



J. D. Women's College, Patna

(CONSTITUENT UNIT OF PATLIPUTRA UNIVERSITY)

NAAC ACCREDITED GRADE "B"

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Instructions for filling Online Application Form

[These pages may be printed for your own convenience and easy reference]

1. Before applying online, candidates are advised to -
 - i. Download the MBA & MCA Information Bulletin (Prospectus) 2018 and read it carefully.
 - ii. Processing fee of Rs. 1000/- in the form of **Bank Demand Draft** in the favour of **Principal, J. D. Women's College, Patna** payable at **Patna** or in the form of **Challan of SBI, J. D. Women's College Branch, Patna**.
 - iii. Scanned copy of applicant latest colour passport size photograph in .jpg or .jpeg format of maximum 100 KB file size.
 - iv. Scanned copy of applicant signature in .jpg or .jpeg format of maximum 100 KB file size.
 - v. Scanned copy of Challan/Demand Draft in .jpg or .jpeg format of maximum 100 KB file size.
 - vi. Scanned copy of MAT Score Card in .jpg or .jpeg format of maximum 100 KB file size (for MBA applicant).
2. Match your qualification with respective eligibility criteria mentioned therein, before beginning to fill the online application form.
3. Clearly fill all items that are relevant to you in capital letters or numbers. Select the item from the drop down list box and select radio button as applicable. Mandatory items must be filled in; otherwise, the form will be rejected.
Note: - * indicate mandatory items.
4. Please ensure that all information provided is correct and accurate. Admission on the basis false information and certificate will be rejected.
5. Please review the correctness of information filled in all the fields of the Application Form before pressing the "Submit" button. After clicking the "Submit" button, a confirmation message will be displayed and the Application Form will be set to 'read only' mode. You may however return to the final application form to view or print it.
6. After submitting the Application Form deposit the printed hard copy of this Application Form in the department of Management Studies and Computer Science (MBA & MCA) of the college along with:
 - i. Processing fee Bank Demand Draft / Challan Copy.
 - ii. Educational Qualification (Self-attested photocopies).
 - iii. Date of Birth Certificate (Self-attested photocopy)
 - iv. Entrance Test Score Certificate of CMAT/MAT/CAT/XAT for MBA Applicant (Self-attested photocopy).
 - v. Caste Certificate, if the candidate belongs to SC/ST/BC-I/BC-II categories (Self-attested photocopy).
 - vi. Any other document required as per prospectus.

Note:- Printed copy of on-line submitted Application Form; along with the Processing fee of Rs. 1000/- in the form of **Bank Demand Draft** in the favour of **Principal, J. D. Women's College, Patna** payable at **Patna** or in the form of **Challan of SBI, J. D. Women's College Branch,**

Patna; must be submitted to **the Principal, Department of Management Studies and Computer Science (MBA & MCA), Room No.- T-201, 2nd Floor, Technical Building, J. D. Women's College, Bailey Road, Patna** on or before the due date.

7. Specific Instructions:

Fill filling the form please note the following:

- a) Please click the link [**“Online Application Form For MBA & MCA Course 2018”** (under the Student Zone)] available on the home page of the website.
- b) After click the **“Click here to Apply Online”**.
- c) There are four steps of online Application Form –
 - Step 1 – Personal details.
 - Step 2 – Educational Qualification details.
 - Step 3 – Processing Fee details.
 - Step 4 – Upload applicant Photograph, Signature, Challan / DD and MAT Score Card (for MBA applicant).

Step 1 – Personal details

To be filled correctly using instructions given below:

- i) **Application for Admission to:** Select your appropriate course that you are applying for.
- ii) **Session:** Type your appropriate session of applied course From – To --.
- iii) **Course Code:** Select your appropriate course code that you applied for.
- iv) **Name:** Type your name as appears on your Class X Pass certificate.
- v) **Father's Name:** Type your Father's Name as appears in your Class X certificate.
- vi) **Mother's Name:** Type your Mother's Name.
- vii) **Date of Birth:** Select the appropriate date, month and year after clicking on date picker button, as appears in your Class X certificate.
- viii) **Nationality:** Type your nationality.
- ix) **Marital Status:** Select your appropriate Marital Status.
- x) **Caste:** Select your appropriate caste.
- xi) **E-mail:** Type your E-mail ID.
- xii) **Contact No.:** Type your contact number.
- xiii) **Complete Address:** Type your permanent and correspondence address with Pin code.
- xiv) **Captcha:** Type Captcha Code, displayed below in the 'captcha code text box' correctly.

Then click on **“Submit”** button, after clicking **“Submit”** button it will displayed system generated **Username** and **Password** for further processing of steps. Write down or Print, Username and Password. Continue next step, press **“click here”** link for Login. After Login display next page for processing second step.

Step 2 – Educational Qualification details

- i) **Last Degree obtained:** Type your Last Degree obtained.
- ii) **Name of the college last studied:** Type your name of the college where you last studied.

iii) **In case MBA applicant:**

- a) **Name of the examination:** Type the name of the management admission test that you have appeared in (CMAT/MAT/CAT/XAT).
 - b) **Your Roll No. :** Type your Roll No. as appeared on your Test Score Card.
 - c) **Month and year of Exam:** Type the month and year of the said exam as appears on your Test Score Card.
 - d) **Score Obtained:** Type the percentile score obtained in the said admission test.
- iv) **Educational Qualifications:** Type appropriate Board/University, Year of Passing, and Percentage of Marks obtained in previous exams.
- v) **Percentage of Marks obtained in Math (only for MCA applicants):** Select appropriate examination passed and type your percentage of marks obtained in math.

Then click on “Save” button, after clicking “Save” button third step will be active.

Step 3 – Processing Fee details

- i) **Amount:** Type Processing fee amount as mentioned in Information Bulletin (Prospectus) 2018.
- ii) **Challan / D. D. No.:** Type Challan / D. D. No. of Processing fee.
- iii) **Challan / D. D. No. Date:** Type Challan / D. D. No. date of Processing fee.
- iv) **Name of the Bank:** Type name of the bank issuing the D.D.

Then click on “Save” button, after clicking “Save” button fourth step will be active.

Step 4 – Upload applicant Photograph and Signature

Upload scanned copy of applicant latest colour passport size photograph, signature, Challan/DD and MAT Score Card (for MBA applicant) in .jpg or .jpeg format of maximum 100 KB file size.

8. In the last step of the form, you will find two different buttons: ‘**Submit**’ and ‘**Reset**’. Only after being sure of complete and correct filling of the form, click on the ‘**Submit**’ button. In case of any mistake, click ‘**Reset**’ button for refilling the form correctly.
 9. On clicking the “**Submit**” button. It display confirmation message for successfully completion of Online Application Form. Once you click the “**Submit**” button, the Form will get set to read-only mode. After clicking “**Submit**” button it display filled online Application Form for view details and take printout.
 10. Finally, the candidates are required to take the printout of the application form by clicking on the ‘**Print**’ link; for sending the same, along with the required documents, to the office of the department. **Admission on false information and certificate will be ipso facto null and void and also punishable under the various provision of Indian Penal Code.**
 11. For printing the Admit Card, please note the following:
 - a) Open the website and click the link [“Click here to get Admit Card Online” (Under the Student Zone)].
 - b) Then prompted to enter the following details on a new screen. Fill in the required details correctly as per the instructions given below [‘c’ to ‘f’]:
 - c) **Select Course:** Select your appropriate course code that you have applied for.
 - d) **Enter Application ID:** Type your Application ID.
 - e) Then, click the “**Search**” button.
 - f) Finally, take the printout of the Admit Card by clicking the ‘**Print**’ link.
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Note: MCA applicants will be called for **'Online Written Test'** - followed by **'GD & PI'**. The **'Online Written Test'** and **'GD & PI'** will be conducted on the date specified in the Admit Card. MBA applicants will be called only for **'GD & PI'**, which will be conducted on the date specified in the Admit Card.
