

## HELP

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### **What are the responsibilities of colleges in submitting of application forms for B.A./B.Sc./B.Com. examinations?**

Colleges are to verify the eligibility of students who have submitted applications online. After submitting the application online, the candidate is to print the form and submit the printout of the form to the college along with requisite fees. College is required to verify that the student has submitted correct fees. College is further to check whether the candidate is collegiate/non-collegiate/dis-collegiate etc. After verifying all these facts, college is to approve or reject the student's application online.

For the above mentioned activities college is to follow following steps.

**Step-1.** College will receive user-id and password from University. User-id of the college is CU999; where 999 are three digit college codes. Password will be received by SMS to the registered mobile no of the college. After clicking <COLLEGE> TAB, college is to log-in to the system by entering user-id and password correctly.

**Step-2.** After log-in to the system, click on the main menu displayed on left side of the screen.

**Step-3.** A list showing following activities will be displayed.

- 1) College Approval-**Choose this option to approve the applications of students, select the collegiate/non-collegiate/dis-collegiate status, make approval/rejection of the application.

- 2) Application Form download**-In case any student cannot take print-out of application, then college can help him by downloading the form from college domain and take a print-out of the form.
- 3) Verification Summary**-College can get a view of summary of forms approved/rejected.
- 4) Candidate List**-College can at any time take a list out of the forms submitted by the students in PDF-format or EXCEL-FORMAT.
- 5) Enrolled Candidate**-After completing approval/rejection of all forms submitted by the students, college is required to take the list of approved candidates, sign all pages by the authorized person and submit the list to University.
- 6) Fees Statement**-A statement of fees to be submitted by the college to the University is to be generated using this option. Fees for candidates who submitted form in usual offline process to be submitted separately.
- 7) Part-I Data Correction** – Before approval of applications of students, college may correct the spelling mistake of student’s/guardian’s name, wrong subject code/s and wrong gender code as indicated by student in the submitted application form. To modify data of an applicant college will login to the college domain, select the menu ‘**Part-I Data Correction**’, enter the registration no of the applicant, detail information of the applicant will be shown, modify the required data item and submit. This facility has been provided for Part-I examinations only.  
It may be noted that **Subject correction** must be supported by the relevant regulations and prior permission of the Registrar, University of Calcutta.
- 8) Change Password**-If require, College change the password also. A password may be a combination of maximum 20 alphanumeric characters.

**Note:** In case of any problem, refer [FAQ](#) page to get a solution or contact University for further help.