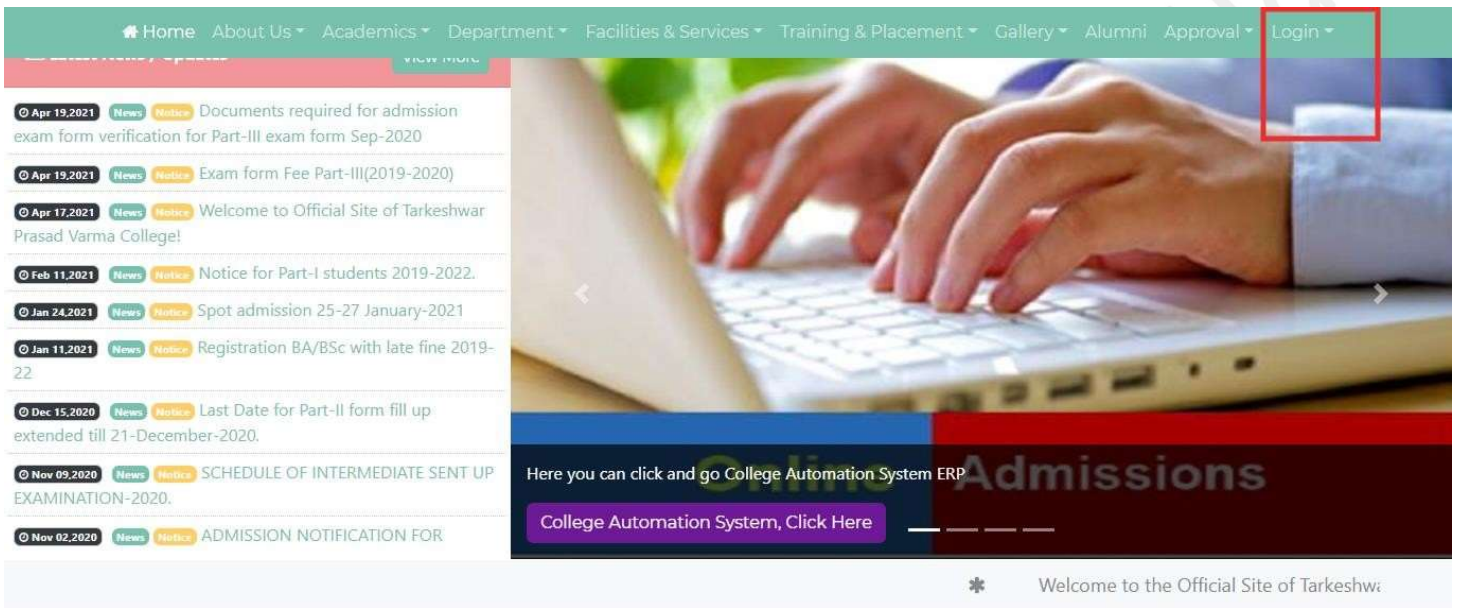


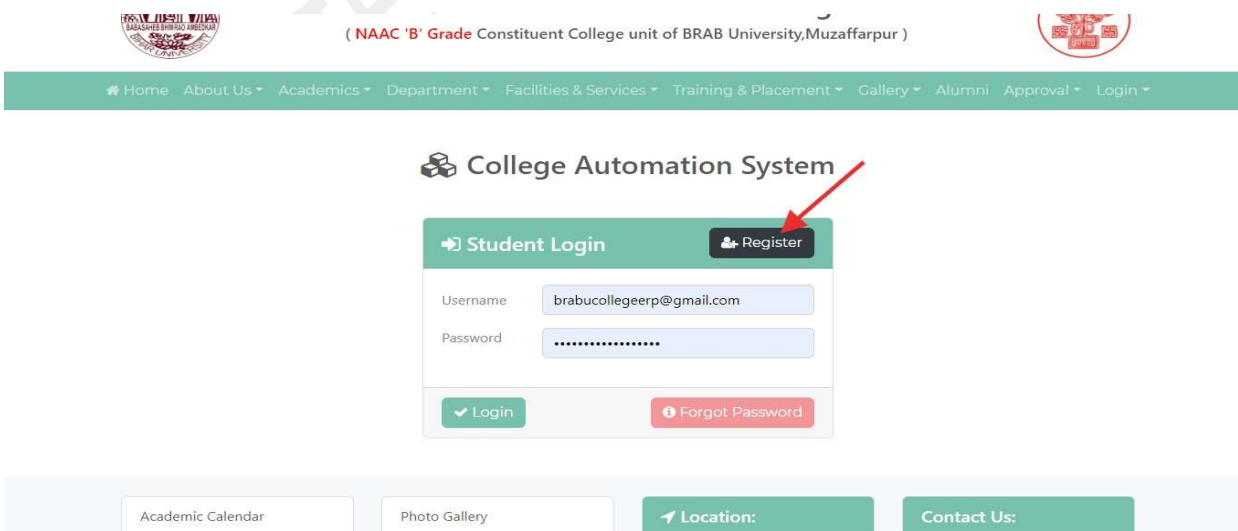
College Automation System/ERP Student help Manual

⇒ For Student Account Creation & Login with 1st Sem/Year Form filling

Step 1: Go to your college website/portal (<https://www.gdcollegerajgir.org.in/>). Your College website have domain on **.ac.in/edu.in (Must Check before proceed)** and click login tab then Click on Student Login. i.e., **Login → Student Login**



Step 2: Click on Register Option on the Portal/Website i.e., **Login → Student Login → Register**



Step 3: Fill the form with valid **Email** and **Mobile** Number, because **OTP is sent on Email or Mobile for account Activations**. After form filling Click on **Register Button**.

Home About Us Academics Department Facilities & Services Training & Placement Gallery Alumni Approval Login

Register Student Account

Fill in the details below to create your account. All fields are mandatory.

First Name

Last Name

Email Address

Mobile Number

Password

Confirm Password

(Password must be at least 8 characters long.)

Step 4: Check your Email or Mobile Number for 6 digit **OTP**. Fill again the same Email and Mobile number with received **OTP** to Activate your account.

Activate Account

Enter the OTP sent to your email and mobile number entered during registration to activate account.

Email Address

Mobile Number

Account OTP

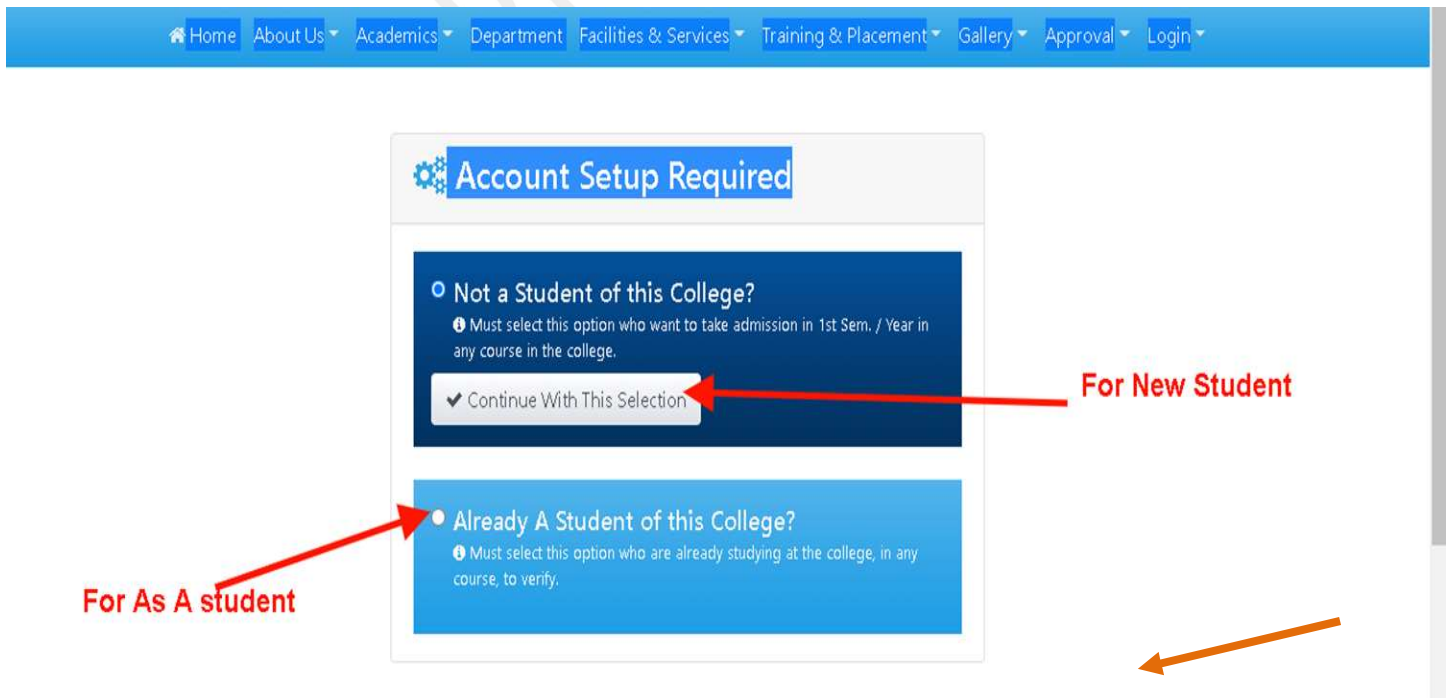
Step 5: Now Your Account is Created on College Automation System/ERP. Now enter your User ID/Email/Mobile and Password for Login Your Dashboard. **Login → Student Login → Fill Credential → Login**

College Automation System



Step 6: In first time Login, you have to decide you are already student of this College or taking admission first time in this college.

- If you are not a Student of this College. It means you apply for admission in 1 Year/Sem., then simply click on **Not a Student of this College Button.**



Step 7: Now, The Dashboard of Student Look like given screen, now close the old student notification.

The screenshot shows the 'College Automation System (Student Panel)' interface. At the top, there is a navigation bar with links like Home, About Us, Academics, Department, Facilities & Services, Training & Placement, Gallery, Alumni, Approval, and Login. The user's name 'pranav kumar' is visible in the top right. On the left, there is a 'Student Home' sidebar with a menu where 'Academic' is highlighted. A notification banner at the top right states: 'Your account is not yet linked to your student profile. If you aren't student yet, then cancel this message and we will not show this notification again in future. But if you're a existing student (student means candidates who are already enrolled to any course in this college) then complete the student setup process to link this account to your student profile using the button below.' A red box labeled '1' highlights a close button (X) on the notification. Below the notification, there is a 'Link Account To Student Profile' button. A red text overlay says: '1. Simply click on this button if you are apply for taking admission in 1 Year/Sem.' Below that, there is a 'My Profile Information' section with fields for NAME (pranav kumar), EMAIL ADDRESS (pranavk2207@gmail.com), and MOBILE ADDRESS (6203150917). A second red text overlay says: '2. Now go to Academic Left Panel Menu and click on it -> Click on Admission Menu'.

b) And click on Left Panel Menu(Academic) . **Academic → Admission (1 Sem/Year only)**

This screenshot shows the 'Academic' menu expanded in the 'Student Home' sidebar. The menu items are: 'Admission (1st Sem / Yr only)', 'My Application(s)', and 'Support'. An orange arrow points to the 'Admission (1st Sem / Yr only)' option.

Step 8: Now, you have to select Main Stream, Course, Session, And **Admission head** as per your requirement and click on **Continue Button**.

Apply For Admission

The form titled 'Select Course to Apply For' contains the following fields:

- Main Stream:** Under Graduate (UG)
- Stream / Course:** BCA
- Session:** 2021 - 2024
- Select Admission Head:** BCA Admission 2021

At the bottom of the form, there is a blue button labeled 'CONTINUE' with a checkmark icon. An orange arrow points to this button.

Step 9: After that you have to read Admission Instructions Terms Condition and accept the condition by clicking **checkbox** and then click on **Accept and Continue Button**.

Transaction Fee Policy

1. Transaction fees charged would be borne by cardholder for any payment.
2. Transaction fee charges would not be refunded / reversed under any circumstances for any refund / reversal / chargeback and any other reasons.
3. **Cancellation & refund Policy** Fees once paid which are non-refundable for any reason or any clause of College.

Privacy Policy

This is an Educational Institution website. Thank you for examining our privacy statement. If you are only browsing this website, we do not capture data that allows us to identify you individually. We do not sell, distribute or rent your personal information to other parties for marketing purposes under any circumstances. We understand clearly that you and your information are one of our most important assets. As a policy matter the information presented here will be disclosed only to the Bank/Credit Card company for the process of approving your payment.

I have carefully read all instructions and agree to all terms and conditions displayed above.

AGREE & CONTINUE >

Step 9: After that, Fill the admission form in desired format as specified with each field (For example AADHAR number fill like **1234-4321-1234**) and also **attached the Documents** as specified in **minimum size and format**.

BCA Admission 2021	
Main Stream: Under Graduate (UG)	
Stream / Course: BCA	
Session: 2021 - 2024	
	<input type="text" value="Nicky Singh"/>
	<input type="text" value="8210194534"/>
	<input type="text" value="17/08/1996"/>
	<input type="text" value="3456-8789-3456"/>
	<input type="text" value="ananya@polytropicservices.com"/>
	<input checked="" type="radio"/> Indian <input type="radio"/> Non Resident Indian (NR)
	<input type="radio"/> Male <input checked="" type="radio"/> Female
	<input type="text" value="A+"/>
	<input type="radio"/> Married <input checked="" type="radio"/> Unmarried

Declaration by the applicant

1. I certify that the facts stated above are true to the best of my knowledge.
2. I promise to adhere to the rules and regulation of the College/University.
3. I promise to accept any punishment imposed on me by the College/University authority for the misconduct done by me/my ward.

Place

Patna

Date

04/07/2021

Signature of Applicant

Choose File IMG-20210704-WA0016.jpg



✓ CONTINUE

↺ CLEAR FORM

Note: Please fill the field value correctly if there is any error in data filling it displays the error message on this page. Please correct it and then click on **Continue Button**.

Step 10: After that, a Preview of filled application form is display for confirmation of filled data, after verification click on the **continue with submission Button**.

Verify Fill Up Form

*UNIVERSITY / BOARD ADMISSION ID	:	
*APPLICANT NAME	:	Nicky Singh
*MOBILE NUMBER	:	8210194534
*DATE OF BIRTH	:	17/08/1996
*AADHAR NUMBER	:	3456-8789-3456
*EMAIL ADDRESS	:	ananya@polytropicservic
NATIONALITY	:	Indian
GENDER	:	Female
*BLOOD GROUP	:	A+
MARITAL STATUS	:	Unmarried
WHETHER DIFFERENTLY-ABLED?	:	No

Attested Declaration

Yes, Attached

- Self Signed Application

Photo: Yes, Attached











Step 11: After that, Payment option will come

****During the payment process, Please do not close this window or click the Back/Refresh button on your browser. All refunds will be net of charges****

**Tarkeshwar Prasad Varma College,
Narkatinganj**

Client Code	TPVCN
Payer Name	Nicky Singh
Amount	INR 250
Email: ananya@polytropicservices.com	Mob: 8210194534

Select a Payment Mode

 Credit Card	 Debit Card
 Rupay Debit Card	 Rupay Credit Card
 Net Banking	 Wallets
 UPI	 Cash
 Bhim UPI QR	 RTGS

Step 12: After that, you have to select any one option for payment.

window or click the Back/Refresh button on your browser. All refunds will be net of charges**

**Tarkeshwar Prasad Varma College,
Narkatinganj**

Client Code	TPVCN
Payer Name	Nicky Singh
Amount	INR 250
> Convenience Fee	INR 4.21
Total Amount	INR 255.00
Email: ananya@polytropicservices.com	Mob: 8210194534

UPI [« Change mode](#)

Please enter your UPI detail

Pay Now (INR 255.00)

Note: You have received the SMS and Email for Payment Confirmation.

Step 13: After Payment success or failure, you can find the detail in **My Application(s)** under **Academic Menu in Left side. i.e., Academic → My Applications(s)**

College Automation System (Student Panel)

pranav kumar

Student Home

Academic

Admission (1st Sem / Yr only)

My Application(s) **1**

Support **5**

My Applications

PENDING - Means your admission application is pending for approval.
APPROVED - Means your admission application has been approved. Contact college for further course of action.
APPROVAL DENIED - Means college denied your admission application. Please contact college office for further course of action.

APP. ID	APPLIED ON	STREAM / COURSE	SESSION	APPLIED FOR	APPLICANT NAME	PAYMENT STATUS	STATUS	
#00000699	04/07/2021	BCA	2021 - 2024	BCA Admission 2021	pranav kumar	Not Paid	PENDING	2 Pay Now 3 View

1. Click on My Application under Academic Menu for List of Application
2. You can view/print your Application form by clicking on view button
3. If there is failure in Payment due to any reason you can try for repayment from here by clicking on Pay now Button
4. Now, College Admin verify your application and Change your Admission STATUS
5. For any Support or Query you can generate Ticket by clicking on Support, College Admin respond on it.

Note:

- a. Click on My Application under Academic Menu for List of Application.
- b. You can view/print your application form by clicking on view Button.
- c. If there is failure in Payment due to any reason you can try for repayment from here by clicking on Pay now Button.
- d. Now, College Admin verify your application and change your Admission STATUS. **Once College Admin Confirm your Admission, all Service under College Automation System is available for you.**
- e. For any Support or Query you can generate Ticket by clicking on Support, College Admission Admin respond on it.