## SHIRAKOLE MAHAVIDYALAYA

(CU Registration Manual)

Rules for filling up the form

### **Documents Required:**

#### **Mandatory Documents:**

- Photo
- Signature
- Age Proved(Madhyamik Admit Card)
- Mark sheet (H.S/(10+2))
- ABCID Card
- Admission Form

#### **Optional Documents:**

- Caste Certificate
- Migration Certificate
- BPL Card
- PWD Certificate
- Previous University Registration Certificate (If you already registered university then provided it). etc.

All files must be in JPG format.

Candidates are required to fill up the form by using this below link:

http://capadmission.shirakolemahavidyalaya.in/index.aspx

#### CU REGISTRATION (ONLY WBCAP STUDENTS) – STEP 1



 OPEN THIS LINK AND CLICK ON "CLICK HERE TO SUBMIT YOUR CU REGISTRATION APPLICATION ONLINE"

# Step 2: CLICK ON REGISTER BUTTON AND FILL THE CU REGISTRATION FORM



#### **STEP-3**:



FIRST ENTER YOUR MOBILE NO USED DURING ADMISSION THEN SEARCH. WHEN DATA SHOW IN THE REGISTRATION FORM , FILL THE FORM CAREFULLY AND CLICK ON **SUBMIT** BUTTON.

**SELECT VALID IMAGE, SIGNATURE, MARKSHEET** etc. THEN CLICK ON **"UPLOAD DOCUMENTS"** BUTTON.

SHIRAKO SHIRAKO WASIL, WB.	LE MAHAYIDYALAYA Sirirakolo, P.S Ustrh, South 24 Parganas, PIN -	(033) 2420 3032 shirakelecelleve@smail.com Home Notice Board	
	Please upload the following documents:		
	Select a photo:" Choose file I No file chosen File size must be less than 50 kb  HERE	Select your signature:" Choose file   No file chosen File size must be less than 50 kb  NO SIGNATURE	
	Attach 10 + 2 Mark Sheet:" Choose file   No file chosen File size must be less than 150 kb		
	Attach Your Age proof : " Choose file: No file chosen File size must be less than 150 kb		
	If SC/ST/obc(A)/obc(B) then attach a certificate: " Choose file: No file chosen File size must be less than 100 kb		
	Attach Your Academic Bank of Credit ID proof :" Choose file   No file chosen File size must be less than 100 kb		
	Upload Documents		

#### STEP-4:

GENERATE STUDENT ID AS PER BELOW THE SCREEN:



\*\*STUDENT ID IS IMPORTANT

#### **STEP-5:**

FILL THE STUDENT ID OR PHONE NO AND DATE OF BIRTH IN TEXT BOX. CLICK ON LOGIN BUTTON



#### **STEP-6:**

OPEN THE FOLLOWING DASHBOARD.



• CLICK ON FOLLOWING LINK : \*\*CLICK HERE FOR CU REGISTRATION FORM FILL-UP

#### **STEP-7:**

SHIRAKOLE MAHAVIDYALAYA VB. 6 PO Shirakole, P.S Usthi, South 24 Parganas, PIN - 743513, WB.	(033) 2420 3032  shirakdecollege@amail.com  Welcome, PAPIA MISTRY (246579580) Dashboard Sign.out	
CU Registration	* * *	
Subject Selection		
Please select a course : Please choose your Subject :	_Select	
ricase choose your Sauject .	Next>	
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SELECT THE COURSE AND SUBJECT THAT YOU HAVE SELECTED IN CAP PORTAL , THEN CLICK ON APPLY BUTTON.

#### **STEP-8**:



SELECT THE SUBJECT COMBINATION THAT YOU USED DURING ADMISSION PORTAL AND CLICK ON APPLY BUTTON.

#### STEP-9:

Vill	HIRAKOLE MAHAVIDYALAYA Is P.O Shirakole, P.S Usthi, South 24 Parpanas, PIN - 3513, We.	o (033) 2420 3032 ☑ shirakolecollege@amail.com
-	Welcome, PAPIA MISTRY (2465	79580) Dashboard Sign out
	Subject/Course: B.A General Subject combination: BENGALI, HISTORY, PHILOSOPHY	
	Click here to Submit	
6	© Copyright SHIRAKOLE MAHAVIDYALAYA, All rights reserved.  Powered by a INFIXIA Te	am

CLICK ON "CLICK HERE TO SUBMIT" BUTTON.

# STEP-10 FILL THE BELOW FORM AND CLICK ON "SUBMIT" BUTTON

					6	(033) 2420 30
HIRAKOLE MAHAVIDYALAYA						
ll. & P.O Shirakole, P.S Usthi, South 24 Pa 13513, WB.						
,				Welcome, PAPIA MISTRY (	2465795	80) Dashboard S
Student Details						
Form ID: <b>K00001</b>	Applied Course:	B.A	General	(Multidisciplinary - 3 Ye	ears)	
Banglar Shiksha Student ID	BSSI00269875		Medium o	f Instruction*	ENGLIS	SH V
Father's Mobile No	7003191652		Father's F	rofession	DAILY L	ABOUR
Father's Educational Qualification	Class VIII Passed		Mother's	Mobile No:	7003191	1652
Mother's Profession	HOUSE WIFE		Mother's	Educational Qualification:	Below C	lass VIII
Relationship with Guardian *	Father					
Inter Disciplinary Course (IDC) SEM 1	. EDUCATION	~		Inter Disciplinary Course (IDC) 2 *	SEM F	OOD AND NUTRITI V
Inter Disciplinary Course (IDC) SEM 3	PHYSICAL ED	UCATI 🗸				
Ability Enhancement Course (AEC) SE & 4**	M 3 ALTERNATIVE	ENGLISH	~			
Common Value Added Course (CVAC SEM II*	4) INDIAN KNOW	LEDGE SYS	STEM 🕶			
SEC CC1 Subject*	BENGALI			SEC CC2 Subject*	н	ISTORY
SEC Minor Subject*	PHILOSOPHY					
		Sub	mit			
		000				
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### **STEP-11**



CLICK ON "**DOWNLOAD RECEIPT**" BUTTON. DOWLOAD "**CU Registration Confirmation Receipt**" AND PRINT OUT.

STEP 12 – NOW OPEN THIS BELOW MENTIONED LINK TO COMPLETE YOUR CU REGISTRATION PROCESS

http://capadmission.shirakolemahavidyalaya.in/CuRegistration/Student/StudentLogin.aspx

#### FIRST LOGIN WITH YOUR APPLICATION NO. AND DOB

SHIRAKOLE MAHAVIDYALAYA VIII. & P.O Shirakole, P.S Usthi, South 24 Pargan 743513, WB.  Important Note: After log on to you	as, PIN - r dashboard please SIGN OUT from your session wh	shirakolemv@gmail.com  Home Notice Board
	Admitted Students, login with following details  Application No.:  Date of Birth:  Glad/MM/yyyy)  Login	

# $\underline{\textbf{Step 13:}} \ \textbf{CLICK THE BUTTON MENTIONED IN THIS BELOW IMAGE WAIT FOR DATA} \\ \textbf{PROCESSING}$



## Step 14 : NOW PRINT YOUR FINAL CU FORM AND SUBMIT TO COLLEGE OFFICE AS PER NOTIFICATION



NOW THE PROCESS HAS BEEN COMPLETED SUCESSFULLY. NOW PRINT YOUR CU APPLICATION FORM , CU REGISTRATION FORM AND CU CONFIRMATION RECEIPT AND KEEP AT YOURSELF FOR FURTHER USE.

ALSO CHECK COLLEGE WEBSITE REGULARY FOR FURTHER UPDATE.