2023

Instructions to fill in the Online Application Form

PATNA WOMEN'S COLLEGE

Contents

1. PURPOSE OF THE DOCUMENT:

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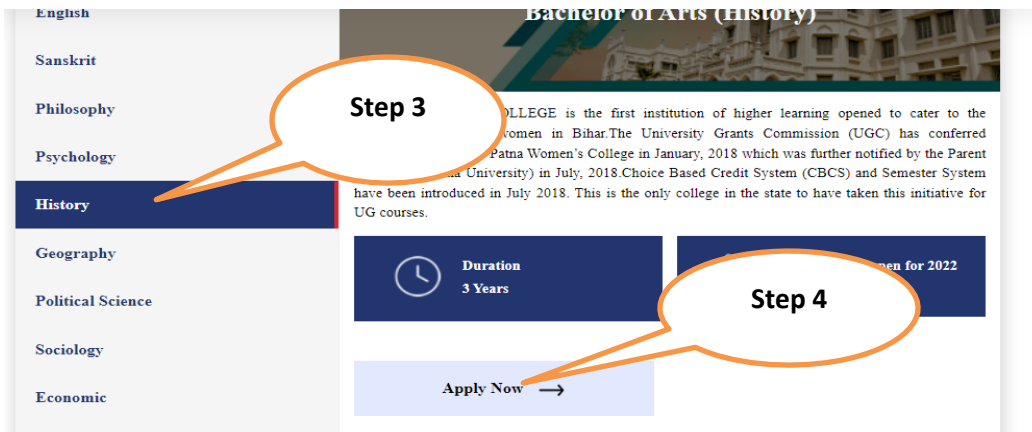
1.1 SUPPORT

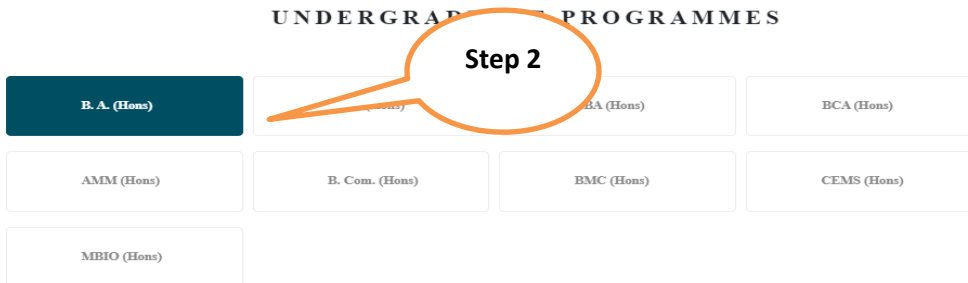For any issues, please send an email to support@finessewebtech.com with the following details

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 ~~~~ per the Matriculation Certificate
Email Id:*	example@gma
Mobile No:*	
Create Password:*	
Confirm Password:*	

Step 1: Name should as per 10th Certificate

Step 2: Fill Valid Email ID and Phone Number

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 in your registered email I.D.
   d. Check your email either in the inbox or in the spam folder
   e. 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:*

Click here to Login

Log In

Forgot Password?

- 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

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	○
Economics	○
English	○
Geography	○
Hindi	○

Degree *	UG	Course *	B.A	Session *	2020-2023

(A) First Preference	

Core Course *

Core Course	Select Your Choice
URDU	○
Economics	○
English	○
Geography	○
Hindi	○
History	○
Home Science	○
Philosophy	○
Political Science	○
Psychology	○
Sanskrit	●
Sociology	○

Generic Elective *

Generic Elective	Select Your Choice
Philosophy	○
Sociology	○
History	○
Political Science	○

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

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

- Appearing, students can select the option 'Yes.'
- 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

- 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")
   NOTE: You must download **Admit Card** with **Transaction Slip**

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!