

Introduction to Data Capture Software

Please follow all the Instruction Carefully Before Proceeding.





UNIVERSITY OF CALCUTTA
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Registrar

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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,

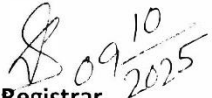
In reference to the notification regarding Online Registration Process for the session 2025-26, you are requested to instruct your good office to follow following issues as stated;

- ✓ 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,


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 A/ OBC B 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.

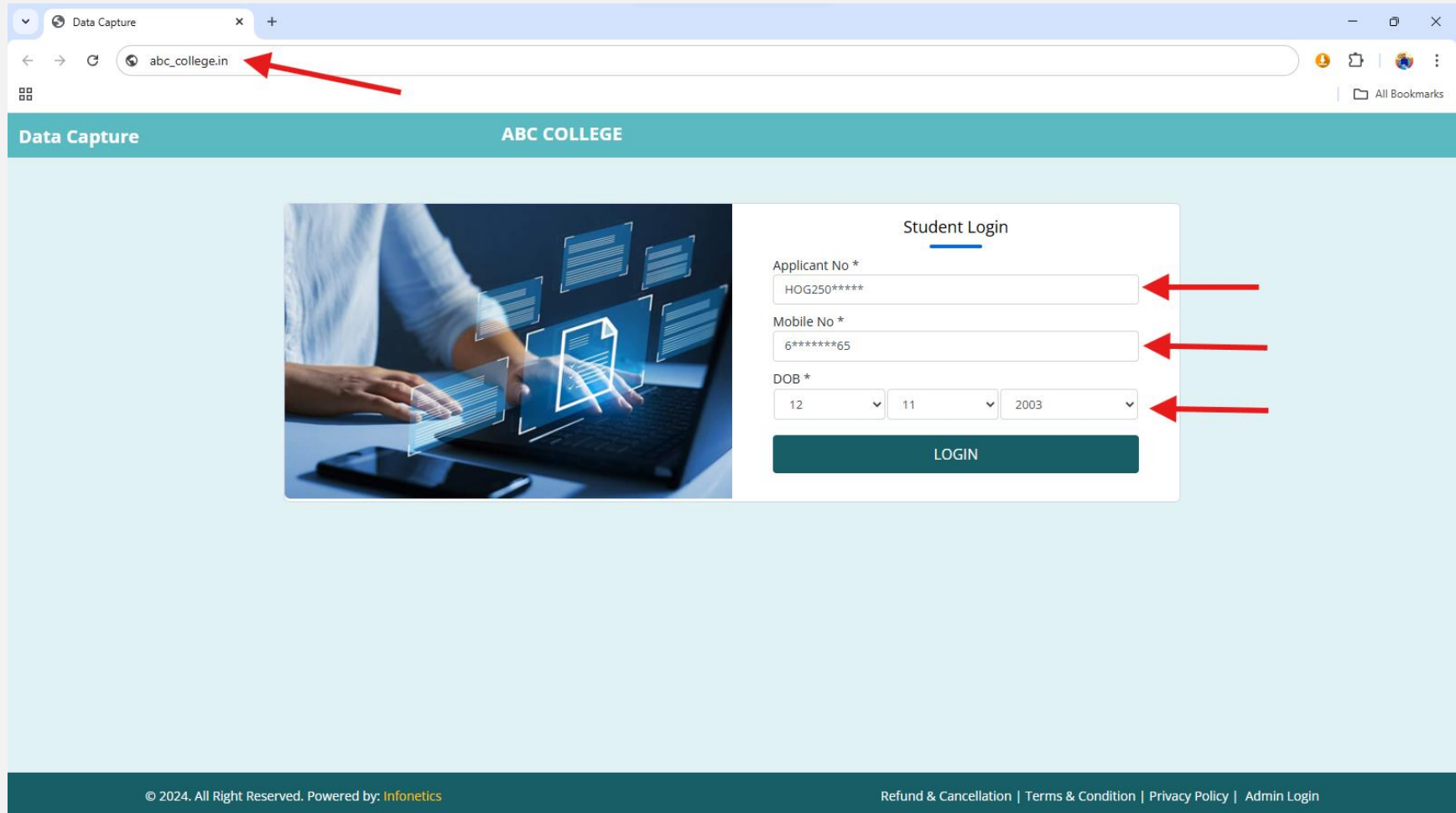
INSTRUCTION

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 A/OBC B 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 has a teal header with 'Data Capture' and 'ABC COLLEGE'. The main content area features a 'Student Login' form on the right and a decorative image of a person using a laptop on the left. The form includes fields for 'Applicant No *', 'Mobile No *', and 'DOB *' (with dropdowns for day, month, and year), and a 'LOGIN' button. Red arrows point to the address bar and the three input fields. The footer contains copyright information and links for 'Refund & Cancellation', 'Terms & Condition', 'Privacy Policy', and 'Admin Login'.

Data Capture ABC COLLEGE

Student Login

Applicant No *
HOG250*****

Mobile No *
6*****65

DOB *
12 11 2003

LOGIN

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Refund & Cancellation | Terms & Condition | Privacy Policy | Admin Login

- 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 "ABC COLLEGE". The user is logged in, as indicated by the "Logout" link. The main content area displays a student profile for "AB****IKA DAS". The profile information is as follows:

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

Below the profile information, there are three main action buttons: "Upload your document", "Fill-up the form", and "Print Form". The "Upload your document" button is highlighted with a red box, and a red arrow points to the "Upload" button within its dropdown menu. The "Fill-up the form" button is also highlighted with a red box, and a red arrow points to the "Update Now" button within its dropdown menu. The "Print Form" button is highlighted with a red box, and a red arrow points to the "Fill up the form" button within its dropdown menu.

At the bottom of the page, there is a footer with the text: "© 2025. All Right Reserved. Powered by: Infonetics" and "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: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

Upload Done

Upload Done

Upload Done

Upload Done

Upload Done

Upload Done

Upload Done

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- সমস্ত Documents Upload হওয়ার পর “**Upload Done**” লেখাটি দেখাবে

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

The screenshot shows a web browser window with the URL `abc_college.in/data_capture`. The page title is "Data Capture" and "ABC COLLEGE". The user is logged in, as indicated by the "Logout" link. The main content area displays student details for "AB****IKA DAS". The details are organized into two rows. The first row contains "Student ID: 120*****0101", "Father's Name: G****M DAS", and "Course: BA (MDC)". The second row contains "College Roll: 1", "Email: ab*****@gmail.com", and "Mobile: 9*****1770". Below the details, there are three action buttons: "Upload your document", "Fill-up the form", and "Print Form". A red box highlights the "Student ID" and "College Roll" fields. A red arrow points from the "Upload" button to the "Update Now" button, which is also highlighted with a red box. The footer contains copyright information and links for "Refund & Cancellation", "Terms & Condition", and "Privacy Policy".

Data Capture		ABC COLLEGE	
Dashboard Logout			
AB****IKA DAS			
Student ID:	120*****0101	Father's Name:	G****M DAS
College Roll:	1	Email:	ab*****@gmail.com
		Course:	BA (MDC)
		Mobile:	9*****1770
Upload your document		Upload	
Fill-up the form		Update Now	
Print Form		Fill up the form	

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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
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AADHAR No *****	Siksha ID	ABC ID	Caste Certificate Number	Father's name *****
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Father qualification Illiterate ▾	Father occupation Not Employed ▾	Father's mobile 0	Mother's name *****
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Mother qualification Illiterate ▾	Mother occupation Not Employed ▾	Mother's mobile 0	Guardian name *****
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Guardian mobile *****	Guardian email	Relationship with Guardian Father ▾	Annual Income
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Income Status APL ▾	Income Card number
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Permenant Address

Address Line1	Address Line2	BMC	Country
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➤ সমস্ত ফাঁকা ক্ষেত্রগুলি পূরণ হয়ে গেলে "**Submit**" বোতামে ক্লিক করতে হবে।

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 ডেটা পূরণ হয়ে গেলে "**Updation Done**" লেখাটি দেখাবে।
- সমস্ত প্রক্রিয়া সম্পন্ন করার পর শিক্ষার্থীদের "Print Form" এ Click করে একটি PDF File Download করে নিতে হবে।
- সর্বশেষে শিক্ষার্থীদের তাদের প্রোফাইল "**Logout**" করতে হবে।