

Introduction to Data Capture Software

Please follow all the Instruction Carefully Before Proceeding.

UNIVERSITY OF CALCUTTA





UNIVERSITY OF CALCUTTA
Senate House, 87/1, College Street, Kolkata – 700 073

Prof. (Dr.) Debasis Das
Registrar

Phone : 033-2219-0092
E-Mail : registrar@caluniv.ac.in

Ref.No: R/367/2025

Dated: 09.10.2025

To
The Principals/Vice-Principals/TIC/Head of the Institutions
of all affiliated Colleges to the University.

Sub: Addendum for UG Online Registration Process for the session 2025-26 vide
Ref.No.R/356/2025 dated 22.09.2025.

Sir/Madam,

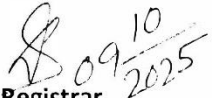
In reference to the notification regarding Online Registration Process for the session 2025-26, you are requested to instruct your good office to follow following issues as stated;

- ✓ No Subject Change for CAP Students: Students admitted through the Central Admission Process(CAP) will not be allowed to change their subject combinations at the time of uploading respective student's information for Registration from concerned College.
- ✓ Uploading Cancellation Receipt: For those Students who have cancelled CAP admission in such cases concerned colleges are requested to upload said Online admission cancellation receipt on the the Registration Portal while uploading students' information.
- ✓ Document upload Nomenclature: Colleges should upload exact documents in proper area at the portal with exact nomenclature while uploading respective student's documents. Any misleading information at the Registration Portal will led to cancellation of said student's registration for the academic session 2025-26.

Implementation Consideration:

- Colleges should ensure adherence to these guidelines for the UG Online Registration Process 2025-2026.
- Accurate uploading of documents and Cancellation Receipts(where applicable) is necessary for students registration.

Thanking You,


09/10/2025
Registrar
REGISTRAR
UNIVERSITY OF CALCUTTA

Annexure 9

Naming Convention and File Size of Documents and their Folder

Naming convention to be followed for scanned images of various documents.
These documents are mandatory:

- | | | |
|---------------------------------|----------------|---------------------|
| 1. Photo : | P<Form No>.jpg | (Size within 100KB) |
| 2. Signature : | S<Form No>.jpg | (Size within 100KB) |
| 3. Age Proof : | A<Form No>.jpg | (Size within 250KB) |
| 4. Mark Sheet : | M<Form No>.jpg | (Size within 250KB) |
| 5. Admission Form/CAP Admission | | |
| Cancellation Receipt (if any): | F<Form No>.jpg | (Size within 250KB) |
| 6. ABC ID Card : | U<Form No>.jpg | (Size within 250KB) |

Besides those following documents are optional but the Naming convention will be as follows:

- | | | |
|-------------------------------|-------------------------------------|---------------------|
| 7. Caste Certificate : | C<Form No>.jpg | (Size within 250KB) |
| 8. PWD Certificate : | D<Form No>.jpg | (Size within 250KB) |
| 9. EWS Certificate : | W<Form No>.jpg | (Size within 250KB) |
| 10. BPL Certificate : | B<Form No>.jpg | (Size within 250KB) |
| 11. Migration Certificate : | G<Form No>.jpg | (Size within 250KB) |
| 12. Equivalence Certificate : | E<Form No>.jpg | (Size within 250KB) |
| 13. Registration Certificate: | R<Form No>.jpg | (Size within 250KB) |
| | (For already registered candidates) | |
| 14. UG Council Letter : | L<Form No>.jpg | (Size within 250KB) |
| | (For already registered candidates) | |

Naming convention of different Folders to be created for saving scanned images of different types of document:

All Photos may be saved in a sub-folder "Photo".
All signatures may be saved in a sub-folder "Signature"
All Age Proofs may be saved in a sub-folder "Age".
All Mark Sheets may be saved in a sub-folder "Marksheet"
All Admission Form may be saved in a sub-folder "Admission".
All ABC ID Card may be saved in a sub-folder "ABCID".
All Caste Certificate maybe saved in a sub-folder "Caste".
All PWD certificates may be saved in a sub-folder "PWD"
All BPL certificates maybe saved in a sub-folder "BPL".
All Migration certificates maybe saved in a sub-folder "Migration"
All Equivalence certificates maybe saved in a sub-folder "Equivalence".
All Registration certificates may be saved in a sub-folder "Registration".

INSTRUCTION

All the students are requested to follow all the steps carefully before filling the data into data capture software.

- All the Admitted students are requested to go through the **link for Data Capture software** given in the college websites.
- Students can fill the data into the software **one times only** so fill the data carefully.
- Students Must login into the software with their Applicant Code (i.e.: **NPG*******), **Mobile No & Date of Birth.**
- Students after Login successfully into their profile, **have to note** their **Student ID & College Roll** in a **safe place for future purpose.**
- Then Students have to upload; their all others required Documents (Photo, Signature & All other documents) by clicking on “Upload” Button. Here photo, signature, HS Marksheet, SE Admit [Admit card of class 10], ABC ID card & Application form / CAP admission Cancellation certificate are compulsory for all of the students. SC / ST / OBC students must upload their caste certificate. If applicable, please upload other documents. Before uploading please follow the file format and size.
- After that the “Update Now” button will become active. Then click on “**Update Now**” Button to update the rest of the information. Fill the all blank fields (**Personal Information, Address, Subjects**)
- Choose all the Subjects carefully (i.e.: **IDC1, IDC2, IDC3, VAC1, VAC2, AEC1, AEC2**)
- After filling, all the blank fields click on “**Submit**” Button.
- Remember, Uploading size of the documents must be within the mentioned size and the types of the documents must be in **JPG** Format only.
- After Completing, all the process students have to “**Logout**” their Profile.

P.S: STUDENTS HAVE TO REMEMBER, THEY CAN FILL AND UPLOAD THE DATA INTO THE DATA CAPTURE SOFTWARE ONE TIMES ONLY SO FILL THE DATA CAREFULLY BEFORE PROCEEDING.

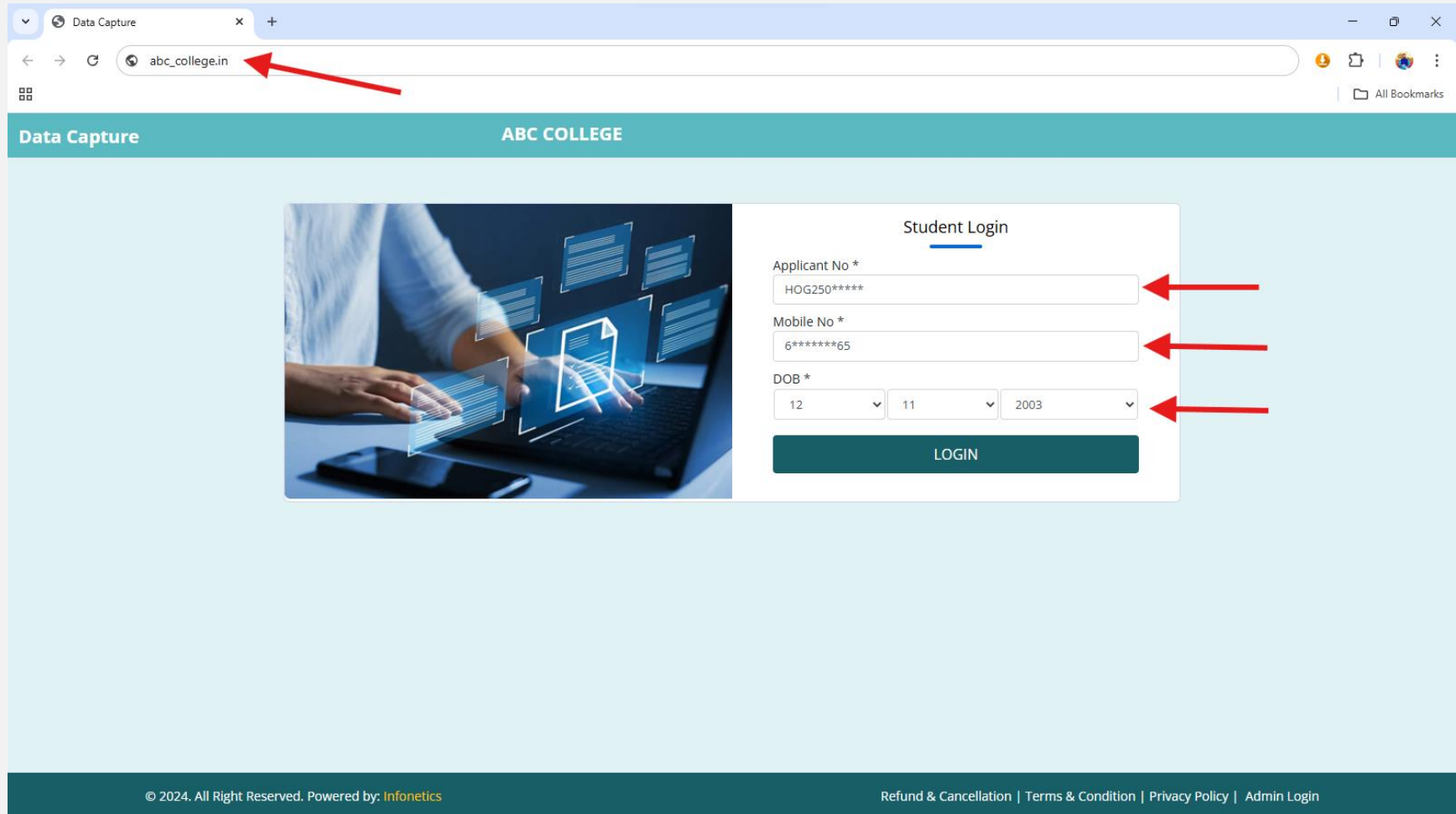
INSTRUCTION

সমস্ত শিক্ষার্থীকে Data Capture Software -এ ডেটা পূরণ করার আগে সাবধানে সমস্ত পদক্ষেপ অনুসরণ করার জন্য অনুরোধ করা হচ্ছে।

- সমস্ত ভর্তি হওয়া শিক্ষার্থীদের কলেজের ওয়েবসাইটে দেওয়া **ডেটা ক্যাপচার সফটওয়্যারের** লিঙ্কে যাওয়ার জন্য অনুরোধ করা হচ্ছে।
- শিক্ষার্থীরা **শুধুমাত্র একবারই** সফটওয়্যারে ডেটা পূরণ করতে পারবে, তাই সাবধানে ডেটা পূরণ করতে হবে।
- শিক্ষার্থীদের অবশ্যই তাদের **Applicant Code** (যেমন: **NPG*******), **Mobile No** এবং **Date of Birth** দিয়ে সফটওয়্যারে লগইন করবে।
- শিক্ষার্থীদের প্রোফাইলে সফলভাবে লগইন করার পর, **Student ID** এবং **College Roll** টি অবশ্যই কোনো একটি নির্দিষ্ট **জায়গায় Note** করে রাখতে হবে।
- তারপর শিক্ষার্থীদের আপলোড করতে হবে; "**Upload**" বোতামে ক্লিক করে তাদের অন্যান্য প্রয়োজনীয় নথি Upload করতে হবে। এখানে ছবি, স্বাক্ষর, উচ্চমাধ্যমিক মার্কশিট, মাধ্যমিক ভর্তি [দশম শ্রেণীর প্রবেশপত্র]। সকল শিক্ষার্থীর জন্য ABC আইডি কার্ড এবং আবেদনপত্র / CAP ভর্তি বাতিলকরণ শংসাপত্র বাধ্যতামূলক। SC / ST / OBC শিক্ষার্থীদের অবশ্যই তাদের Caste Certificate আপলোড করতে হবে। আপলোড করার আগে দয়া করে ফাইলের Format (JPG) এবং Size অনুসরণ করুন। মনে রাখবেন, documents আপলোডের **size** অবশ্যই **Mentioned Size** এর মধ্যে হতে হবে এবং **Documents** গুলি অবশ্যই **JPG** ফর্ম্যাটে হতে হবে।
- সমস্ত **Documents Upload** হয়ে গেলে, বাকি তথ্য আপডেট করতে "**Update Now**" বোতামে ক্লিক করবে।
- সমস্ত ছাত্রদের ফাঁকা ক্ষেত্রগুলি পূরণ করতে হবে (**Personal Information, Address, Subjects etc.**)
- সমস্ত **Subjects** সাবধানে নির্বাচন করতে হবে (যেমন: **IDC1, IDC2, IDC3, VAC1, VAC2, AEC1, AEC2**)
- সমস্ত ফাঁকা ক্ষেত্রগুলি পূরণ করার পরে "**Submit**" বোতামে ক্লিক করতে হবে।
- সমস্ত প্রক্রিয়া সম্পন্ন করার পর শিক্ষার্থীদের তাদের প্রোফাইল "**Logout**" করতে হবে।

বিঃ দ্রঃ - ছাত্রদের মনে রাখতে হবে, তারা ডেটা ক্যাপচার সফটওয়্যারে একমাত্র একবারই ডেটা পূরণ এবং ডকুমেন্ট আপলোড করতে পারবে, তাই এই প্রক্রিয়া করার আগে সাবধানতার সাথে ডেটা পূরণ করতে হবে।

- সমস্ত ভর্তি হওয়া শিক্ষার্থীদের কলেজের ওয়েবসাইটে দেওয়া **ডেটা ক্যাপচার সফটওয়্যারের** লিঙ্কে যাওয়ার পর তাদের **Applicant Code** (যেমন: **NPG*******), **Mobile No** এবং **Date of Birth** দিয়ে সফটওয়্যারে লগইন করতে হবে।



The screenshot shows a web browser window with the address bar displaying 'abc_college.in'. The website header includes 'Data Capture' and 'ABC COLLEGE'. The main content area features a 'Student Login' form. The form includes three input fields: 'Applicant No *' with the value 'HOG250*****', 'Mobile No *' with the value '6*****65', and 'DOB *' with dropdown menus showing '12', '11', and '2003'. A 'LOGIN' button is located below the form. Red arrows point to the address bar, the Applicant No field, the Mobile No field, and the DOB field.

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- সমস্ত শিক্ষার্থীদের তাদের প্রোফাইলে সফলভাবে লগইন করার পর, **Student ID এবং College Roll** টি অবশ্যই কোনো একটি নির্দিষ্ট জায়গায় **Note** করে রাখতে হবে।
- এরপর সমস্ত ছাত্রছাত্রীদের **"Upload"** এ ক্লিক করে তাদের **Required Documents** গুলো (**Photo & Signature & all other documents**) Upload করতে হবে।

The screenshot shows a web browser window with the URL `abc_college.in/data_capture`. The page title is "Data Capture" and the header is "ABC College". The user is logged in as "AB****IKA DAS". The profile information is as follows:

Student ID:	120*****0101	Father's Name:	G****M DAS	Course:	BA (MDC)
College Roll:	1	Email:	ab*****@gmail.com	Mobile:	9*****1770

Below the profile, there is a section for "Upload your document" with an "Upload" button. A red arrow points to this button. To the right of the upload section, a box titled "Mandatory Documents Required:" lists the following documents:

- Please upload Photograph.
- Please upload Signature.
- Please upload HS Marksheet.
- Please upload Admit Card (Class 10).
- Please upload ABC ID.
- Please Upload CAP Admission / cancellation document.
- Please upload Caste Certificate.

At the bottom of the page, there is a footer with the text "© 2026. All Right Reserved. Powered by: Infonetics" and a link to "Refund & Cancellation | Terms & Condition | Privacy Policy".

- সমস্ত ছাত্রছাত্রীদের খেয়াল রাখতে হবে, documents আপলোডের size অবশ্যই **Mentioned Size** এর মধ্যে হবে এবং **Documents** গুলি অবশ্যই **JPG** ফর্ম্যাটে হতে হবে।

Data Capture

ABC College

[Dashboard](#) [Logout](#)

A***KA DAS**

Student ID:120*****01

Father's Name:GO***M DAS

Course:BA (MDC)

College Roll:1

Email:ab*****@gmail.com

Mobile:9*****70

Upload Documents

Photo [Type:jpg Size: Within 100KB]	Upload Pending	Choose File No file chosen	Upload
Signature [Type:jpg Size: Within 100KB]	Upload Pending	Choose File No file chosen	Upload
H5 Marksheet [Type:jpg Size: Within 250KB]	Upload Pending	Choose File No file chosen	Upload
SE Admit(class 10) [Type:jpg Size: Within 250KB]	Upload Pending	Choose File No file chosen	Upload
Admission Form/CAP Admission Cancellation Receipt(if Any) [Type:jpg Size: Within 250KB]	Upload Pending	Choose File No file chosen	Upload
ABC ID Card[Type:jpg Size: Within 250KB]	Upload Pending	Choose File No file chosen	Upload
Caste certificate [Type:jpg Size: Within 250KB]	Upload Pending	Choose File No file chosen	Upload
OBC NCL Certificate [Type:jpg Size: Within 250KB]	Upload Pending	Choose File No file chosen	Upload
PWD [Type:jpg Size: Within 250KB]	Upload Pending	Choose File No file chosen	Upload
Migration [Type:jpg Size: Within 250KB]	Upload Pending	Choose File No file chosen	Upload
BPL certificate [Type:jpg Size: Within 250KB]	Upload Pending	Choose File No file chosen	Upload
EWS [Type:jpg Size: Within 250KB]	Upload Pending	Choose File No file chosen	Upload
University Registration certificate [Type:jpg Size: Within 250KB]	Upload Pending	Choose File No file chosen	Upload
UG Council Letter[Type:jpg Size: Within 250KB]	Upload Pending	Choose File No file chosen	Upload
Equivalence Certificate[Type:jpg Size: Within 250KB]	Upload Pending	Choose File No file chosen	Upload

➤ সমস্ত Documents Upload হওয়ার পর “Upload Done” লেখাটি দেখাবে

Data Capture

ABC COLLEGE

[Dashboard](#) [Logout](#)

A*****KA DAS

Student ID:12*****01

Father's Name:G*****M DAS

Course:BA (MDC)

College Roll:1

Email:ab*****6@gmail.com

Mobile:9*****70

Upload Documents

Photo [Type:jpg | Size: Within 100KB]

Signature [Type:jpg | Size: Within 100KB]

HS Marksheet [Type:jpg | Size: Within 250KB]

SE Admit(class 10) [Type:jpg | Size: Within 250KB]

Caste certificate [Type:jpg | Size: Within 250KB]

PWD [Type:jpg | Size: Within 250KB]

Migration [Type:jpg | Size: Within 250KB]

BPL certificate [Type:jpg | Size: Within 250KB]

EWS [Type:jpg | Size: Within 250KB]

University Registration certificate [Type:jpg | Size: Within 250KB]

Admission Form/CAP Admission Cancellation Receipt(if Any) [Type:jpg | Size: Within 250KB]

ABC ID Card[Type:jpg | Size: Within 250KB]

UG Council Letter[Type:jpg | Size: Within 250KB]

Equivalence Certificate[Type:jpg | Size: Within 250KB]

Upload Done

Upload Done

Upload Done

Upload Done

Upload Done

Upload Done

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Upload Done

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Upload Done

Upload Done

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➤ এরপর বাকি তথ্য আপডেট করতে **"Update Now"** বোতামে ক্লিক করবে।

Data Capture **ABC College**

Dashboard Logout

AN***KA DAS**

Student ID:	12*****01	Father's Name:	G*****M DAS	Course:	BA (MDC)
College Roll:	1	Email:	ab*****@gmail.com	Mobile:	9*****70

Upload your document [Upload](#)

Fill-up the form [Update Now](#)

Print Form [Fill up the form](#)

Self Declaration , For (10+2) passing year before 2026 [Click Here](#)

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➤ সমস্ত শিক্ষার্থীদের তাদের প্রোফাইলে থাকা সমস্ত অপূর্ণ তথ্যগুলি পূরণ করতে হবে।

(**Personal Information, Address, Subjects**)

Data Capture Software

Home Upload Logout

Your Basic Information

Name

SUMAN SARKAR

Student ID

College Roll Number

DOB

Gender

Male

Blood Group

Undefined

Marital Status

N

Mother Tongue

Bengali (Bangla)

Religion

HINDUISM

Nationality

Indian

Social Category

Scheduled Caste

Admitted Category

Scheduled Caste

Whatsapp Number

Email ID

Physically Challenged

No

Type Of Disability

No Disability

Percentage Of Disability

0

Single Girl Child

Yes

Kanyashree ID

AADHAR No

Siksha ID

ABC ID

Caste Certificate Number

Father's name

Father qualification

Illiterate

Father occupation

Not Employed

Father's mobile

0

Mother's name

Mother qualification

Illiterate

Mother occupation

Not Employed

Mother's mobile

0

Guardian name

Guardian mobile

Guardian email

Relationship with Guardian

Father

Annual Income

Income Status

APL

Income Card number

Permenant Address

Address Line1

Address Line2

BMC

Country

- সমস্ত ফাঁকা ক্ষেত্রগুলি পূরণ হয়ে গেলে "Submit" বোতামে ক্লিক করতে হবে।
- সমস্ত ডেটা পূরণ হয়ে গেলে "Updation Done" লেখাটি দেখাবে।

State West Bengal	District North 24 Parganas	Police Station *****	Pin *****
Area Urban	Post Office *****	Nearest Railway Station *****	

Academic Information

Year of Passing 2024	Board West Bengal Council of Higher Secondary Education	School Name *****
Medium of Instruction Bengali	HS Registration Number 4221180493	HS Roll Number 4667111266

Course Details

Admitted Course BA (MDC)	Major History	Minor 1 Education	Minor 2 Bengali
IDC1 Geography	IDC2 Mathematics	IDC3 Political Science	VAC1 ENVS
VAC2 Yoga	AEC1 Bengali	AEC2 Comp English	

We have used the above information for checking your eligibility criteria. Please check all data carefully. The data entered in the form cannot be changed/ deleted.

Submit

- সমস্ত প্রক্রিয়া সম্পন্ন করার পর শিক্ষার্থীদের “Print Form” এ Click করে একটি PDF File Download করে নিতে হবে।

Data Capture

ABC College

[Dashboard](#) [Logout](#)

AN*****KA DAS

Student ID:12*****01

Father's Name:G*****M DAS

Course:BA (MDC)

College Roll:1

Email:ab*****@gmail.com

Mobile:9*****70

Upload your document

Upload Done

Fill-up the form

Update Done

Print Form

Print Form

Self Declaration , For (10+2) passing year before 2026

Click Here

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- যে সমস্ত Students , 2026 সালের আগে উচ্চমাধ্যমিক পরীক্ষা পাস করেছে, তাদের এই "Self Declaration" ফর্মটি করে Print করে নিতে হবে।

Data Capture

ABC College

[Dashboard](#) [Logout](#)

AN*****KA DAS

Student ID:12*****01

Father's Name:G*****M DAS

Course:BA (MDC)

College Roll:1

Email:ab*****@gmail.com

Mobile:9*****70

Upload your document

Upload Done

Fill-up the form

Update Done

Print Form

Print Form

Self Declaration , For (10+2) passing year before 2026

Click Here

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