## Manual for Verification and Approval/Rejection of Applications of Candidates(Pre-Merit List Generation), UG/IG/PG Courses ,Session 2023-24



For verification of the Application Forms, login into the portal by clicking on "Department Login". The following page will appear:



After entering user id and password(same as Examination portal login), the Dashboard will appear. Select "Applications"- $\rightarrow$ "Course wise Applications"

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	Home * Application List											
	Search Application v											
<ul> <li>Dashboard</li> </ul>	Academic Year: *	2023-24	✓ Catego	ory:		Select		•				
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III Notice Board	Name:		Mobile									
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19 Master Setup	Select College:	Select College	↓ Select	Department:	tment:		int					
🗐 Event Management	Course Group:	B. Sc. B. Ed	- Select	Course:		All Courses						
🔻 Fees Management 🧹	Select Course Subject:		Roll N	Roll No: Application Status:		Áll		~				
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<ul> <li>Cancel Admission</li> <li>Venue Attendance Sheet</li> </ul>	Candidate Status:	All	♥ Prefer	Preference:			Select 👻					
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	Page c 1 of 56   View 10 v records   Found total 560 records											
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The Department can edit any application by clicking on the Fourth(4<sup>th</sup>) Action Button "Edit" in the "Actions" Column.

For verification of applications of each candidate, click on <u>Second Action Button (Print & Preview</u> <u>Application</u>) in the "Actions" Column. The following screen will appear containing the Application of that candidate.

Expension Application       ASSAM UNIVERSITY       Bit Cross, Filedit       Application Form       Academic Service: 2023-24       APPLICATION NO. : 202448710																
Application No.			20244	8710			Application Date			30-	07-2023					
selected programme Department College AND ORDER OF PREFERENCE Department College Payment Stamu																
1         B SC (HONOURS) B ED. IN Zoology         EDUCATION         Paid           2         B SC (HONOURS) B ED. IN Botany         EDUCATION         Paid																
PERSONAL DETAI	LS															
Applicant Name Date of Birth	UMA G 14-10-2	OALA 004		Gend Aadh	er aar No.				FEMALE 6508458564	6400						
Nationality Category	aber 8638857360 INDIAN			Relig	ion al Famili	v Income			HINDUISM	111@gmail.com SM						
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ACADEMIC QUAL	FICATIONS															
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2. OR	SS PASSED		1ST	NA		500.00	356.00		71.2000000	2022	KV NIT SILCHAR	CBSE				
EQUIVALE	AILS										SILCHAR					
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# Subject	Paper 1 BIOLOGY		P	aper 2 IYSICS	-	Pape CHEMI	r 3 STRY	Paper 4 ENGLISH			Paper 5 HINDI		aper 6			
Full Marks	100.00		1	100.00		100.	00	100.00		100.00						
Obtained Marks	79.00		3	57.00		50.0	0	85.00		85.00						
H.S/EQUIVALENT	NFORMATIO	N														
Roll No	TION		16628	942			Examination Year			203	22					
Select Last Institut	e/University At	tended	CBSE								10					
Registration Year Do You Have Any Reason for the Car	ntervening Ga	>?	2022 YES				Gap Period(In Yea	Ir)	-	2022						
Are you pursuing any other regular course in any other university?			AUS or NO				University Name									
Are You Employed	?		NO													
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12th Class or Equivalent Pass Certificate										View						
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Registration Certificate										View						
10th Class or Equivalent Admit (Date of Birth Proof)										View						
Photo Id Proof										View						
Category Certificate										View						
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The Department can verify all necessary documents from this page only. All the uploaded testimonials are placed at the bottom of the application page. Thus, for verification of Age, Marks, Category, etc., just click on the "**view**" option to display the document.

Note: In case of PG Admission, since the final result of TDC has not yet been published, most of the applications will be written as "Result awaited" in the " $3^{rd}$  column -  $3^{rd}$  row" of the "Academic Qualification "section .

After verification click on "View & Verify". The following screen will appear:



The Department can see that there are four "Status" options-Pending, Approve, Reject, On-Hold.

If "Approve" is selected-two options will pop-up. These are- (1) "Final", (2) "Provisional". If the Department is satisfied in all respect, "Final" option may be selected. Otherwise, click on "Provisional".

The Department is required to write the reason for On-Hold, Reject, Pending in the "Write a Clause" box.

## Please Note (for PG Departments):

(a) In case of PG admission, the Approval status may be selected as "Provisional" in most of the cases where Bachelor's Degree Result has not been published.

(b) After publication of the Bachelor's Degree Result and submission of the Final Marksheet by the Applicant to the concerned Department-the Department should enter the marks of the candidate in the respective column-row and change the Status from "Awaited" to "Passed" in the "Academic Qualification" Section. At the same time approval status is also required to be changed from "Provisional" to "Final".

(c) In case, if the applicant, by mistake selected the "Passed" option, although his/her final graduation result has not published, the departments are requested to send the application number of the candidate to the Admission Committee.

(d) Candidates who have applied with **"Result Awaited"** option, will submit the copy of their final Examination Marksheet to the respective Department once the result is published. Departments have to check their minimum eligibility from the copy of marksheet and approve those cases.

Click on "Verify".

The Candidates will receive an email in his/her registered email id.

Verification of Applications ends here.

## Please Note:

The merit list will contain the name of both Final and Provisionally Approved candidates. But, after generation of the Merit List, the payment link will be forwarded only to the "Final Approved" candidates. Thus, the Departments are requested to ensure that the status of the candidate is "Approved" before publication of the First Merit List.

Manual for Post Merit List process of Approval process will be published soon.