



Serampore College

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

COLLEGE MANAGEMNT SYSTEM

User Manual: Applicant

User Manual Content

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1. User

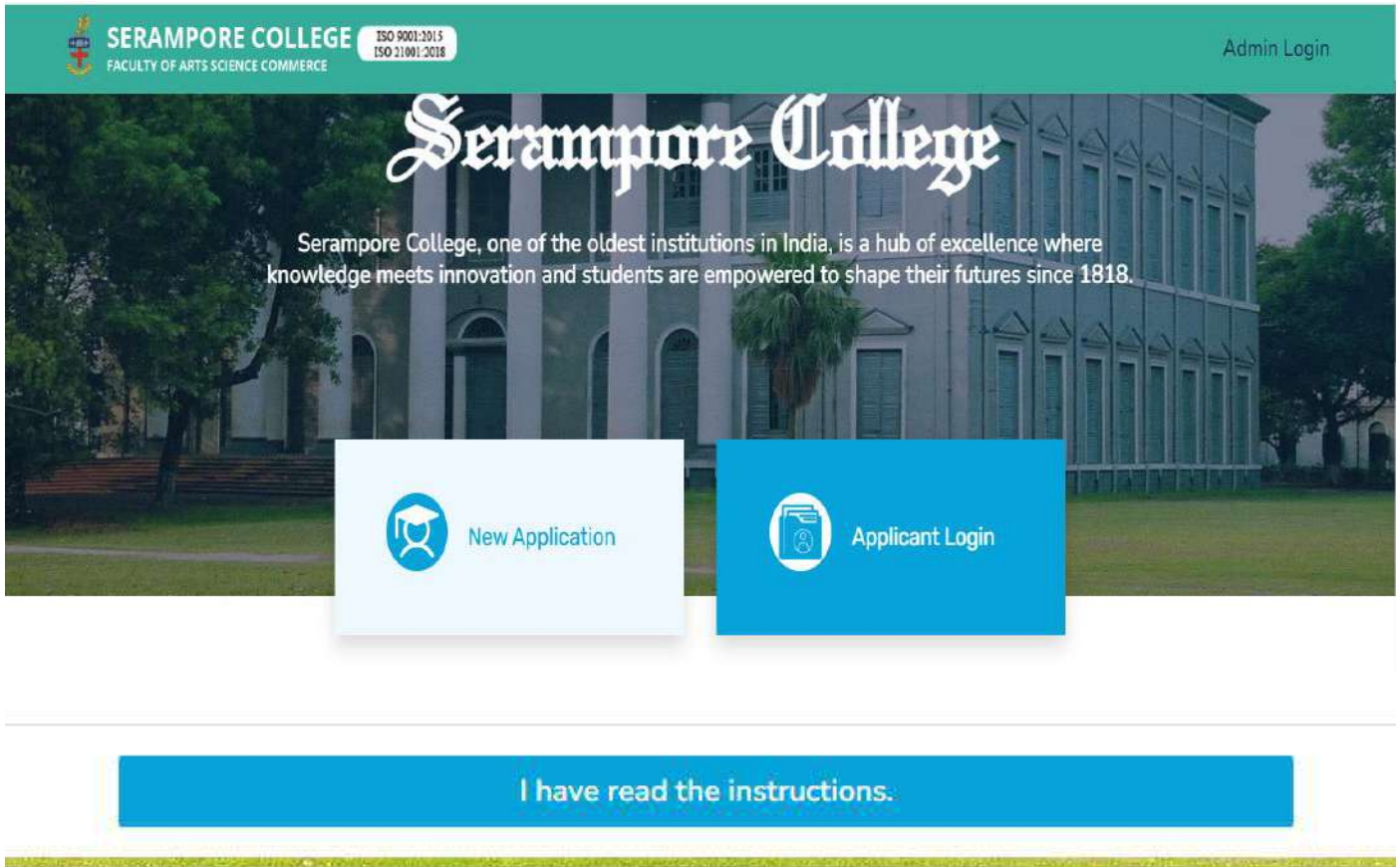
1.1. Applicant

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

2. Applicant Login

2.1. Applicant Landing Page

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



2.2. New Applicant – Create Account

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

First Name: * Middle Name: Last Name:

Date of Birth: *
 Day Month Year

Email Address: *

Mobile Number: *

Please note Email Address & Mobile Number entered here will be used by Serampore College for all official communication to you.

Create Login Password

Password: *

Confirm Password: *


Enter the verification code shown below: *



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

[Register](#)

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



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

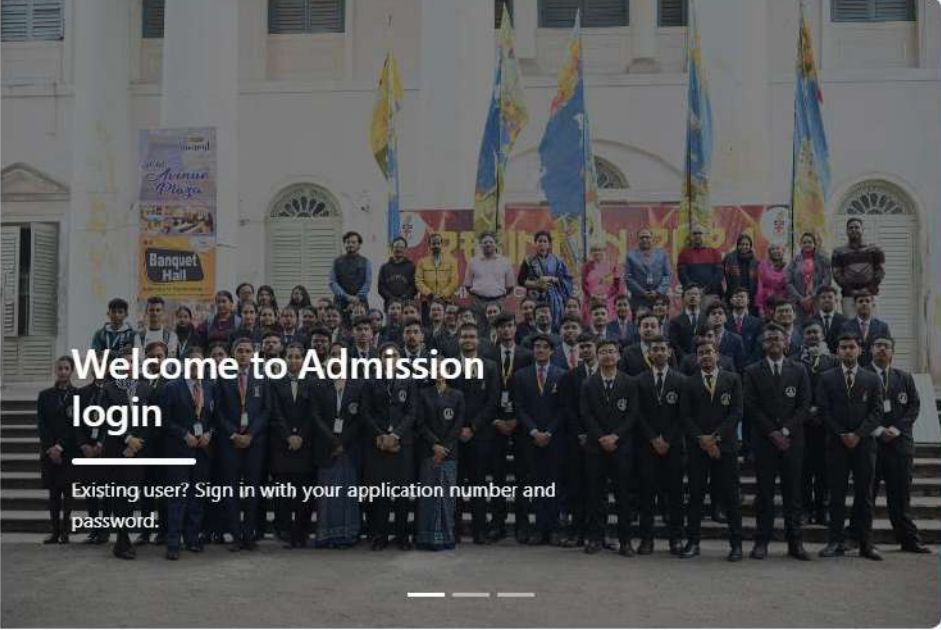
Enter OTP for Applicant ID. APP-2024-100009

Check your email for the OTP..

Enter OTP.

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

New Applicant? Create a new Account



Welcome to Admission login

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

2.3. Applicant Login

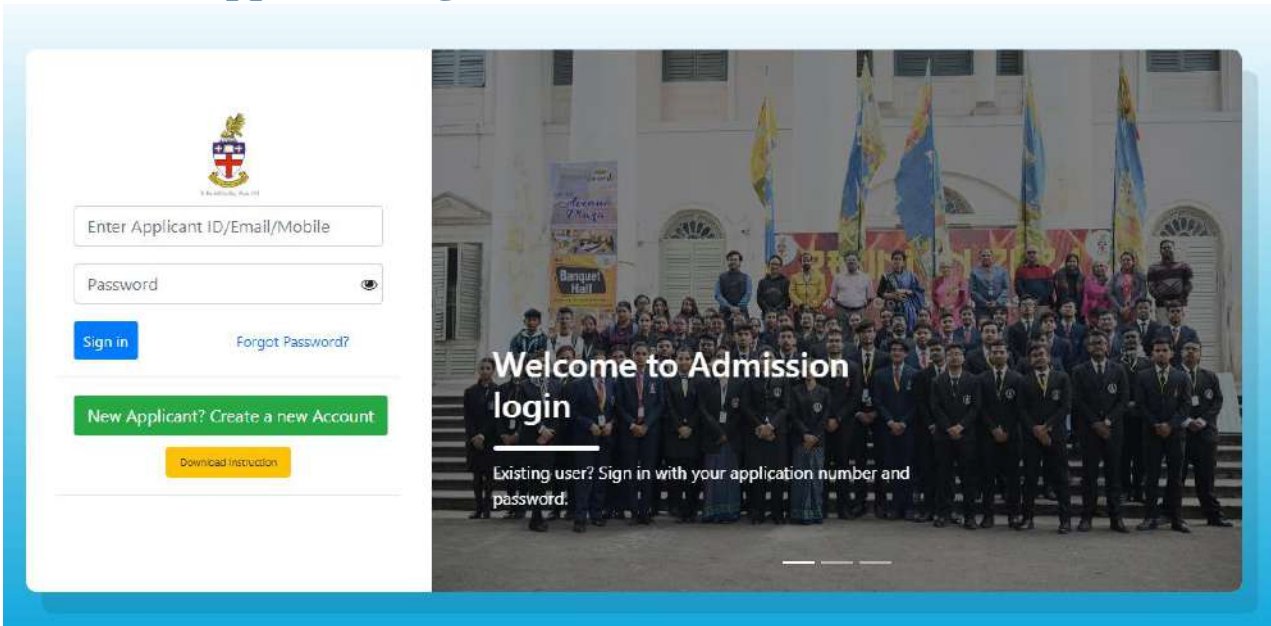
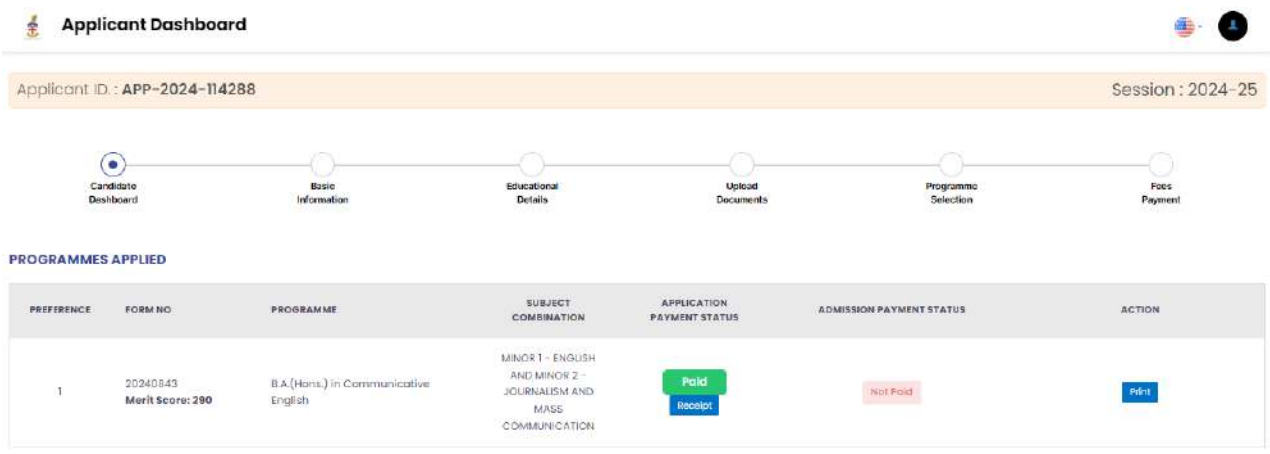


Fig 1: Applicant Portal Login page

3. Candidate Dashboard

3.1. Dashboard



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

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

3.2. Language Setting

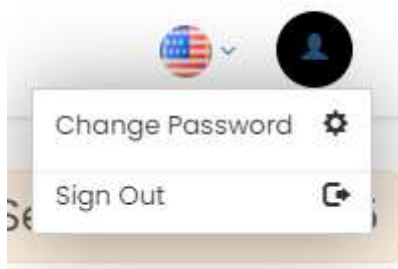
Candidates can select the language to be displayed.



3.3. Profile Setting

Change Password: Candidate can Change their password from here.

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



4. Basic Information

4.1. Personal Information

PERSONAL INFORMATION

Name of the Applicant (in CAPITAL letters): *

Select SHIRSENDU MIDDLE NAME MONDAL

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

Select No 4 February 2006 Aadhaar No

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

Indian 9829689413 shirsendumondal.works@gmail.com

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

Select Religion Select Annual Family Income

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

Select Select No

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

No No

Shiksha Student ID(Obtained from WB Board School):

Candidate will required to fill all “ * ” fields:


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

4.2. Photo and Signature

PHOTO & SIGNATURE


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

No image selected



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

No image selected



Candidate need to upload photo and signature

*Note:

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

4.3. Address

ADDRESS

PERMANENT ADDRESS

Address Line 1 *

Address Line 2

Post Office *

Post Office 2 *

House Number/Street *

Country *

State *

District *

City/Town/Village

Pin *

Same as Permanent Address

PRESENT ADDRESS

Address Line 1 *

Address Line 2

Post Office *

Post Office 2 *

House Number/Street *

Country *

State *

District *

City/Town/Village

Pin *

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

4.4. Parents and Guardians Information

PARENTS AND GUARDIANS INFORMATION

** Any one's mobile number is required.

Mother's Details:

Salutation: Mother's First Name: Mother's Middle Name: Mother's Last Name: Qualification of Mother: Mobile no of Mother:

Mother's Email: Mother's Occupation:

Father's Details:

Salutation: Father's First Name: Father's Middle Name: Father's Last Name: Qualification of Father: Mobile no of Father:

Father's Email: Father's Occupation:

Local Guardian (if any):

Salutation: Guardian's First Name: Guardian's Middle Name: Guardian's Last Name: Mobile no of Guardian: Local Guardian's Email:

Guardian's Address: Guardian's Relation: Guardian's Qualification: Guardian's Occupation:

Guardian's Annual Income:

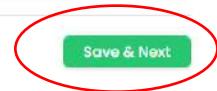
In this section, candidates will fill in their parent's and Guardian details.

Like name, contact information, occupation, and etc.

4.5. Bank Information

BANK INFORMATION

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



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

5. Education Details

Class 12 or Equivalent

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

For only numeric number without any special character.

12th or Equivalent Class Papers Details

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

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

6. Upload Documents

UPLOAD EDUCATIONAL DOCUMENTS

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

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

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

7. Programme Selection



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

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

DECLARATION



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

[Solve & Next](#)


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

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

8. Fees Payments

 **Fees Payment**


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

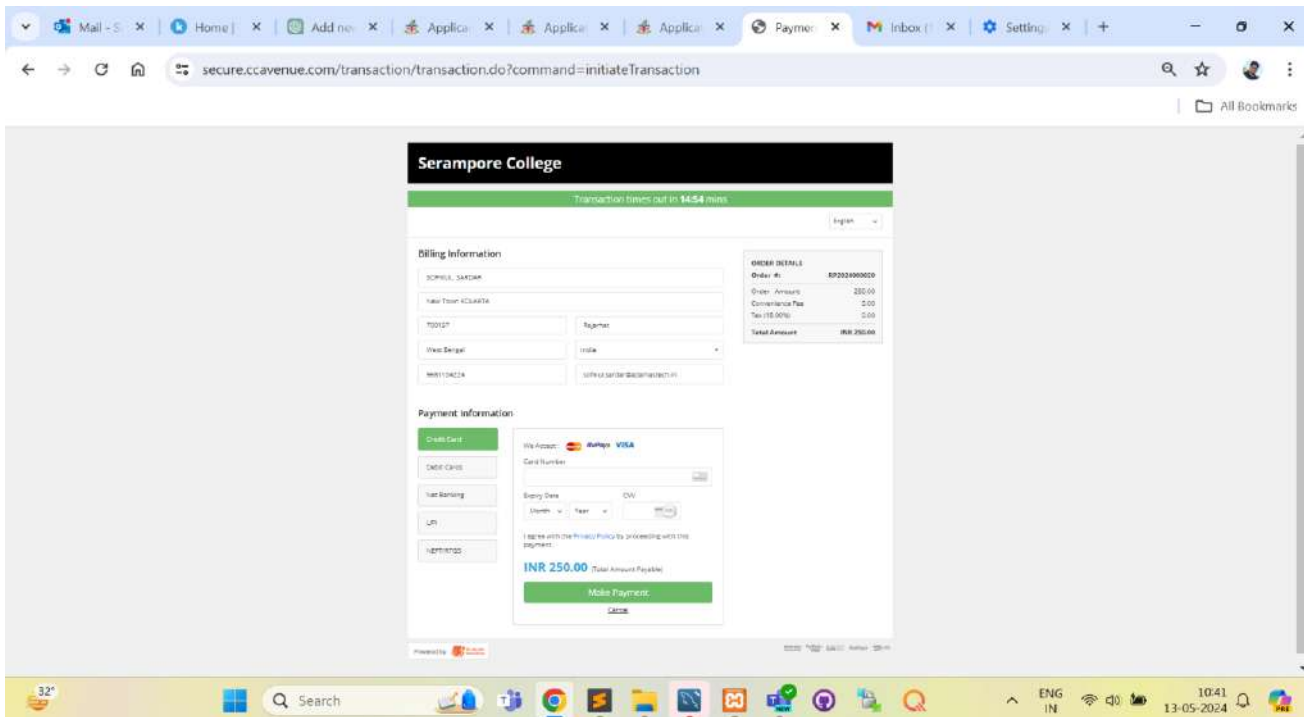


PROGRAMMES APPLIED

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

Application Payment Status:

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



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

Action (Print Preview):

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

5/12/24, 1:19 PM

Print Application Form



Sri Lanka College
 17 Wilson (Lang) Road, Colombo, Sri Lanka
 Website: www.sri.lanka.edu.lk | Email: admission@sri.lanka.edu.lk
 Phone No: 011-252 6228
 Mobile No: 970012117
 APLAC No: 1000000000
 APLICANT No: 1000000000



Candidate Details							
Name	අමරසේන	Other Name	අමරසේන	Matric Number	2024001	Matric Date	2024
Gender	පිරිමි	Matric State	කොළඹ	Matric Agency	අමරසේන	Matric Expiry	2024
Qualification	SL	Qualification	පාසල්	Qualification Grade	අ	Qualification Date	2024
Signature	අමරසේන	Signature of Candidate (Handwritten)		Matric Certificate No.		Matric Certificate Date	
Candidate Details							
Registration No.	SL/1000000000			Registration Date			
Registration No.	SL/1000000000			Registration Date			
Candidate Details							
Name	අමරසේන			Matric Number	2024001		
Gender	පිරිමි			Matric State	කොළඹ		
Qualification	පාසල්			Qualification Grade	අ		
Qualification Date	2024			Qualification Agency	අමරසේන		
Qualification Date	2024			Qualification Agency	අමරසේන		
Signature	අමරසේන			Signature of Candidate (Handwritten)			
Candidate Details							
Name	අමරසේන			Matric Number	2024001		
Gender	පිරිමි			Matric State	කොළඹ		
Qualification	පාසල්			Qualification Grade	අ		
Qualification Date	2024			Qualification Agency	අමරසේන		
Qualification Date	2024			Qualification Agency	අමරසේන		
Signature	අමරසේන			Signature of Candidate (Handwritten)			
Candidate Details							
Name	අමරසේන			Matric Number	2024001		
Gender	පිරිමි			Matric State	කොළඹ		
Qualification	පාසල්			Qualification Grade	අ		
Qualification Date	2024			Qualification Agency	අමරසේන		
Qualification Date	2024			Qualification Agency	අමරසේන		
Signature	අමරසේන			Signature of Candidate (Handwritten)			
Candidate Details							
Name	අමරසේන			Matric Number	2024001		
Gender	පිරිමි			Matric State	කොළඹ		
Qualification	පාසල්			Qualification Grade	අ		
Qualification Date	2024			Qualification Agency	අමරසේන		
Qualification Date	2024			Qualification Agency	අමරසේන		
Signature	අමරසේන			Signature of Candidate (Handwritten)			
Candidate Details							
Name	අමරසේන			Matric Number	2024001		
Gender	පිරිමි			Matric State	කොළඹ		
Qualification	පාසල්			Qualification Grade	අ		
Qualification Date	2024			Qualification Agency	අමරසේන		
Qualification Date	2024			Qualification Agency	අමරසේන		
Signature	අමරසේන			Signature of Candidate (Handwritten)			
Candidate Details							
Name	අමරසේන			Matric Number	2024001		
Gender	පිරිමි			Matric State	කොළඹ		
Qualification	පාසල්			Qualification Grade	අ		
Qualification Date	2024			Qualification Agency	අමරසේන		
Qualification Date	2024			Qualification Agency	අමරසේන		
Signature	අමරසේන			Signature of Candidate (Handwritten)			
Candidate Details							
Name	අමරසේන			Matric Number	2024001		
Gender	පිරිමි			Matric State	කොළඹ		
Qualification	පාසල්			Qualification Grade	අ		
Qualification Date	2024			Qualification Agency	අමරසේන		
Qualification Date	2024			Qualification Agency	අමරසේන		
Signature	අමරසේන			Signature of Candidate (Handwritten)			
Candidate Details							
Name	අමරසේන			Matric Number	2024001		
Gender	පිරිමි			Matric State	කොළඹ		
Qualification	පාසල්			Qualification Grade	අ		
Qualification Date	2024			Qualification Agency	අමරසේන		
Qualification Date	2024			Qualification Agency	අමරසේන		
Signature	අමරසේන			Signature of Candidate (Handwritten)			
Candidate Details							
Name	අමරසේන			Matric Number	2024001		
Gender	පිරිමි			Matric State	කොළඹ		
Qualification	පාසල්			Qualification Grade	අ		
Qualification Date	2024			Qualification Agency	අමරසේන		
Qualification Date	2024			Qualification Agency	අමරසේන		
Signature	අමරසේන			Signature of Candidate (Handwritten)			