

**ADMISSION DATA ENTRY**

**New Admission Entry**

- Goto Before Exam > Admission > Admission Entry
- Select required program from the list.
- Fill all the mandatory fields. Select Sem I for first year admission details. Select III / V / VII semester to update lateral entries as per requirement.
- Courses will be displayed based on the program selected.
- Mandatory courses will be displayed automatically.
- Select any optional courses as per the candidate selection.
- Browse and upload the candidate photograph. **(Photo should be in JPG format with size less then 2MB)**
- Click “Save” to save the admission details.
- On each admission entry, a unique admission application number will be generated.
- This admission application number can be used for any official communication.
- Repeat the above steps to update other candidates’ admission details.

**Student Entry**

[Save](#) | [View/Edit](#) | [Clear](#)

Applicant Details	
Admission No. (Auto) :	<input type="text"/>
NUCAT No:	<input type="text"/>
NUCAT Rank:	<input type="text"/>
Date of Admission:*	<input type="text" value="24/12/2023"/>
USN	<input type="text"/>
Programme	--Select--
Semester / Year:*	I Sem
Student Name:*	<input type="text"/>
(As per SSLC / 10th marks card)	
Father's Name:*	<input type="text"/>
(As per SSLC / 10th marks card)	
Mother's Name:*	<input type="text"/>
(As per SSLC / 10th marks card)	
Date of Birth:*	<input type="text" value="DD/MM/YYYY"/>
(As per SSLC / 10th marks card)	

Applicant Photo



Only JPG photos of size less than 1MB are allowed

### View / Edit / Delete Admission Entry

- Click “View / Edit” to view / edit / delete the already entered admission details.
- Select the required program from the list box
- Select / Enter the Application number range and Click “View Applications” to view the admission applications.
- Grid showing the Application Number, Candidate Name, Program, Category / Caste, Admission Date shall be displayed along with applicable activity buttons.
- Click “Edit” to edit the admission details of a specific application. After editing, click “Save” to save the edited admission information.
- Click “Remove” to delete / remove the admission details. This action will remove existing admission details of the respective admission application number.
- Click “Print” to generate the admission application in PDF format.

#### Student Entry

[Save](#) | [View/Edit](#) | [Clear](#)

Student Entry

Degree:

Application Range:  -

[View Applications](#)

Sl No	App. No.	Student Name	Degree	Cat.	Adm. Date	Print	Action	Remove
1	55905366	ABDUL KAREEM KHAN	VBBA1	islam	30/11/2023	<a href="#">Print</a>	<a href="#">Edit</a>	<a href="#">Remove</a>
2	55905368	SUPE ABHISHEK SHANKAR	VBBA1	Mahadev koli	30/11/2023	<a href="#">Print</a>	<a href="#">Edit</a>	<a href="#">Remove</a>
3	55905370	AISHWARYA KOTAK	VBBA1	Hindu	30/11/2023	<a href="#">Print</a>	<a href="#">Edit</a>	<a href="#">Remove</a>
4	55905372	CHAVAN ANVESHA SUNIL	VBBA1	Hindu	30/11/2023	<a href="#">Print</a>	<a href="#">Edit</a>	<a href="#">Remove</a>
5	55905373	AKANKSHA BAJAJ	VBBA1	Hindu	30/11/2023	<a href="#">Print</a>	<a href="#">Edit</a>	<a href="#">Remove</a>
6	55905375	ANSHIKA GARG	VBBA1	Hindu	30/11/2023	<a href="#">Print</a>	<a href="#">Edit</a>	<a href="#">Remove</a>
7	55905376	ANSHUL ASHISH KANUNGO	VBBA1	Hindu	30/11/2023	<a href="#">Print</a>	<a href="#">Edit</a>	<a href="#">Remove</a>
8	55905378	GOSAVI GRANTHALEE SANDEEP	VBBA1	hINDU	30/11/2023	<a href="#">Print</a>	<a href="#">Edit</a>	<a href="#">Remove</a>
9	55905379	ARYAN MITTAL	VBBA1	Hindu	30/11/2023	<a href="#">Print</a>	<a href="#">Edit</a>	<a href="#">Remove</a>
10	55905380	GIRE DIGVIJAY ARUN	VBBA1	Hindu	30/11/2023	<a href="#">Print</a>	<a href="#">Edit</a>	<a href="#">Remove</a>

- Goto Before Exam > Admission > Admission Listing (PDF) to view the admission details in PDF format
- Goto Before Exam > Admission > Admission Listing (PDF) to generate the admission details in excel format.

**Frequently Asked Questions**

- **What if the required program is not available in the list to select**

The program details are updated at computed section (COE office) as per the Program and Course structure submitted to COE office. In case if the documents / information is not given to COE office, submit the same and inform COE office to update the program / course information.

- **What if mandatory field information is not available to fill / select**

Mandatory fields are required, contact admission section for more information on this.

- **What if required course is not editable in the list displayed**

Mandatory courses are not allowed to change, in case if the course is optional one, inform COE office to make the same editable.

- **How to get the deleted admission information**

Deleted admission information is not allowed. If required, same should be entered once again.

- **Can admission entries be modified any time?**

Admission entries / information can be edited till the same is not used / downloaded at COE office. In case if the admission information is already downloaded and data is processed for examination applications, contact COE office regarding any changes in admission information. Do not modify the information in admission entry after the generation of examination applications. Modified admission information after the generation of exam applications shall not be considered.

- **How to update / enter later entry admission information**

For semester scheme, select III / V / VII semester to enter lateral entries.

For annual scheme, select II, III, IV year to enter lateral entries.