



**POST GRADUATE  
ADMISSIONS PROCESS:  
A Comprehensive,  
Step-by-Step Guide to  
Online Application  
and Admission**



# INTRODUCTION

Welcome to the presentation on Streamlining the Admissions Process. This comprehensive guide will provide step-by-step instructions for creating an online application process that is efficient and user-friendly. By the end of this presentation, you will have a clear understanding of how to optimize your admissions process for the digital age.

The screenshot shows a navigation menu on the left with the following items: APPLY ONLINE, PROSPECTUS 2023 (DRAFT) (marked with a 'NEW' starburst), NOTICES (marked with a 'NEW' starburst), COURSES OFFERED, ELIGIBILITY CRITERIA, and FESS STRUCTURE. The main content area features a section titled 'Important Dates Of 2023-2025' with two entries: 'Starting of Online Application form fill-up' on Sep 01<sup>st</sup> and 'Closing date of Online Application form fill-up' on Sep 15<sup>th</sup>. Below this, a note states: '\*\*MEDIA SCIENCE OR MEDIA STUDIES STUDENTS NEED TO OBTAIN 70% AND ABOVE MARKS AT HONOURS LEVEL FOR APPLYING JOURNALISM AND MASS COMMUNICATION.'

# BEFORE APPLYING

APPLY ONLINE



Apply Online for Start Admission.

NEWS

PROSPECTUS

2023(DRAFT)



Prospectus of West Bengal State University.

NEWS

NOTICES



Notice related PG Admission 2023.

COURSES OFFERED



Courses Offered: subjects you can take for PG Admission in WBSU.

ELIGIBILITY CRITERIA



Eligibility for Admission to PG Courses.

FEES STRUCTURE



Fees Structure for PG Admission.

# DATA REQUIREMENTS

## Personal Details:

- Name
- Gender
- Date of Birth(Date/ Month/ Year)
- Mobile Number (one number can be used for only one time)
- WhatsApp Number
- Aadhaar No.
- E-mail Address
- Father's Name
- Mother's Name
- Father's Qualification
- Mother's Qualification
- If You Are Differently Abled then the type with percentage(%)
- Social Category : General / SC / ST / OBC, EWS, (if General then certificate no)



# DATA REQUIREMENTS

- ❑ Address (Present & Permanent)
  - Village/Street/House No.
  - P.O.
  - P.S.
  - State
  - District
  - Pin
  - Nationality



# ACADEMIC DETAILS

## FOR CBCS PASSOUT :

### Madhyamik

- Board Name
- Passing Year
- Full Marks
- Marks Obtained

### H.S

- Board Name
- Passing Year
- Full Marks
- Marks Obtained

### Under Graduate

- Passing Year
- Honours Subject
- University Name
- Core (Full Marks & Marks Obt.)
- DSE (Full Marks & Marks Obt.)
- General Subject (Full Marks & Marks Obt.)

### Last Attended University

- University Name
- Registration Number
- Registration Session

\*\* Percentages(%) are auto calculated





# ACADEMIC DETAILS

## FOR NON-CBCS PASSOUT :

- Madhyamik**
  - Board Name
  - Passing Year
  - Full Marks
  - Marks Obtained
- H.S**
  - Board Name
  - Passing Year
  - Full Marks
  - Marks Obtained
- Under Graduate**
  - Passing Year
  - University Name
  - Honours Subject (Full Marks & Marks Obt.)
  - General Subject 1(Full Marks & Marks Obt.)
  - General Subject 2(Full Marks & Marks Obt.)
  - Total of General Subject(Full Marks & Marks Obt.)
- Last Attended University**
  - University Name
  - Registration Number
  - Registration Session

\*\* Percentages(%) are auto calculated



Nationality  
Indian

Full Name  
AMRITA DAS

Mobile Number  
9134578923

Madhyamik/ Secondary Passing Year  
2016

Madhyamik / Secondary Registration No/ UID  
251478963251

I'm not a robot

Register Now [Forgot Password?](#)

Already Registered - [Login Now](#)



Nationality  
INDIAN

Full Name  
AMRITA DAS

Mobile Number  
9134578923

Madhyamik/ Secondary Passing Year  
2016

Madhyamik / Secondary Registration No/ UID  
251478963251

[Edit](#) [Continue](#)

Already Registered - [Login Now](#)

**Instructions:**

You should check your data carefully, if anything

## STEP 1: REGISTRATION

Fill this registration form with correct and accurate data. The 'Mobile Number' and 'Email Address' provided in this form must be valid. Then Click on 'Register Now'.

## STEP 2: PREVIEW

After continuing you will see the 'preview' page, if there is something wrong, you can go to the edit option to correct it, and continue again.

West Bengal State University  
PG Admission

PG ADMISSION 2023-2025

Success! Your form submitted successfully



**Your Login Credentials**

Name :	AMRITA DAS
Your Application ID is :	WBSU23100041
Your Password is :	7711

**Instructions :**

- ☞ Please do not forget your application ID and Password.
- ☞ Save this Application ID and Password in a secure place.
- ☞ You will need the same for the entire application process.

Login

PG ADMISSION - STUDENT LOGIN



Application ID  
WBSU23100043

Password  
.....

I'm not a robot

Login Now [Forgot Password?](#)

Don't have an account? [Register Now](#)

**Instructions :**

- ☞ To login you need to provide your Application ID and Password you have received earlier.

West Bengal State University  
PG Admission

PG ADMISSION 2023-2025 - APPLICATION

AMRITA DAS(WBSU23100041)

Select your UG Passing Status for further application Process

[UG CBCS Passout Students - Click Here](#)

[UG Non-CBCS Passout Students - Click Here](#)

**Instructions :**

- ☞ Please select the above option carefully, once its selected, you can not MODIFY it later.
- ☞ If you have studied in CBCS syllabus, then choose UG CBCS Passout
- ☞ If you have studied in NON CBCS syllabus, then choose UG NON CBCS Passout

## STEP 3: LOGIN

You will get your 'Application ID' and 'Password' on your registered Mobile Number.

'LOG IN' with your Application ID and Password.

## STEP 4: UG PASSING STATUS

Select UG passout Students 'CBCS or NON-CBCS'.

West Bengal State University  
PG Admission

PG ADMISSION 2023-2025 - PERSONAL

Welcome **AMRITA DAS** Your Registration Number is **WBSU23100041** for - PG ADMISSION 2023-2025

Personal Information

Father's / Husband's Name \* AMIT DAS  
 Mother's Name \* AMRITA DAS  
 AADHAAR No. \* 587425631548  
 Gender \* Female

Date Of Birth \* 09/08/2004  
 Category \* EWS  
 Differently Aabled \* Physically Challenged  
 Differently Aabled Type \* PHYSICALLY CHALLI  
 % Of Disability \* 40

Father's Qualification \* Post Graduate  
 Mother's Qualification \* Post Graduate  
 Alternative Mobile Number \* 9134738439  
 Email Address \* amrita@dasgmail.com

House No / Street / Village Name \* 91/2 KOLKATA  
 P.O. \* KOLKATA  
 P.S. \* KOLKATA  
 District \* KOLKATA

Pin Code \* 700025  
 State / Union Territory \* West Bengal

Check if your present address is same as permanent Address

Permanent Address

House No / Street / Village Name \* 91/2 KOLKATA  
 P.O. \* KOLKATA  
 P.S. \* KOLKATA  
 District \* KOLKATA

Pin Code \* 700025  
 State / Union Territory \* West Bengal

Check if your present address is same as permanent Address

Present Address

House No. / Street / Village Name \* 91/2 KOLKATA  
 P.O. \* KOLKATA  
 P.S. \* KOLKATA  
 District \* KOLKATA

Pin Code \* 700025  
 State / Union Territory \* West Bengal

I'm not a robot

Submit

Instructions :

- Before submission you should check your data carefully.
- Wrong information provided may be liable for cancellation of application.

Preview

House No / Street / Village Name \* 38/9 Kolkata  
 P.O. \* Kolkata  
 P.S. \* Kolkata  
 District \* Kolkata

Pin Code \* 700026  
 State / Union Territory \* West Bengal

Present Address

House No. / Street / Village Name \* 38/9 Kolkata  
 P.O. \* Kolkata  
 P.S. \* Kolkata  
 District \* Kolkata

Pin Code \* 700026  
 State / Union Territory \* West Bengal

Wrong information provided may be liable for cancellation of application. Before submission you should check your data carefully.

I'm not a robot

Edit Save & Continue

Instructions :

# STEP 5: PERSONAL DETAILS

Fill the Personal Details page, then click on Submit.

# STEP 6: PREVIEW

After submission the preview of the form will show, if there is any mistake then go to edit option and correct it then Save and continue.

Welcome PRIYA SAHA Your Registration Number is WBSU23100042 for - PG ADMISSION 2023-2025

**Madhyamik or Equivalents**

Board Or University *	Passing Year *	Full Marks *	Marks Obtained *	% Of Marks *
WEST BENGAL BOARD OF SECONDARY EDUCATION	2016	700	650	92.85714285714286%

**H.S. or Equivalents**

Board Or University *	Passing Year *	Full Marks *	Marks Obtained *	% Of Marks *
WEST BENGAL COUNCIL OF HIGHER SECONDARY E	2018	500	450	90%

**UNDER GRADUATE**

UG Passing Year *	UG Honours Subject *	UG University *
2021	Botany	UNIVERSITY OF CALCUTTA

**Academic Details**

Paper	Full Marks *	Marks Obtained *	% Of Marks *
Paper 2	100	90	90%
Paper 3	100	90	90%
General Subject 2	100	90	90%
Paper 1	100	90	90%
Paper 2	100	90	90%
Paper 3	100	90	90%
Total Of General Subjects	600	540	90%

**Last University**

Last Attended University *	University Registration Number *	University Registration Session / Year *
UNIVERSITY OF CALCUTTA	98754813658	2020

I am not a robot

**Submit**

Paper	Full Marks *	Marks Obtained *	% Of Marks *
Paper 1	100	90	90%
Paper 2	100	90	90%
Paper 3	100	90	90%
Total Of General Subjects	600	540	90%

**Last Attended University**

Last Attended University Name *	University Registration Number *	University Registration Session *
UNIVERSITY OF CALCUTTA	98754813658	2020

I do hereby declare that statements made above are true and correct and the documents furnished along with the form are genuine to the best of my knowledge and belief. In case any of the documents or information is subsequently detected to be fake or false, my provisional admission with the University shall be liable to be cancelled. I also declare that, I shall obey the rules and regulations of the University related to attendance, discipline and anti-ragging rules existing in the University / UGC, otherwise disciplinary action will be taken against me as per rule. The University reserved the right to examine candidates result from Boards / Councils that may appear to be unconventional. If on detection, it is found that the Board / Council is not recognized, the candidate's application for provisional admission will be immediately cancelled. Application for taking provisional admission of foreign students will be considered complete only when the student submit clearance certificates from all regulatory authorities. If adequate documents not submitted within stipulated time given at the time of provisional admission, application for provisional admission of such foreign students will be cancelled. I understand that my application for admission are to be treated as provisional till such time. The University is satisfied with the information and documents submitted by me.

**Edit** **Save & Continue**

# STEP 7: ACADEMIC DETAILS

Applicants should fill up the academic information page, then submit it.

After submission the preview of the form will show, if there is any mistake then go to edit option and correct it, then save and continue.



Welcome PRIYA SAHA Your Application ID is **WBSU23100042**

As per Data provided by you, your UG Subject is Botany

Please select the PG Subject / Department you want to apply for as per your UG subject

Botany

I'm not a robot

Submit

**Instructions :**

- Choose the subject for which you want to apply
- Later on, you can apply for more than one subject. Once a subject is selected, you can not modify it anymore

# STEP 8: SUBJECT OR DEPARTMENT

select which subject you want.

## IMAGE UPLOAD

Welcome PRIYA SAHA Your Application ID is **WBSU23100042** Applied Subject - **M.Sc. BOTANY**

Upload Your Image



Choose File **ON2210022146\_Can.jpg**

Upload Signature



Choose File **OON004996\_Signature.jpg**

Submit

**Instructions :**

- You need to upload your scanned signature within 100x1000 px and within 45 K.B.
- You need to upload your recent, scanned passport size photo within 180x180 px and within 40 K.B.
- File name SHOULD NOT Contain any Special Characters. Use only alphabets in file names.

# STEP 9: PHOTO AND SIGNATURE

Upload Photo and Signature, then click on Submit.

# STEP 10: DOCUMENT

Please Upload your Proper Document.

Welcome **PRIYA SAHA** Your Application ID is **WBSU23100042**  
Your Applied Subject is - **M.Sc. BOTANY**

Upload Madhyamik Admit/Certificate Choose File blank.pdf

Upload Caste Certificate Choose File blank.pdf

Upload PWD Certificate Choose File blank.pdf

Upload UG Final Year Marksheet (Front Side) Choose File blank.pdf

Upload Last University Registration Certificate Choose File blank.pdf

**Instructions :**

- File name SHOULD NOT Contain any Special Characters. Use only alphabets in file names.
- You need to upload only PDF files
- Compress your pdf file - [click here](#)

**Submit**

# STEP 11: FROM PRINT

Click form Print for Print the From.

**PG ADMISSION 2023-2025**  
Welcome **PRIYA SAHA** Your Application ID is **WBSU23100042** Applied Subject - **M.Sc. BOTANY**

**Form Print** **Apply Another Subject**

**Instructions :**

- If you want to apply for another subject then logout from here and login again with your First Application ID.



# WEST BENGAL STATE UNIVERSITY

Besantnagar, P.O. Mallicka, North 24 Parganas, Kolkata 700126

## APPLICATION FOR PG ADMISSION 2023 -2025

Applicant's Name: **AMRITA DAS** Application ID: **WBAG2300841**  
Applied For: **M.A. ECONOMICS** Core Subject: **Economics**

### Personal Details

Father's / Husband's Name: **Sanj Das** Mother's Name: **Amita Das**  
Qualification: **Father's Post Graduate** Mother's: **Post Graduate** Address No: **8042887138**  
Differently Abled: **PHYSICALLY CHALLENGED-60%** Category: **EWS**  
Personal Email: **amrita@bigmail.com** Mobile No: **9158478631** Whatsapp No: **9158478631**  
Date Of Birth: **26/08/2004** Gender: **Female**



### Permanent Address

House No / Street / Village Name: **8/21 Kolkata** P.O: **Kolkata** P.S: **Kolkata** Nationality: **INDIAN**  
District: **Kolkata** Pin Code: **700028** State / Union Territory: **West Bengal**

### Present Address

House No / Street / Village Name: **8/21 Kolkata** P.O: **Kolkata** P.S: **Kolkata**  
District: **Kolkata** Pin Code: **700028** State / Union Territory: **West Bengal**

### Academic Details

Exam Passed	Registration No./ID	Board Or University	Passing Year	Full Marks	Marks Obtained	% Of Marks
Mathematics or Equivalents	26142888201	WEST BENGAL BOARD OF SECONDARY EDUCATION	2016	300	180	60.0%
P.E. or Equivalents		WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION	2018	300	180	60%

Last Attended University	Registration No	Registration Session
WEST BENGAL STATE UNIVERSITY	21120190041	2021

Qualification University	Passing Year	Mark Score
WEST BENGAL STATE UNIVERSITY	2021	75

### UNDERGRADUATE MARKS

Page	Full Marks	Obtained Marks	% Of Marks	Mark %
Core	300	180	70%	70%
OLE Paper	300	180	70%	
General Paper	300	180	67.5%	

**Document Uploaded :** Medhyamik Admit/Certificate , Caste Certificate , PWD Certificate , UG 1st Semester Marksheet (Front Side) , UG 2nd Semester Marksheet (Front Side) , UG 3rd Semester Marksheet (Front Side) , UG 4th Semester Marksheet (Front Side) , UG 5th Semester Marksheet (Front Side) , UG 6th Semester Marksheet (Front Side) , UG Final Semester Marksheet (Back Side) , Last University Registration Certificate

I do hereby declare that statements made above are true and correct and the documents furnished along with the form are genuine to the best of my knowledge and belief. In case any of the documents or information is subsequently detected to be false or false, my provisional admission with the University shall be liable to be cancelled. I also declare that I shall obey the rules and regulations of the University related to attendance, discipline and anti-ragging rules existing in the University / UGC, otherwise disciplinary action will be taken against me as per rule. The University reserved the right to examine candidates result from Boards / Councils that may appear to be unconventional. If on detection, it is found that the Board / Council is not recognized, the candidate's application for provisional admission will be immediately cancelled. Application for taking provisional admission of foreign students will be considered complete only when the student submit necessary certificates from all regulatory authorities. If adequate documents not submitted within stipulated time given at the time of provisional admission, application for provisional admission of such foreign students will be cancelled. I understand that my application for admission are to be treated as provisional till such time. The University is satisfied with the information and documents submitted by me. I also declare that I am not admitted / employed in any other regular / full time course of any University other than the course mentioned in this application for admission. I also state that I have not completed any full time equivalent regular course in other branch of study. I am not engaged in any type of full time job anywhere.

Application Date: **26/08/2023**  
Printing Date: **26/08/2023**

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Signature Of Candidate

Form print is mandatory.  
This form print will be required at the time of verification by the University authority.

