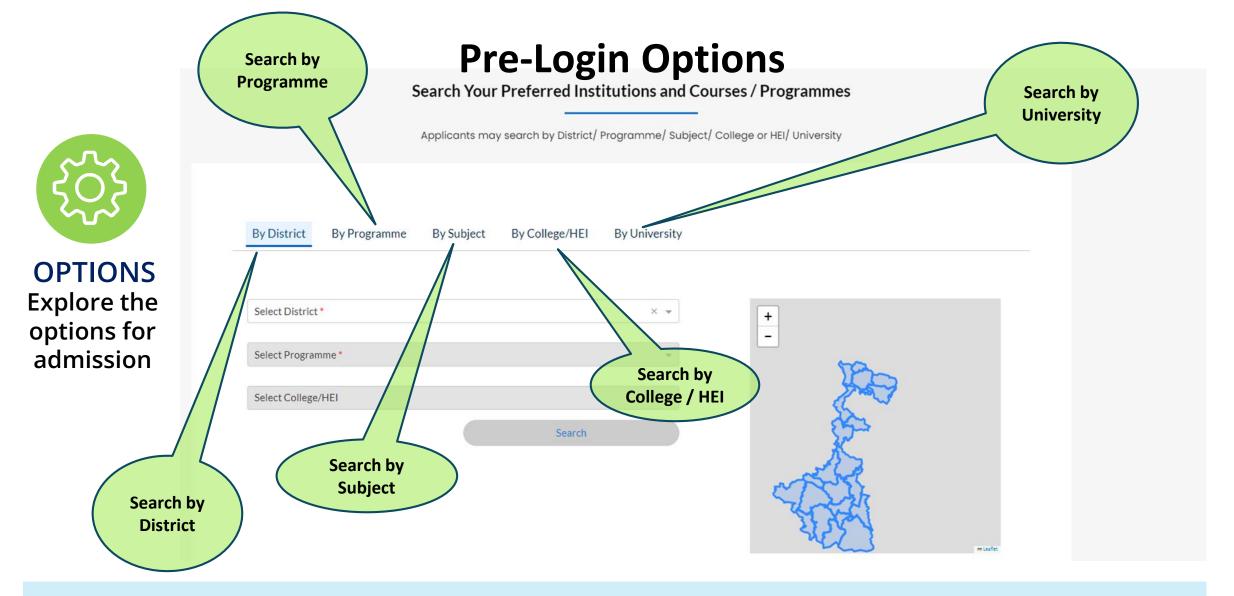
For applying to any Course/
Programme, follow three basic steps

STEP 1
Create
your
Profile

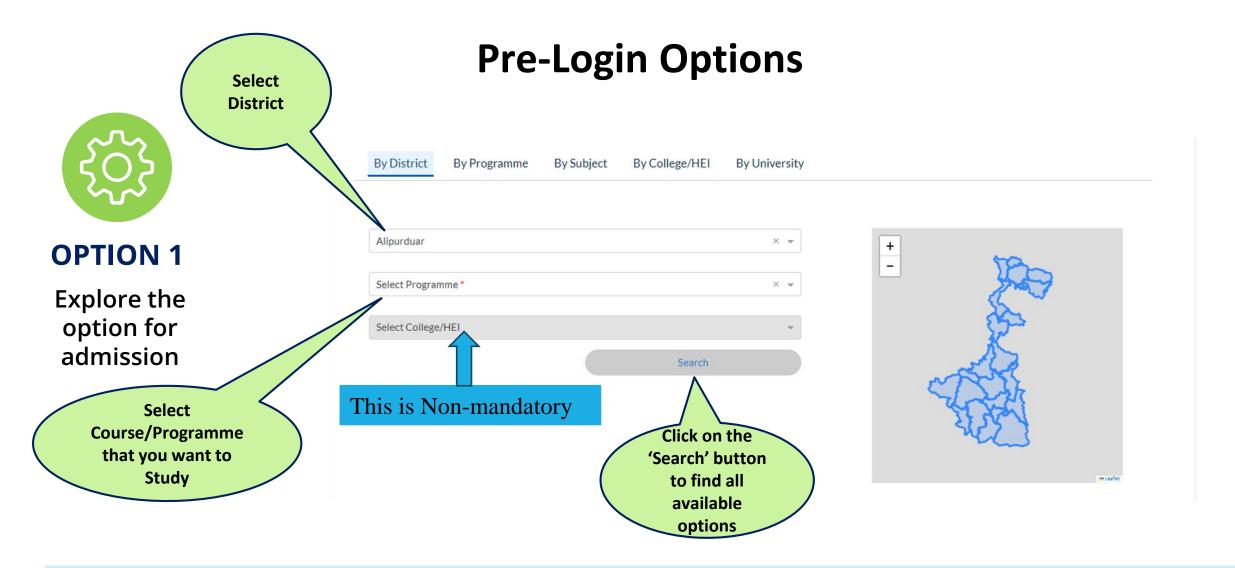
STEP 2
Check your
eligibility for
the Courses /
Programmes you
are
looking for

### STEP 3

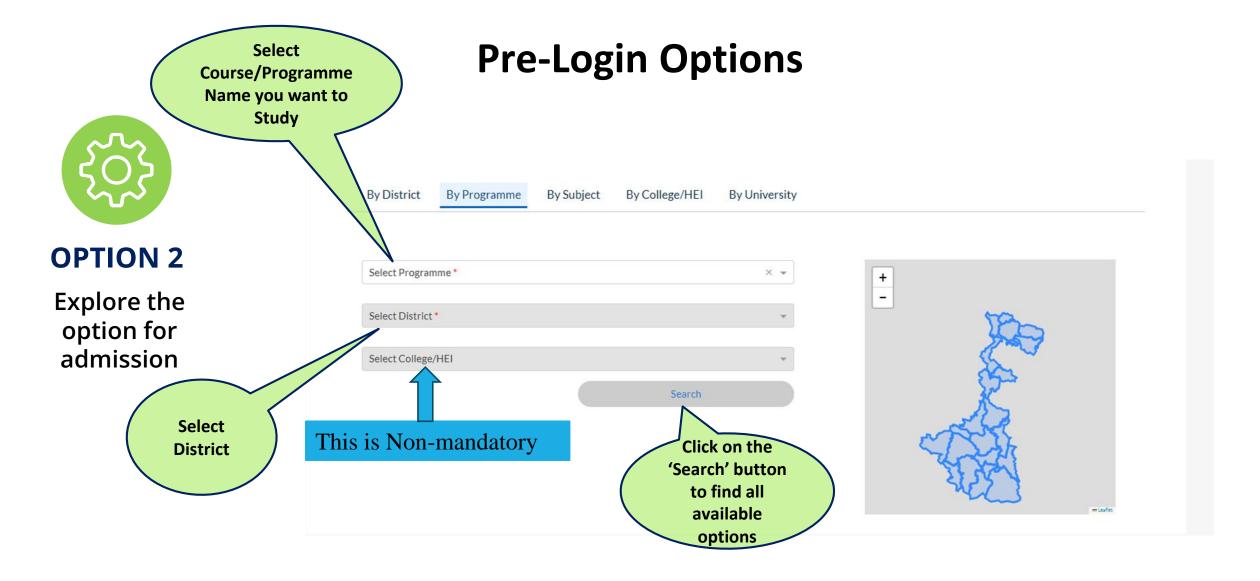
If you are eligible,
add that Course
/Programme
to the Preference List &
rank the same accordingly
Do this very carefully.



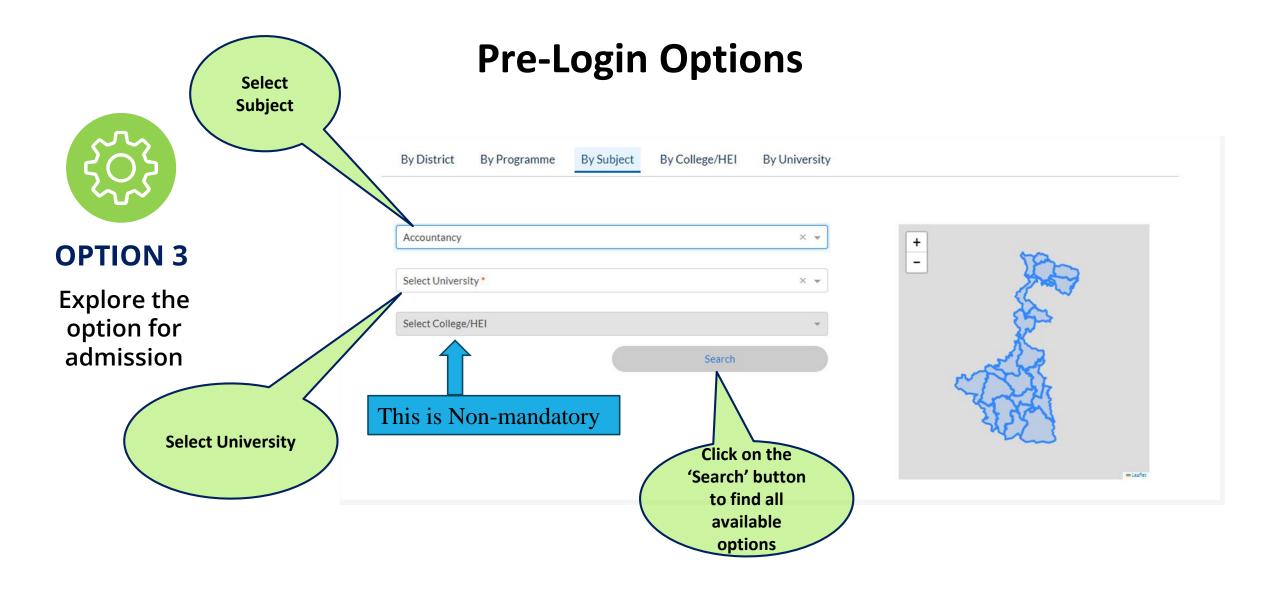
There are 5 different ways to search for your preferred option.



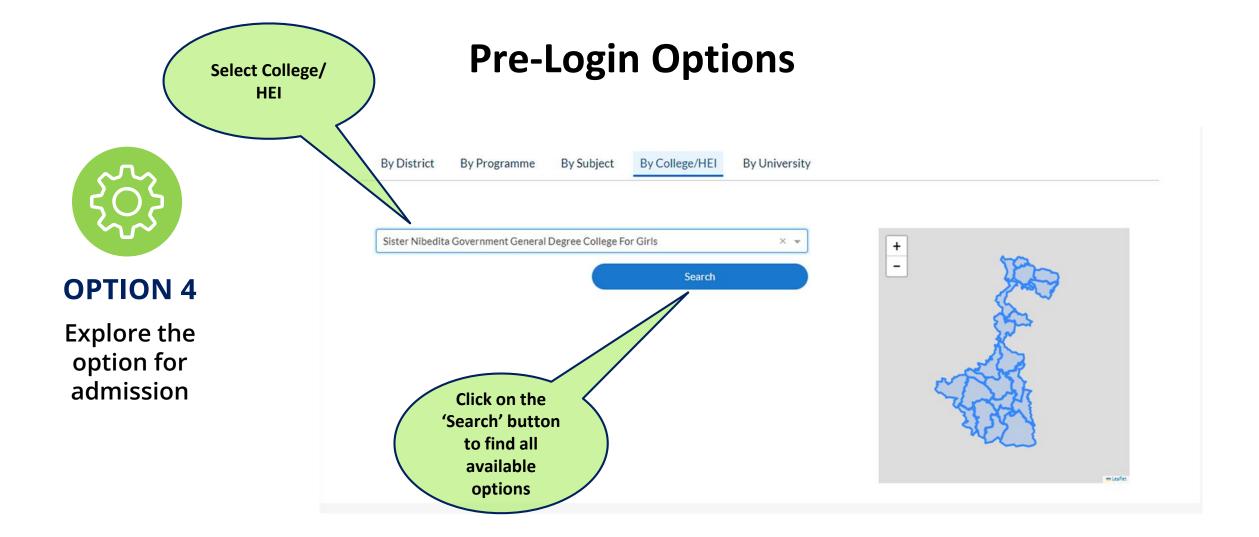
Example: How to Search by District



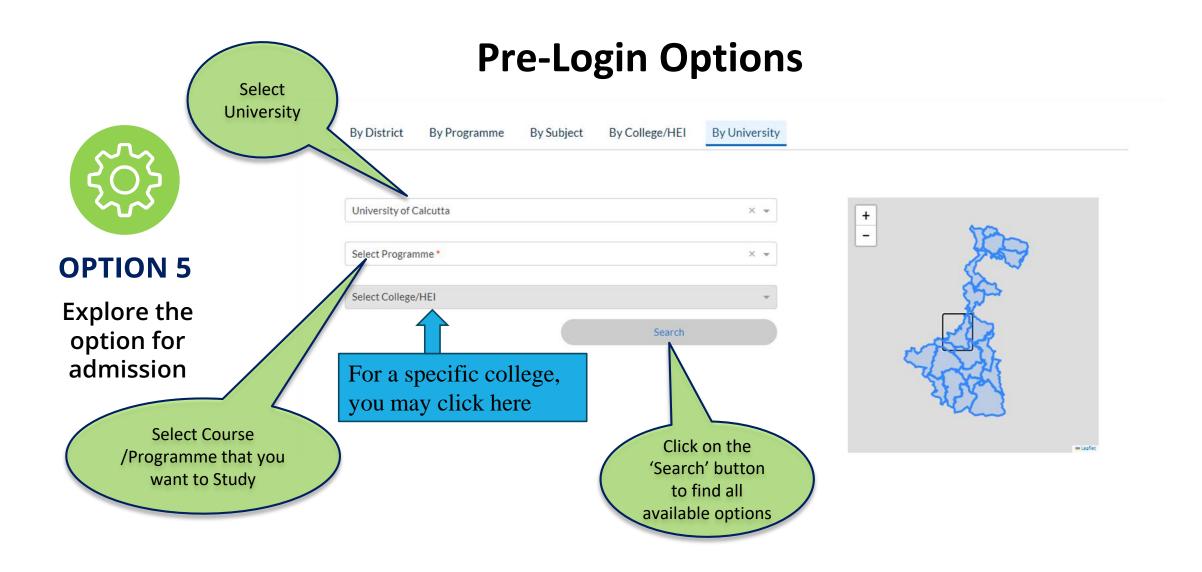
Example: How to Search by Programme



Example: How to Search by Subject



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

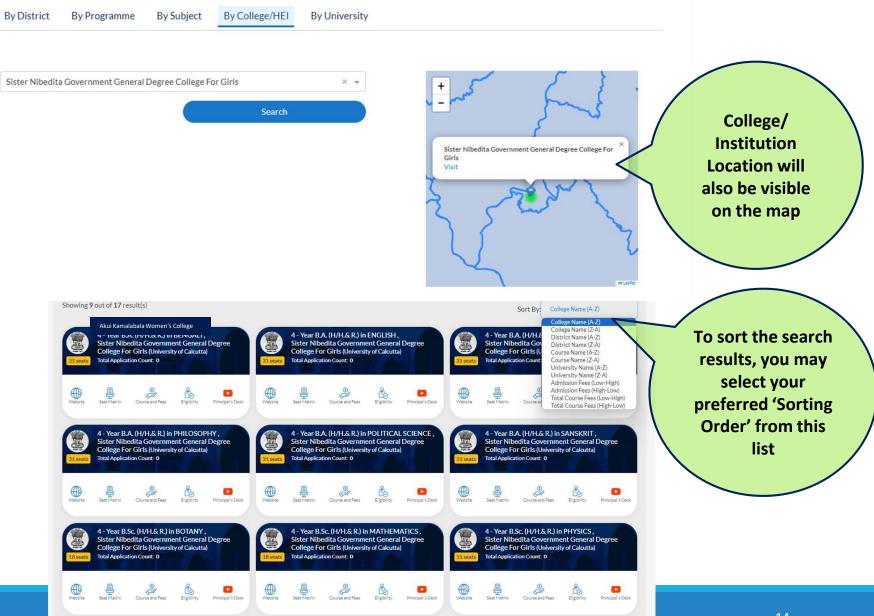


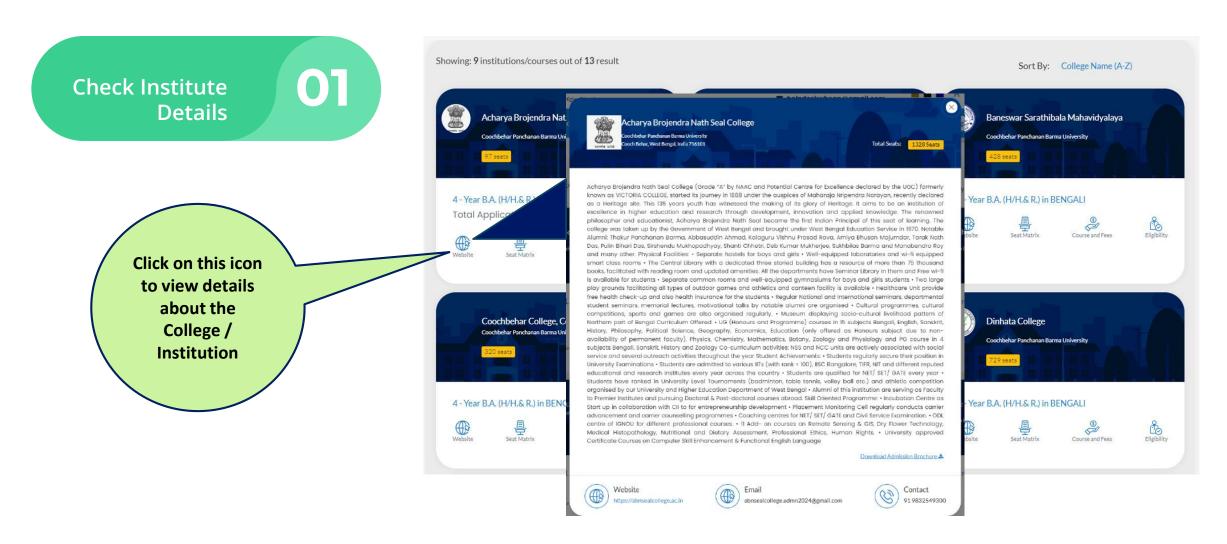
Example: How to Search by University



**Search Results** 

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



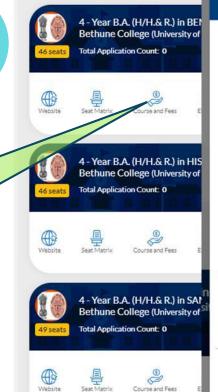


Hostel Fees

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.



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

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 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.

1 2 3 4 5 = \*\*

Check for available Seat Matrix

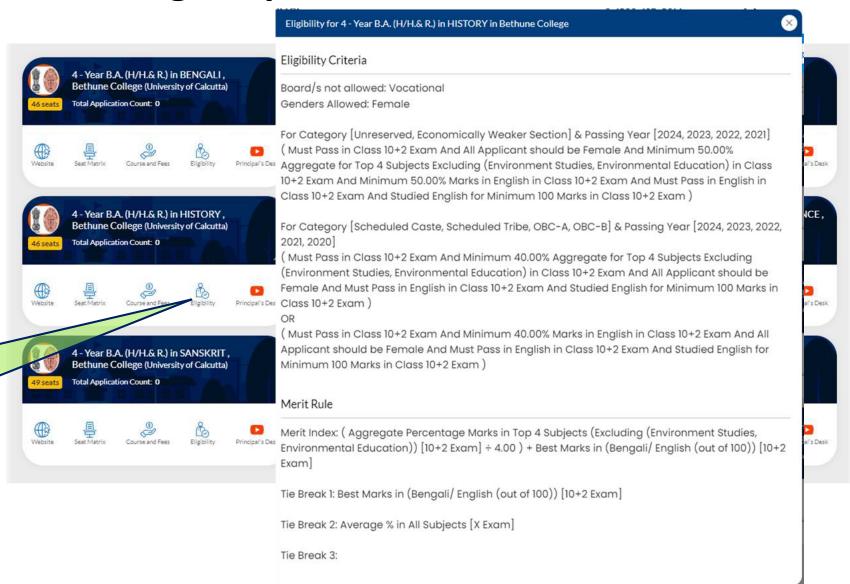
Click on this icon to view Seat Matrix (Category-wise number of seats) for this course in this institution



Check the Eligibility Criteria & Merit Index Rules

04

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

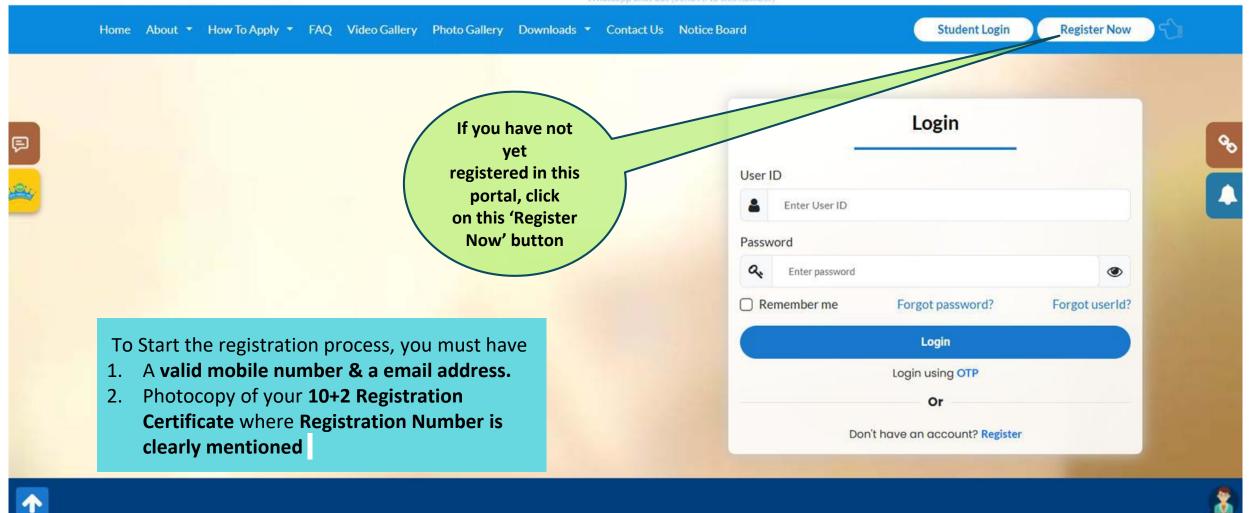


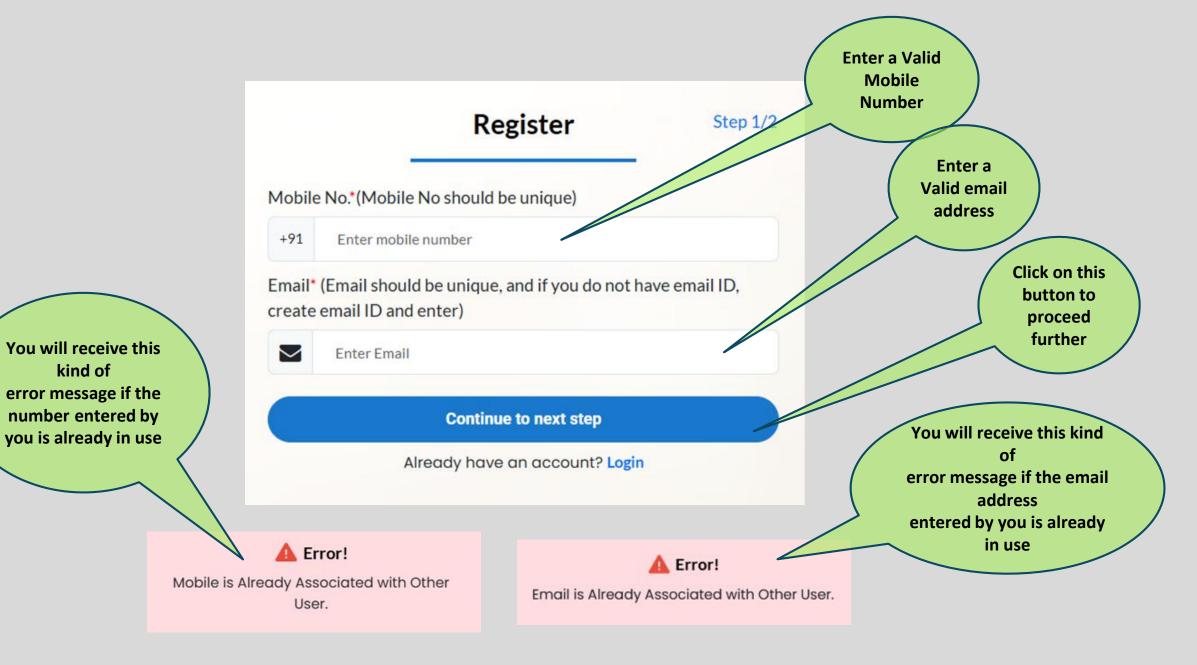


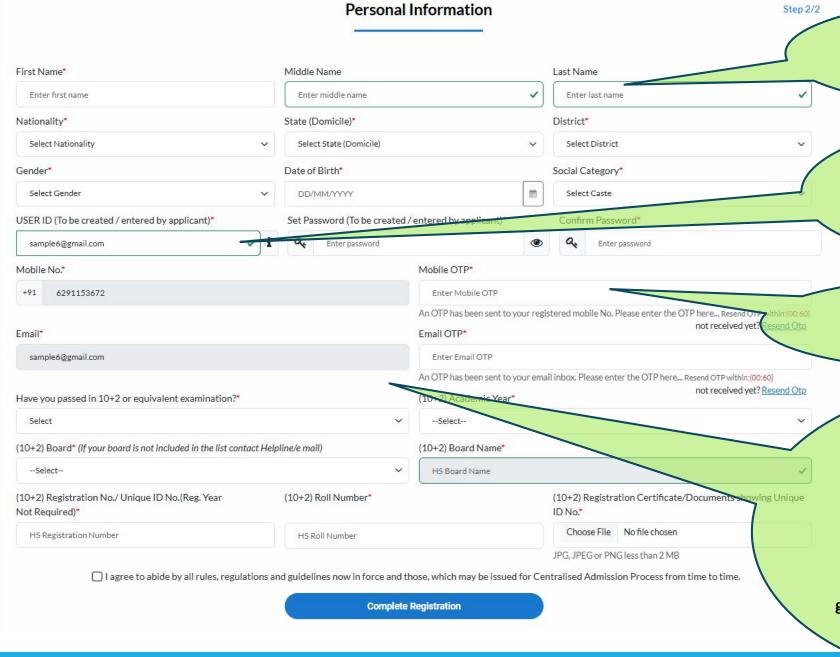
Go to the top of the home page and click on the 'Register Now' button











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

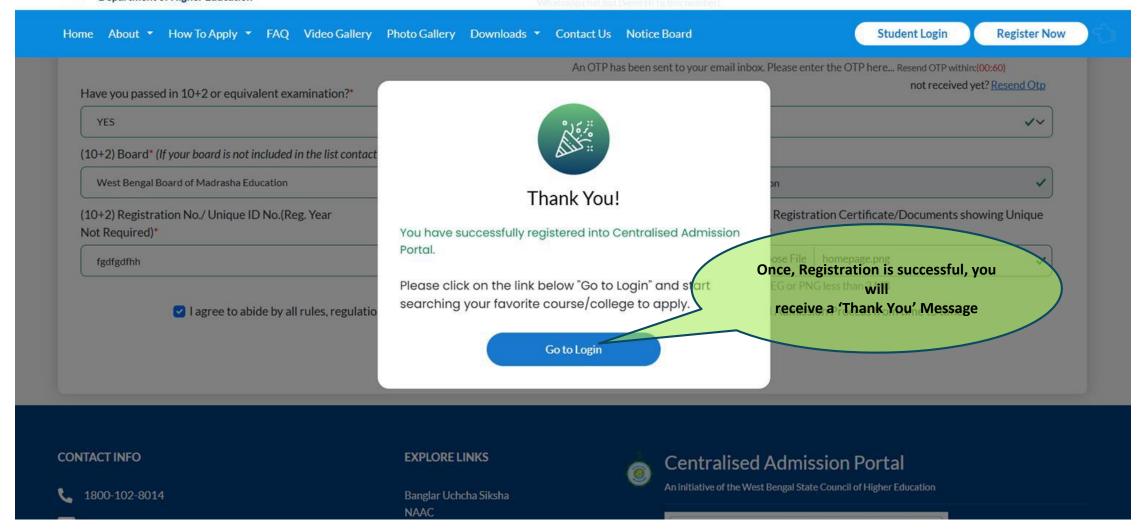
By default, system will consider email address as your username. However, you may change username as per your wish. You may also create new password

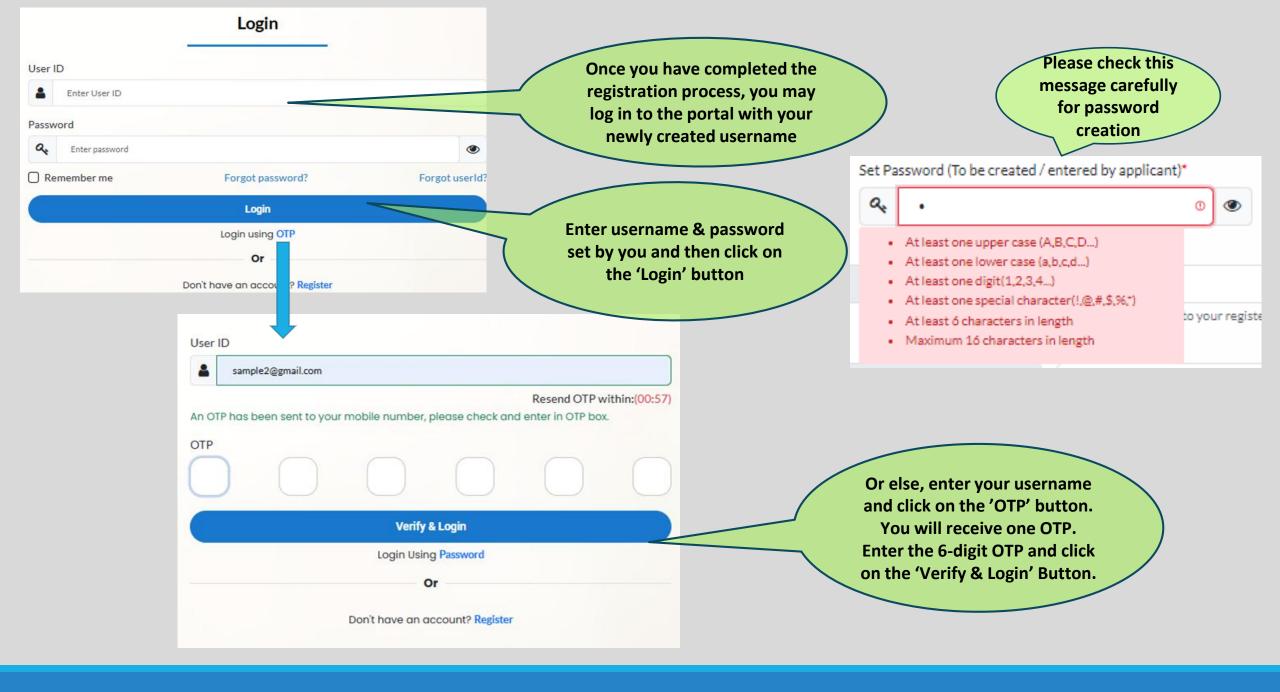
You will receive two OTPs, one in your mobile and the other in your email. Please fill up in the space provided.

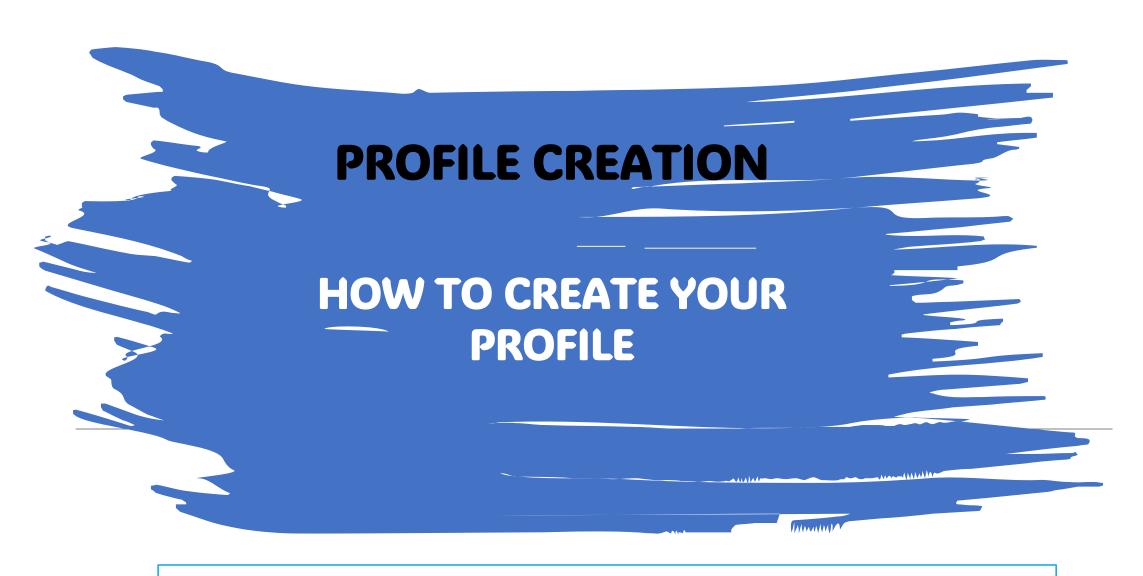
To complete the Registration process, you need to enter a few details regarding your 10+2 Exam – Firstly, a confirmation is required that you have passed the 10+2 exam. Then, you must mention your year of passing, Board name, Registration Number.

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





An initiative of the West Bengal State Council of Higher Education Department of Higher Education

918967090096 Whatsapp chat bot (Send Hi to this number)

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



#### **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 100%

**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

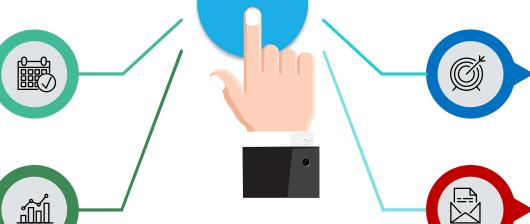
### **Address**

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.

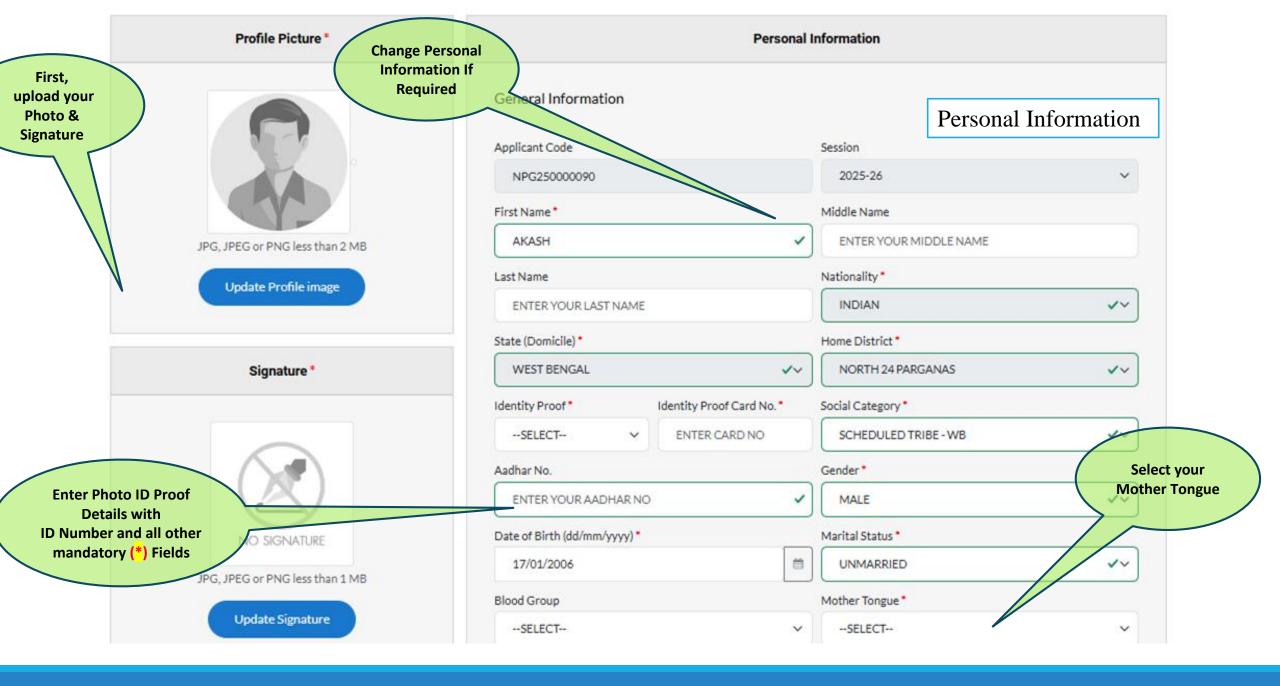
#### **Preview**

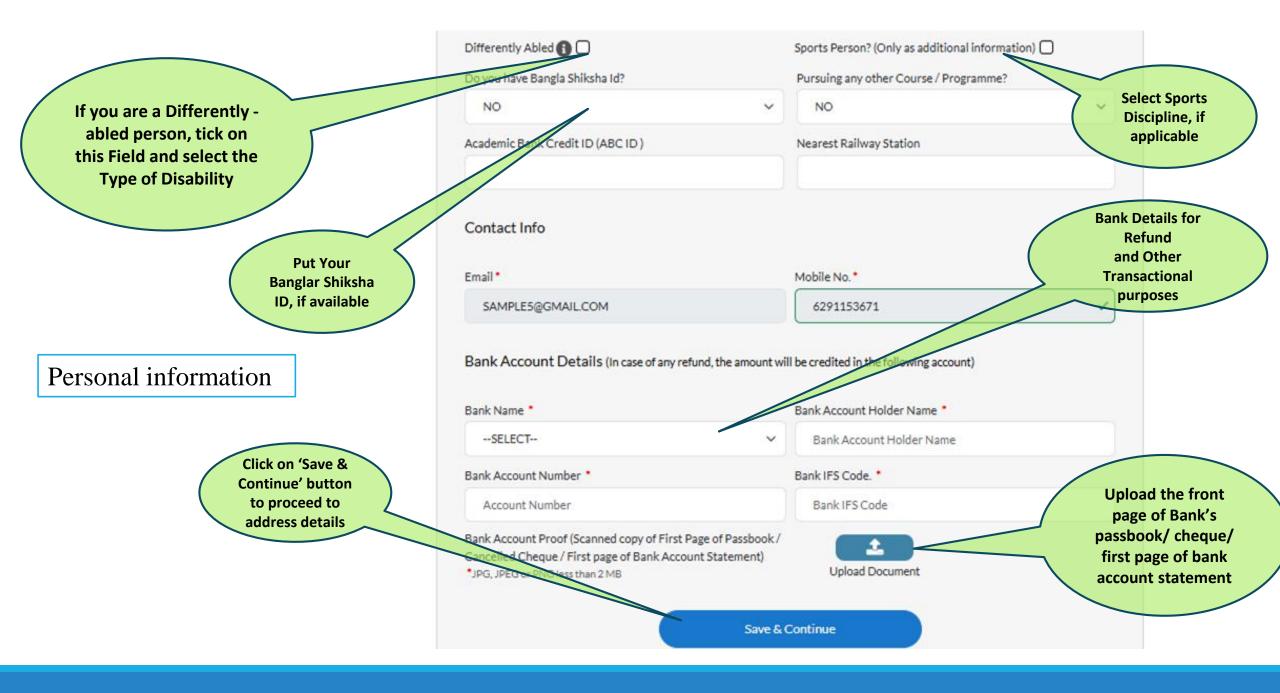
-@-

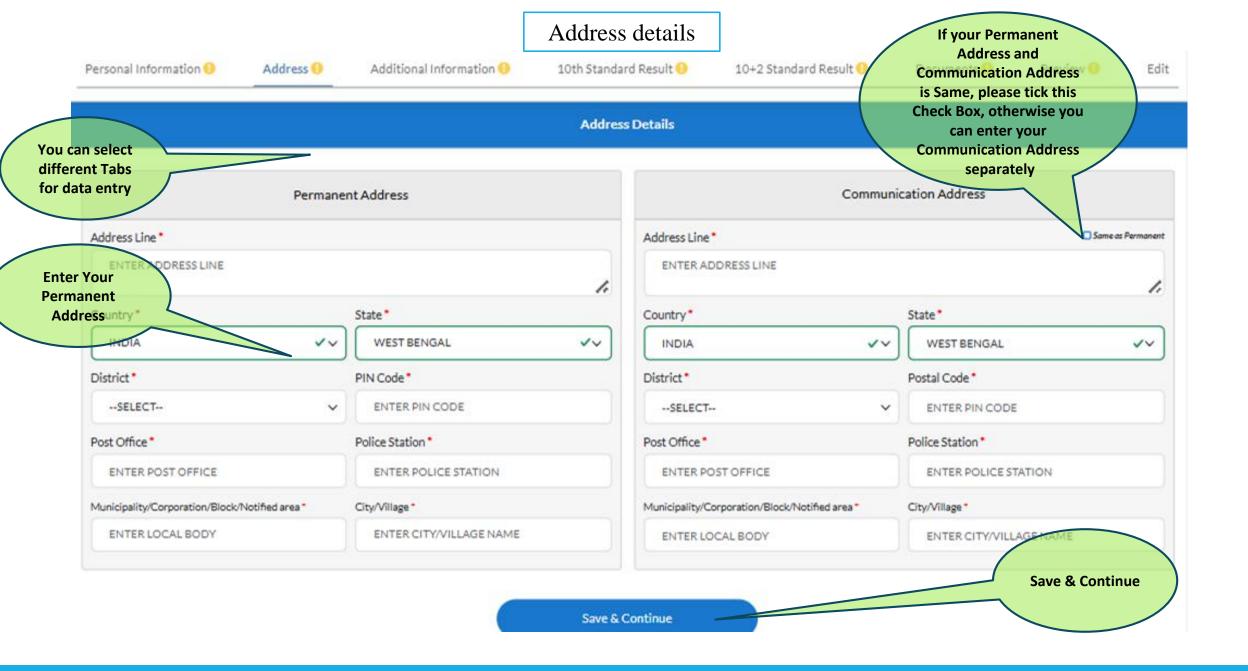
You need to check this section carefully and check each checkbox to proceed further. Once completed, submit the Profile. After successful submission, you will be able to apply for different courses.

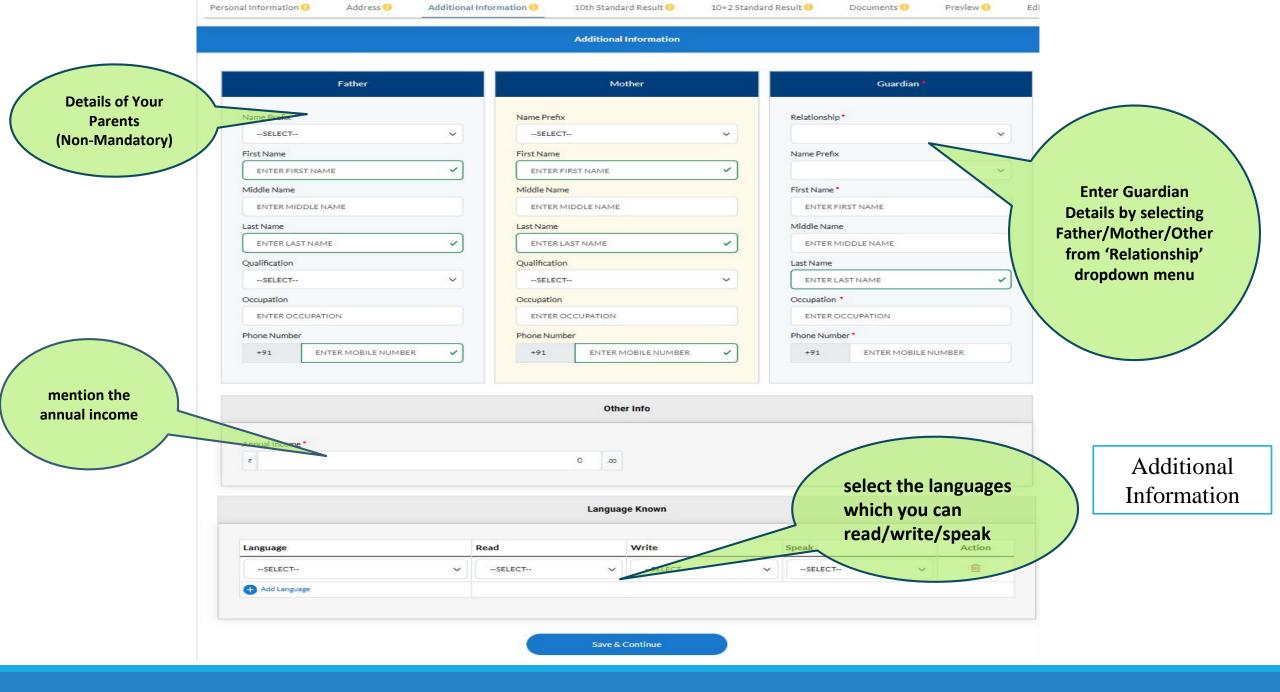
#### Edit

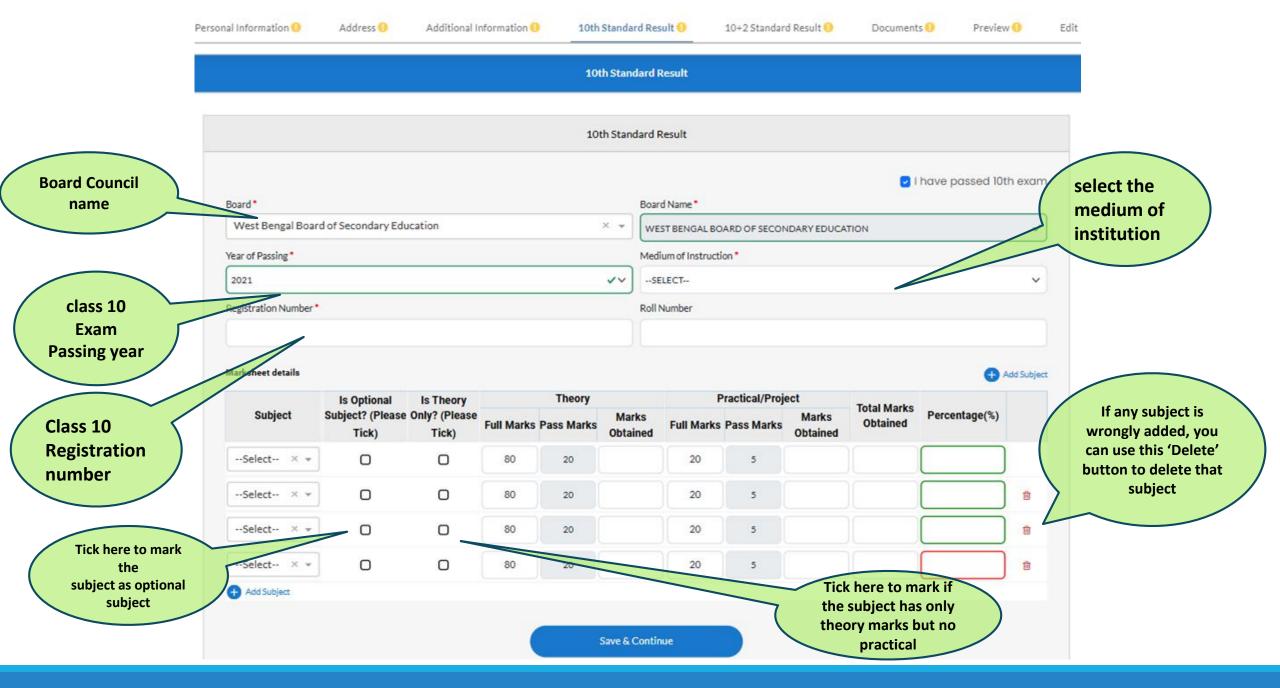
Once submitted, you are not supposed to modify the profile. If genuinely required, you need to open the profile for editing from this section. Only then you may update your profile once again.

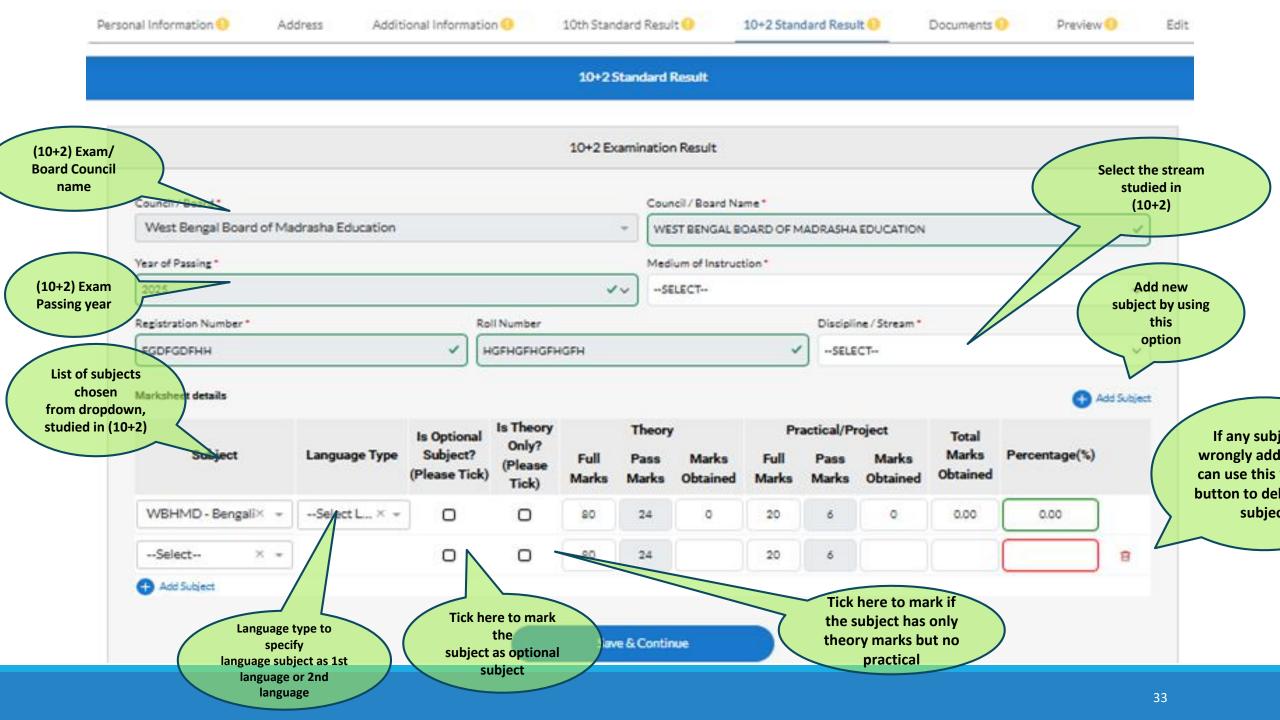


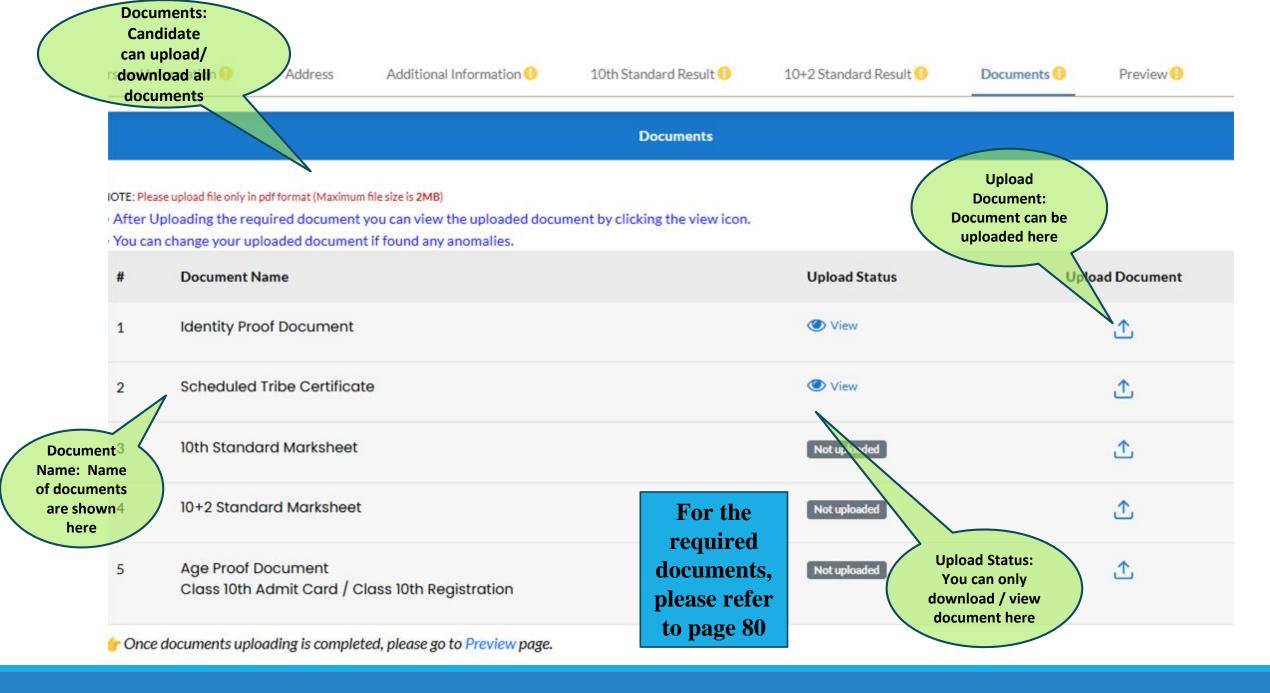


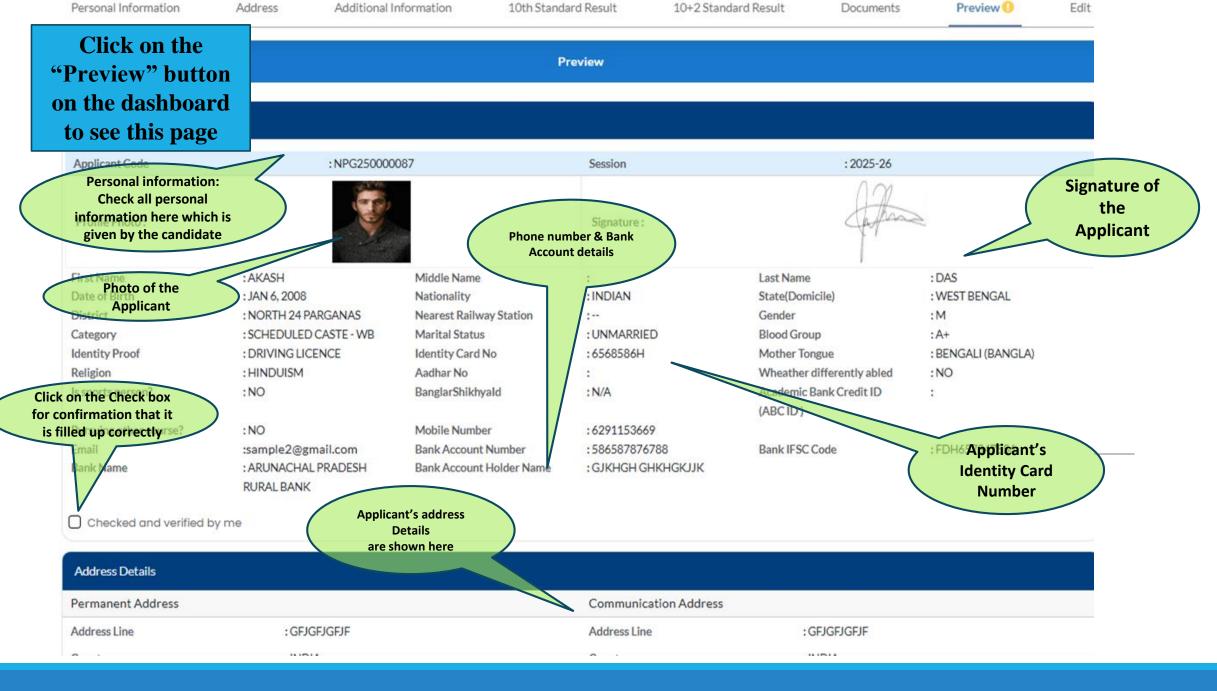


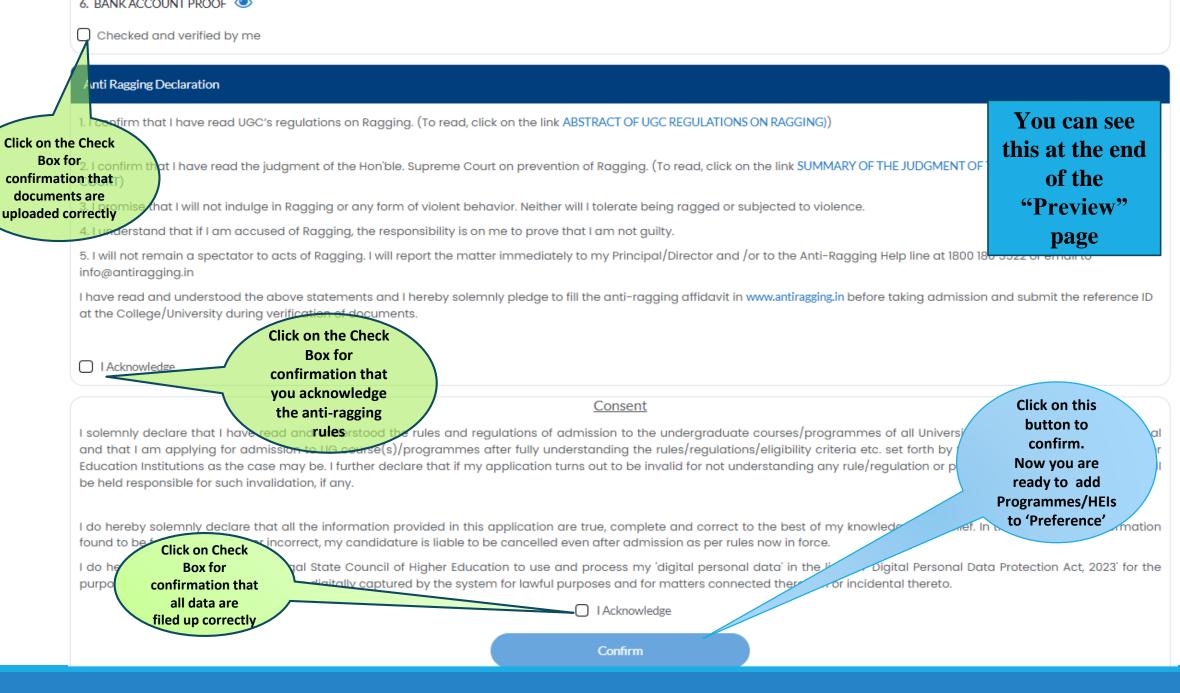




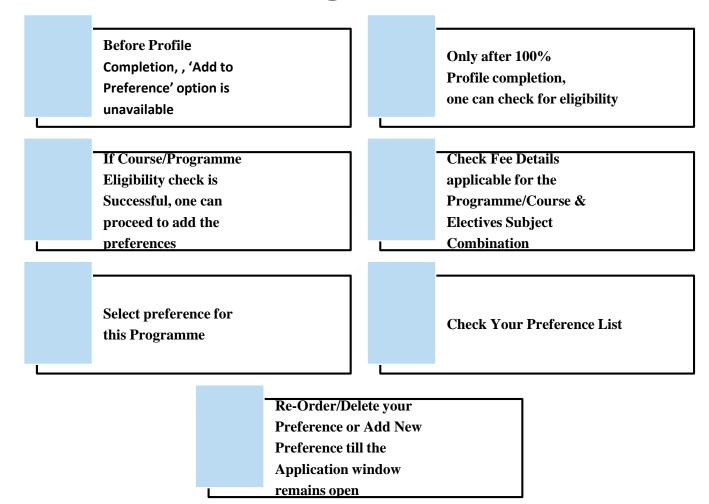




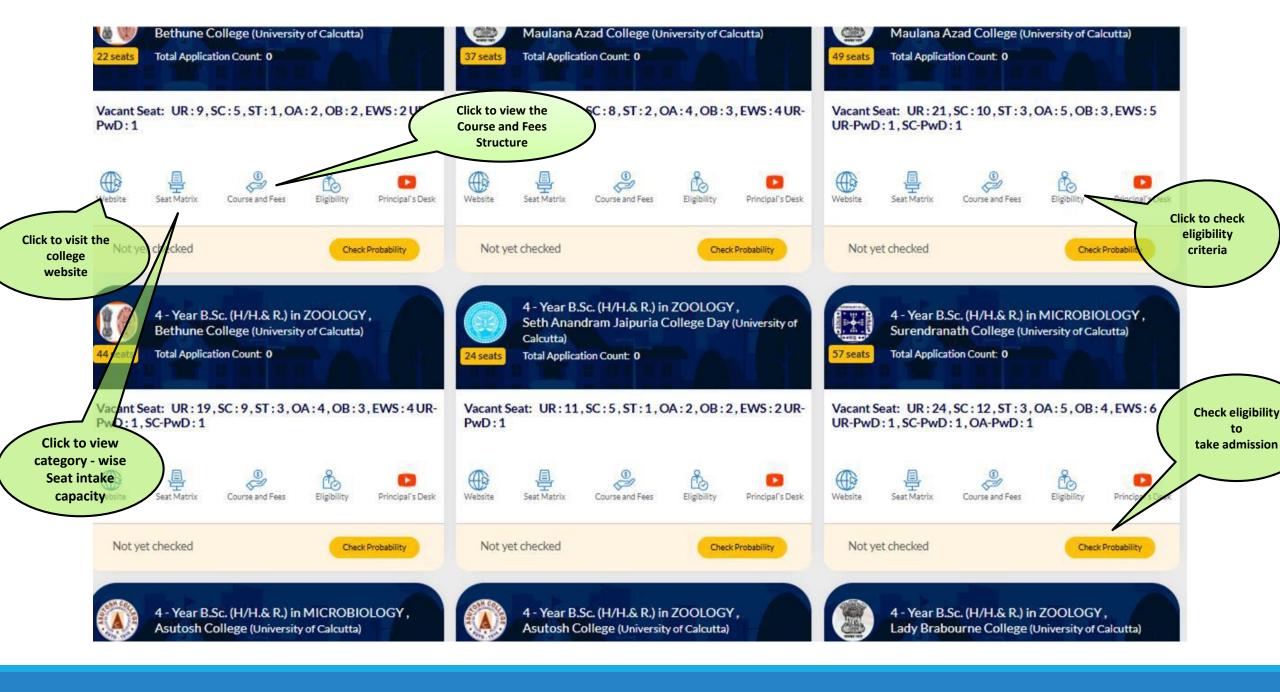


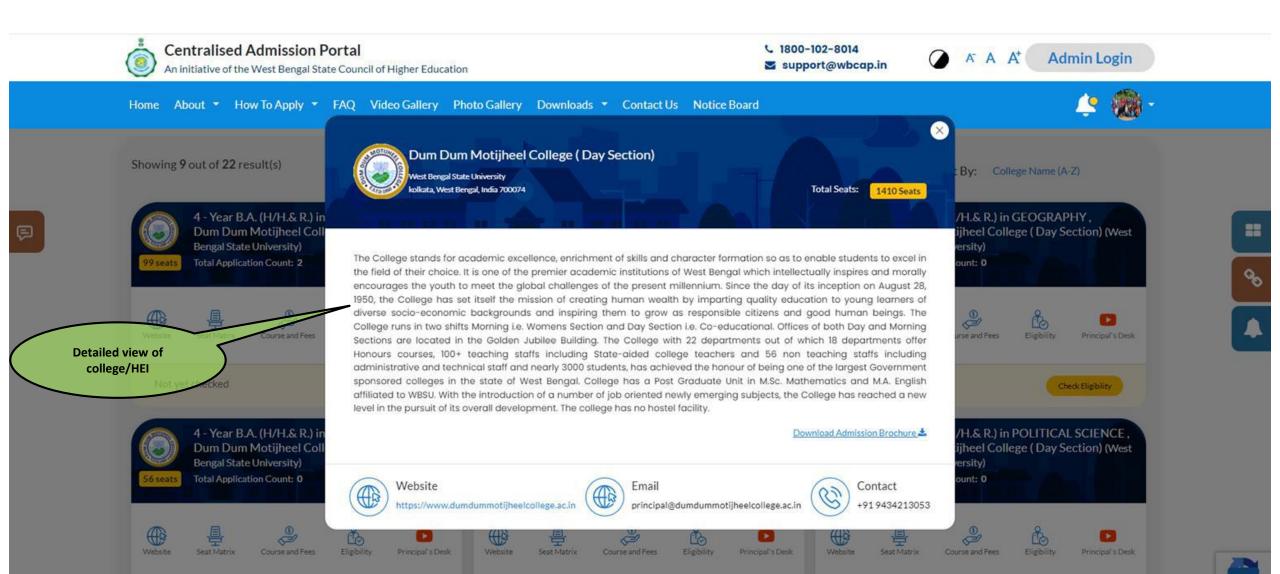


# How to Add Programme/HEIs to Preference



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





Not yet checked

Check Eligibility

Not yet checked

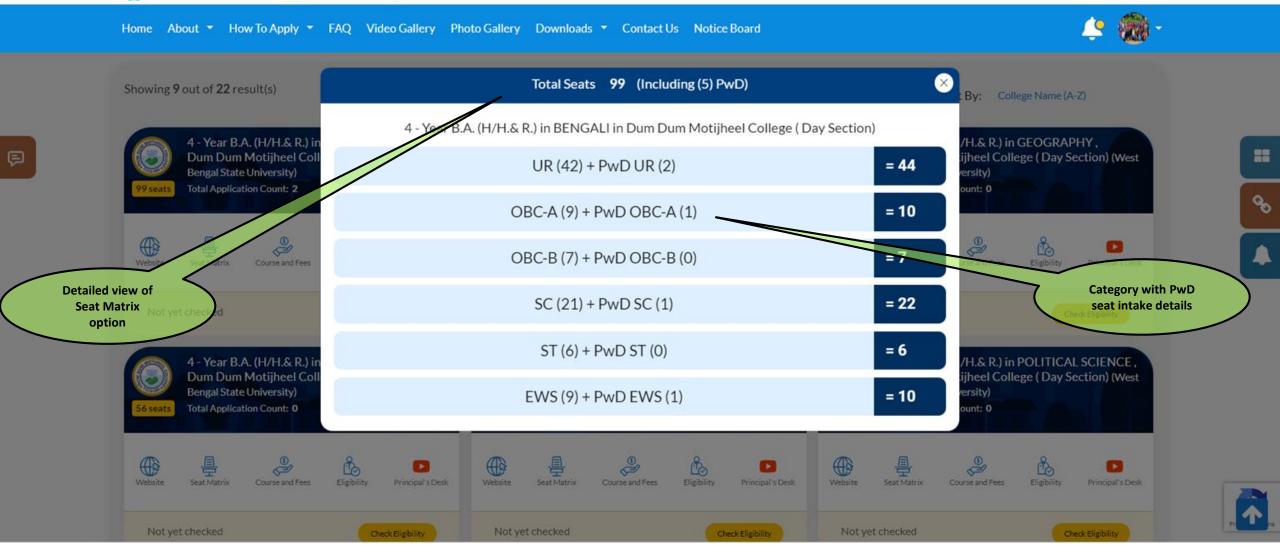
Check Eligibility

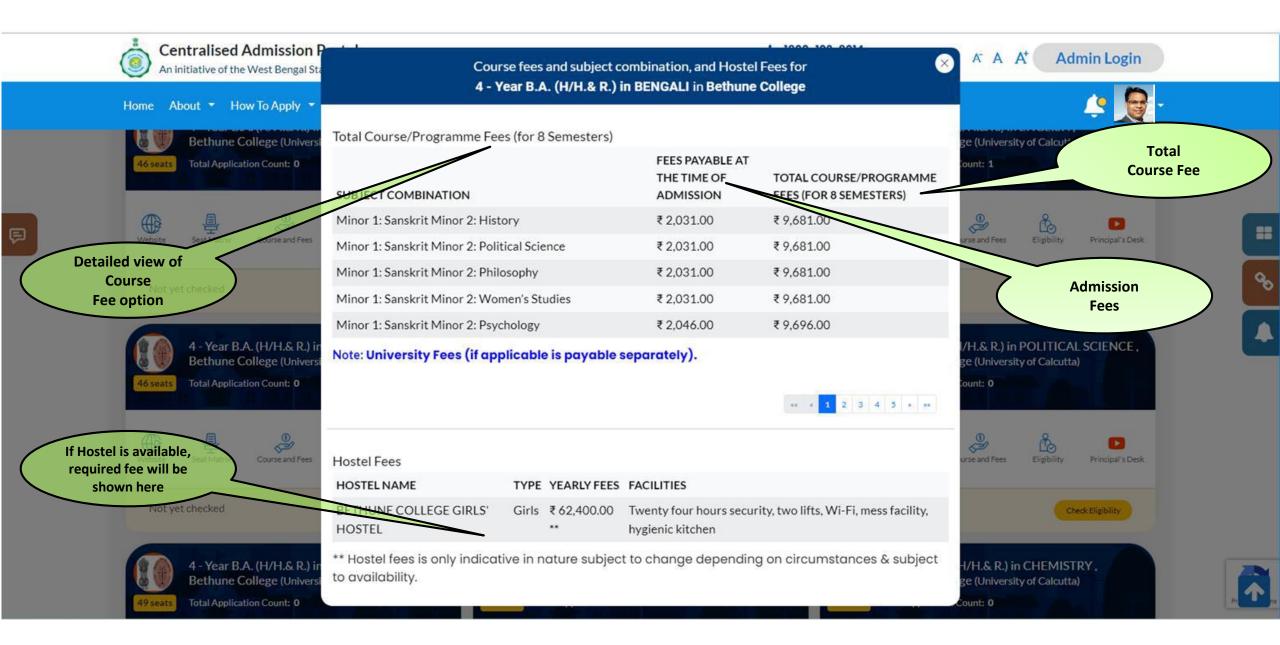
Not yet checked

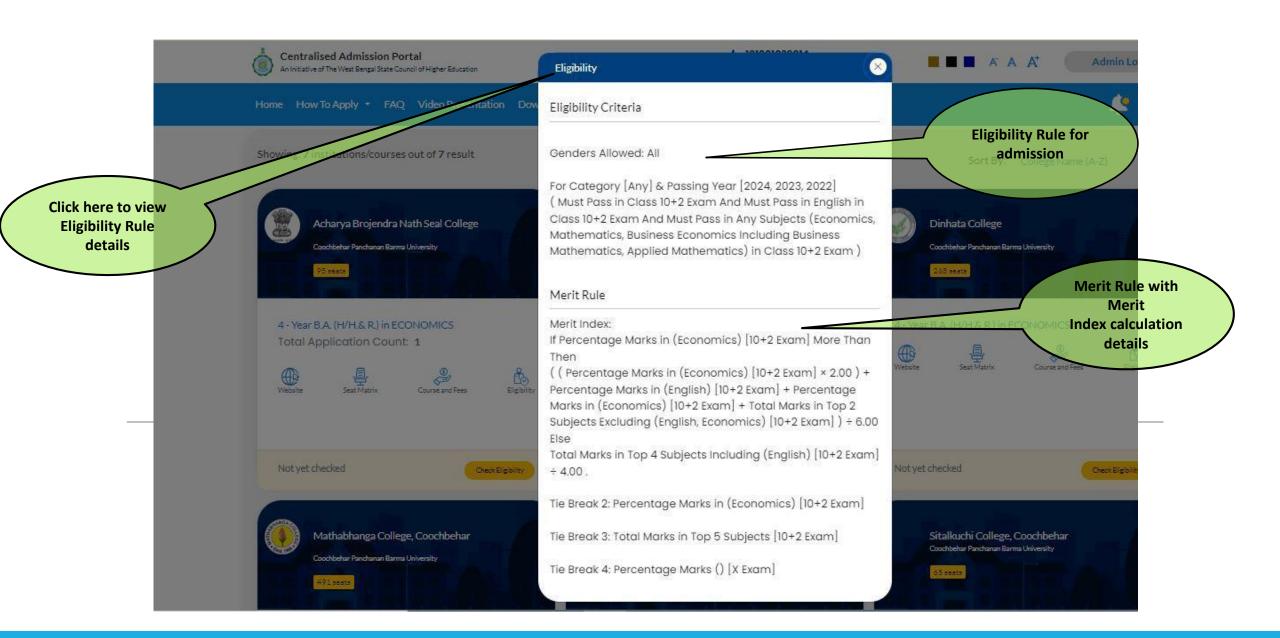
Check Eligibility



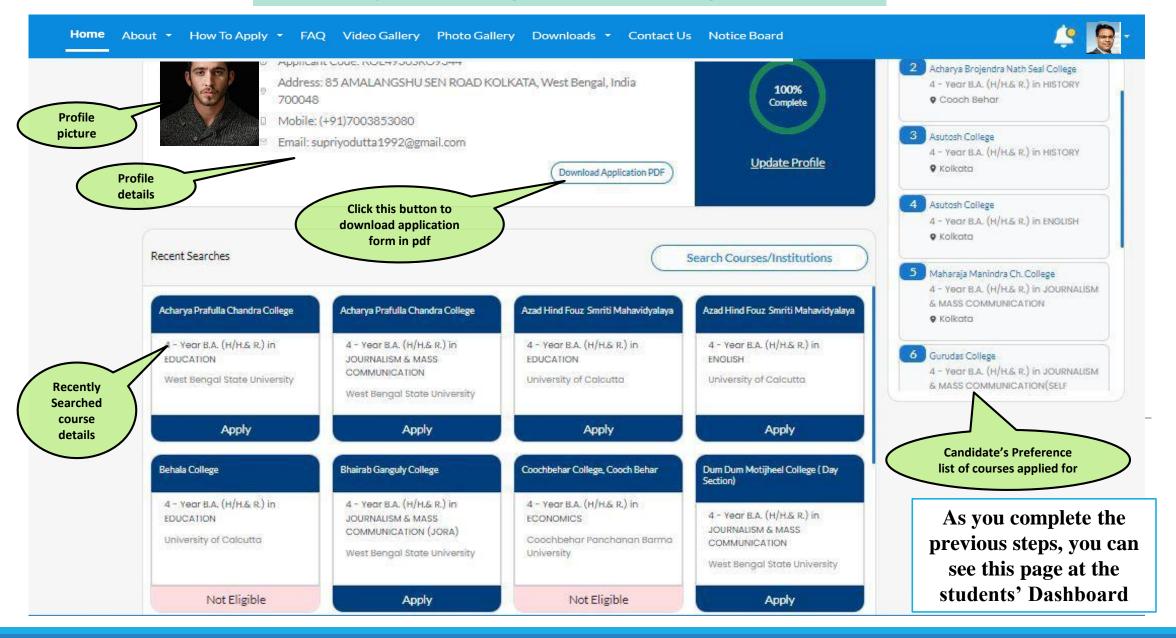
Admin Login



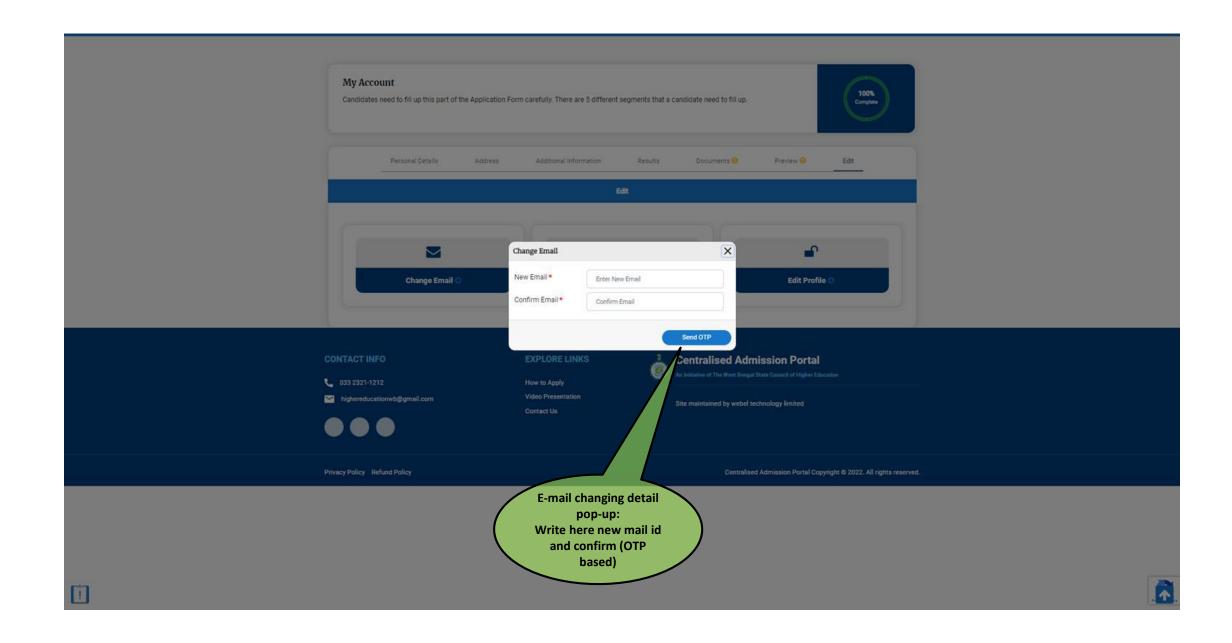


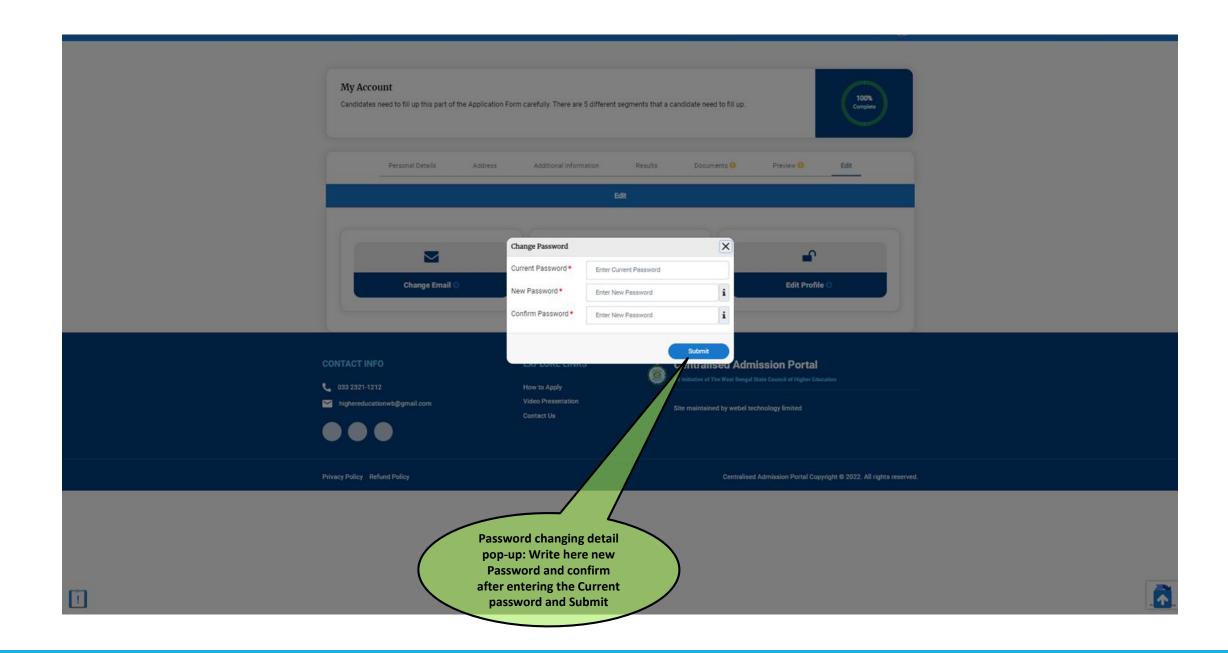


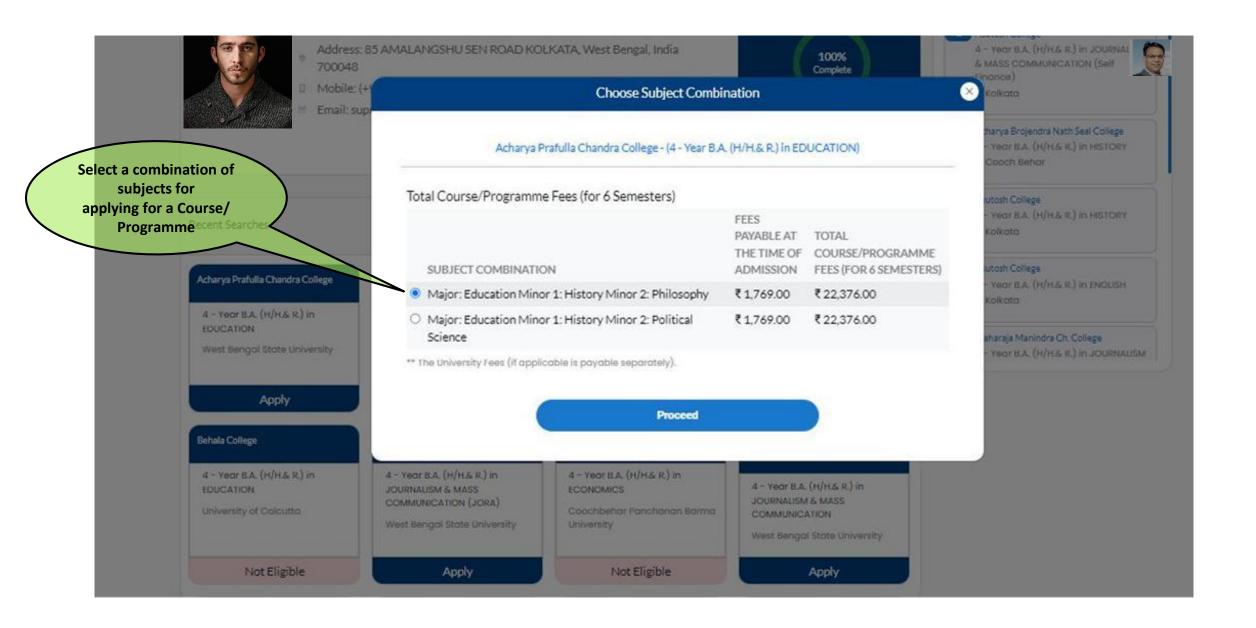
### Profile Entry (Preview Page-Final Acknowledgement)



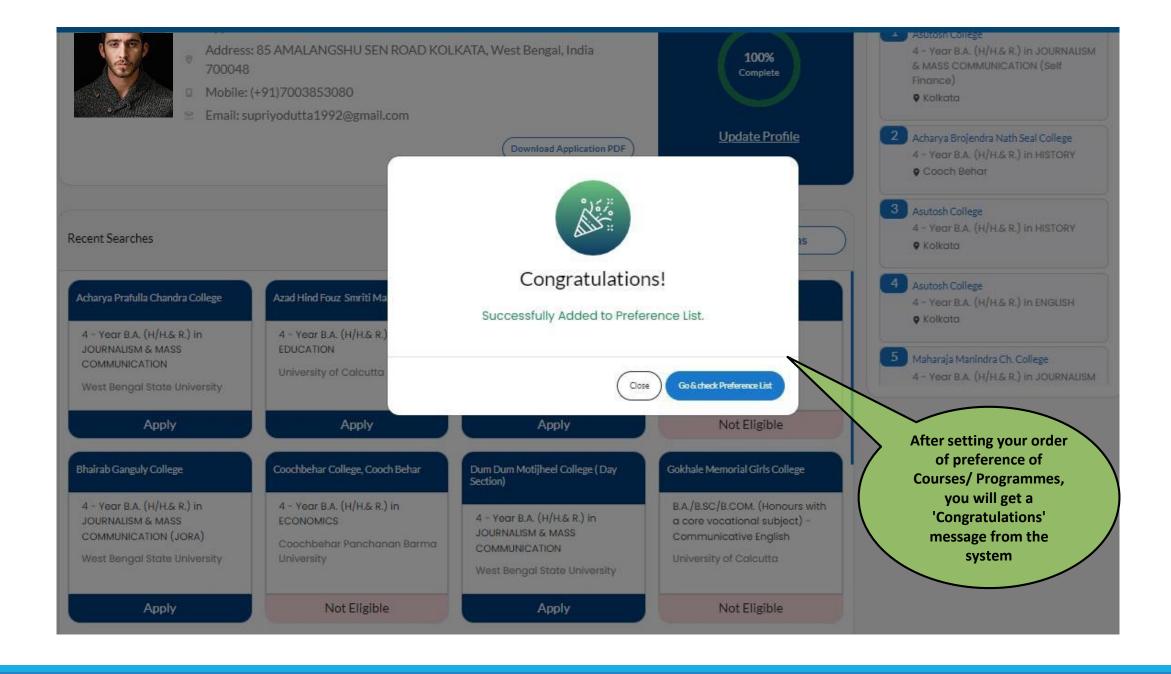
### For editing your profile, you have to click on the "Edit" button to see this page My Account 100% Candidates need to fill up this part of the Application Form carefully. There are 5 different segments that a candidate need to fill up. Complete Address Additional Information Preview Personal Information Results Edit Documents 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





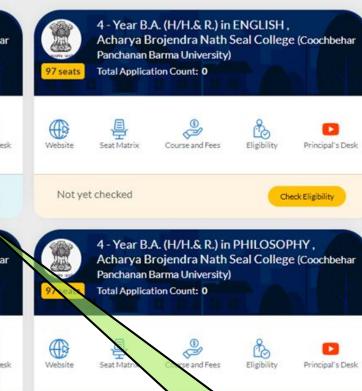




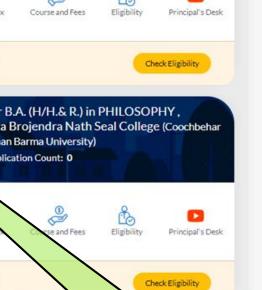


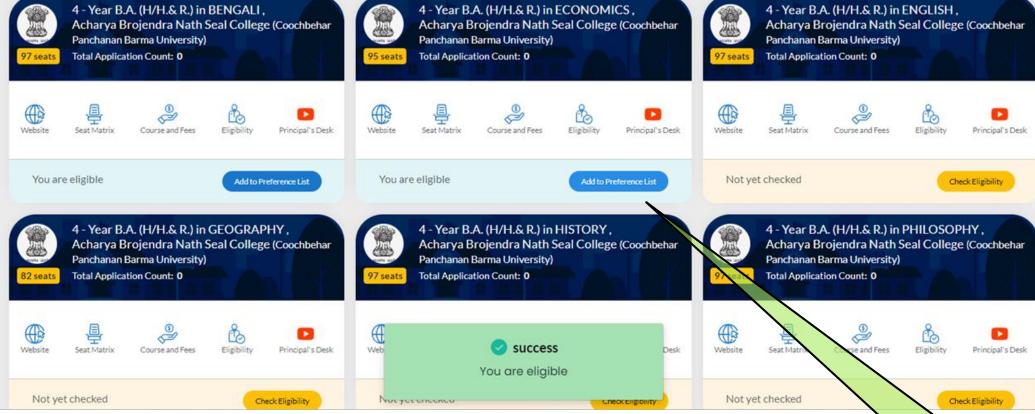




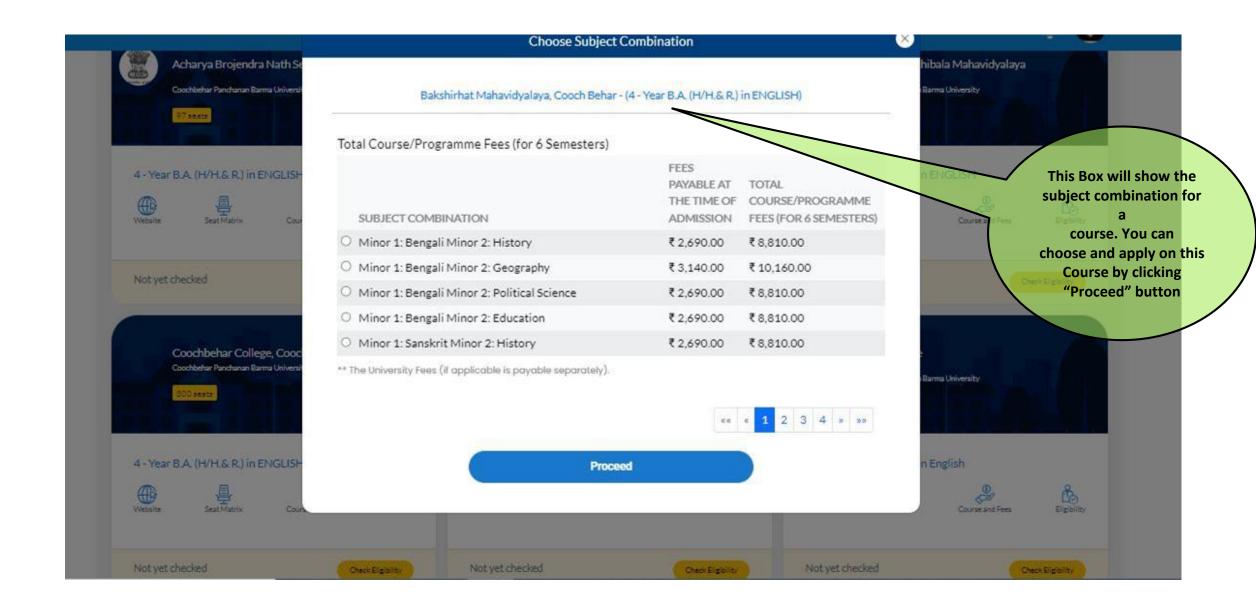


Sort By: College Name (A-Z)





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

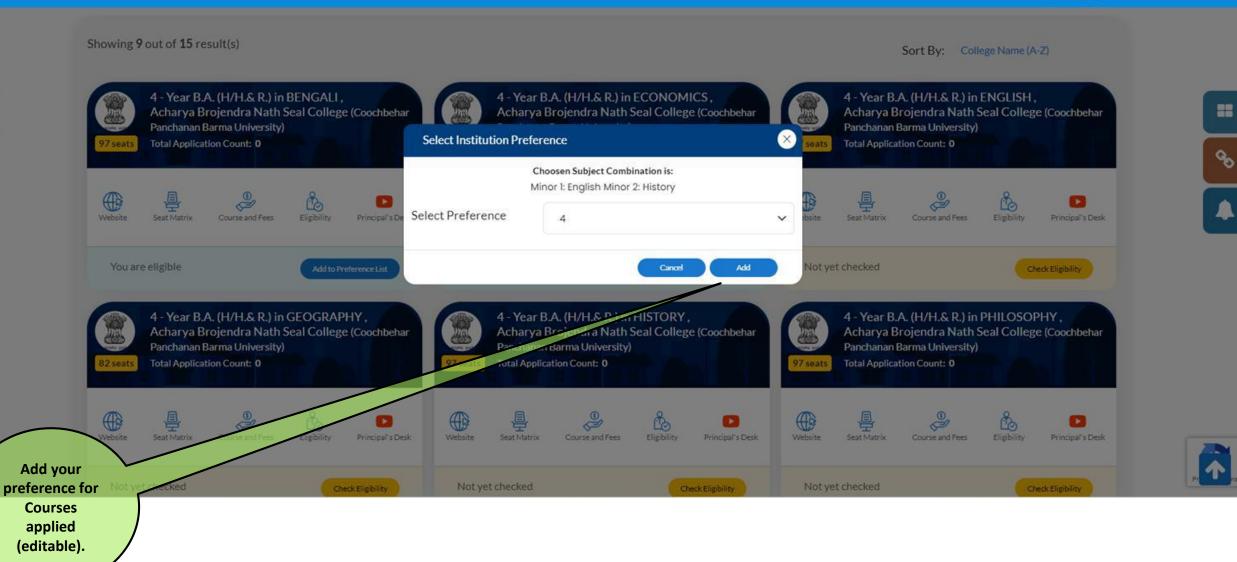


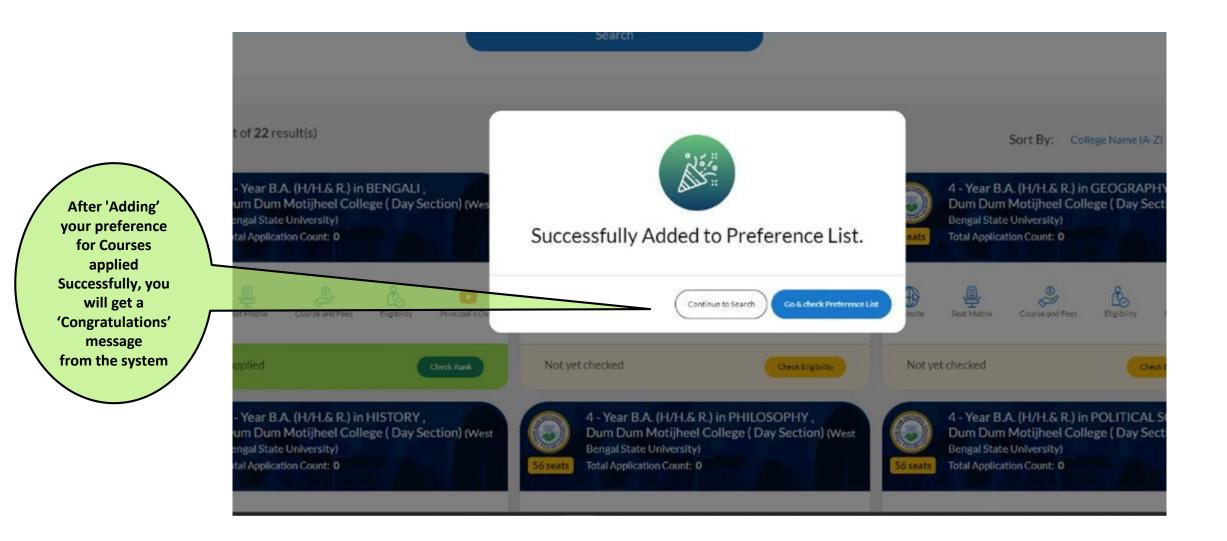
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Admin Login







#### 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.

GMR = General Merit Rank | \*\*CMR = Category Merit Rank

can add

nly. more Courses/
Programmes in
your Preference List

As you add your preference list, you

can see this page in the dashboard

Add Course/College

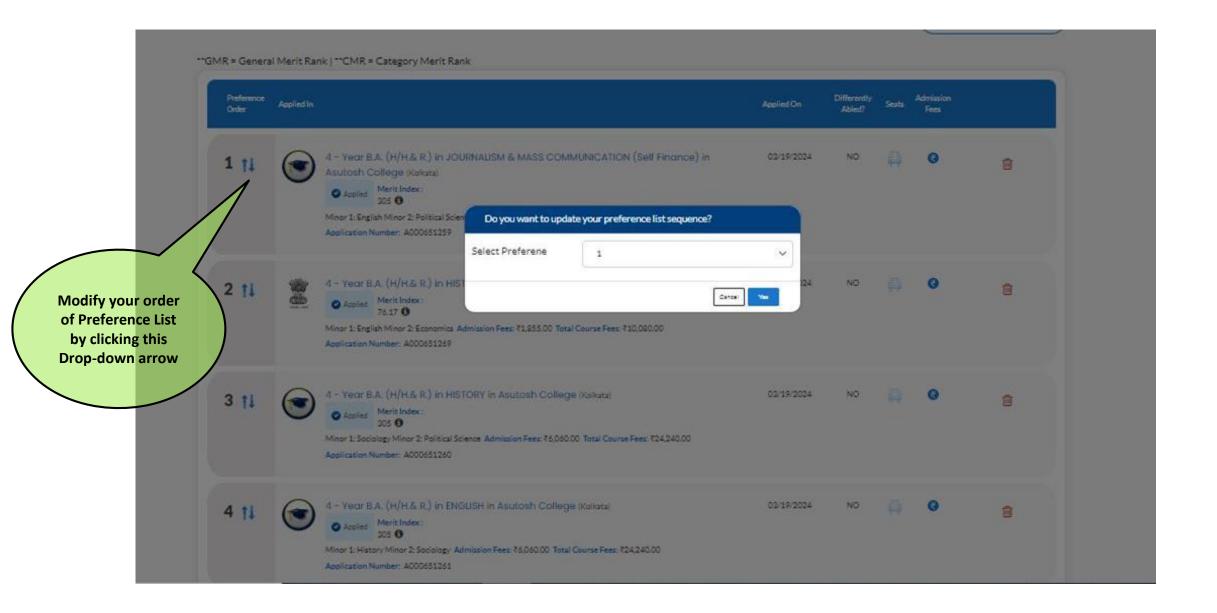
Details about Preference List

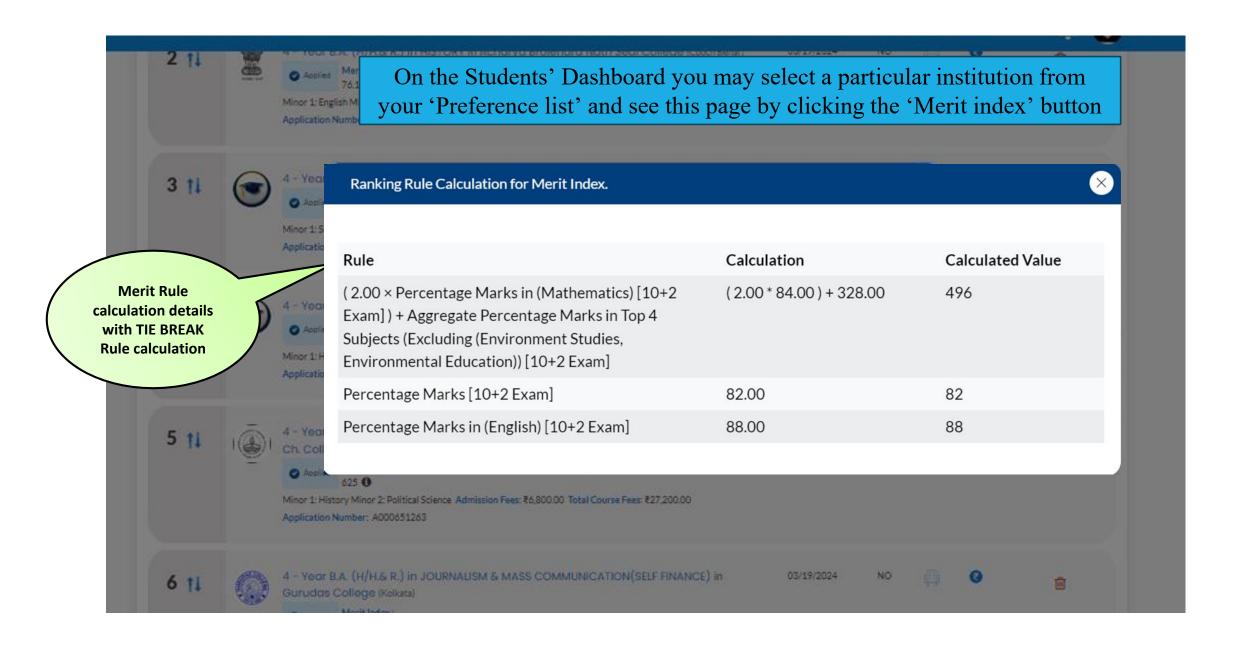
Preference Number 1 is higher preference for getting admitted. If you wish you can change the order of preference. You can change the order of preference any time till the Application Window closes.

Preference 4 - Year B.Sc. (H/H.& R.) in PHYSICS in Asutosh College (Kolkata) Merit Index: MINOR 1: Mathematics MINOR 2: Chemistry Admission Fees: ₹8.240.00 Total Course Fees: ₹32,960.00 Application Number: A000676659 05/29/2024 4 - Year B.Sc. (H/H.& R.) in ELECTRONICS in Behala College (Kolkata) Merit Index: 466 0 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

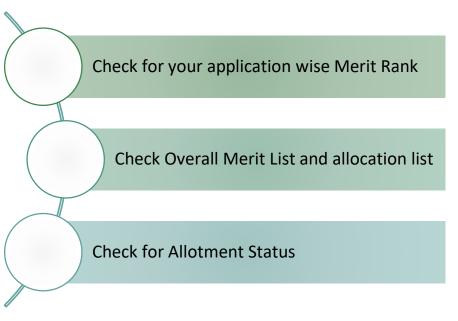
Merit Index & calculation details, Course Fee , Application number will be visible here



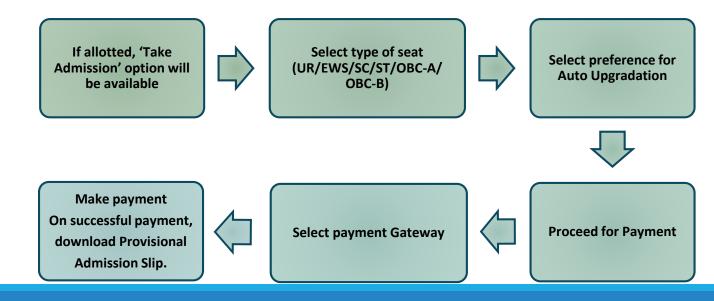


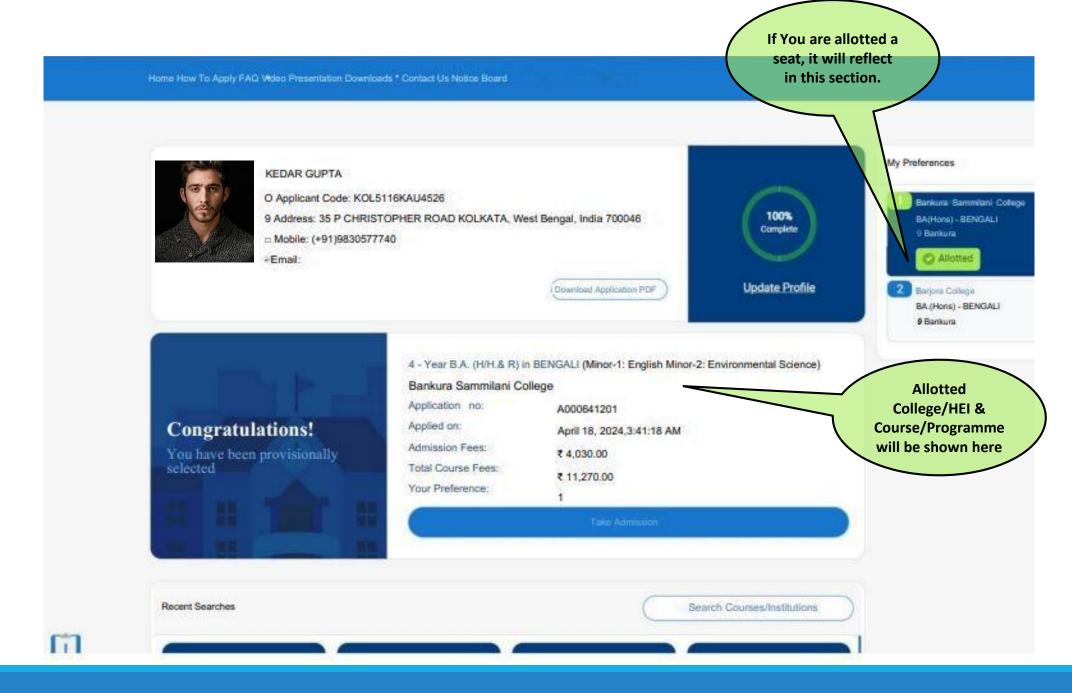


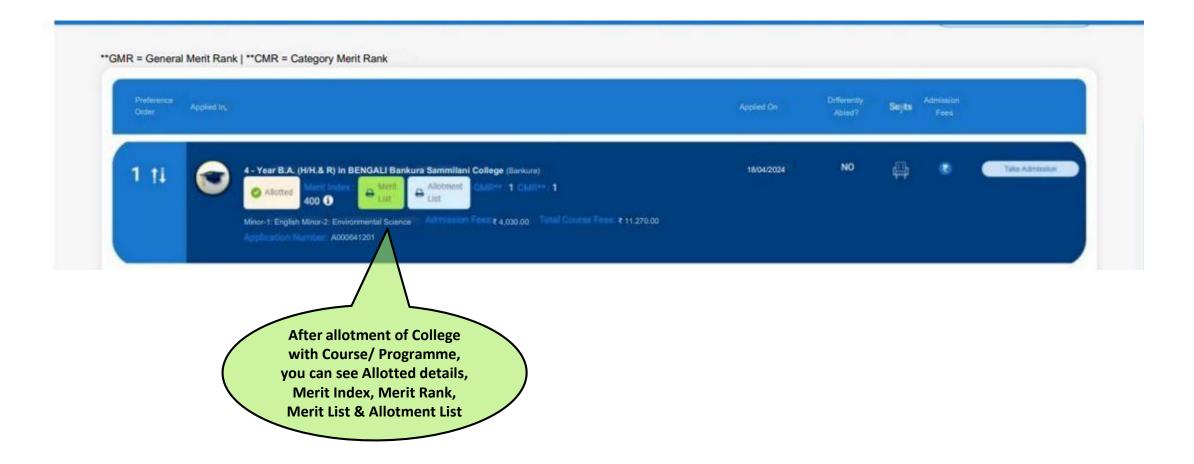
# Post Merit List Publication Activities

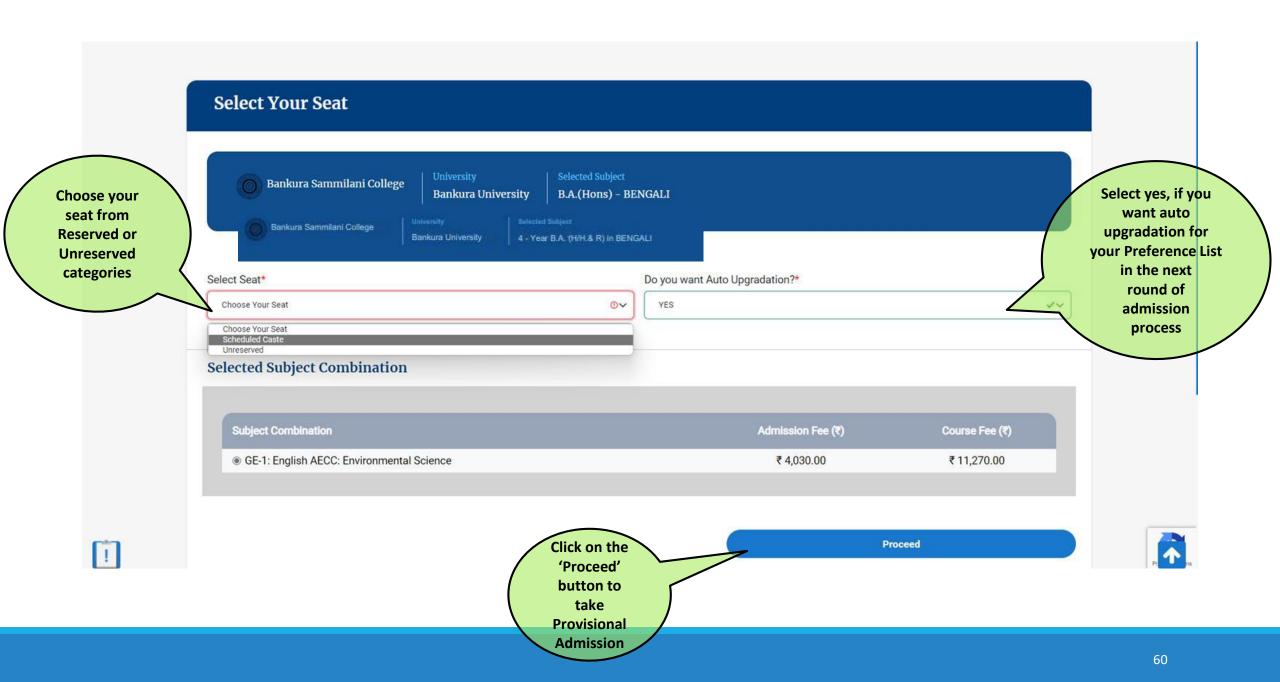


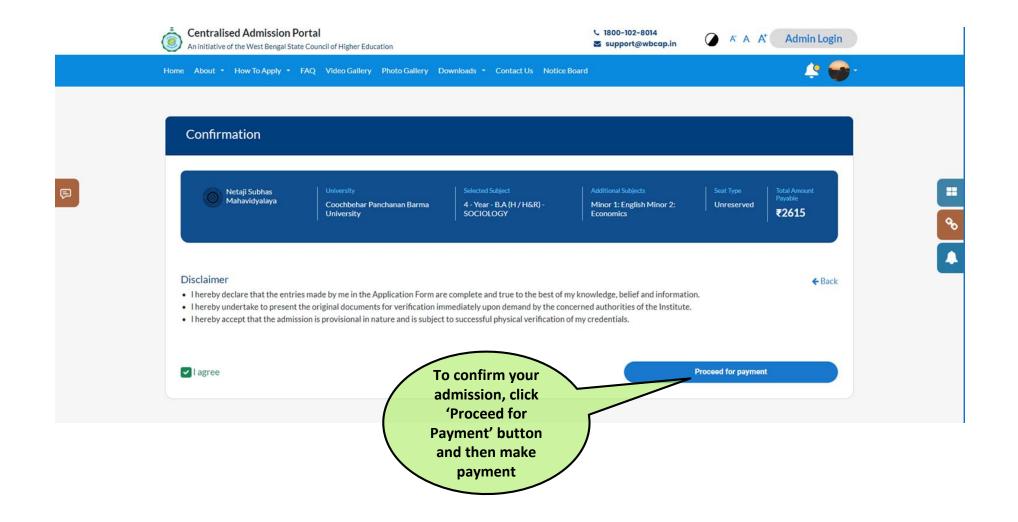
**Refer to Pages 57-63 for details** 

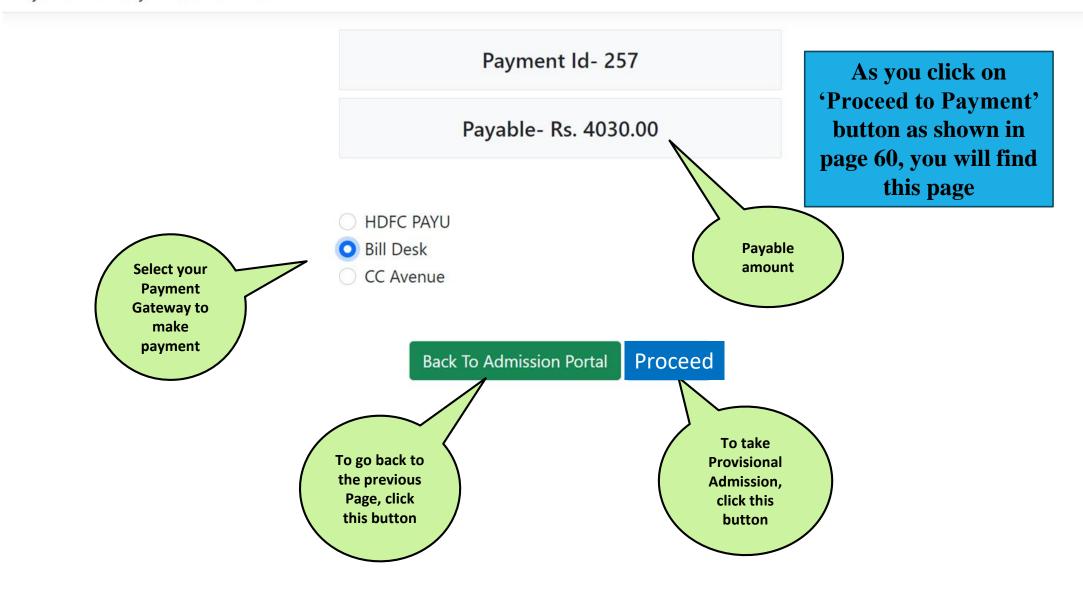


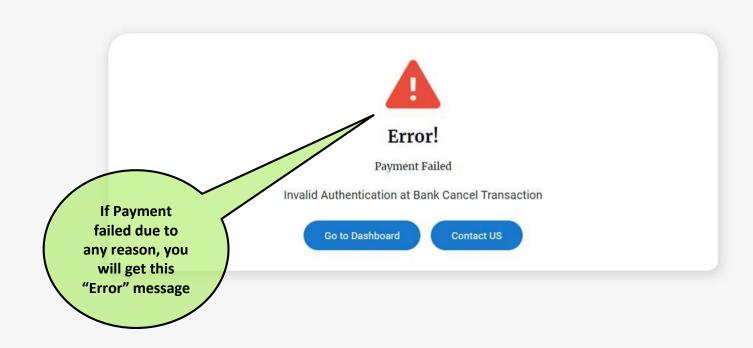




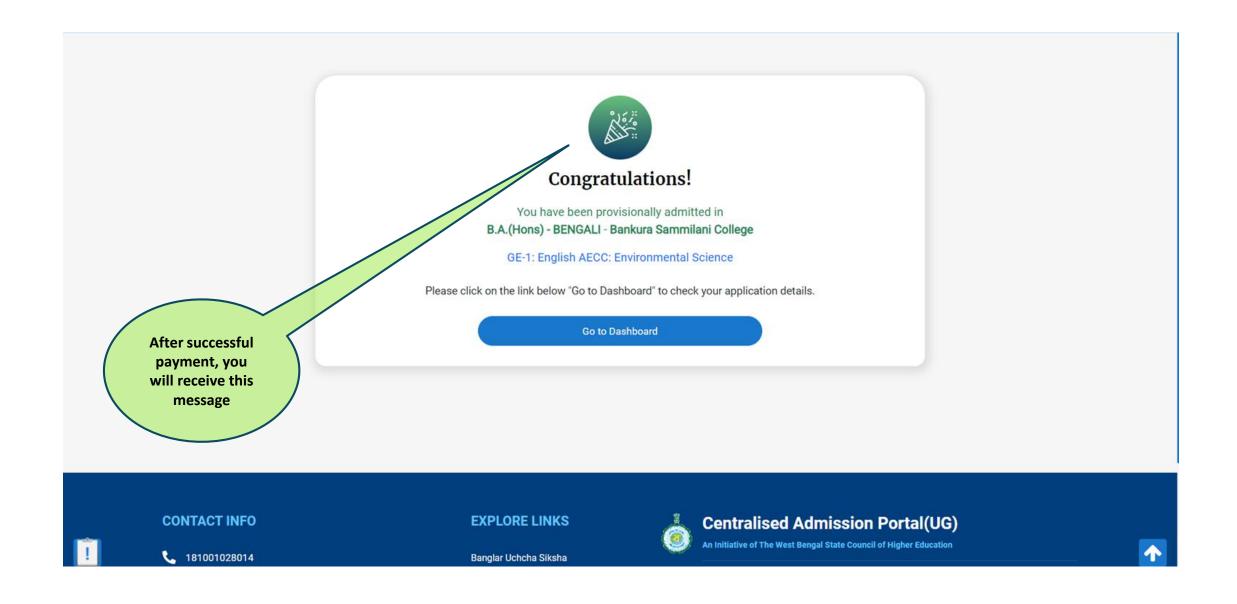














#### **KEDAR GUPTA**

- Applicant Code: KOL5116KAU4526
- O Address: 35 P CHRISTOPHER ROAD KOLKATA, West Bengal, India 700046
- ☐ Mobile: (+91)9830577740
- ≅ Email:

Download Application PDF

100% Complete My Preferences

View All

Bankura Sammilani College
B.A.(Hons) - BENGALI

Bankura

Admitted

Barjora College
B.A.(Hons) - BENGALI

Barjora College
B.A.(Hons) - BENGALI

Congratulations!
You have been provisionally admitted to
Bankura Sammilani College
Bankura University

Kolkata

### Course/Programme:

B.A.(Hons) - BENGALI (GE-1: English AECC: Environmental Science)

Cancellation of Admission

#### Amount Paid:

₹4030

**Transaction Status:** 

Success

Your Preference:

Admitted on:

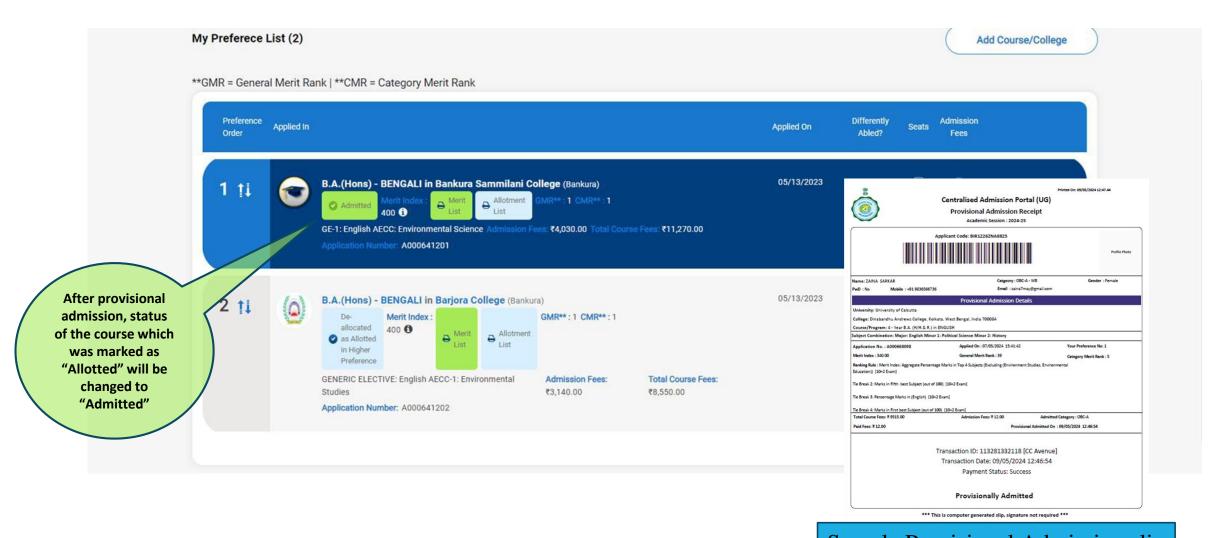
May 13, 2023, 8:56:07 AM

1

**Download Provisional Admission Receipt** 

After provisional admission, status of the course which was marked as "Allotted" will be changed to "Admitted"

If you want to cancel your provisional admission, click this option Click here to download your Provisional Admission Receipt



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



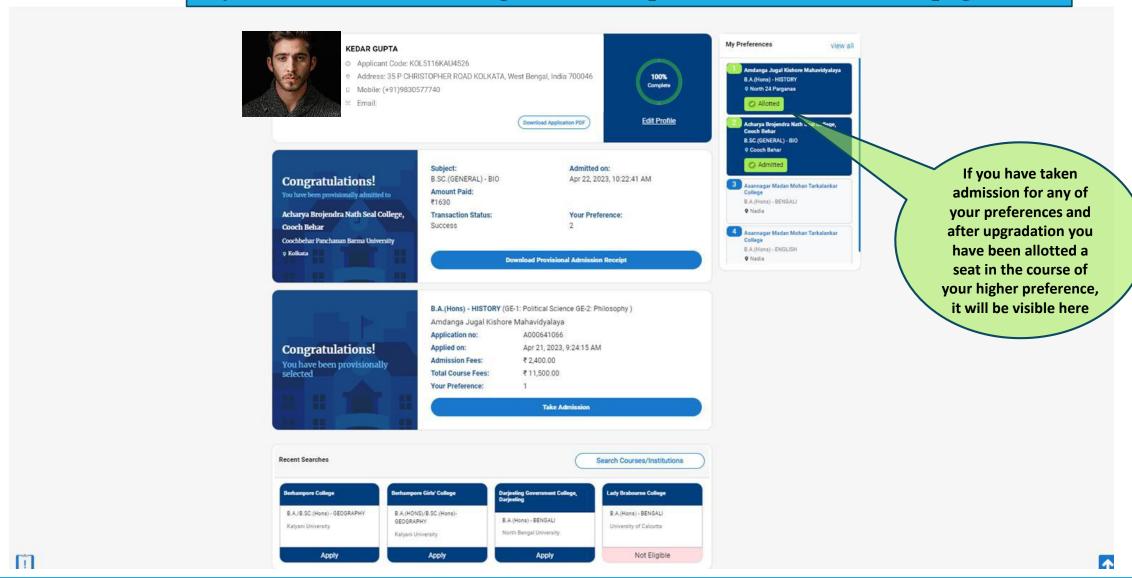
Check for Balance amount to be paid, if any

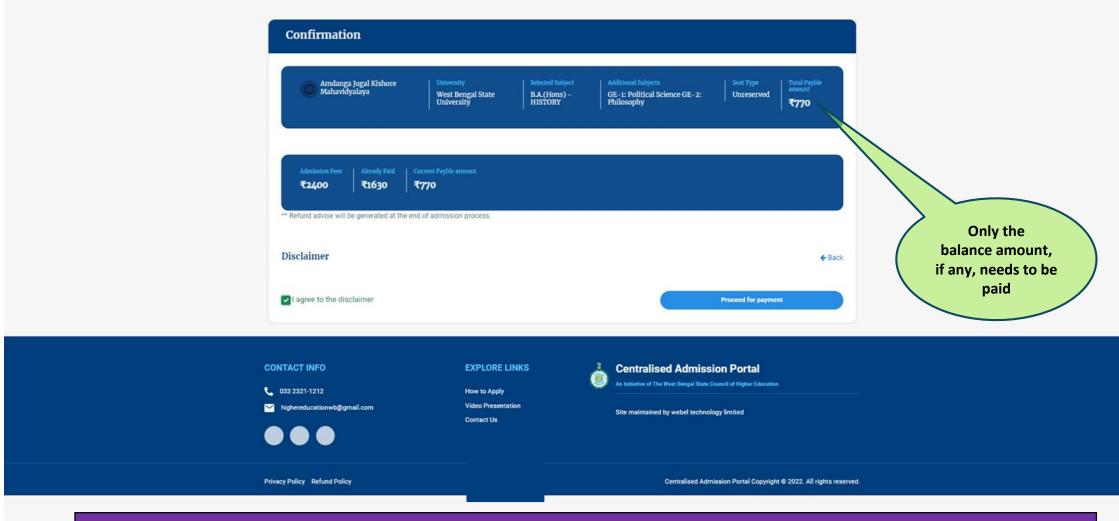


If higher preference is allotted through upgradation, an applicant can check the same in the dashboard

Proceed for Payment

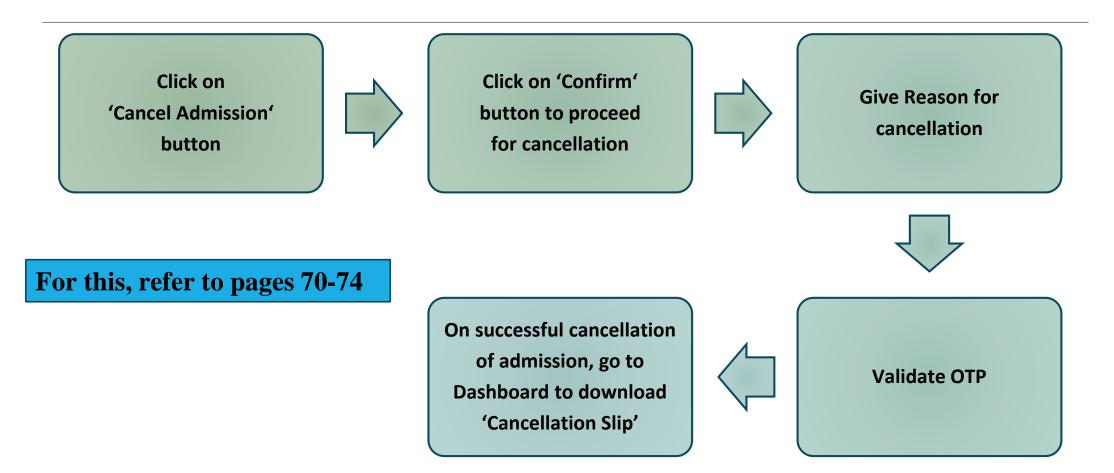
### If you take admission in higher allotted preference, then refer to page 67-68

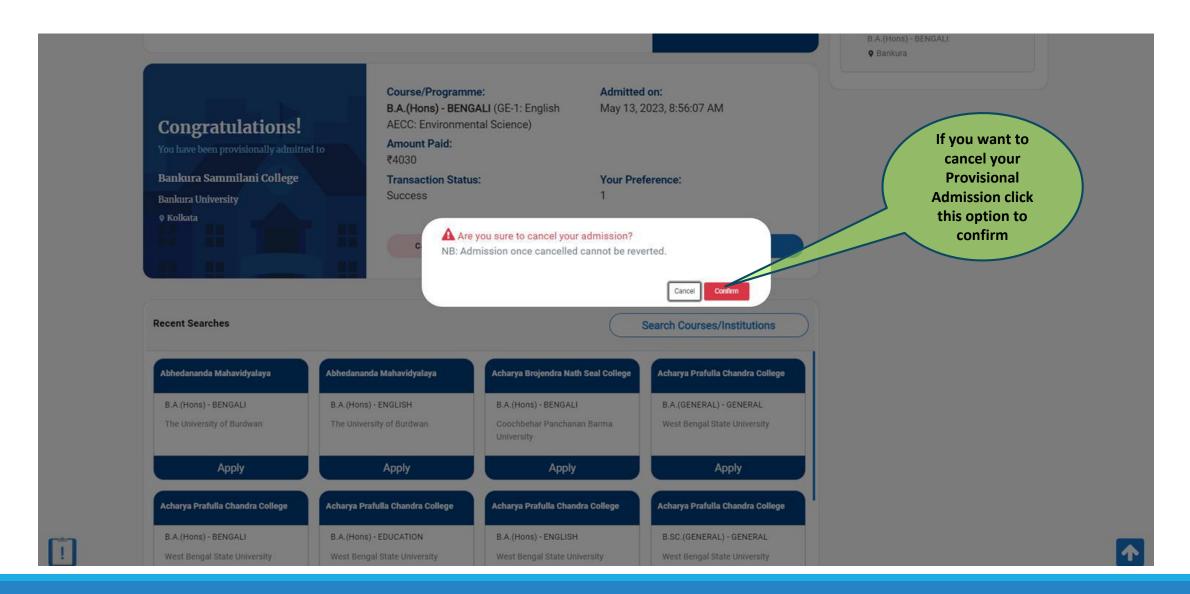


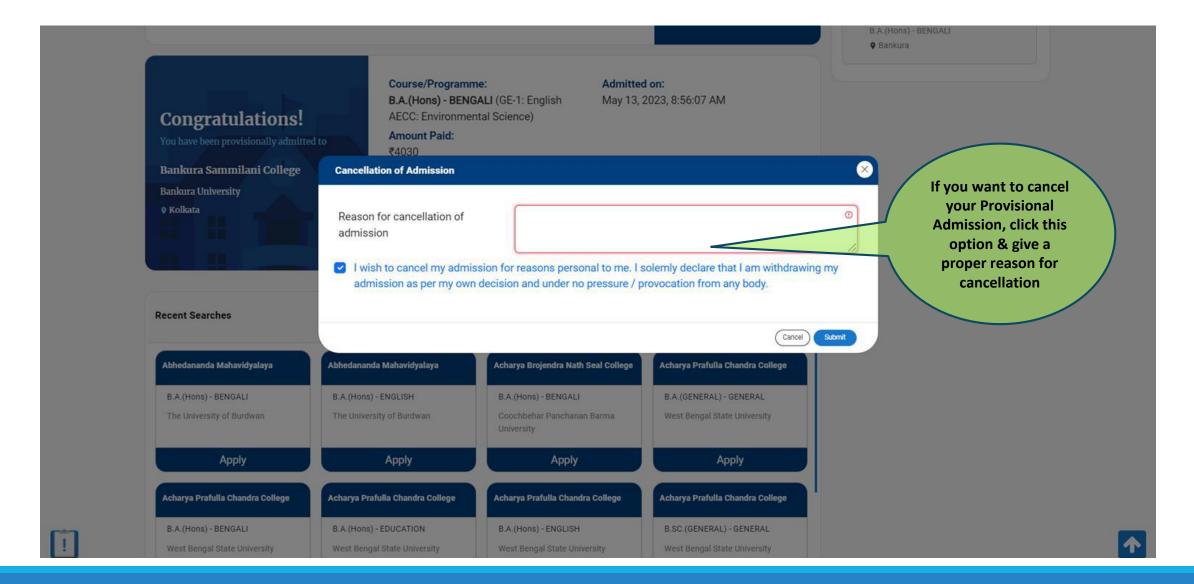


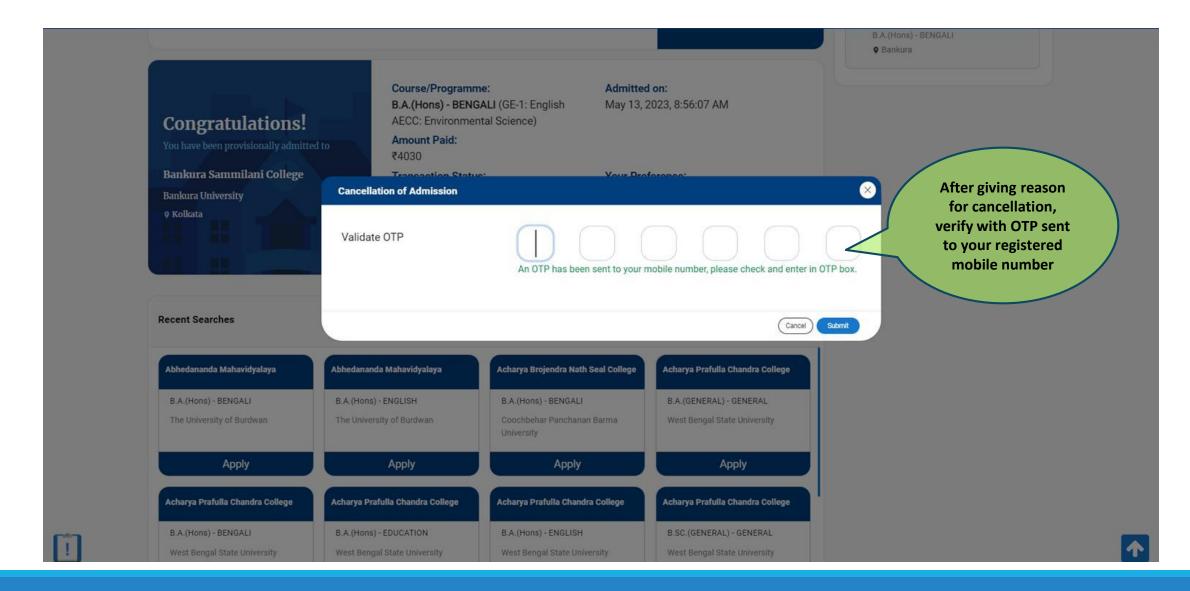
NOTE: If fee paid for the previous admission is more than the admission fee of the current institution, the excess fee will be transferred to the applicant's account (as entered by the applicant) after the entire admission process is over.

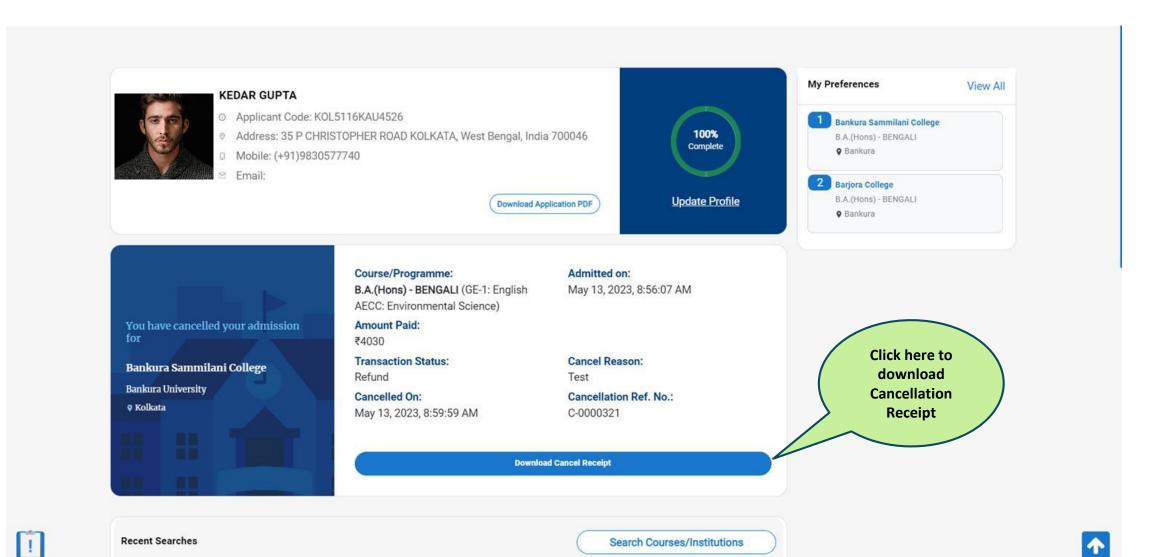
## Procedure for Cancellation of Admission

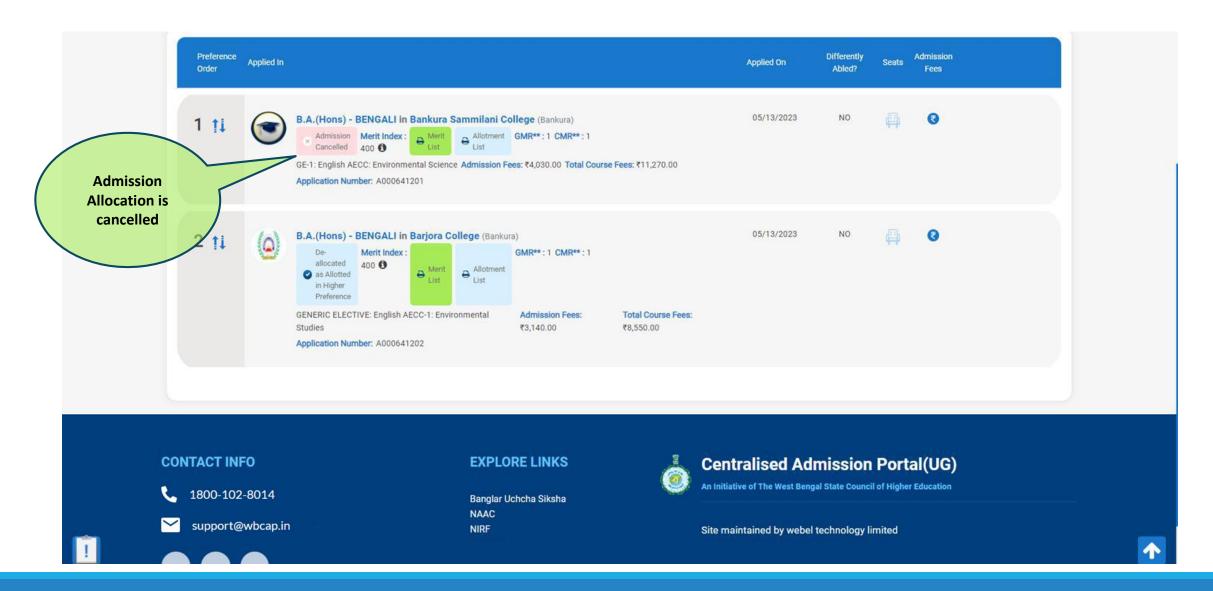








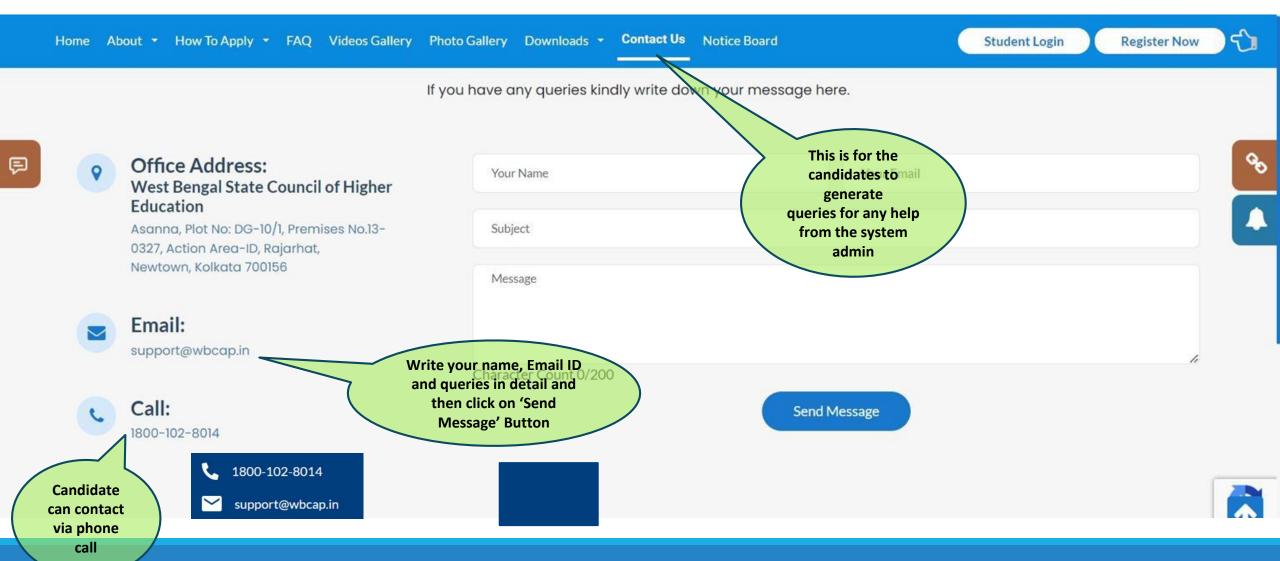


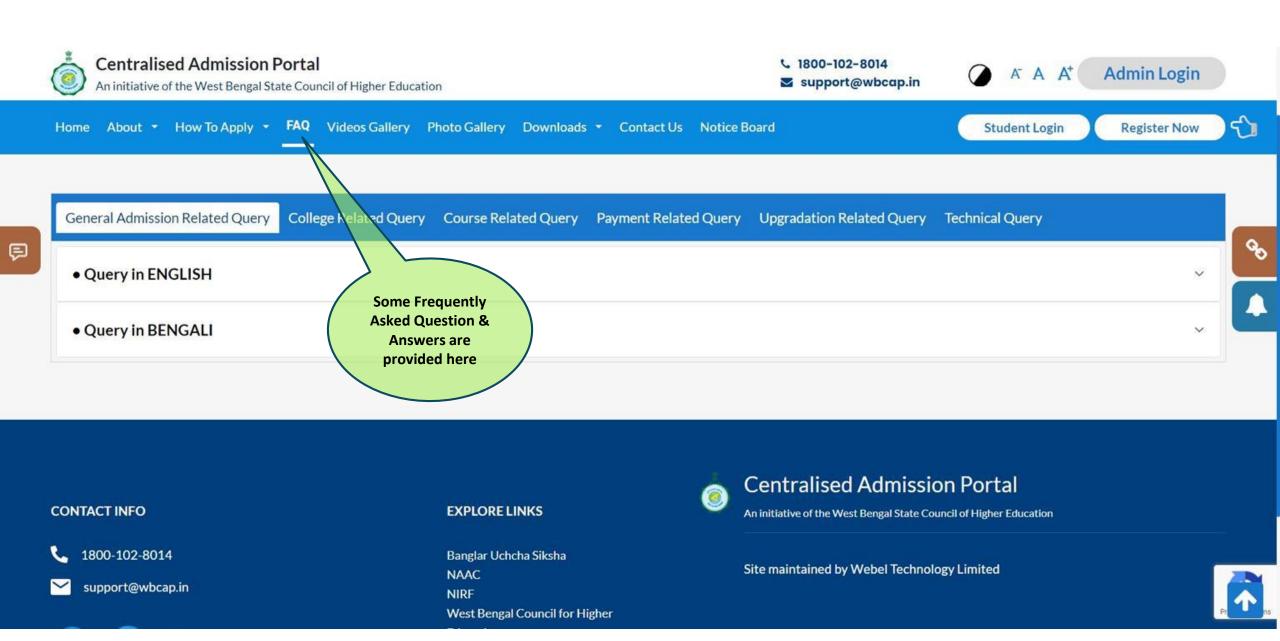


# Other Options for the Applicant

**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:

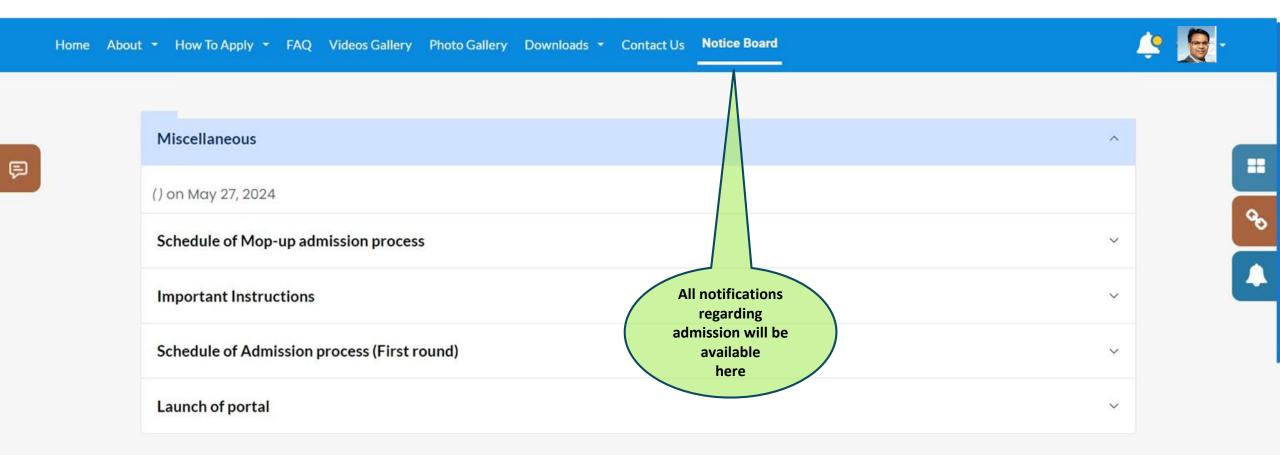
P0000203

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: <a href="mailto:support@wbcap.in">support@wbcap.in</a>