

**Data capturing format for 2025-26 session:  
[for courses other than general Degree courses]**

| Sl. No | Column Name                                                       | Data Type | Remarks                                                                                                                                                                         |
|--------|-------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Student Id                                                        | String    | Unique ID in the college<br>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<br>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)<br>General / SC / ST / OBC-A / OBC-B/<br>General-PWD/ SC-PWD/ ST-PWD/<br>OBC-A-PWD/ OBC-B-PWD/ EWS/<br>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 (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 (Sl 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 |