

**Data capturing format for 2022-23 session:****[for general Degree courses; B.A., B.Sc., B.Com. (Hons, Major, General)]**

Sl. No	Column Name	Data Type	Remarks
1	Student Id	String	Unique ID in the college e.g. 1234567 or ABC4562
2	First Name	String	In Block letter e.g RAM
3	Middle Name	String	Optional field. In Block letter e.g KUMAR
4	Last Name	String	Optional field. In Block letter e.g DAS
5	DOB	String	Strictly in YYYY-MM-DD format e.g. 1999-04-24
6	Whether PWD?	String	Person with Disability e.g. Yes / No
7	Type of PWD	String	If PWD, it will be numeric value as in the table for PWD type. E.g. 1 or 2 or 3 etc.
8	% of Disability	Numeric	If PWD, put numeric values e.g. 50 or 80 etc.
9	Gender	String	one of the following Male / Female / Others
10	Social category	String	one of the following- (category in which the candidate belongs to) General / SC / ST / OBC-A / OBC-B
11	Admission category	String	one of the following- (category in which the candidate admitted) General / SC / ST / OBC-A / OBC-B/ General-PWD/ SC-PWD/ ST-PWD/ OBC-A-PWD/ OBC-B-PWD
12	Nationality	String	Indian / Other
13	Date of Admission	String	Strictly in YYYY-MM-DD format e.g. 2022-08-31
14	Father's / Guardian's Name	String	In Block letter e.g. RAMDAS
15	Mother's Name	String	In Block letter e.g. ROMA DAS
16	Village (Rural) / House number & street with City or Town (Urban)	String	In Block letter, must not exceed 250 characters
17	P.O.	String	In Block letter, must not exceed 250 characters
18	District	String	In Block letter, must not exceed 250 characters

19	PIN	Numeric	6 numeric digits are allowed
20	State	String	In Block letter, must not exceed 250 characters
21	Country	String	In Block letter, must not exceed 250 characters
22	Mobile No	Numeric	Strictly 10 Digit (without + or 91 or 0 prefixed)
23	e-mail ID	String	Optional Field
24	Board Name in 10+2	String	Board names as prescribed by the University
25	Reg. No/Unique ID in 10+2	String	e.g. 324345545 or RE54412S42 without any special character like "-", "/", "( or )" etc
26	Reg. Year in 10+2	String	e.g. 2011 or 2011-2012
27	Pass Year in 10+2	String	e.g. 2016
28	Is previously registered	String	Yes / No
29	If registered then specify Reg. No	String	e.g. 252845 or K2346D142342
30	If registered then specify Reg. Year	String	e.g. 2006 or 2006-2007
31	AADHAR No.	Numeric	12 numeric digits
32	Stream	String	Arts/Science/Commerce
33	Course Type	String	Honours/General/Major
34	Subject 1	String	Honours Subject/ DSC 1
35	Subject 2	String	GE Subject 1 / DSC 2
36	Subject 3	String	GE Subject 2 / DSC 3 / GE
37	Subject 4	String	AECC (Elective) [ Language – E/B/H]
38	Subject 5	String	AECC (Core) Language [MIL – B/H]

Photograph and signature to be uploaded by the college during the registration process for individual candidate.

(as done in the previous academic year)

## **Instruction Sheet**

**[for general Degree courses; B.A., B.Sc., B.Com. (Hons, Major, General)]**

- DOB field (Sl No - 5) must be in **YYYY-MM-DD** format. Any other format will not be acceptable by the portal.
- The value of Whether PWD (Sl No - 6) field must be in between **Yes** or **No**

- The value of field Type of PWD (SI No - 7) If PWD, it will be numeric value as in the table. E.g. 1 or 4 or 5

VALUE	TYPE OF DISABILITY
1	BLINDNESS
2	LOW-VISION
3	HEARING IMPAIRMENT (DEAF AND HARD OF HEARING)
4	SPEECH AND LANGUAGE DISABILITY
5	LOCOMOTOR DISABILITY
6	MENTAL ILLNESS
7	SPECIFIC LEARNING DISABILITIES
8	CEREBRAL PALSY
9	AUTISM SPECTRUM DISORDER
10	MULTIPLE DISABILITIES INCLUDING DEAF BLINDNESS
11	LEPROSY CURED PERSONS
12	PARKINSONS DISEASE
13	DWARFISM
14	ACID ATTACK VICTIM
15	INTELLECTUAL DISABILITY
16	MUSCULAR DYSTROPHY
17	CHRONIC NEUROLOGICAL CONDITION
18	MULTIPLE SCLEROSIS
19	THALASSEMIA
20	HEMOPHILIA
21	SICKLE CELL DISEASE

- The value of % of Disability (SI No - 8) field must be in numeric format.
- The value of Gender (SI No - 9) field must be in between **Male** or **Female** or **Other**
- The value of Social Category (SI No - 10) (category in which the candidate belongs to) field must be in between **General/ SC/ ST/ OBC-A/ OBC-B**
- The value of Admission Category (SI No - 11) (category in which the candidate admitted) field must be within **General / SC / ST / OBC-A / OBC-B/ General-PWD/ SC-PWD/ ST-PWD/ OBC-A-PWD/ OBC-B-PWD**
- The value of Nationality (SI No - 12) field must be in between **Indian** or **Other**
- Date of Admission field (SI No - 13) must be in **YYYY-MM-DD** format. Any other format will not be acceptable by the portal.
- Mobile No (SI No - 22) must be numeric and formatted in 10 Digit.
- Board Name in 10+2 (SI No - 24) must be within the List of Board

Names as prescribed by the University.

- Is previously registered (SI No - 28) must be within **Yes** or **No**
- AADHAR No. (SI No.- 31) numeric (12 digits)
- The value of field Stream (SI No -32) must be within **Arts/Science/Commerce**
- The value of field Course Type (SI No -33) must be within **Honours/General/Major**
- The value of field 34 to 38 may be as follows.

### **Structures for different streams and types**

[for general Degree courses; B.A., B.Sc., B.Com. (Hons, Major, General)]

**(related to SI No 34 to SI No 38)**

<b>For B.A / B.Sc Hons</b>		
Sl. No	Column	Remarks
34	Subject 1	Hons Subject
35	Subject 2	GE Subject 1
36	Subject 3	GE Subject 2
37	Subject 4	AECC (Elective) Language [E/B/H]
38	Subject 5	Blank

<b>For B.com Hons</b>			
Sl. No	Column	Value	Remarks
34	Subject 1	Marketing Management / Accounting and Finance	Hons Subject
35	Subject 2	Marketing Management / Accounting and Finance	GE Subject 1
36	Subject 3	Marketing Management / Accounting and Finance	GE Subject 2
37	Subject 4	English / Bengali / Hindi	AECC (Elective) Language
38	Subject 5	Blank	

<b>For B.A General</b>		
Sl. No	Column	Remarks
34	Subject 1	DSC1
35	Subject 2	DSC2

36	Subject 3	GE
37	Subject 4	AECC (Elective) Language [E/B/H]
38	Subject 5	AECC (Core) Language [B/H]

<b>For B.Sc General</b>		
Sl. No	Column	Remarks
34	Subject 1	DSC1
35	Subject 2	DSC2
36	Subject 3	DSC3
37	Subject 4	AECC (Elective) Language [E/B/H]
38	Subject 5	Blank

<b>For B.com General</b>			
Sl. No	Column	Value	Remarks
34	Subject 1	Marketing Management / Accounting and Finance	DSC1
35	Subject 2	Marketing Management / Accounting and Finance	DSC2
36	Subject 3	Marketing Management / Accounting and Finance	GE
37	Subject 4	English / Bengali / Hindi	AECC (Elective) Language
38	Subject 5	Bengali / Hindi	AECC (Core) MIL

<b>For Major</b>		
Sl. No	Column	Remarks
34	Subject 1	Majors Subject
35	Subject 2	GE Subject 1
36	Subject 3	GE Subject 2
37	Subject 4	AECC (Elective) Language [E/B/H]
38	Subject 5	Blank