



2026

Instructions to fill in the Online Application Form

PATNA WOMEN'S COLLEGE



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PWC-APPLICATION FORM

USER MANUAL

1. PURPOSE OF THE DOCUMENT:

This document aims to describe how to fill out the Online Application Form for all the courses.

1.1 SUPPORT

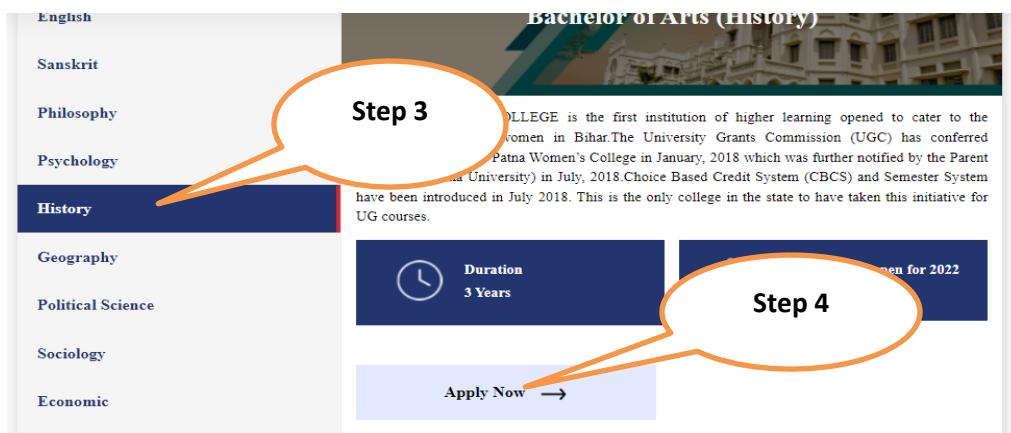
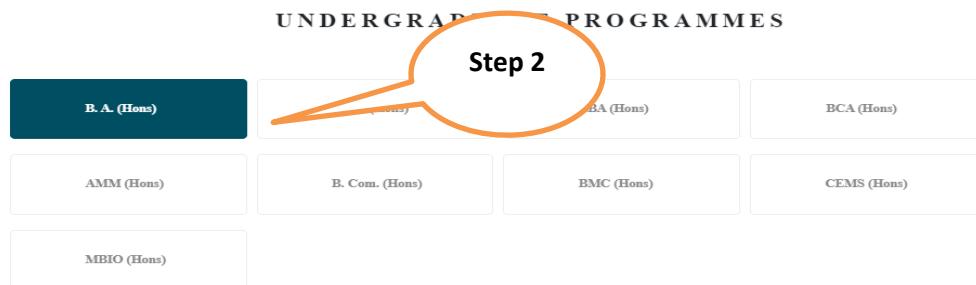
For any issues, please send an email to support@pwcadmissions.in with the following details

1. Registration No. (Ex. R-2022-xxxxx)
2. Course Applied For
3. Short Description of Your Questions



2. REGISTRATION

2.1.1 NEW USER





For Registration, Follow the Steps:

1. Select your Programme like U.G., P.G., PG DIPLOMA
2. Based on the Selected Programme list, all Courses will be listed
3. Click on any Course, for example, B.A.
4. Now, under B.A., all departments will be listed
5. Select any of the Department and click on the 'Apply Now Button'
6. After clicking on the 'Apply Now Button' Registration Form will open

2.1.1 2.1.2 REGISTRATION FORM

Registration

Applicant Name:* Full name as per the Matriculation Certificate

Email Id:* example@gmail.com **Step 1:** Name should as per 10th Certificate

Mobile No.:*

Create Password:* Eye icon for password visibility

Confirm Password:*

Register Now

Important Instructions

All fields are mandatory

1. **Step 1.**
 - Fill your name as per the 10th Certificate
 - **Only one email id is used for one application.**
 - Fill valid phone number & email ID
2. **Step 2.**
 - a. Please enter your password, enter it again to confirm the password
 - b. Click on the button "Register Now,"
 - c. You will receive an email with "**Verification Code**" in your registered email I.D.
 - d. Place verification code in the form and validate your email account
 - e. Check your email either in the inbox or in the spam folder
 - f. In your email, click on "Click Here" for Login



3. LOGIN

3.1.1 3.1.1 HOW TO LOG IN:

To log in: Click on the link sent on your registered email id.

***Note : REGISTERED APPLICANTS LOGIN HERE !.**

Application Number:*

Password:*

Forgot Password?

Click here to
Login

- Enter your “Registration No.” and the “Password” provided in your email id.
- Click on the “Login” Button
- Note: Registration No. is as: **R-xxxx-xxxx**



3.1.2 3.1.1 STEPS TO FOLLOW TO FILL THE APPLICATION FORM



PATNA WOMEN'S COLLEGE
Autonomous

3rd Cycle NAAC Accredited at 'A' grade with CGPA 3.58 / 4
"College with Potential for Excellence" (CPE) status accorded by UGC

Steps to Follow

- Register Yourself
- Course Selection
- Personal Details
- Educational Details
- Preview & Pay
- Payment
Status: Pending

For any technical assistance, please send an email to support@finessewebtech.com mentioning
your name
email id
form registration number
along with a short description of the problem you are facing

Step 1: Fill the Course information

Step 2: Fill your Personal Detail

Step 3: Fill your Education Details

Note:

1. Once all these information's are filled, we can preview it and pay the registration amount.
2. Once payment is conformed, you will not get option to edit/change any information. And after login you can download your admit card.



4. COURSE DETAIL

Degree *	Course *	Session *
UG	B.A	2020-2023
(A) First Preference		
Core Course *	Core Course	Select Your Choice
	URDU	<input type="radio"/>
	Economics	<input type="radio"/>
	English	<input type="radio"/>
	Geography	<input type="radio"/>
	Hindi	<input type="radio"/>

Degree *	UG	Course *	B.A	Session *	2020-2023
(A) First Preference					
Core Course *	Core Course	Select Your Choice			
	URDU	<input type="radio"/>			
	Economics	<input type="radio"/>			
	English	<input type="radio"/>			
	Geography	<input type="radio"/>			
	Hindi	<input type="radio"/>			
	History	<input type="radio"/>			
	Home Science	<input type="radio"/>			
	Philosophy	<input type="radio"/>			
	Political Science	<input type="radio"/>			
	Psychology	<input type="radio"/>			
	Sanskrit	<input checked="" type="radio"/>			
	Sociology	<input type="radio"/>			
Generic Elective *			Generic Elective	Select Your Choice	
	Philosophy	<input type="radio"/>			
	Sociology	<input type="radio"/>			
	History	<input type="radio"/>			
	Political Science	<input type="radio"/>			



Step 1:

From the drop-down list select

- Degree
- And the Course for which you want to apply.

Step 2:

- Based on Degree and Course, core courses are displayed
- Select any **Core Course** you want to apply for.
- Based on the core course selection, the system will display the **G.E. (Generic Elective) Courses.**
- Select your choice of the **G.E. Course.**
- From the **Ability Enhancement Compulsory Courses (AECC)**, select one.

Step 3:

Click on the “Save & Next” button to fill in “Personal Information.”

NOTE:

If you are asked to provide two preferences for any course; you will need to select the **Core Course, G. E., and AECC** from both the options.



5. PERSONAL DETAIL

Personal Details:

Applicant Name*	Email*	Phone No.*	Birth Date:*
<input type="text"/>	<input type="text"/>	<input type="text"/>	01/02/1999
Gender*	Nationality*	Religion*	Aadhar No.:
Female	Indian	Hindu	123456987011
Father's Name*	Father's Qualification*	Father's Occupation*	Father's Contact*
Father Name	Qualification	Occupations	1111111111
Mother's Name*	Mother's Qualification	Mother's Occupation	Mother's Contact
Mother Name			
Guardian's Name	Guardian's Qualification	Guardian's Occupation	Contact No.

Permanent Address:

Address*	Home Town *	Post Office *	Police Station *
<input type="text"/>	Patna	Post	Police
District *	State *	Pin Code *	
Patna	Bihar	800001	

Local Address:

Mark if same as Permanent Address

Address*	Home Town *	Post Office *	Police Station *
<input type="text"/>	Patna	Post	Police
District *	State *	Pin Code *	
Patna	Bihar	800001	

[Previous](#) [Save & Next](#)

For any of the compulsory fields marked with red asterisk, please do *not* fill them as 'not applicable', i. e.:

1. N.A.
2. N.A.
3. N/A

Fill in your personal information and click on the "Save & Next" button.



6. EDUCATIONAL DETAIL

If You Are Appearing Student Select Here*

Yes

No

Intermediate Education Details

School/College	Board/University	Division/Grade	Roll No	Obtained Marks	Total Marks	Percentage	Passing Year
LHS	BB		1111				

Last Examination Details

Name Of Institution	Place	Board/University	Passing Year
Inst	Patna	Bihar	2018

Upload Admit Card

Choose File No file chosen

*Only .jpg or .png or .pdf files can be uploaded

Applicant Educational Certificate

Please select if you are applying under the caste category

Caste Category*	Caste*	Certificate Issued By*	Caste Certificate No.*
General	Caste	Select	0

Upload Caste certificate:

Choose File No file chosen

*Only .jpg or .png or .pdf files can be uploaded



Extra-Curricular Activities

<input type="checkbox"/> NCC	<input type="checkbox"/> Literacy Program	<input type="checkbox"/> NBB	<input type="checkbox"/> Athletics
<input type="checkbox"/> Cultural Activity	<input type="checkbox"/> Environment Protection Program	<input type="checkbox"/> Games	

Upload

Recent Passport Size Photo: (SIZE:60 X 60)

Choose File No file chosen

*Only .jpg or .png files can be uploaded

fitness

Previous Save & Preview Form

- Appear, students can select the option 'Yes.'
- For appearing student, you have to upload marksheets of previous exam.
- Fill in the required information
- Upload your latest passport size photo in .jpg or .png formats
- Click on the "Save & Next" button



7. PREVIEW INFORMATION

1. Course Details:

Course (Applied For)*	Session*
B.Com	2020-2023



Preference:

Core Course*	Generic Elective*	AECO*	Compulsory Subject*
B.Com	Mathematics	English	EVS

2. Personal Details:

Applicant Name*	Email*	Phone No.*	Date Of Birth*
Om Prakash	omprakash@finessewebtech.com	9835226373	01/02/1999
Gender*	Aadhar No.*	Nationality*	Religion*
Female	123456987011	Indian	Hindu
Father's Name*	Father's Qualification*	Father's Occupation*	Father's Contact Number*
Father Name	Qualification	Occupations	1111111111
Mother's Name*	Mother's Contact Number*	Mother's Qualification*	Mother's Occupation*
Mother Name	Guardian's Name	Guardian's Qualification	Guardian's Occupation
Contact No.	N/A	N/A	N/A

i. Permanent Address:

Address*	Home Town*	Post Office*	Police Station*
Address	Patna	Post	Police
District*	State*	Pin Code*	
Patna	Bihar	800001	

ii. Local Address:

Address*	Home Town*	Post Office*	Police Station*
Address	Patna	Post	Police
District*	State*	Pin Code*	
Patna	Bihar	800001	

3. Educational Details:

- Before the final submission, preview the complete application form, and if required, you can click on the "Edit" icon (marked with yellow colour).
- Once the application form is reviewed, click on the "Submit Application Form" button to pay the "Registration Fee."



8. DOWNLOAD DOCUMENTS

8.1.1 8.1.1 VIEW ADMIT CARD, TRANSACTION SLIP, AND APPLICATION FORM

List of Documents to download.

[Application Form](#)

[Admit Card](#)

Once the transaction is completed,

Use the link and credential provided in the email sent to your registered email ID. and download the following documents:

1. Application Form (Click on “Application Form”)
2. Admit card with Transaction Slip (Click on “Admit Card”)
3. Admit cards are available only for the course “written test” and for “offline Interview”.

NOTE: You must download **Admit Card with Application Form**

8.1.2 8.1.2 PRINT ADMIT CARD, TRANSACTION SLIP, AND APPLICATION FORM



Declaration

	I declare that all particulars furnished above are true and correct. I have studied the College prospectus and promise to abide by the rules and regulations of the College.
Date: _____	Signature of Applicant

	I give an assurance that my daughter/ward will observe the rules and regulations of the College faithfully.
Date: _____	

Click here to download
Application Form

Print

Click on the 'Print' button to download your documents. **This button is placed at the bottom of the page.**

Thank You!