

SUKANTA MAHAVIDYALAYA

DHUPGURI, JALPAIGURI

UNDERGRADUATE ADMISSION -2024 THROUGH COLLEGE STANDALONE ADMISSION PORTAL

INSTRUCTION OF FORM FILL UP

1. Go to the admission portal directly through the following link –
[Online Admission Portal \(ugadm.in\)](http://ugadm.in)

Or

Go to the College Website → [Sukanta Mahavidyalaya](http://SukantaMahavidyalaya) → click on the tab **ONLINE ADMISSION**

2. At left hand side click on the **NEW REGISTRATION**

Candidates' Area

UG

CLICK HERE FOR NEW REGISTRATION ←

Application/Registration before 10/09/24 will be rejected

Log In

Enter your Application Number:

Enter your Date Of Birth:

Log In

3. Fill in all the necessary details of the candidate. (Applicants are advised to provide own mobile number and email-id)

New Registration

You will NOT be able to change the following entries ever

| | | | |
|----------------------|--|-------------------------------|----------------|
| Name | <input type="text"/> | HS Streams | Select Streams |
| Date of Birth | <input type="text"/> | Your Passing Year of HS/ 10+2 | 2024 |
| HS/ 10+2 Roll Number | <input type="text"/> <small>No space, comma underscore or any special char allowed</small> <small>Roll & Number together</small> | Caste | General |
| Mobile | <input type="text"/> <small>You need to keep this mobile during the entire admission phase</small> | Gender | Select Gender |
| HS/ 10+2 level Board | Select HS/ 10+2 level Board | Email | email |

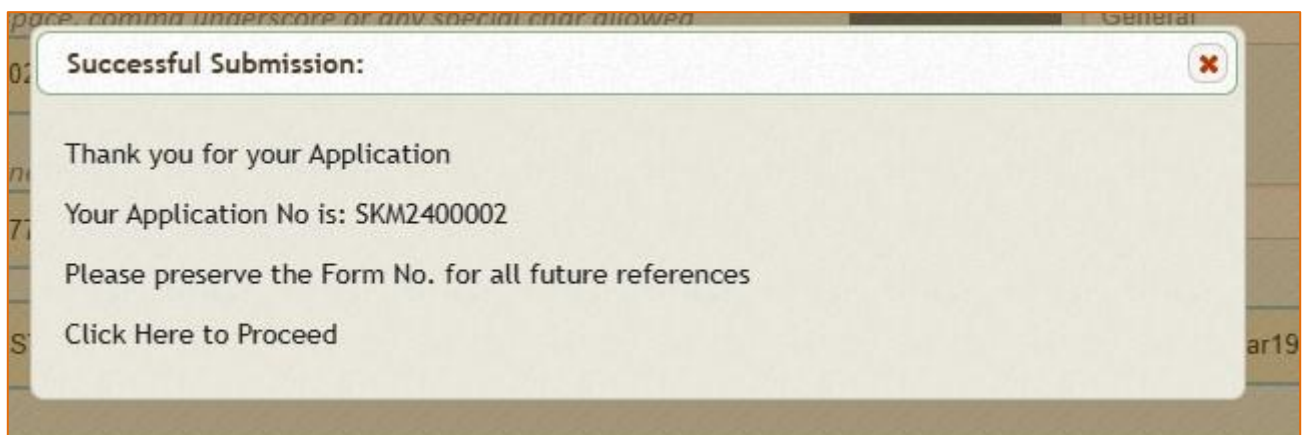
4. Put the marks of English and of highest subject other than English at Madhyamik or 10th standards

| 10 Standard Details (*) | | | |
|---|----------------------------------|----------------------------------|--|
| Subject(*) | Full Marks | Marks Obtained | Percentage |
| <input type="text" value="English"/> | <input type="text" value="F.I"/> | <input type="text" value="M.I"/> | <input type="text" value="%of marks"/> |
| <input type="text" value="Top Subject other than English"/> | <input type="text" value="F.I"/> | <input type="text" value="M.I"/> | <input type="text" value="%of marks"/> |
| Total of above two subject | <input type="text" value="F.I"/> | <input type="text" value="M.I"/> | <input type="text" value="%of marks"/> |

5. Put the marks of all subjects at Higher Secondary or 10+2 standards and click on **SUBMIT** button.

| Your Marksheet (10+2 level) (*) | | | | | | | | |
|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|---------------------------------|---------------------------------|
| Applicants are to provide Theory and Project/ Practical marks separately, where applicable. In case the applicant provides the Full Marks in Theory instead of proper break-up (where applicable), the application will be cancelled | | | | | | | | |
| Vocational Students passing CEN2 and ENG2 should write their subject as ENGLISH instead of CEN2/ ENG2 | | | | | | | | |
| Subjects | Theory | | | Practical/ Project | | | % of Marks | Status |
| | Full Marks | Pass Marks | Your Marks | Full Marks | Pass Marks | Your Marks | | |
| <input type="text" value="Subject"/> | <input type="text" value="F.M."/> | <input type="text" value="P.M."/> | <input type="text" value="Scor"/> | <input type="text" value="F.M."/> | <input type="text" value="P.M."/> | <input type="text" value="Scor"/> | <input type="text" value="P€"/> | <input type="text" value="St"/> |
| <input type="text" value="Subject"/> | <input type="text" value="F.M."/> | <input type="text" value="P.M."/> | <input type="text" value="Scor"/> | <input type="text" value="F.M."/> | <input type="text" value="P.M."/> | <input type="text" value="Scor"/> | <input type="text" value="P€"/> | <input type="text" value="St"/> |
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| <input type="text" value="Subject"/> | <input type="text" value="F.M."/> | <input type="text" value="P.M."/> | <input type="text" value="Scor"/> | <input type="text" value="F.M."/> | <input type="text" value="P.M."/> | <input type="text" value="Scor"/> | <input type="text" value="P€"/> | <input type="text" value="St"/> |

6. Once this form submitted a pop-up window appears disclosing your **Application No.** (you have to remember/ note down three thing – *Application Form Number, DOB & H.S. Roll Number* for further processing)



7. You have to Log-in now with **Application Form No.** & your **Date of Birth.**

Log In

Enter your Application Number:

Enter your Date Of Birth:

Log In

Enter ID and Password to proceed

8. After successful log-in, you have to fill in your **PERSONAL DETAILS** and click on **SAVE** button.

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Personal Details Course Documents Print Logout

Mobile Email Father's Name

Religion Ration Card Category Mother's Name

Blood Group Aadhaar Card Number Guardian's Name

Person with Disability (40% & Above) % of disability Guardian's Annual Income

9. Now go to the **COURSE** tab. Here you can choose your desired courses with combinations. A candidates can apply for 4 (Four) Courses in a single application. First choose the Stream, then Type of Course, then Combinations. Your merit point will appear before you. **SAVE** the Courses.

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Personal Details Course Documents Print Logout

You can apply for maximum 4 Course

You have Already Chosen the Following Courses

| Streams | Types | Combination | Merit | Status | Action |
|---------|-----------------|---------------------------|---------|----------|--------|
| Arts | 4 Years Honours | GEOGRAPHY-SOCIOLOGY | 88.5000 | Eligible | Delete |
| Arts | 4 Years MDC | BENGALI-HISTORY-EDUCATION | 89.5000 | Eligible | Delete |
| Arts | 4 Years Honours | BENGALI-SOCIOLOGY | 89.5000 | Eligible | Delete |

Select Course to apply

Streams Types Major Minor-1 Minor-2

Select Streams Select Types

10. Now go to the **DOCUMENTS** tab. Here you have to upload your documents like Photograph, Signature, H.S.(10+2)Mark sheet, Madhyamik (10th) Mark sheet, Proof of Date of Birth, Proof of Caste Certificate(if any), Proof of Ration Card (if needed), Proof of Physically Challenged Certificate (if any). **FILE SIZE SHOULD BE LESS THAN 100 KB. JPG//JPEG FORMAT IS DESIRABLE. SAVE** the Form.

11. Once saved, the following window appears & you can *View/Print current application form.*

[View/ Print Current Application Form](#)

NO APPLICATION FEES TO BE PAID

12. Print your application form and click on **LOGOUT**.

REMEMBER: If you forget your Application number, you can find the same by clicking on **SEARCH FORM NO.** and put your **H.S. ROLL NUMBER**.

| Appl No: | Name | HS Roll |
|------------|--------------|----------|
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