



Online Admission System Candidate's Interface Manual



Steps to apply for admission through the Online Admission system

Welcome to the online admission system prepared by TechnoDG.com. This document is aimed to provide you with a ready reference on the candidate's interface and the procedure for applying for admission through the online admission system.

We start with the welcome screen of the online admission system which provides the applicant/candidates with the following options:

The screenshot shows the Aliah University Online Admission System interface. At the top left is the Aliah University logo and name, with the address 'II-A/27, Action Area II, New town, Kolkata-700160' below it. At the top right, it says 'Online Admission System' with contact numbers '033 2341 6442 / 8584853810' and email 'auatkolkata@gmail.com'. The main content area is divided into several sections. On the left, there is a dark blue box with 'IMPORTANT NOTES' and a paragraph about the system's activation and submission dates. Below that is a white box with 'Form Submission Requirements' and a list of four items: 1. Passport Size Colour Photo. (100 KB), 2. Scan copy of Signature. (100 KB), 3. Final Marks Sheet. (100 KB), 4. Caste Certificate (100 KB) (optional). In the center, there is a blue box with 'Admission Open' and two dropdown menus: 'Select Session & Course' and 'Select Subject'. Below these is a green 'Apply Now' button. On the right, there is a sidebar with three buttons: 'Candidate Log In' (teal), 'Get Registration SMS' (green), and 'Latest Notification' (orange). Red arrows labeled A through F point to various elements: A points to the university name, B points to the form submission requirements, C points to the 'Admission Open' section, D points to the 'Select Subject' dropdown, E points to the 'Apply Now' button, and F points to the 'Candidate Log In' button.

A) University Name

B) Form Submission requirement & Notices

C) Session & Course to which the admissions are opened

D) Select Subject

E) First screen submission button to start the form filling process

F) Applied Candidates Log in button



How to apply?

1) To apply please start by selecting the Session & Course.

The screenshot shows the top navigation bar with 'Admission Open', 'Prospectus', and 'Candidate Manual' buttons. Below, there are two dropdown menus: 'Select Session & Course' and 'Select Subject'. The 'Select Session & Course' dropdown is open, showing options: 'Select Course', '2019-2020-Master of Business Administration', and '2019-2020-Bachelor of Technology/ Bachelor of Computer Applications'. The 'Select Subject' dropdown is set to 'Subject Applying'. An 'Apply Now' button is visible to the right.

The admission opened to the Session can be selected from the welcome screen's **"Select Session & Course"** drop down.

2) Select the Subject.

The screenshot shows the same interface as the previous one, but now the 'Select Subject' dropdown is open. The 'Select Session & Course' dropdown is set to '2019-2020-Bachelor of Technology'. The 'Select Subject' dropdown shows options: 'Subject Applying', 'Subject Applying', and 'BTech/BCA'. The 'Apply Now' button remains visible.

3) Now click on the **"Apply Now"** button to start the process of form filling.



Registration Step 1 of 3

1) To begin the online registration process please provide the Applicant's Personal Details

Applicant Details		
<input type="text" value="Your Name"/> *	<input type="text" value="Father's Name"/> *	<input type="text" value="Mother's Name"/> *
<input type="text" value="Guardian's Name"/>	<input type="text" value="Father Occupation"/> *	<input type="text" value="Family Monthly Income"/> *
<input type="text" value="10 Digit Mobile Number"/> *	Your Registration confirmation SMS will be sent to this mobile number	
<input type="text" value="Email Address"/>	<input type="text" value="Aadhaar No."/>	<input type="text" value="Alternate Contact No."/>
		<input type="text" value="Kanyashree ID"/>

Address For Communication		
<input type="text" value="House No./Street"/>	<input type="text" value="P.O."/>	<input type="text" value="Word No."/>
<input type="text" value="Village/Town"/>	<input type="text" value="Block"/>	<input type="text" value="District"/>
<input type="text" value="P.S."/>	<input type="text" value="State"/>	<input type="text" value="PIN"/>

Please type in the following details properly

1. Your Full Name
2. Father's Name
3. Mother's Name
4. Guardian's Name
5. Father Occupation
6. Family Monthly Income
7. 10 Digit Mobile No. : Your **Registration Confirmation SMS** will be sent to this mobile number
8. Alternate contact no. for contact
9. Email address (if any): Email confirmation shall be sent to this email if provided
10. Aadhaar No.
11. Kanyashree ID (if any)
12. Address for communication
13. Permanent Address

Please Note all the fields marked with * are compulsory



2) Please provide your academic details of the previously passed examinations

Qualification Details					
Madhyamik (10th)	<input type="text"/>	Passed	Select Year Of Passing	Total Marks	Obtained Marks
Higher Secondary (10+2)	<input type="text"/>	Appearing			

Qualifying Exam Details	
Name of the Exam	Board / Council / University
Roll No	2019

1. Madhyamik (Class Xth).

- Select the Year of Passing of Madhyamik (Class Xth) exam.
- Provide the Total Marks of your Madhyamik (Class Xth) exam.
- Provide the Marks Obtained by you in Madhyamik (Class Xth) exam.

2. Higher Secondary/HS (Class XIIth) (if passed)

- Select the Year of Passing of Higher Secondary/HS (Class XIIth) exam.
- Provide the Total Marks of your Higher Secondary/HS (Class XIIth) exam.
- Provide the Marks Obtained by you in Higher Secondary/HS (Class XIIth) exam.



3) Applicant Other Details

APPLICANT OTHER DETAILS

Date of Birth <input type="text"/>	Select Gender <input type="text"/>	Select Blood Group <input type="text"/>
Select Marital Status <input type="text"/>	Select Religion <input type="text"/>	Person With Disability? No <input type="text"/>
Social Category <input type="text"/>	Indian <input type="text"/>	Other Specification <input type="text"/>

I certify that the above statements are true.

I undertake

- To abide by the provision of the Act, Statutes, Ordinances, Regulations and Rules of the university Failing which the university may take appropriate action against me.
- To abide by the provisions of the UGC Regulations, 2009 on curbing the menace of ragging in higher educational institution.
- To attend 75% of the classes to become eligible for appearing at the Examination.
- I am acceptable to the system generated SMS(s) sent from this website to the mobile number I have provided.

NB :

- Self-attested copies of marks sheets must be attached along with the form at the time of physical verification. Incomplete form will be rejected.
- Original documents to be produced at the time of Physical Verification.
- Admission of a candidate will be canceled if any of statement is found incorrect.
- All notice regarding admission will be hang up in the University Notice Board and also will be available in the University website (www.aliah.ac.in).
- Any correspondence with the university must contain your valid registration number.

Please provide some other details like

1. Date of Birth: The same shall be used as the password in the Candidate's Log in screen
2. Select your Gender
3. Select Your Blood Group
4. Select your Marital status
5. Select your Religion
6. Select Person with disability status (Yes or No)
7. Select your Social Category for application
8. Select your Nationality
9. Select the Other Specification (if applicable).

4) Undertaking & Certification

Please tick the above checkboxes to certify and undertake your application's details and accord.

5) Submit the form to complete Registration Step 1

On clicking the "Submit" button the form shall be checked for the details provided and you shall be prompted for the missing or improper compulsory field data for review and submission. If all the details are completed properly then the registration will proceed to Step 2.



Registration Step 2 of 3

The second step of registration provides the applicant with the important information regarding the registration and also provides the options to upload the necessary scanned copies of the academic certificates and mark sheets of the applicant.

1) Registration Confirmation Details

Dear applicant please save your Registration No. for further process.

Registration No : *****

Candidate Name : *****

Date Of Birth : **_*****_****

Click to copy
Your Registration Login Credentials

A) Registration No. : This is a unique number which shall be generated once the Step 1 of registration is successfully completed. The same shall be required at the time of Candidate's Log in.

B) Candidate's Name :

C) Candidate's Date of Birth : The same shall be used at the time of Candidate's Log in to link and verify the registration for successful log in.

2) Choose Admission Test Centre with First Choice and Second Choice:

Choose Admission Test Centre

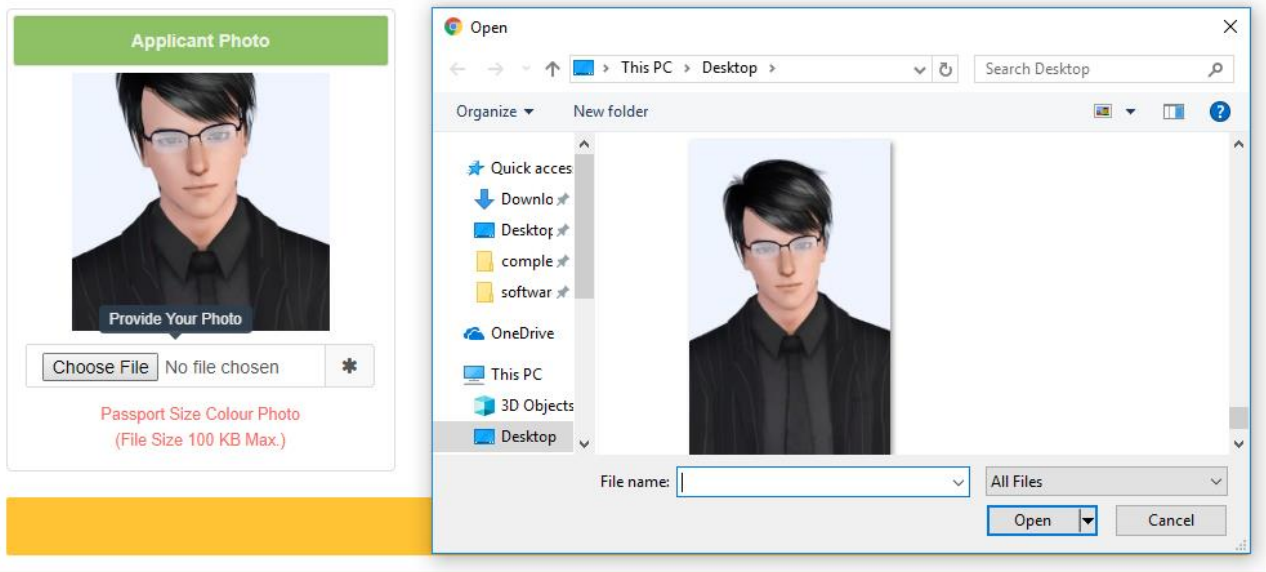
First Choice

Second Choice

* The Admission Test Centre may be changed as per University's discretion.



2) Upload Photo



1. To upload your photo please ensure that you have the soft copy of the photo already stored on your PC. Click on the “Choose File” button to explore your PC.
2. Please navigate to the appropriate location and select the appropriate image of your passport sized photo and click Open. You may also double click on the image to select and open at once.
3. Upload Documents: Please follow the similar process as explained above to select the scanned copies of the required documents as mentioned for uploading.
4. Uploading: Once all the necessary images are selected please click on the Submit button to upload them all.
5. On successful upload the registration step 2 will be completed and the success message with all the provided details shall be displayed. The option to print the application form shall be displayed now.



Registration Step 3 of 3

The last step of the registration involves the payment of registration fee for General Candidates.

INSTANT ONLINE PAYMENT



The Payment interface provides the option for the payment modes available. Please select your desired payment mode to find the details and instructions accordingly.

Please click on the "Pay Now" button above to process your online payments with:

- Credit Cards
- Debit/ATM Cards
- Net Banking
- Mobile Payments

Please note:

1. You shall be automatically redirected back to our system once your payment is processed.
2. Transaction charges & taxes are applicable extra for the online payment mode.



Aliah University

II-A/27, Action Area II, New town, Kolkata-700160

Online Application For Session : 2019-2020				
Application No :	ALIAT19XXXXX			
Applied To :	XXXXX : XXXXX			
Candidate Name :	XXXXX XXXXX			
Father's Name :	XXXXX XXXXX			
Father Occupation :	XXXXX XXXXX			
Family Monthly Income :	XXXXXXXXXX			
Father's Name :	XXXXX XXXXX			
Mother's Name :	XXXXX XXXXX			
Guardian's Name :	XXXXX XXXXX			
Aadhaar No :				
Kanyashree ID :				
Mobile : XXXXX XXXXX	Contact No. :	Email : XXXX@XXXXXXXXX.com		
Address for Communication :		Permanent Address :		
House No./Street : XXXXX P.O. : XXXXX Ward No. : XXXXX		House No./Street : XXXXX P.O. : XXXXX Ward No. : XXXXX		
Village/Town : XXXXX Block : XXXXX District : XXXXX P.S. : XXXXX		Village/Town : XXXXX Block : XXXXX District : XXXXX P.S. : XXXXX		
State : XXXXXX Pin : XXXXXX		State : XXXXXX Pin : XXXXXX		
Educational Qualification :				
Particulars		Year of Passing	Total Marks	Marks Obtained
Madhyamik (10th)		XXXX	XXX	XXX
Higher Secondary (10+2)		Appearing		
Higher Secondary Details :				
HS School Details :				
School : XXXXX	Board : XXXXX	Registration No : XXXXXX	Registration Year : XXXX	
Date of Birth : XX-XX-XXXX	Gender : XXXX	Blood Group : XX	Marital Status : XXXXX	Nationality : XXXXXX
Religion : XXXXX	Person with Disabilities : XX	Social Category : XXXXX	Other Specifications :	
I certify that the above statements are true.				
I undertake :				
<ul style="list-style-type: none"> To abide by the provision of the Act, Statutes, Ordinances, Regulations and Rules of the university failing which the university may take appropriate action against me. To abide by the provisions of the UGC Regulations, 2009 on curbing the menace of ragging in higher educational institution. To attend 75% of the classes to become eligible for appearing at the Examination. I am acceptable to the system generated SMS(s) sent from this website to the mobile number I have provided. 				
				Signature of Applicant

You may take a print out of the form for your reference. Also, you may prefer to Log out and log in again as a Candidate to review and finalize the details before paying.



Online Payments

You can proceed to the online payment gateway interface by clicking on the “Pay Now” button of the available payment Gateway i.e. Atom. Please select the desired mode of transaction from the list provided and proceed accordingly by providing the asked necessary details.

The screenshot displays the Atom payment gateway interface. On the left, a sidebar lists payment modes: Saved Card, Credit Card (selected), Debit Card, Debit Card with ATM PIN, and Net Banking. The main area is titled 'Credit Card' and contains the following fields:

- Credit Card Number: [Input field] 01 [Dropdown] 2018 [Dropdown] CVV / [Input field]
- Name On Card: [Input field]
- Bank Name: [Input field]
- Billing Details: [Input field] 99XX2XXX55 [Input field] aXmXsXiXn@cXXXXXXXXXr

At the bottom of the form are 'Cancel' and 'Pay Now' buttons. To the right, a summary box shows:

- Amount Payable: ₹ 432.39
- Transaction Id: CB18MA3698
- Amount: 420.00
- Convenience Charge: 12.39
- GST: 0.00

A note states: * Convenience Charge & GST are non refundable. Below the form, a disclaimer reads: 'By clicking Pay Now you are agreeing to Terms & Conditions'. At the bottom, various payment logos are displayed, including Visa, MasterCard, American Express, SafeKey, RuPay, and others.

On completion of the online transaction you shall be returned back to the online admission website for the confirmation of the same and your payment shall be verified automatically. A sample payment success confirmation screen is attached below.

The screenshot shows a 'Payment Processed' confirmation screen with the following content:

Thank you very much for your payment.
Please find below the details of the payment

Reg No.	XXXXXXXXXX
Amount	₹ XXXXXX
Transaction ID	XXXXXXXXXXXX
Payment Date	XXXXXXXXXXXXXXXXXXXX
Paid at	XXXX

We shall update you with further details at the earliest. You can Login and Print your application form again from here.
Thank you once again.

Buttons: [Print Receipt](#) [Print Application](#)



With the payment being processed the online application shall be deemed as complete and accepted for further verification and processing towards admission to the university. The candidates shall be intimated through SMS or website notification about the further procedures.

The Competent Authority reserves the right to cancel any application/candidature at its discretion and no correspondence in this regard will be entertained from the applicant.

Wrong declaration /submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.