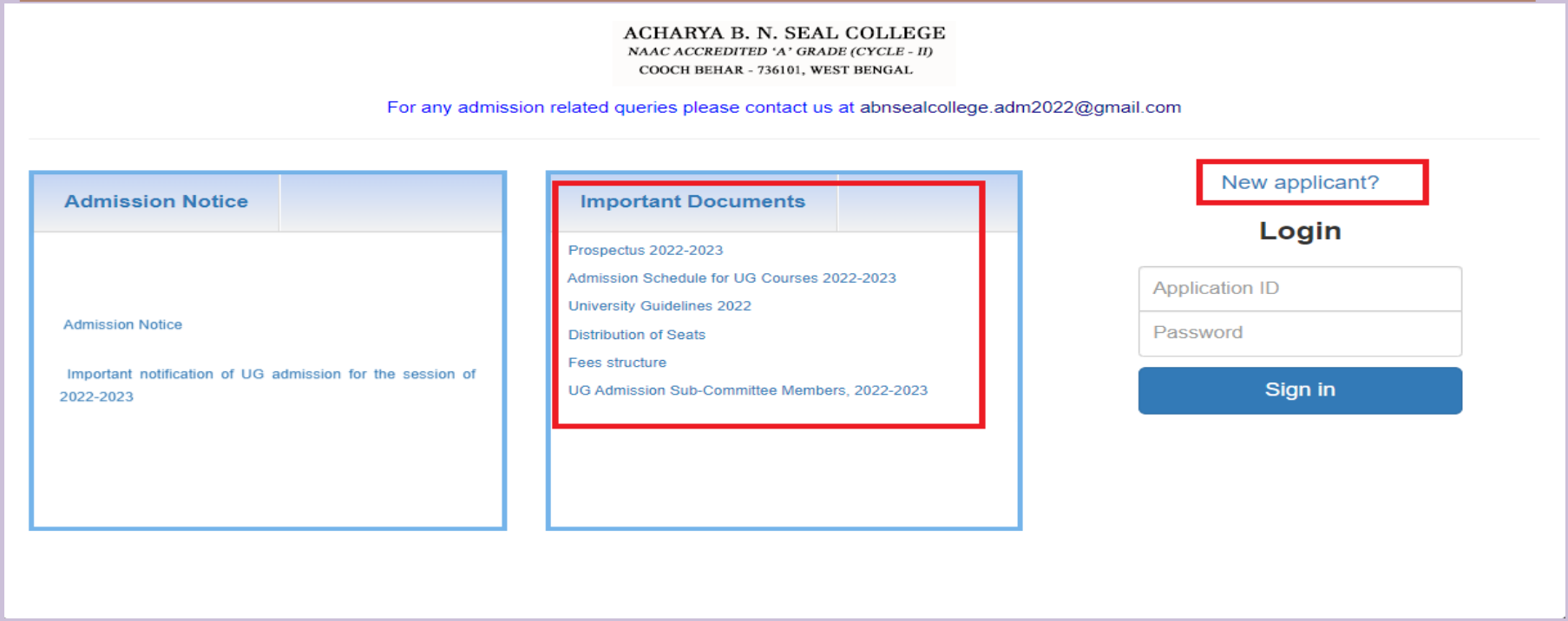
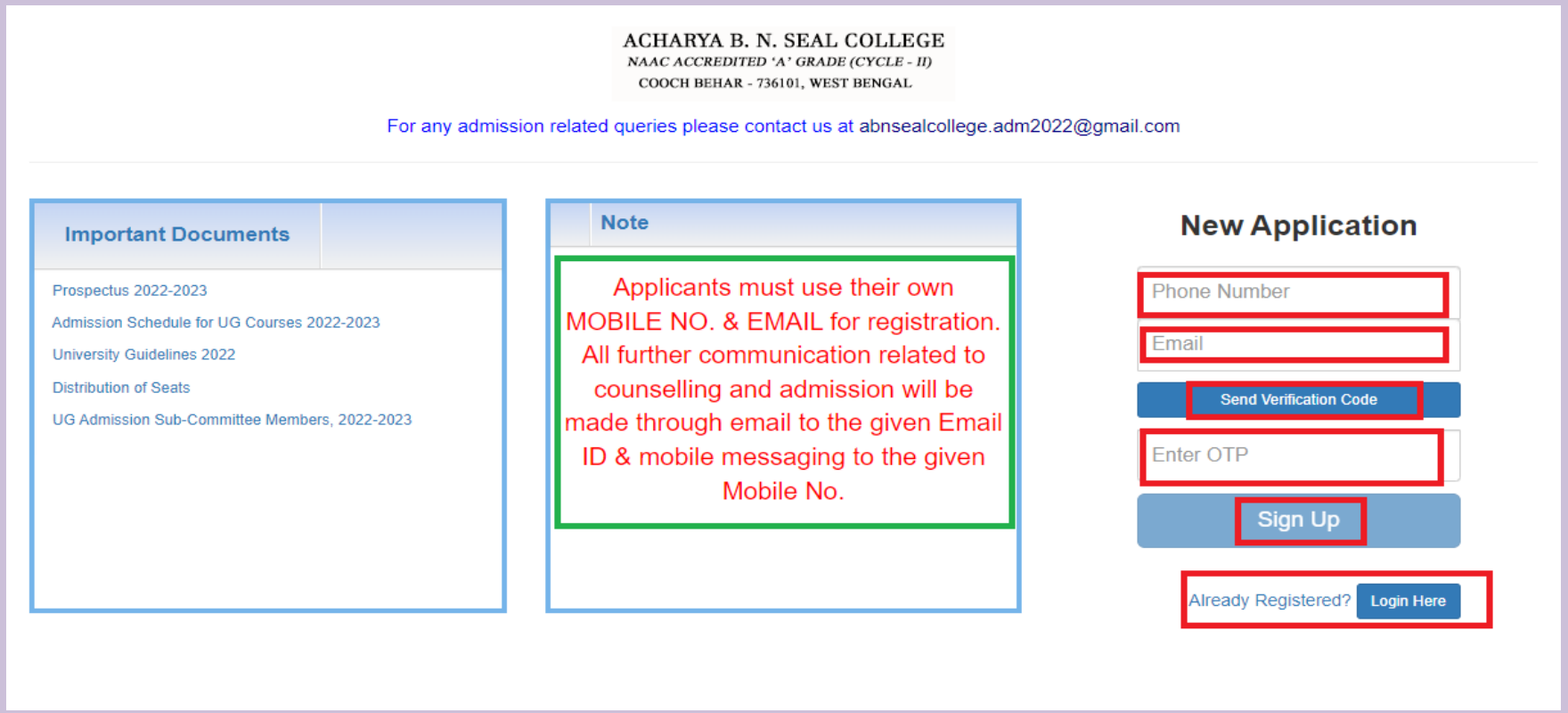
User Guide of Application Process in UG Courses in ABN Seal College for the Session 2022-2023



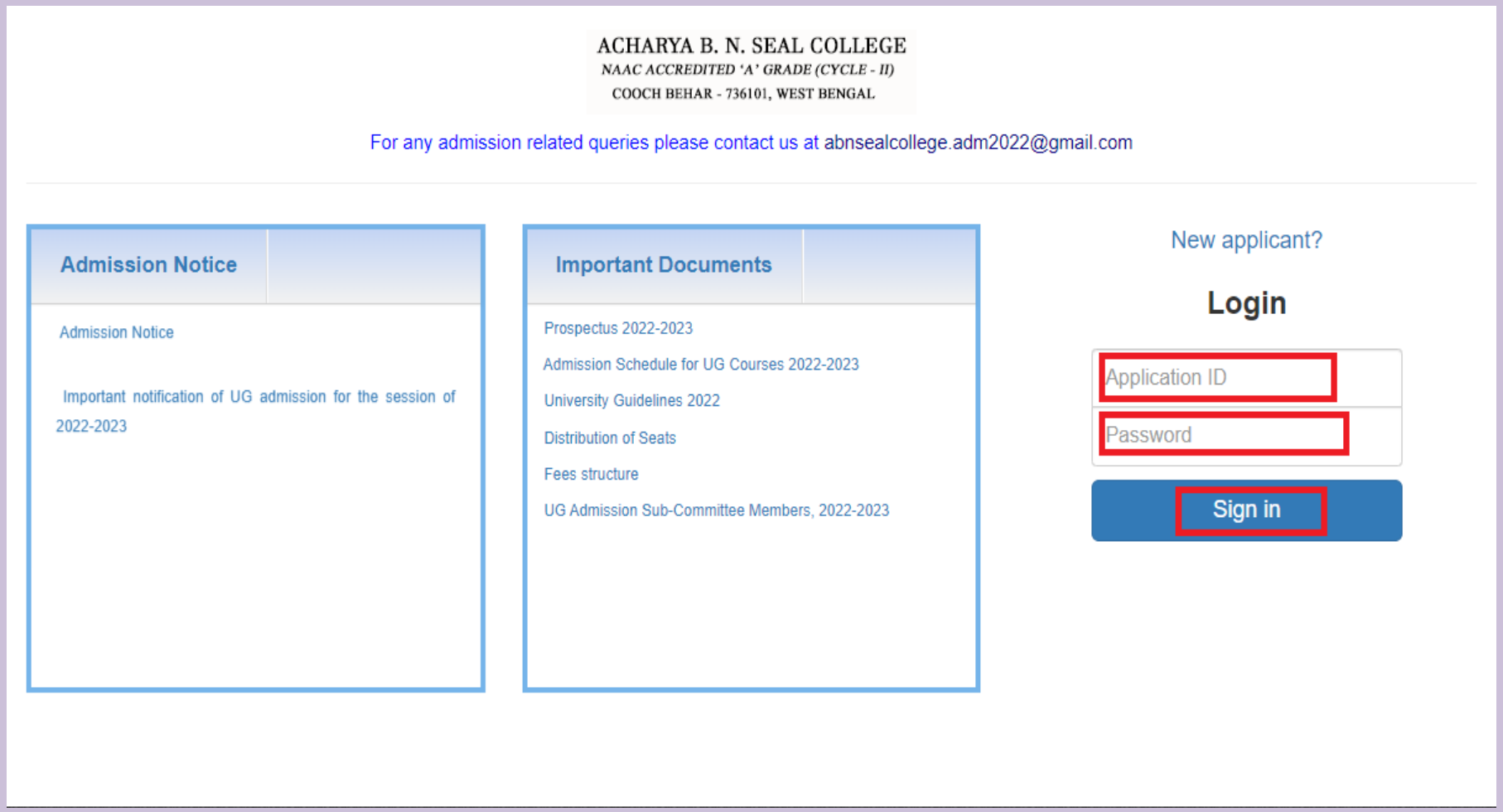
After clicking on the link given in college website this window will open.

Applicants are requested to go through the **important documents** before registration.

Click on the '**New applicant?**' button to start the one time registration.



Provide Phone number and E-mail ID **(use your own/ parents/ guardians mobile no. & email id)**. Click on '**Send Verification Code**' tab. Separate OTPs will be sent to the mobile no. Provide OTP in proper boxes. Click on the '**Sign Up**' tab. The Login ID and Password will be sent to Mobile No.
Finally click on '**Already Registered? Login Here**', the Login Page will appear.



In Login page, provide the **Application ID** & **Password** received through mobile message and Click on '**Sign in**' button.

The main application window will open.

Personal Information | Academic Information | Apply Courses | Document Upload | Declaration | Form Print

Personal Details

Applicant Name*	FIRST NAME		MIDDLE NAME	*(if any)*	LAST NAME
Father's Name*		Mother's Name*		Guardian's Name*	
Guardian's Mobile*		Nationality*	Select Nationality	Aadhar No.	
Religion*	SELECT	Caste*	GENERAL	Certificate By	SELECT
Gender*	Select Gender	Date of Birth*	YYYY-MM-DD	Blood Group	A+
Differently-Abled (divyangjan)*	No	Disability Type	Select	Disability(%)	
Marital Status	Select Status	Annual Income(Rs.)	Select Annual family Income	Ration Card Type	Select Ration Card

[Caste Certificate issuing State Name]

[Percentage of Disability mentioned in certificate]

Permanent Address

House No. & Road	HOUSE NO. & ROAD/STREET	Area/Locality*		Village/Town*	
Post Office*		Block		Police Station*	
District*		State*		PIN Code*	
Country*					

Present Address

Same as Permanent

House No. & Road	HOUSE NO. & ROAD/STREET	Area/Locality*		Village/Town*	
Post Office*		Block		Police Station*	
District*		State*		PIN Code*	
Country*					

Co-Curricular Activities

Sports Name: ☐ Athletics ☐ Badminton ☐ Basketball ☐ Carom ☐ Chess ☐ Cricket ☐ Football ☐ Hockey ☐ Kabaddi ☐ Kho-kho ☐ Lawn Tennis ☐ Swimming ☐ Table Tennis ☐ Volleyball ☐ Others

Cultural Activities: ☐ Art and Craft /Album making ☐ Dance ☐ Debate/Extempore ☐ Declamation/ Public speaking ☐ Drama ☐ Fine Arts ☐ Musical Activities ☐ Photography ☐ Rangoli Making ☐ Recitation ☐ Singing ☐ Story and Poem Writing ☐ Youth Parliament ☐ Others

Hostel Preferance

*Do you want Hostel? No

Distance Between Present Address and College (one way) In Kilometer

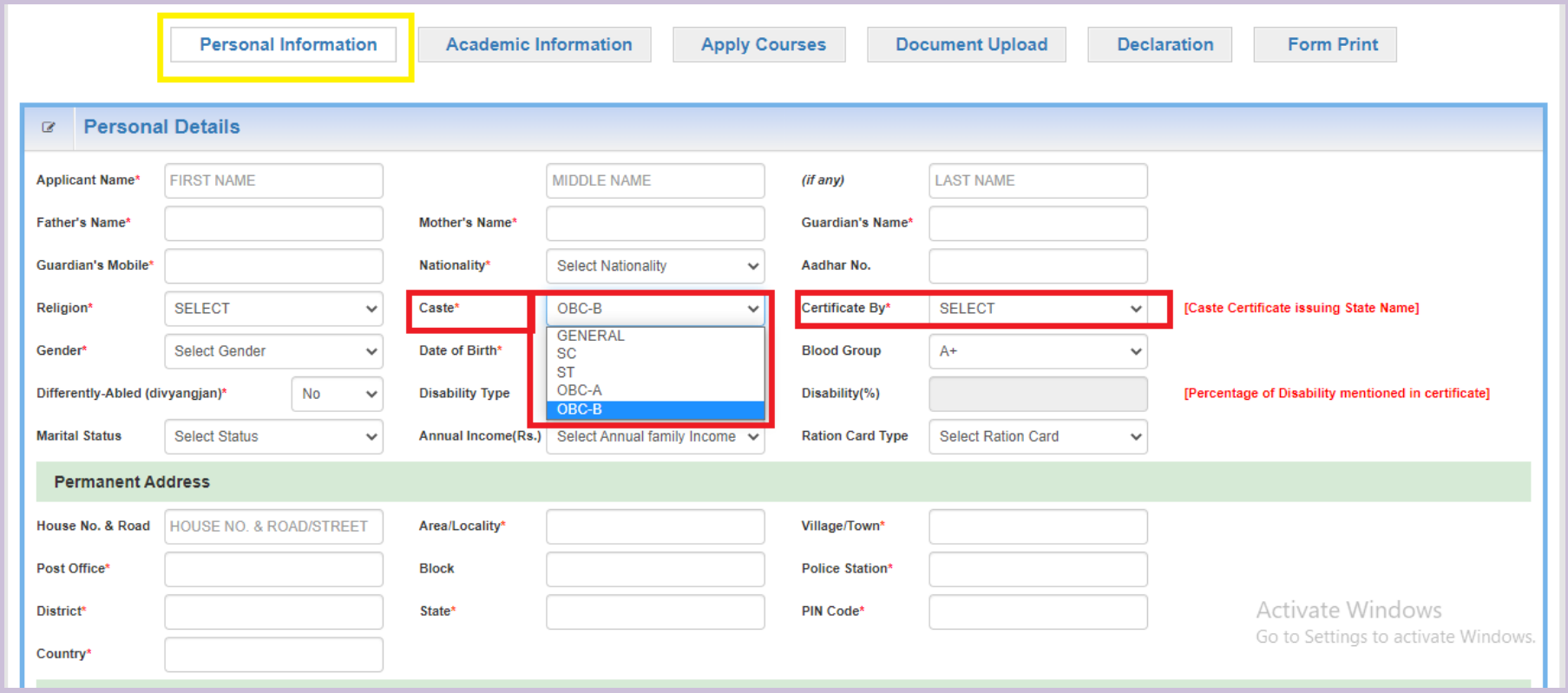
Save and Proceed

After signing in, the main interface will appear where all the information will have to be entered under six different sections.

Start with '**Personal Information**' section.

Provide all the required information.

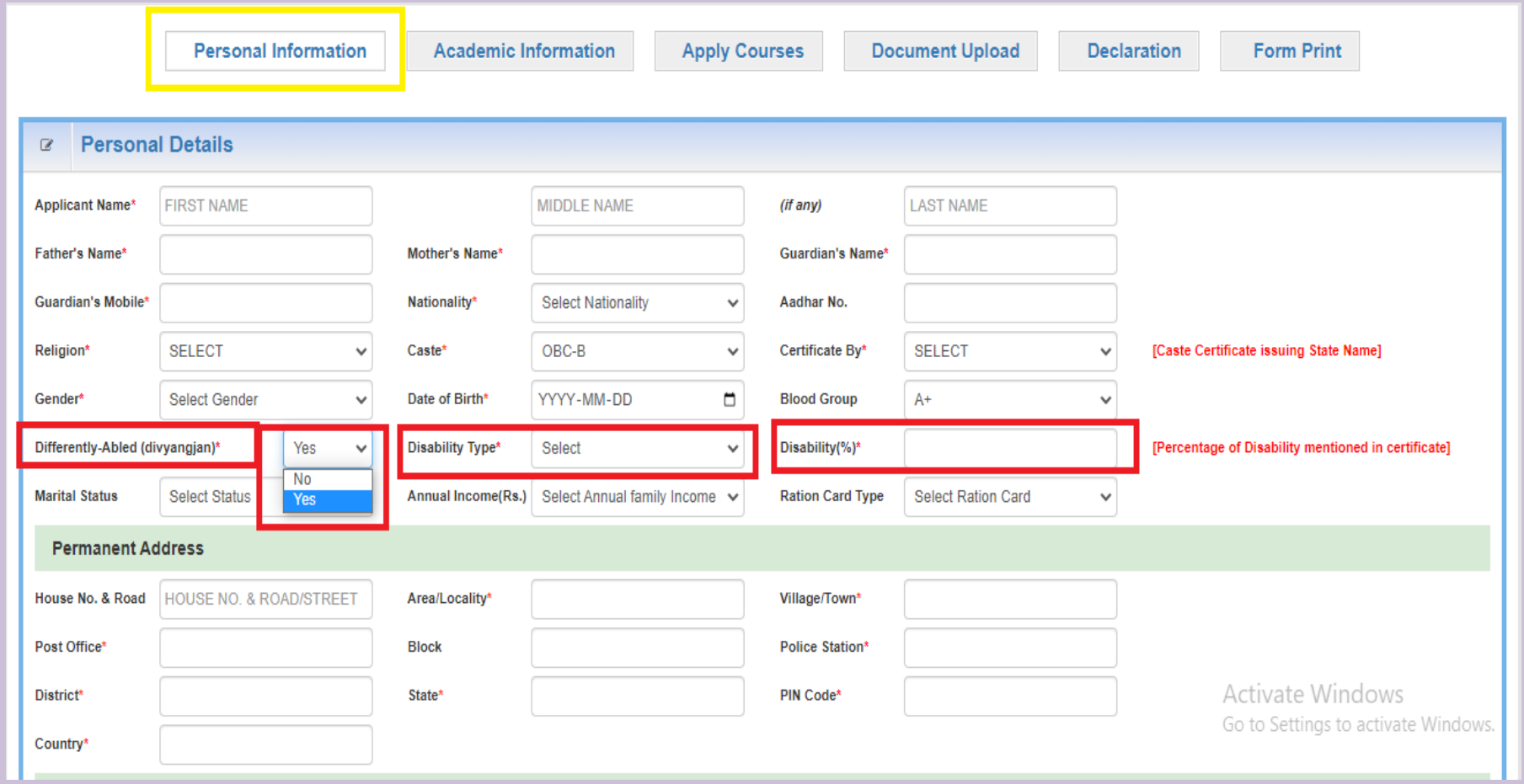
Fields marked with red asterisk (*) are mandatory fields.



Applicants **with caste reservation**, choose proper option in field '**Caste**' and have to specify the name of caste certificate issuing state in field '**Certificate By**'.

Applicants **without caste reservation**, choose "**GENERAL**" in field '**Caste**'.

Caste Certificates issued by **West Bengal Government** are only **accepted** for **reservation purposes**. Candidates having Caste certificate issued by the states **other than West Bengal** are treated as **General Category**.



Differently-Abled (Person with Disability) applicants, choose "**Yes**" in the field '**Differently-Abled**' and set "**Disability Type**" and add specify percentage of disability in the field '**Disability(%)**' as per their disability certificate.

Applicants **without disability**, choose "**No**" in the field '**Differently-Abled**'.

Personal Information | Academic Information | Apply Courses | Document Upload | Declaration | Form Print

Personal Details

Applicant Name* FIRST NAME MIDDLE NAME (if any) LAST NAME

Father's Name* Mother's Name* Guardian's Name*

Guardian's Mobile* Nationality* Select Nationality Aadhar No.

Religion* SELECT Caste* GENERAL Certificate By SELECT [Caste Certificate issuing State Name]

Gender* Select Gender Date of Birth* YYYY-MM-DD Blood Group A+

Differently-Abled (divyangjan)* No Disability Type Select Disability(%) [Percentage of Disability mentioned in certificate]

Marital Status Select Status Annual Income(Rs.) Select Annual family Income Ration Card Type Select Ration Card

Permanent Address

House No. & Road HOUSE NO. & ROAD/STREET Area/Locality* Village/Town*

Post Office* Block Police Station*

District* State* PIN Code*

Country*

Present Address Same as Permanent

House No. & Road HOUSE NO. & ROAD/STREET Area/Locality* Village/Town*

Post Office* Block Police Station*

District* State* PIN Code*

Country*

Co-Curricular Activities

Sports Name: Athletics, Badminton, Basketball, Carom, Chess, Cricket, Football, Hockey, Kabaddi, Kho-kho, Lawn Tennis, Swimming, Table Tennis, Volleyball, Others

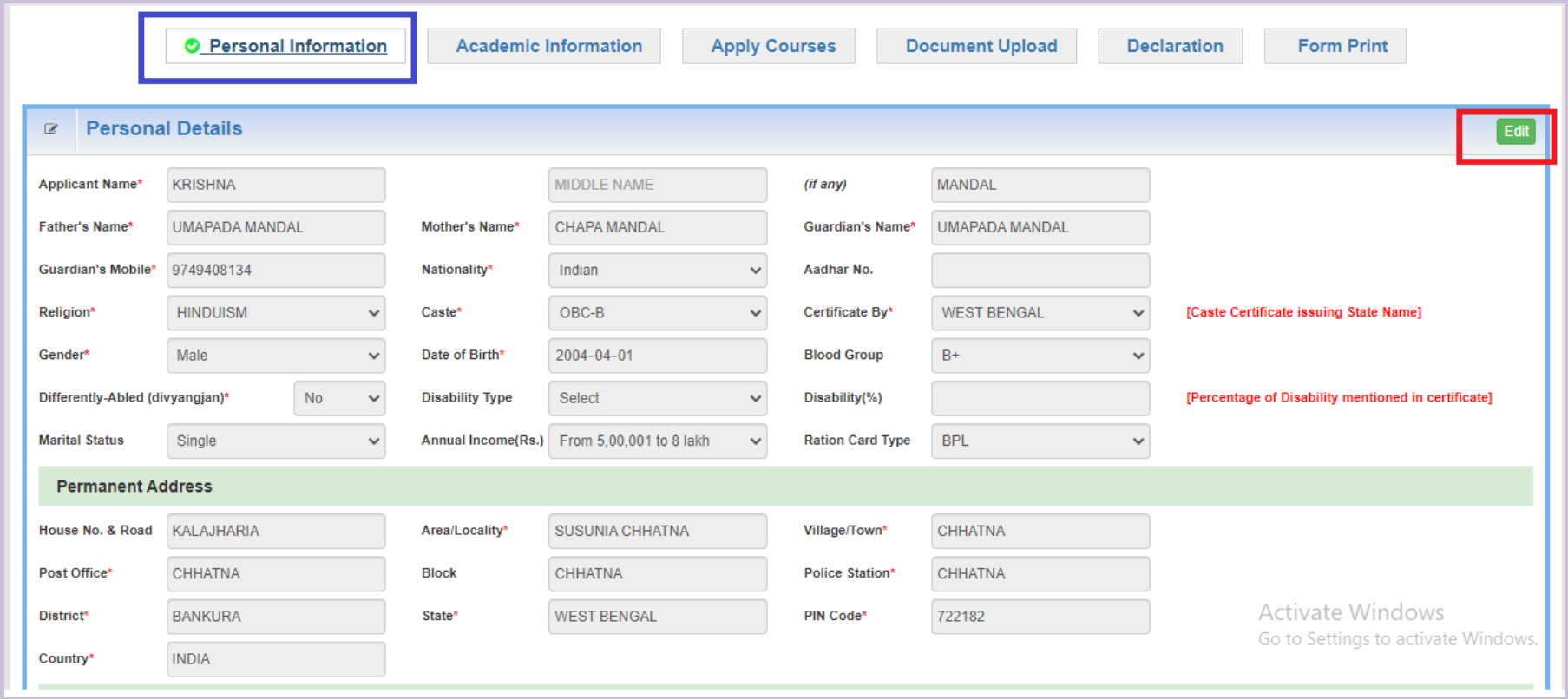
Cultural Activities: Art and Craft /Album making, Dance, Debate/Extempore, Declamation/ Public speaking, Drama, Fine Arts, Musical Activities, Photography, Rangoli Making, Recitation, Singing, Story and Poem Writing, Youth Parliament, Others

Hostel Preferance

*Do you want Hostel? No Distance Between Present Address and College (one way) In Kilometer

Save and Proceed

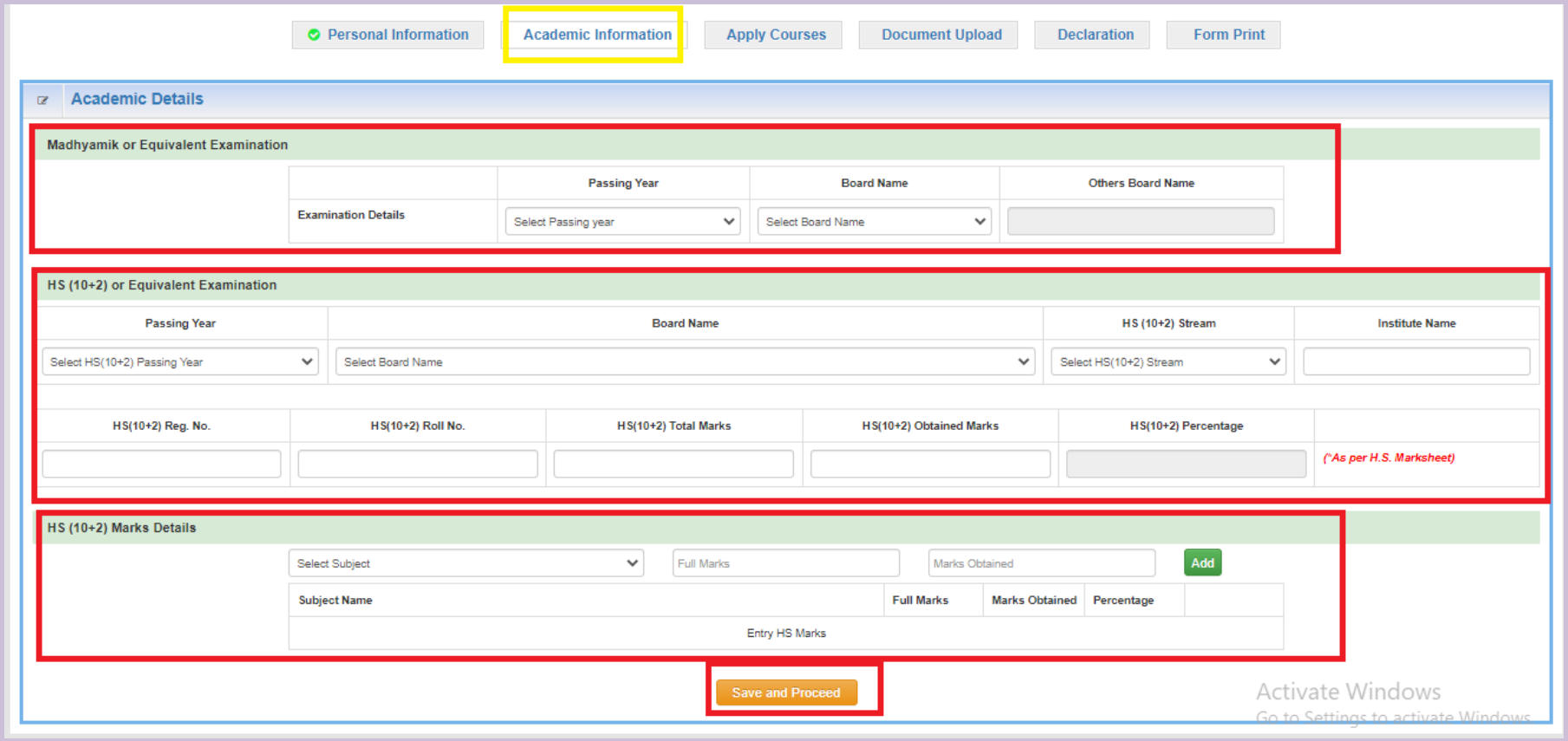
The information will be saved using '**Save and Proceed**' tab.



After clicking '**Save and Proceed**' tab, this application **Personal Information** will be save and automatic going to next tab **Academic Information** .

After save **Personal Information** **Tick Mark** added on **Personal Information** tab

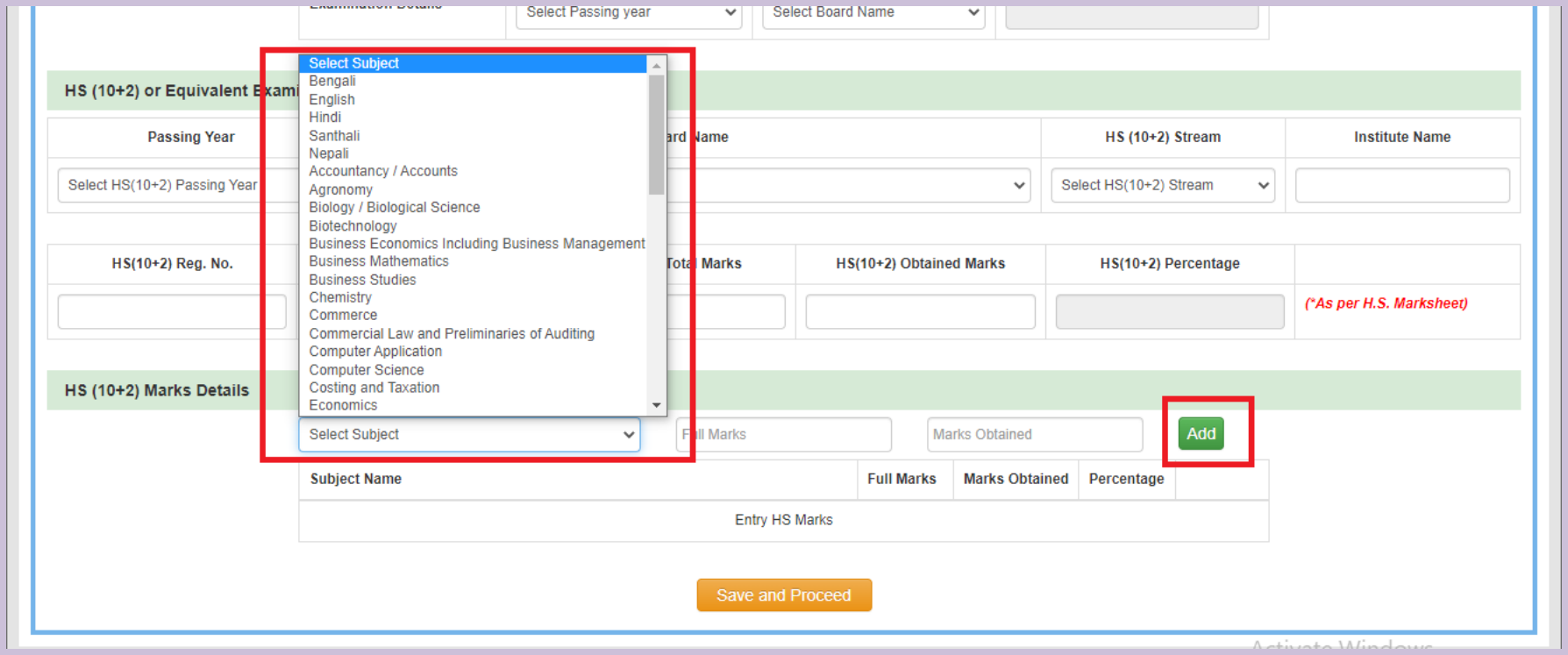
For any wrong entries, applicant can **Edit** their entries by using '**Edit Button'** Click. After edit and change then clicking '**Save and Proceed**' tab.



Next click on the '**Academic Information**' section. All fields are mandatory.

Provide Passing Year, Board Name, Full Marks and Marks Obtained as appearing in 10th Examination Mark Sheet.

Provide Passing Year, Board Name, Stream, Reg. No., Roll No., Full Marks and Marks Obtained as appearing in HS (10+2) Examination Mark Sheet.



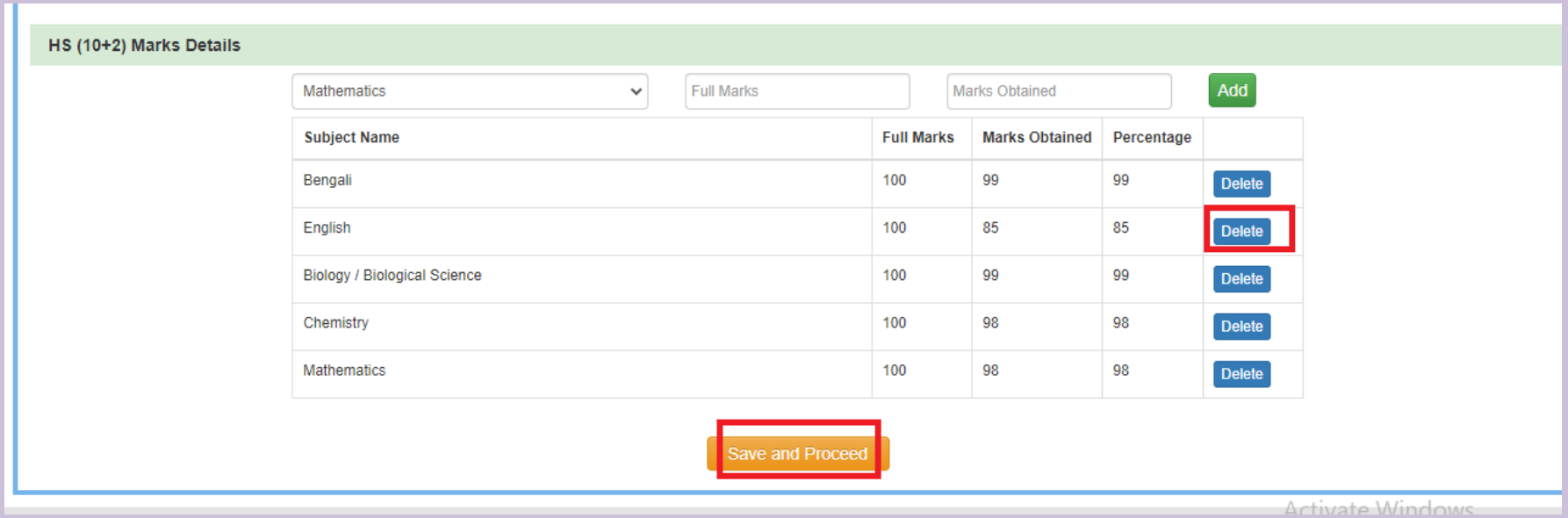
Provide **HS (10+2) Marks Details** as appearing in HS (10+2) Examination Mark Sheet.

Choose the subject name from dropdown-list, provide full marks and marks obtained in the subject.

Click on the '**Add**' tab to incorporate.

The subject with details will be added in the table.

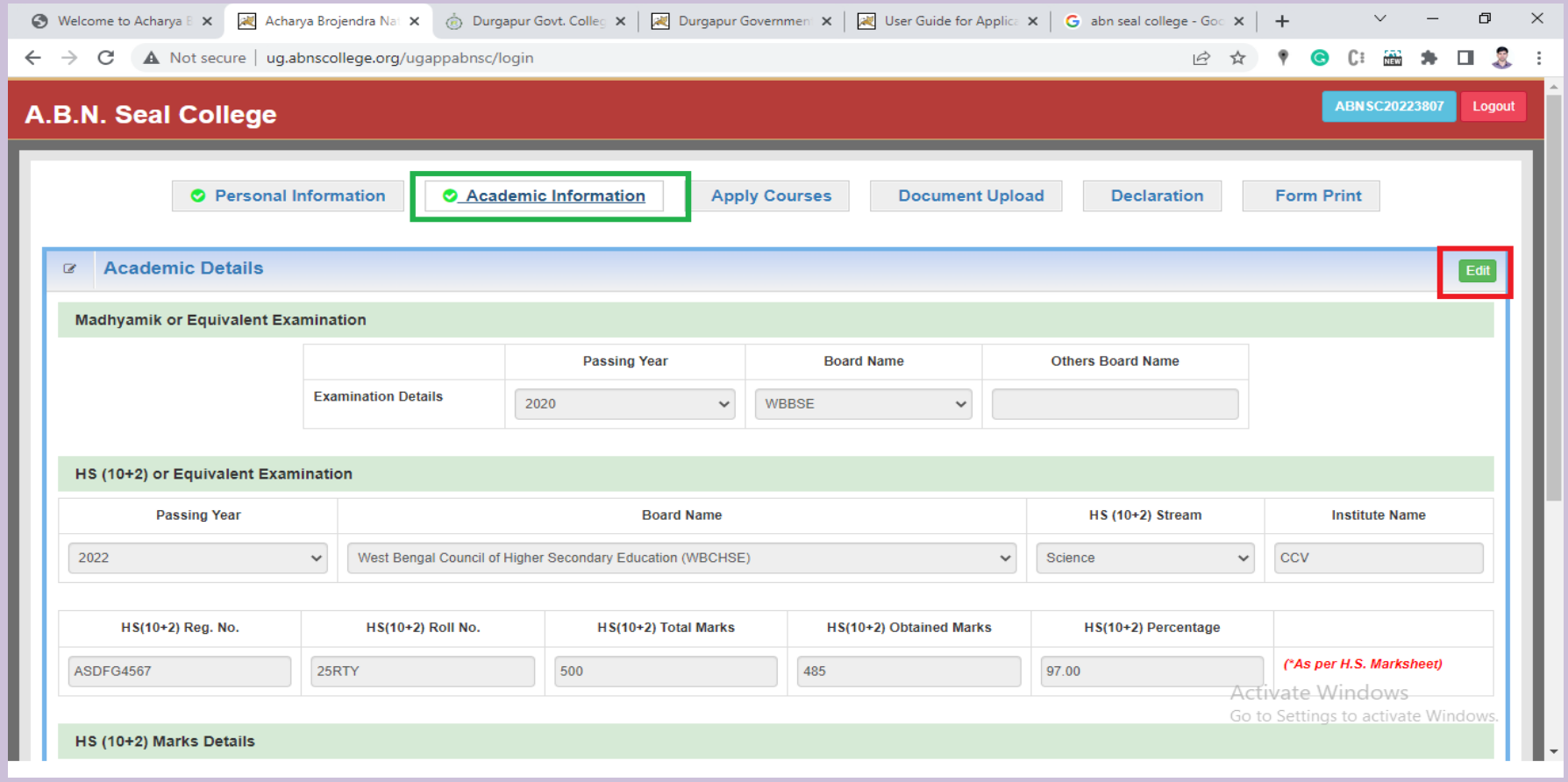
Your submitted subject **total (sum of the individual input)** should be **greater than or equal** to the **total marks written** in your **H.S.(10+2) mark-sheet**.



After adding all relevant subjects, check the list for any wrong entries.

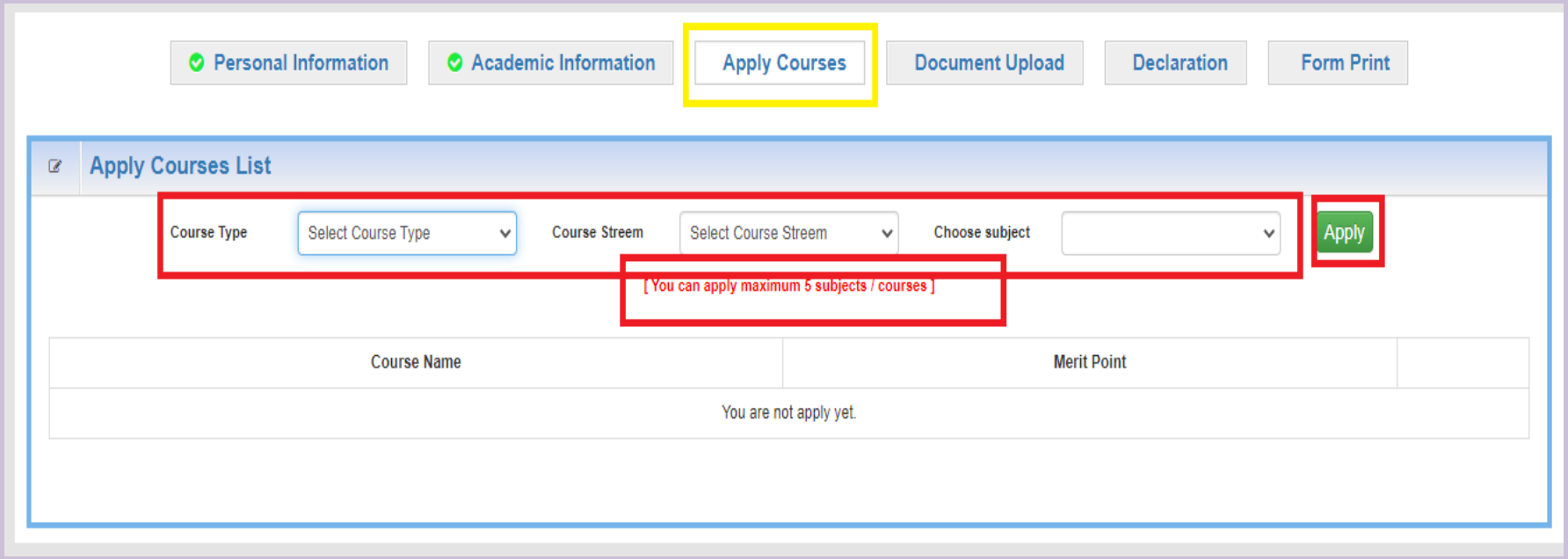
Wrong entries can be rectified by deleting using the '**Delete**' tab and then again have to add as mentioned earlier.

The information will be saved permanently using '**Save and Proceed**' tab.

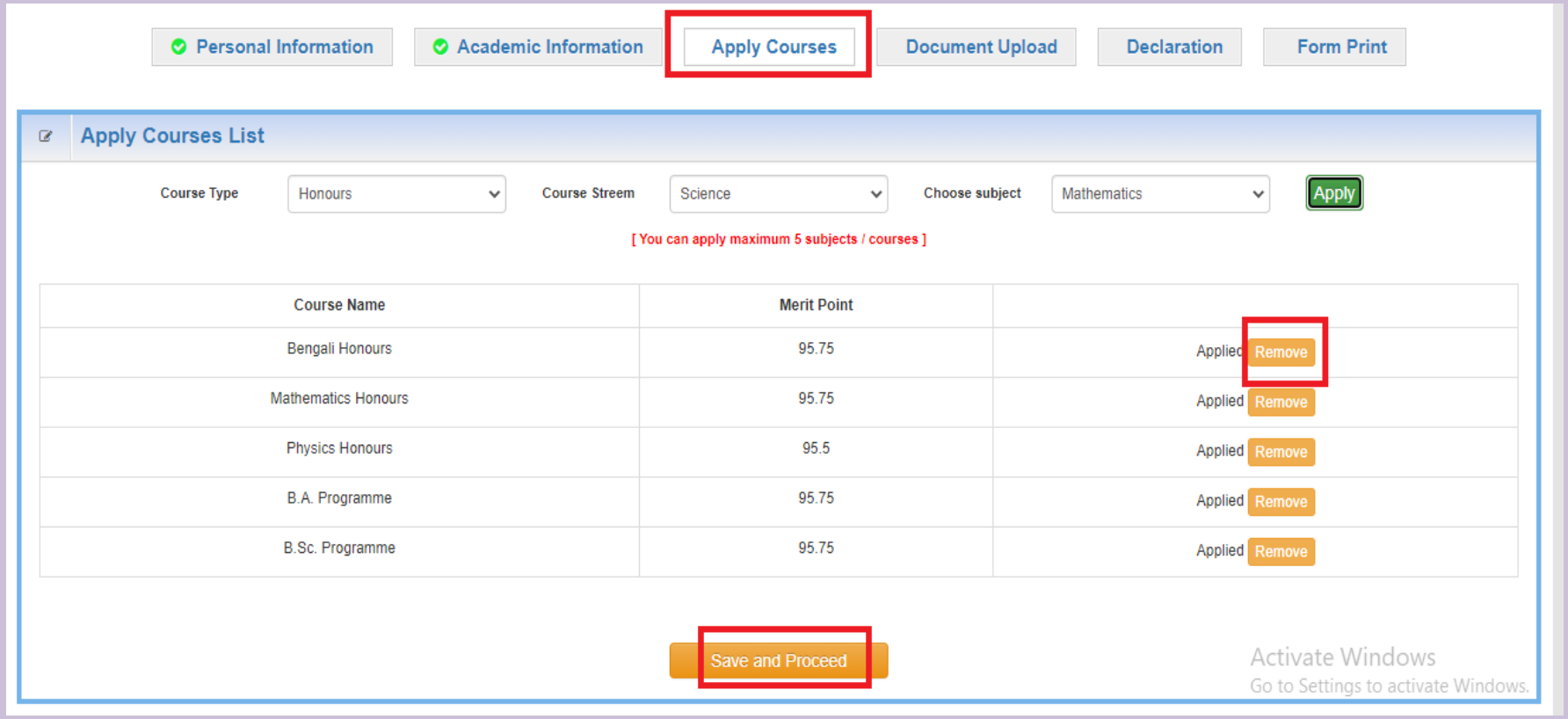


After clicking '**Save and Proceed**' tab, this application **Academic Information** will be save and automatic going to next tab **Apply Courses**..
After save **Academic Information** **Tick Mark** added on **Academic Information** tab**.**

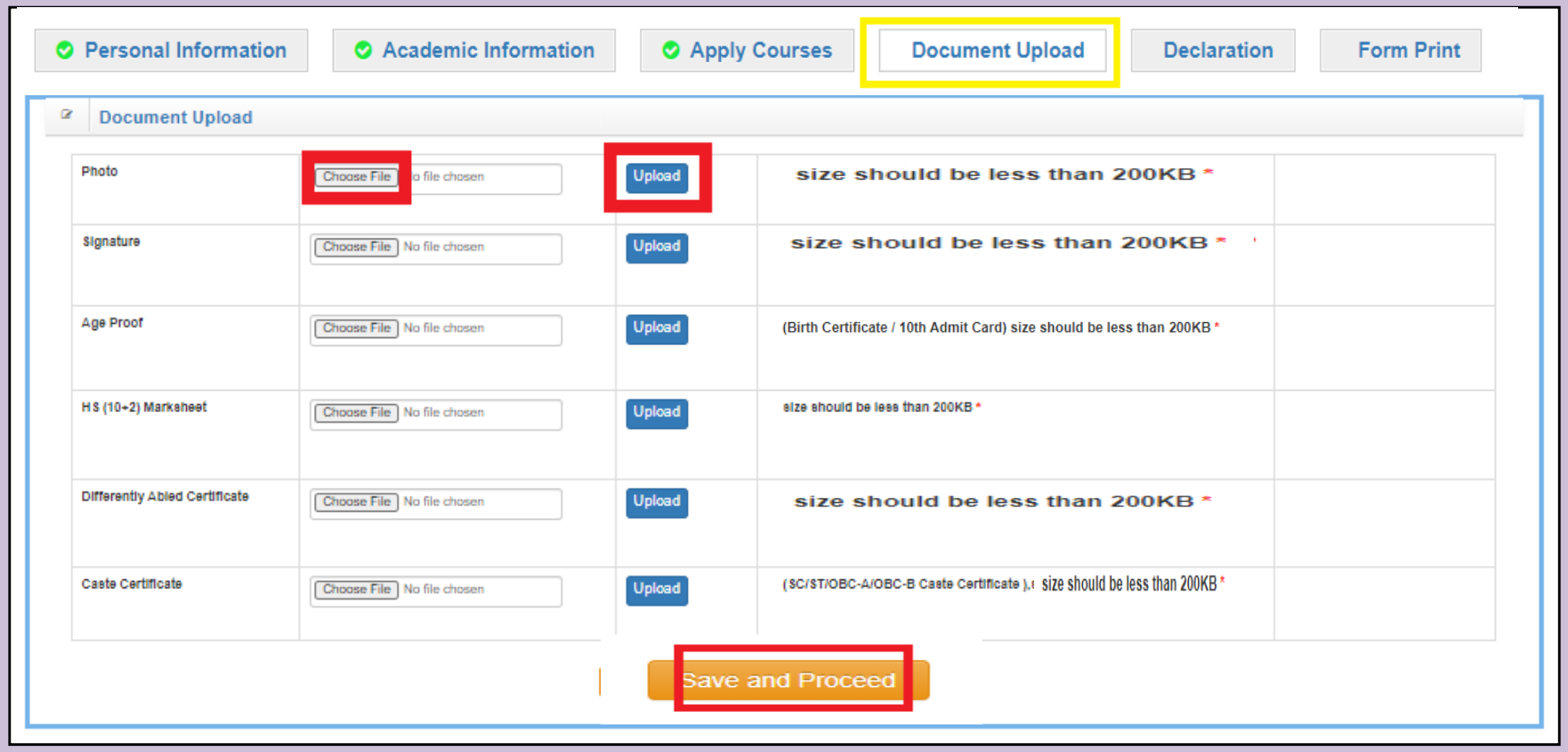
For any wrong entries, applicant can **Edit** their entries by using '**Edit Button'** Click. After edit and change then clicking '**Save and Proceed**' tab.



After Submission of Personal & Academic Information then open '**Apply Courses**' section, you can choose or apply **maximum 5(Five) subjects/courses** in this section.



After choosing any course, if you choose wrong courses then you can remove the courses by using '**Remove'** tab. All entries are correct click on '**Save and Proceed**' tab to submit Also You can edit it.



After Final Submission of Eligible Courses, go to '**Document Upload**' section to upload the listed documents in JPG / JPEG format following mentioned file size.

To choose the file, click on '**Choose File**' tab and select the appropriate image. To upload the file, click on '**Upload**' tab. The file will be saved to our profile.

After uploading all listed files, click on '**Save and Proceed**'.

Personal Information | Academic Information | Apply Courses | Document Upload | Declaration | Form Print

Declaration

Application ID: ABNSC20223807 Date of Registration: 19/07/2022

PERSONAL DETAILS

Name of Applicant	Gender
KRISHNA MANDAL	MALE
Father's Name	**Mother's Name**
UMAPADA MANDAL	CHAPA MANDAL
Caste	**Caste Certificate issuing State**
OBC-B	WEST BENGAL
Aadhar Number	**Date of Birth**
	01/04/2004
Differently-Abled (divyangjan)	**% of Disability**
N/A	N/A

CONTACT DETAILS

House No & Road/Street	Area/Location	Village/Town/City	Post Office
KALAJHARIA	SUSUNIA CHHATNA	CHHATNA	CHHATNA
District	**State**	**Pin**	**Country**
BANKURA	WEST BENGAL	722182	INDIA
Email ID:		**Applicant Mobile**	**Guardian's Mobile**
krishnamandal44@gmail.com		9749408134	9749408134

HS (10+2) or Equivalent Examination

Stream	Year of Passing	Board	Roll No.	Total Marks	Obtained Marks	Percentage
Science	2022	West Bengal Council of Higher Secondary Education (WBCHSE)	25RTY	500	485	97

Subject Name	Full Marks	Marks Obtained	Percentage
Bengali	100	99	99
English	100	85	85
Biology / Biological Science	100	99	99
Physics	100	98	98
Chemistry	100	97	97
Mathematics	100	100	100

Hostel Preferance	Distance Between Present Address and College (one way)
N/A	N/A

DOCUMENTS UPLOADED

Age Proof	(10+2) Mark Sheet	Caste Certificate	Differently-Abled (divyangjan) Certificate
YES	YES	YES	N/A

APPLIED COURSES

#	Course Name	Merit Point
1	Bengali Honours	95.75
2	Mathematics Honours	95.75
3	Physics Honours	95.5
4	B.A. Programme	95.75
5	B.Sc. Programme	95.75

DECLARATION

☐ I certify that the information provided by me are true to the best of my knowledge and I undertake:

1. To abide by the provision of the Act, Statutes, ordinance, regulations and rules of the college, failing which, the college may take appropriate action against me.

2. To abide by the provisions of the UGC regulations, 2009 on curbing the menace of ragging in the higher educational institution and to register at www.antiragging.in and submit the declaration during verification of documents.

3 To attend at least 75% of the classes to become eligible for appearing at the Examination, as per university regulation.

4. To accept the system generated SMS(s) and email(s) sent from this website to the mobile number and email I have provided.

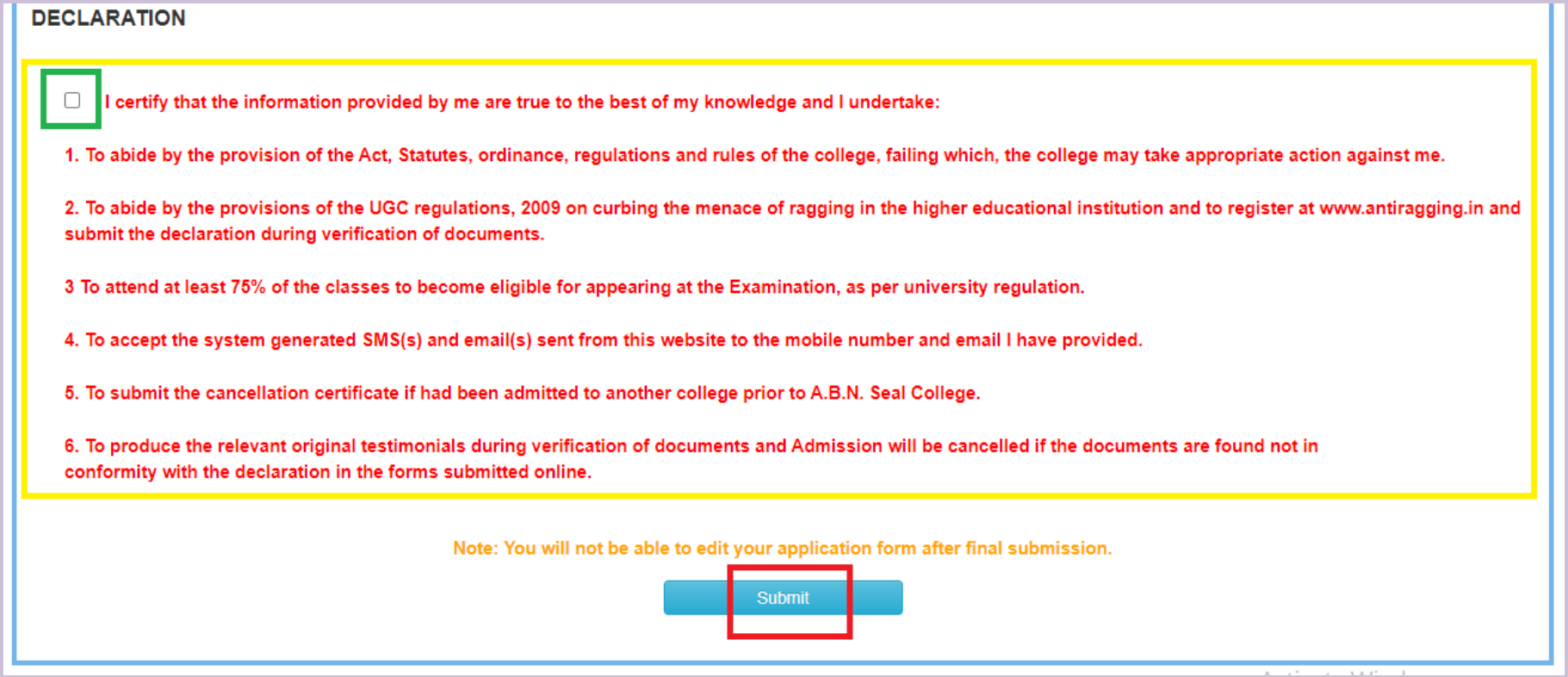
5. To submit the cancellation certificate if had been admitted to another college prior to A.B.N. Seal College.

6. To produce the relevant original testimonials during verification of documents and Admission will be cancelled if the documents are found not in conformity with the declaration in the forms submitted online.

Note: You will not be able to edit your application form after final submission.

Submit

Activate Windows
Go to Settings to activate Windows.



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After confirming documents upload, go to **‘Declaration’** tab. Please read all declaration very carefully. Then check the box by clicking on it and then click on **‘Submit’** button.

After **‘Declaration’** Submit ,You cannot **Edit** this from.

Personal Information | Academic Information | Apply Courses | Document Upload | Declaration | Form Print

Print Form

ACHARYA B. N. SEAL COLLEGE
NAAC ACCREDITED 'A' GRADE (CYCLE - II)
COOCH BEHAR - 736101, WEST BENGAL

Application Form for UG Admission (Session 2022-23)

Application ID: ABNSC20223807 **Date of Registration:** 19/07/2022

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Father's Name	**Mother's Name**
UMAPADA MANDAL	CHAPA MANDAL
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Aadhar Number	**Date of Birth**
	01/04/2004
Differently-Abled (divyangjan)	**% of Disability**
N/A	N/A

Signature

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House No & Road/Street	Area/Location	Village/Town/City	Post Office
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District	**State**	**Pin**	**Country**
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Email ID:		**Applicant Mobile**	**Guardian's Mobile**
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Mathematics	100	100	100

Hostel Preferance	Distance Between Present Address and College (one way)
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DOCUMENTS UPLOADED

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Application ID: ABNSC20223807 **Date of Registration:** 19/07/2022

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6. To produce the relevant original testimonials during verification of documents and Admission will be cancelled if the documents are found not in conformity with the declaration in the forms submitted online.

Date: 20/07/2022

Signature

For more information visit to www.abnscollege.org

Print

After final submission you don not edit this application.The Application Form will be available in the '**Application Form**' Section

Download and Save the Application Form by clicking '**Print**' tab at the bottom.