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

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.
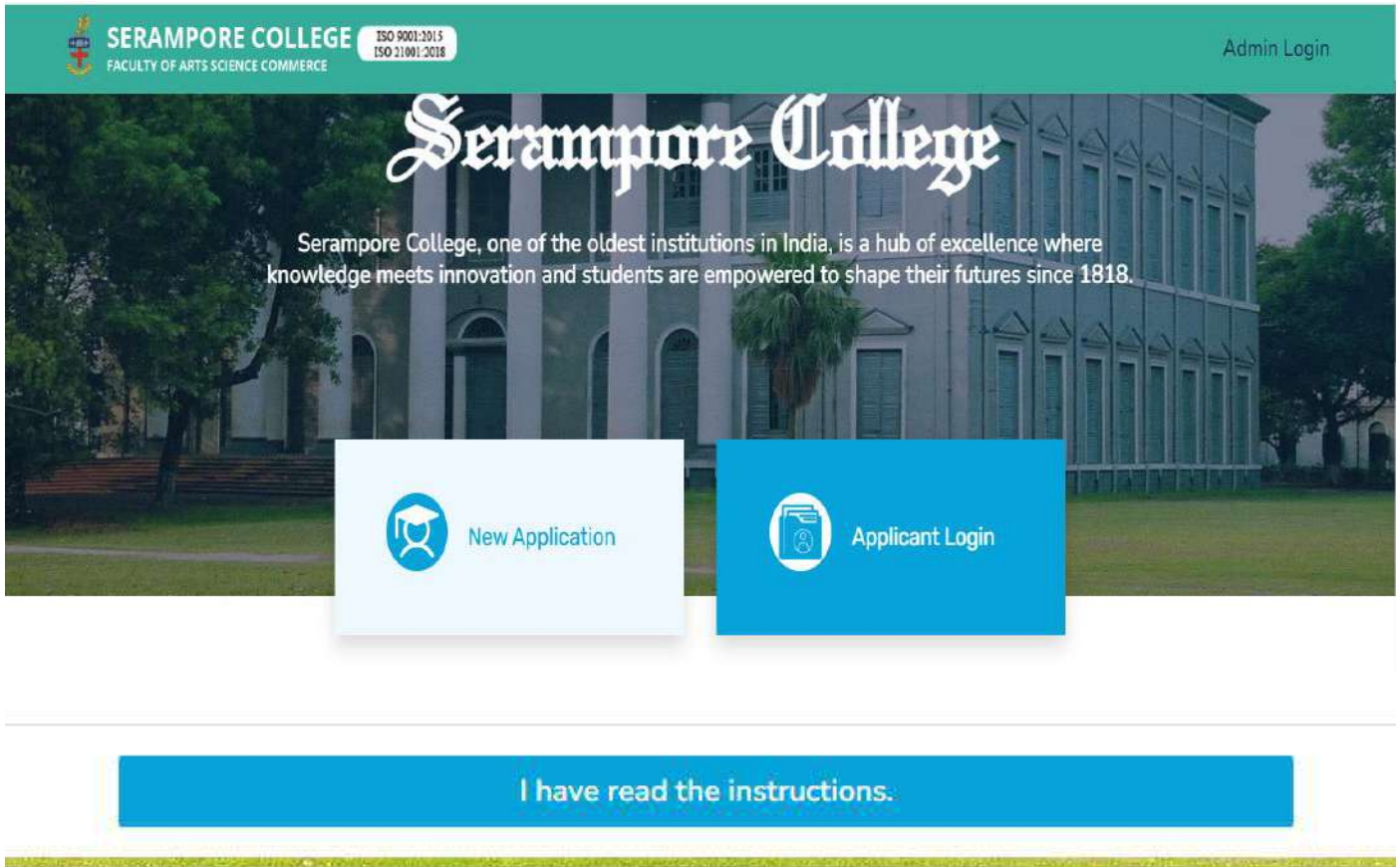
2.2. New Applicant – Create Account

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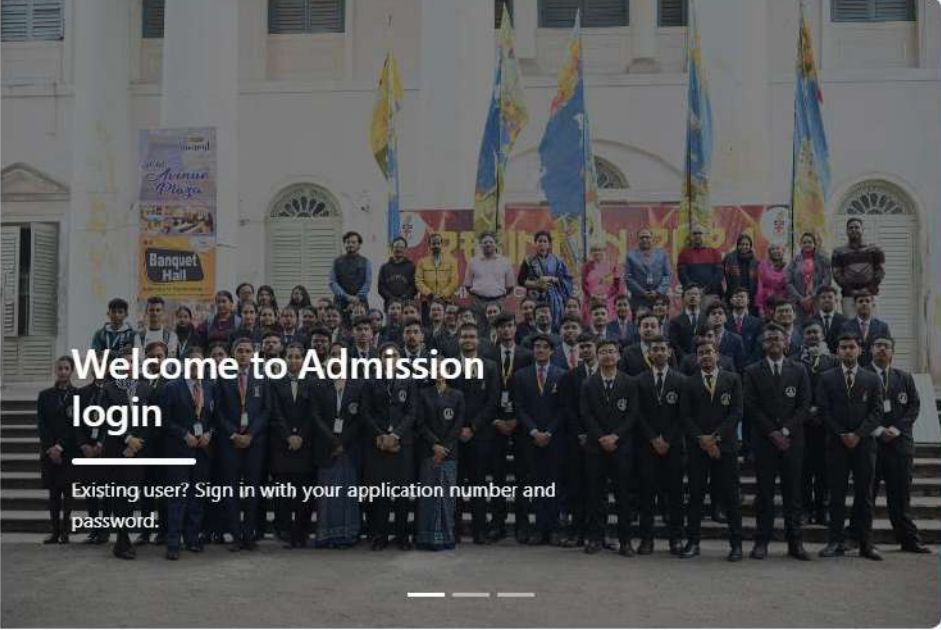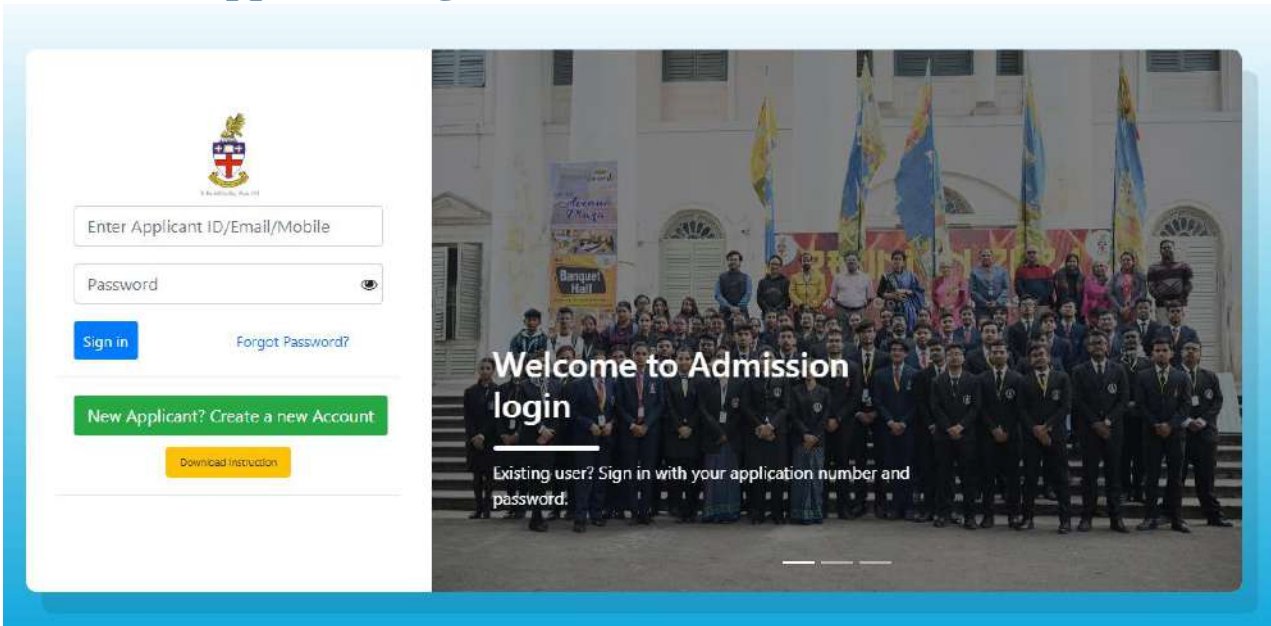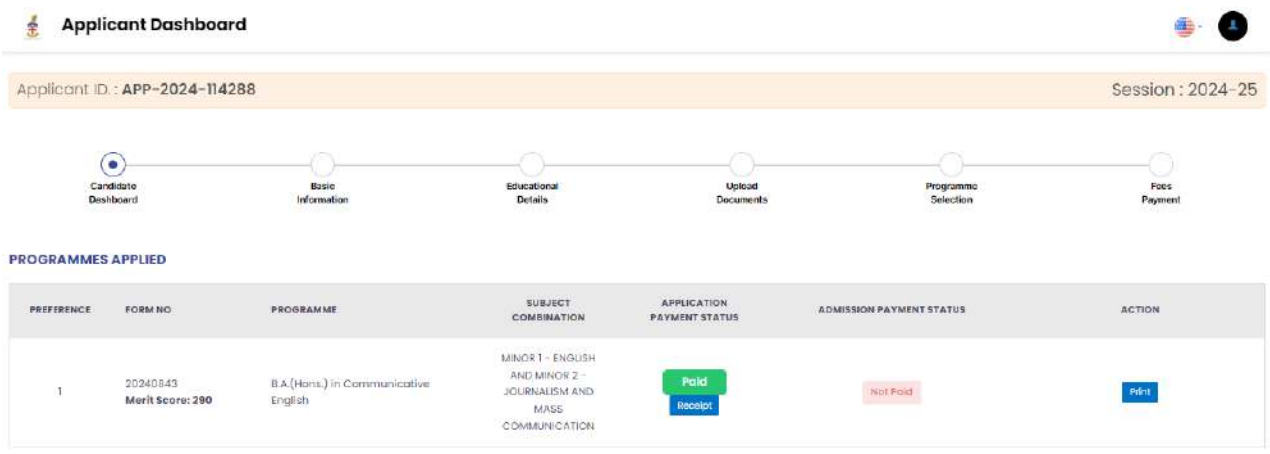
2.3. Applicant Login

Fig 1: Applicant Portal Login page

3. Candidate Dashboard

3.1. Dashboard

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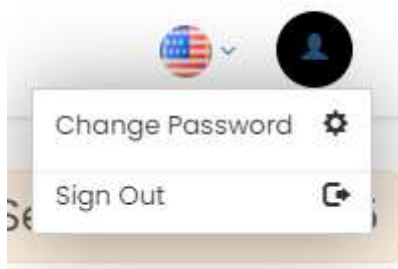
3.2. Language Setting

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

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

☐ Same as Permanent Address

PERMANENT ADDRESS

Address Line 1 *

Address Line 2

Post Office *

Police Station *

Nearest Railway Station *

Country *
Select Country ▾

State *
Select State ▾

District *
Select ▾

City/Town/Village

PIN *

PRESENT ADDRESS:

Address Line 1 *

Address Line 2

Post Office *

Police Station *

Nearest Railway Station *

Country *
Select Country ▾

State *
Select State ▾

District *
Select ▾

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:
Select ▾					

Mother's Email:	Mother's Occupation:
	SELECT OCCUPATION ▾

Father's Details:

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

Father's Email:	Father's Occupation:
	SELECT 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:
Select ▾					

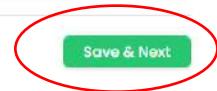| Guardians Address:	Guardian's Relation:	Guardian's Qualification:	Guardian's Occupation:
			SELECT OCCUPATION ▾

Guardians Annual Income:
Select ▾

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

Like name, contact information, occupation, and etc.

4.5. Bank Information

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 *
Select			Select
		Put only numeric number without any special character.	

12th or Equivalent Class Papers Details

SL.	SUBJECT NAME	FULL MARKS	OBTAINED MARKS
1 *	ENGLISH	100	0
2 *	Select	100	0
3 *	Select	100	0
4 *	Select	100	0
5	Select	100	0
6	Select	100	0
7	Select	100	0
8	Select	100	0

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

6. Upload Documents

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

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
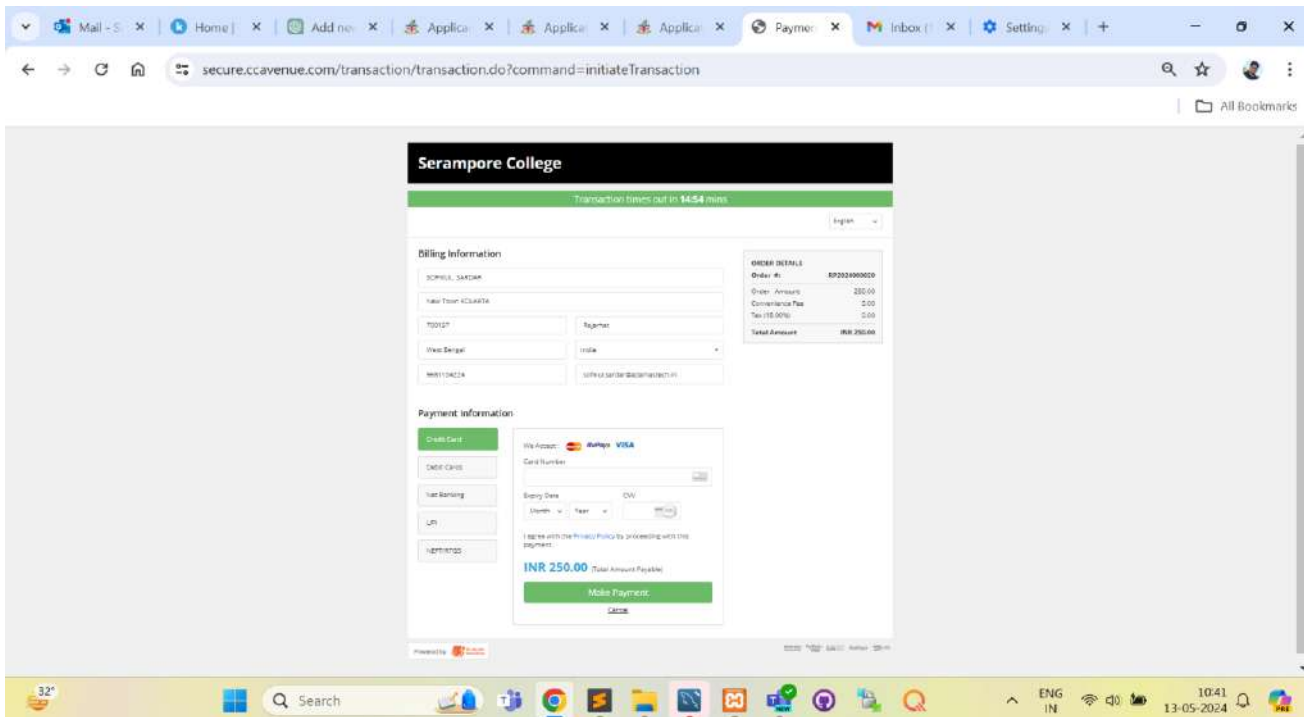
Application Payment Status:

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.

Serampore College

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APPLICATION FORM

APPLICANT DRAFT 2024-2025