



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

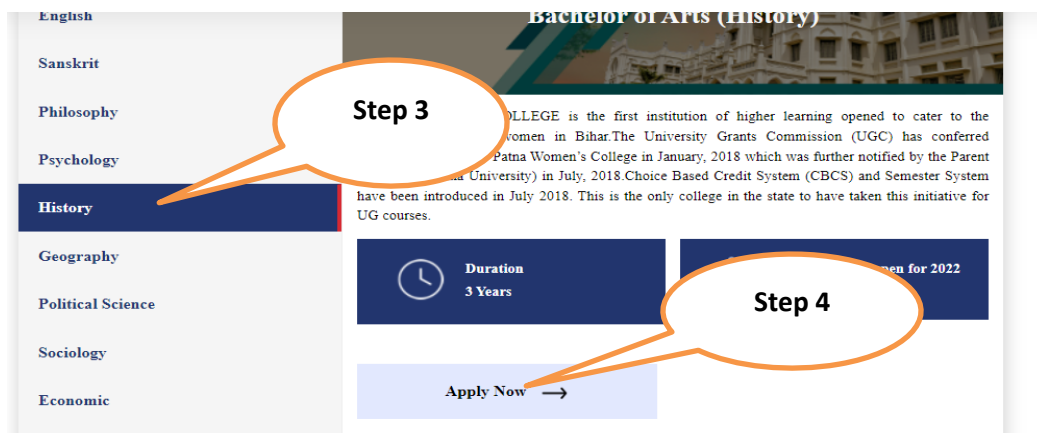
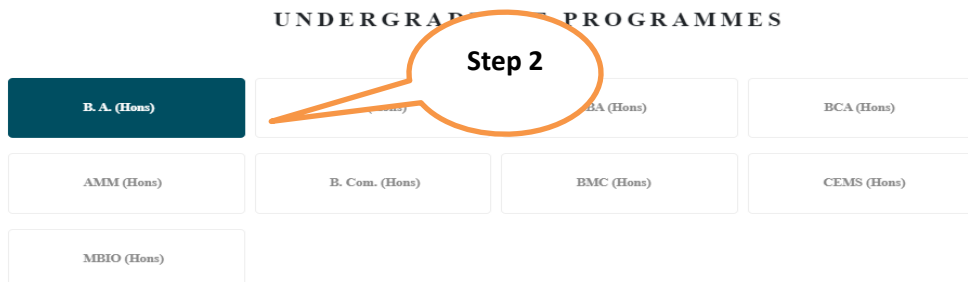
For any issues, please send an email to support@pwcadmissions.in with the following details

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: *

Step 2: Fill Valid Email ID and Phone Number

Create Password: *



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

Log In

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



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

Log Out

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

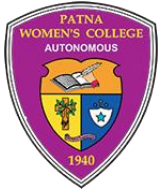
Step 1: Fill the Course information

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 *	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"/>
	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"/>	<input type="text" value="01/02/1999"/>
Gender*	Nationality*	Religion*	Aadhar No:*
<input type="text" value="Female"/>	<input type="text" value="Indian"/>	<input type="text" value="Hindu"/>	<input type="text" value="123456987011"/>
Father's Name*	Father's Qualification*	Father's Occupation*	Father's Contact*
<input type="text" value="Father Name"/>	<input type="text" value="Qualification"/>	<input type="text" value="Occupations"/>	<input type="text" value="11111111111"/>
Mother's Name*	Mother's Qualification	Mother's Occupation	Mother's Contact
<input type="text" value="Mother Name"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Guardian's Name	Guardian's Qualification	Guardian's Occupation	Contact No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Permanent Address:

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

Local Address: ☒ Mark if same as Permanent Address

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

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*

General

Caste *

Caste

Certificate Issued By *

Select

Caste Certificate No. *

0

Upload Caste certificate:

[Choose File](#) No file chosen

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



Extra-Curricular Activities

☐ NCC

☐ Literary Program

☐ NSS

☐ Athletics

☐ Cultural Activity

☐ Environment Protection Program

☐ Games

Upload

Recent Passport Size Photo: (812E:50 X 50)

[Choose File](#) No file chosen

*Only .jpg or .png files can be uploaded

[Fitness](#)



[Previous](#)

[Save & Preview Form](#)

- Appearing, students can select the option 'Yes.'
- For appearing student, you have to upload marksheet 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)* B.Com	Session* 2020-2023		
			
Preference:			
Core Course* B.Com	Generic Elective* Mathematics	AECC* English	Compulsory Subject* EVS
2. Personal Details:			
Applicant Name* Om Prakash	Email* omprakash@finessewebtech.com	Phone No.* 9835226373	Date Of Birth* 01/02/1999
Gender* Female	Aadhar No.* 123456987011	Nationality* Indian	Religion* Hindu
Father's Name* Father Name	Father's Qualification* Qualification	Father's Occupation* Occupations	Father's Contact Number* 1111111111
Mother's Name* Mother Name	Mother's Contact Number*	Mother's Qualification*	Mother's Occupation*
Contact No. N/A	Guardian's Name N/A	Guardian's Qualification N/A	Guardian's Occupation N/A
i. Permanent Address:			
Address* Address	Home Town * Patna	Post Office * Post	Police Station * Police
District * Patna	State * Bihar	Pin Code * 800001	
ii. Local Address:			
Address* Address	Home Town * Patna	Post Office * Post	Police Station * Police
District * Patna	State * Bihar	Pin Code * 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.

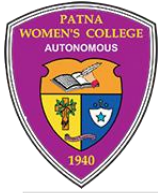
Application Form	Admit Card
------------------	------------

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: _____	dian

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!