## 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							~	
<ul> <li>Dashboard</li> </ul>	Academic Year: *	2023-24	✓ Catego	ory:		Select		•	
≺° College Affiliation	Gender:	Select	Y PWD:	PWD:		Select		~	
III Notice Board	Name:		Mobile	e:					
Common Exam Group	Application No:		Final S	Submit:		All		*	
<ul> <li>B Users </li> <li>G Master Setup </li> </ul>	Select College:	Select College	✓ Select	Select Department:		Select Department			
🗐 Event Management	Course Group:	B. Sc. B. Ed	+ Select	Select Course:		All Courses			
₹ Fees Management <	Select Course Subject:			Roll No:					
P Applications		All Course Subject							
Course Wise Application     Applicant List	Application Payment Received:	All		Application Status:		All		*	
<ul> <li>Common Test</li> </ul>	Addmission Payment Received:	All	✓ Addmi	Addmission Status:		All		*	
<ul> <li>Department Wise Admission Test</li> </ul>	Hall Ticket Status:	All	• Applic	Application Drive:					
<ul> <li>Cancel Admission</li> <li>Venue Attendance Sheet</li> </ul>	Candidate Status:	All	✓ Prefer	ence:		Select		*	
Post Application									
🔃 Reports			Q Search 2 Reset						
🔩 Composite Marks Rule									
	Application List								
	Page < 1 > of 55   View 10 v records   Found total 560 records								
	Actions Submitted Payment Status	Approval Status Hall Ticket Status	Admission Payment Statu	us Admission Status	Candidate Status	Application No.	Student System Unique No.	Ac	
	💌 🖶 🖌 🕖 Not Paid	Not Verified Not Generated	N/A	Not Selected	Qualified	202448780		1	
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	Paid     Yes Paid     Paid     Yes Paid	Not Verified Not Generated	N/A N/A	Not Selected	Qualified	202448710			
		Not Verified Not Generated	N/A	Not Selected	Qualified	202448708			
	Page ( 1 ) of 56   View 10 v records   Found	total 560 records							
	n								

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.

SELECTED PROGRAMME(8) WITH DEPARTMENT/COLLEGE AND ORDER OF PREFERENCE  Preference Programme BSC.(HONOURS) BED IN Zoology EDUCATION Pad	Regention Application           ASSAM UNIVERSITY SLCRA, 3901         SLCRA, 3901									
I B.SC.(HONOURS) B.ED. IN Zoology EDUCATION Paid										
1 B3C(BONOURS) B.D. IN ZO0089 EDUCATION Paul	Preference Programme Department College Payment Status									
PERSONAL DETAILS [Applicant Name   UMA GOALA   Gender   FEMALE										
Date of Birth         14-10-2004         Aadhaar No.         650845856400           Mobile Number         8638857360         Email Id         umagoala111@gmail.com										
Nationality         INDIAN         Religion         HINDUISM           Category         OBC-A (NON CREAMY LAYER)         Annual Family Income         300000.00           Mutrity Stratus         SING FE         Duncide         ASSAM										
Blood Group O+										
Disabilities) Category Torrest Category Torrest Category Torrest Category Torrest Category VILL-FAKIRTILLA, PO-NIT SILCHAR, SILCHAR, ASSAM, INDIA, 788010										
Present Address VILL-FAKIRTILLA, PO- NIT SILCHAR, SILCHAR, CACHAR, ASSAM, INDIA, 788010 PARENT'S AND GUARDIAN'S INFORMATION										
Mother's Name MRS. MIRA GOALA Mother's Mobile No 8812884036 Mother's Occupation HOUSE WIFE	HOUSE WIFE BUSINESS									
Father's Name         MR. LAL BABU GOALA         Father's Mobile No         9957217717         Father's Occupation         BUSINESS           Guardian's Name         Guardian's Mobile No         Guardian's Address         Guardian's Address	BUSINESS									
ACADEMIC QUALIFICATIONS										
St Examination Passed Div/Class C/Da Full Marks Obtained Marks Percentage Year of Name of the Justice Institute	Name of the Specialization/									
I I OP DASEED IST NA S00.00 245.00 2000 2000 2000 KV NIT	Board/University Subject CBSE									
EQUIVALENT SILCHAR										
2. OR PASSED 15T NA 500.00 336.00 71.2000000 2022 SILCHAR	CBSE									
CUET PAPERS DETAILS										
"IA(Languages)         -1)         2)         3)         Domain spectra (subject * 9)           Subject         Provide the state of the subject of the	5) MATHEMATICS									
Name         E.NGLISH         resching aptrime         PH 36CS         CHEMISTRY         Studies/Biotechnology/Biochemistry           Percentile         46.5170725         28.4974093         23.8712703         39.1499869         71.5738071	0.0000000									
Score         39:5090           Normalized         101:5024915         39:5090518         21:1354994         34:7417594         124:7847232	0.0000000									
12TH OR EQUIVALENT CLASS PAPERS DETAILS										
#         Paper 1         Paper 2         Paper 3         Paper 4         Paper 5           Subject         BIOLOGY         PHYSICS         CHEMISTRY         ENGLISH         HINDI	Paper 6									
Varie         0 <td></td>										
Obtained Marks         79.00         57.00         50.00         85.00         85.00										
HASEQUIVALENT INFORMATION           Roll No           16628942         Examination Year         2022										
Roll No         16628942         Examination Year         2022           OTHER INFORMATION										
Select Last Institute/University Attended         CBSE           Registration Year         2022         Migration Year         2022										
Do You Have Any Intervening Gap? YES Gap Period(In Year) 1 Reason for the Gap PREPARATION FOR NEET										
Are you pursuing any other regular course in AUS or NO University Name Ans You Fundation (NO Are You Employed? NO Are You Employed?										
I. EMA GOLLA, hereby decises that all the particulan stated by max in this Application Terms are true to the best of two lanceshaps and belief. Have such that state is a data and the data and the state is the best of two lanceshaps and belief. Have such that state is the best of two lanceshaps and belief. Have such that state is the best of two lanceshaps and belief. Have such that state is a data and the data an	ollege . Further , in the event of suppression or									
UPLOADED DOCCUMNETS										
10th Class or Equivalent Mark Sheet(Front)										
10th Class or Equivalent Mark Sheet(Back)										
10th Class or Equivalent Pass Certificate										
12th Class or Equivalent Mark Sheet(Front)	View									
12th Class or Equivalent Mark Sheet(Back)	View									
12th Class or Equivalent Pass Certificate	View									
CUET SCORE Pass Certificate	View									
Registration Certificate	View									
10th Class or Equivalent Admit (Date of Birth Proof)	View									
Photo Id Proof	View									
Category Certificate	View									
NON Creany Layer Certificate										
Gap Certificate										

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.