

**Data capturing format for 2024-25 session:  
[for courses other than general Degree courses]**

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. 24/04/1999
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/ EWS/ EWS-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. RAM DAS
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 code 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.	ABC-ID	Numeric	12 numeric digits
33.	Stream	String	Other
34.	Course Type	Numeric	As per the table
35.	Discipline name	String	NA
36.	Subject 1	String	Major Discipline
37.	Subject 2	String	Minor Discipline 1
38.	Subject 3	String	Minor Discipline 2
39.	Subject 4	String	AEC (MIL- Bengali/ Hindi/ Sanskrit/ Santali) (for semester 2)/ NA

	Subject 5		MDC 1 (for semester 1)/ NA
41.	Subject 6		MDC 2 (for semester 2)/ NA
42.	Subject 7		VAC 2 (for semester 2)/ NA
43.	Subject 8 (SEC- 1)		From pool of subjects & semester specific (for semester 1)/ NA
44.	Subject 9 (SEC- 2)		From pool of subjects & semester specific (for semester 2)/ NA

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 courses other than general Degree courses)**

- DOB field(SI No - 5) must be in **YYYY-MM-DD** format.  
Any other format will not be acceptable by the portal.
- The value of Whether PWD (SI 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 (Sl No - 8) field must be in numeric format.
- The value of Gender (Sl No - 9) field must be in between **Male** or **Female** or **Other**
- The value of Social Category (Sl 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 (Sl 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/ EWS/ EWS-PWD**
- The value of Nationality (Sl No - 12) field must be in between **Indian** or **Other**
- Date of Admission field (Sl No - 13) must be in **YYYY-MM-DD** format. Any other format will not be acceptable by the portal.
- Mobile No (Sl No - 22) must be numeric and formatted in 10 Digit.
- Board code in 10+2 (Sl No - 24) must be within the List of Board Names as prescribed by the University.
- Is previously registered (Sl No - 28) must be within **Yes** or **No**
- AADHAR No. (Sl No.- 31) numeric (12 digits)
- **ABC-ID (Sl. No.- 32) numeric (12 digits)**
- The value of field Stream (Sl No -33) must be within **Other**
- The value of field Course Type (Sl No -34) must be numeric and within as per the table

Sl No- 34 Course Type

4. BVOC

5. BBA (Bachelor of Business Administration- Hons.)

6. BCA (B.S. in Computer Application)

7. B.Ed

8. B.P.Ed

9. BMLT (B.S. in Medical Laboratory Technology)

10. DOCA

11. BSW (B.S. in Social Work)

12. LLB

13. B.F.Sc. (Bachelor in Fishery Sciences)

14. B.Sc. (Hons) in Agriculture

- The value of field 35 to 44 may be as follows.

**Structures for different streams and types**

**(related to SI No 35 to SI No 44)**

(for courses other than general Degree courses)

Sl. No.	Column	Remarks
35.	Discipline name	NA
36.	Subject 1	Main Subject /Major Discipline
37.	Subject 2	Minor Discipline 1/NA
38.	Subject 3	Minor Discipline 2/NA
39.	Subject 4	AEC (MIL- B/H) (for semester 2)/ NA
40.	Subject 5	MDC 1 (for semester 1)/ NA
41.	Subject 6	MDC 2 (for semester 2)/ NA
42.	Subject 7	VAC 2 (for semester 2)/ NA
43.	Subject 8 (SEC-1)	From pool of subjects & semester specific (for semester 1)/ NA
44.	Subject 9 (SEC-2)	From pool of subjects & semester specific (for semester 2)/ NA