



2023

# Instructions to fill in the Online Application Form

PATNA WOMEN'S COLLEGE



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## PWC-APPLICATION FORM

### USER MANUAL

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#### 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

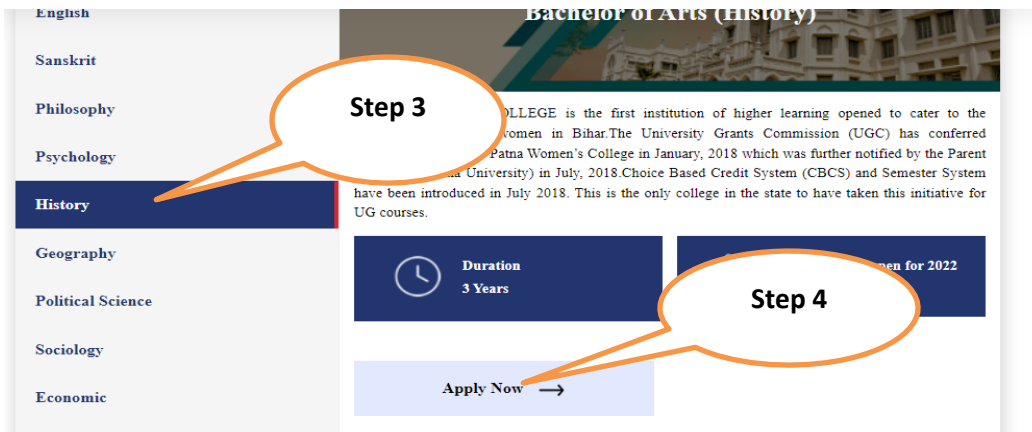
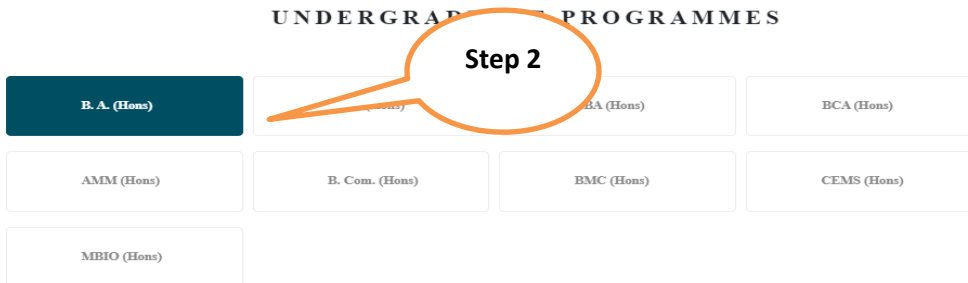
For any issues, please send an email to [support@finessewebtech.com](mailto:support@finessewebtech.com) with the following details

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**

<b>Applicant Name:*</b>	<input type="text" value="Full name as per the Matriculation Certificate"/>
<b>Email Id:*</b>	<input type="text" value="example@gmail.com"/> <b>Step 1:</b> Name should as per 10 <sup>th</sup> Certificate
<b>Mobile No:*</b>	<input type="text"/> <b>Step 2:</b> Fill Valid Email ID and Phone Number
<b>Create Password:*</b>	<input type="password"/> 
<b>Confirm Password:*</b>	<input type="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 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

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#### 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 !.**

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**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-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](mailto: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 \*

(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 \*

(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.

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## 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="1111111111"/>
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

No file chosen

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

Please select if you are applying under the caste category

Caste Category\*

Caste \*

Certificate Issued By \*

Caste Certificate No. \*

Upload Caste certificate:

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: ( 82X 60 X 60)





No file chosen

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

- 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

<b>1. Course Details:</b> 			
<b>Course (Applied For)*</b> B.Com	<b>Session*</b> 2020-2023		
<b>Preference:</b>			
<b>Core Course*</b> B.Com	<b>Generic Elective*</b> Mathematics	<b>AECG*</b> English	<b>Compulsary Subject*</b> EVS
<b>2. Personal Details:</b> 			
<b>Applicant Name*</b> Om Prakash	<b>Email*</b> omprakash@finessewebtech.com	<b>Phone No.*</b> 9835226373	<b>Date Of Birth*</b> 01/02/1999
<b>Gender*</b> Female	<b>Aadhar No.*</b> 123456987011	<b>Nationality*</b> Indian	<b>Religion*</b> Hindu
<b>Father's Name*</b> Father Name	<b>Father's Qualification*</b> Qualification	<b>Father's Occupation*</b> Occupations	<b>Father's Contact Number*</b> 11111111111
<b>Mother's Name*</b> Mother Name	<b>Mother's Contact Number*</b>	<b>Mother's Qualification*</b>	<b>Mother's Occupation*</b>
<b>Contact No.</b> N/A	<b>Guardian's Name</b> N/A	<b>Guardian's Qualification</b> N/A	<b>Guardian's Occupation</b> N/A
<b>i. Permanent Address:</b>			
<b>Address*</b> Address	<b>Home Town *</b> Patna	<b>Post Office *</b> Post	<b>Police Station *</b> Police
<b>District*</b> Patna	<b>State *</b> Bihar	<b>Pin Code *</b> 800001	
<b>ii. Local Address:</b>			
<b>Address*</b> Address	<b>Home Town *</b> Patna	<b>Post Office *</b> Post	<b>Police Station *</b> Police
<b>District*</b> Patna	<b>State *</b> Bihar	<b>Pin Code *</b> 800001	
<b>3. Educational Details:</b> 			

- 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.

<a href="#">Application Form</a>	<a href="#">Admit Card</a>
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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!

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