



✓ **STEP BY STEP GUIDE FOR ONLINE ALLOTMENT & ADMISSION PROCESS**

**The screenshots are used for indicative purpose only, though the layout will remain same but the data shown in the images may change based on case to case basis.*

1. Put your respective User Name and Password as already shared by the University.

College-Log-In

Username :

Password :

[Log - In](#)



- i) Click on the '**Allotted Applicants**' Icon to view all the allocated applicants list.
- ii) Click on the '**Mop-up Allotment and Admit**' icon to allot a seat and admit accordingly by roll number.
- iii) Click on the '**Admissions**' Icon to admit allotted candidates by roll number.
- iv) Click on the '**Print Receipt**' Icon to print the admission receipt of the admitted candidate by roll number.

Welcome In :

[Home](#) | [Sign Out](#) | [Change Password](#)

ADMISSION PROCESS

ALLOTTED APPLICANTS ADMISSIONS Mop-Up Allotment & Admit PRINT RECEIPT

2. Click on the Mop-Up allotment icon. It will open the below mentioned allotment form to allot the seat to the candidate.

College Level Mop-Up Counselling

Enter Roll No ▶

Roll No : [Show](#)

Profile Information ▶

Candidate Name : xxxxxxxxxxxxxxxxxxxxxxxxxxxx
 Roll : xxxxxxxxxxxxxxxxxxxxxxxxxxxx
 Category : xxxxxxxxxxxxxxxxxxxxxxxxxxxx
 PWD : xxxxxxxxxxxxxxxxxxxxxxxxxxxx
 Rank : xxxxxxxxxxxxxxxxxxxxxxxxxxxx
 Service Category : xxxxxxxxxxxxxxxxxxxxxxxxxxxx

Admitted Status ▶

Admitted College Name : xxxxxxxxxxxxxxxxxxxxxxxx
 Subject Name : xxxxxxxxxxxxxxxxxxxxxxxx
 Selected Category : xxxxxxxxxxxxxxxxxxxxxxxx

Search

| Sl. No. | Institute Name | Subject / Course Name | Subject Category | Seat Type | NO Of Vacancy | Action |
|---------|----------------|-----------------------|------------------|-----------|---------------|--------|
|---------|----------------|-----------------------|------------------|-----------|---------------|--------|

[Submit](#) [Refresh](#)



3. Enter the roll number of the applicant and click on the **Show** button.
 - i. Details of the candidate will be appear in the details section below.
 - ii. The list of vacant seat by subject and category wise will be shown in the below grid.
 - iii. Select the seat as per the preference of the candidate and click on the **Submit** button.

College Level Mop-Up Counselling

Enter Roll No

Roll No : XXXXXXXX Show

Profile Information

Candidate Name :
Roll :
Category :
PWD :
Rank :
Service Category :

Admitted Status

Admitted College Name :
Subject Name :
Selected Category :

Search

| Sl. No. | Institute Name | Subject / Course Name | Subject Category | Seat Type | NO Of Vacancy | Action |
|---------|---|-----------------------|---------------------|-----------|---------------|-------------------------------------|
| 1 | College of Paramedical and Allied Health Sciences, WBUHS, Kalyani | | Scheduled Caste | Open | 1 | <input checked="" type="checkbox"/> |
| 2 | College of Paramedical and Allied Health Sciences, WBUHS, Kalyani | | Unreserved Category | Open | 2 | <input type="checkbox"/> |
| 3 | College of Paramedical and Allied Health Sciences, WBUHS, Kalyani | | Scheduled Caste | Open | 3 | <input type="checkbox"/> |
| 4 | College of Paramedical and Allied Health Sciences, WBUHS, Kalyani | | Unreserved Category | Open | 7 | <input type="checkbox"/> |
| 5 | College of Paramedical and Allied Health Sciences, WBUHS, Kalyani | | Scheduled Caste | Open | 1 | <input type="checkbox"/> |

Submit Refresh

4. After selection of the seat, click on the **Submit** button the following confirmation pop-up will appear, then click on the **Confirm** button to confirm the seat.

Confirm!

Selected College/Subject will be allotted to RollNo : XXXXXXXXXXXX
Do you want to proceed for final submit ?

CONFIRM CANCEL

5. Once the seat is allotted the following confirmation message will appear on your screen. Click on the **OK** button and it will redirect you to the Admission Page to complete the admission process of the allotted applicant.

localhost:60462 says

College/Subject Sucessfully Allotted to RollNo: ' ' ! You will be
redirected to the Admission Page. Do Complete the admission of the
applicant.

OK



6. Once you are redirected to the admission page verify and confirm the details of the applicant and complete the admission process by providing all the required details.

***Please upload relevant documents (in **pdf** format) as per the requirement, provide **Remarks** and verify all the required details before clicking on the '**Admit & Print Admission Receipt**' button.

The screenshot shows the 'Admission Form' interface. It includes a search bar for Roll No., a 'Search' button, and a 'Refresh' button. Below this are sections for 'Applicant Information' (Roll No., Name, Father's Name, Date of Birth, Gender, Rank, Application Fee No., Category, Mobile No., Email, Permanent State, Waiting State, Dated Service Category, Person with Disability (PWD)), 'Applicant Admission Details' (Allotted Institute Name, Allotted Subject Name, Selected Category), and a 'Checklist for Document Verification' table. The table lists documents like 'Allotment letter', 'Class 10+2 Marksheet', 'Caste certificate', and 'PWD certificate' with their respective requirements and verification status. A 'Remarks' field is at the bottom, and an 'Admit & Print Admission Receipt' button is at the very bottom.

7. After the completion of the admission process, the admission receipt can be printed by clicking on the below link.

This screenshot shows a box with a blue header and a white body. It contains the text 'Click [here](#) to take print out of the Admission receipt.' and a 'Back to Home' button. A red arrow points from the text 'Click here' to the 'Admission Receipt' button in the previous screenshot.

The sample receipt is titled 'The West Bengal University Of Health Sciences Admission Receipt for Jeevas US Counselling 2021'. It features a barcode, a reference number (M00001), and a list of fields for candidate details: Roll No., Application Fee No., Rank, Name in Full, Gender, Date of Birth, Category, Person with Disability, Father's Name, Mobile, Email, Mother's Name, Address, State, PIN, Admitted College, Subject/Course Name, Selected Category, and Remarks. It also includes lines for the 'Signature of the Candidate' and the 'Signature of the Nodal/Reporting Officer'.

Sample Admission Receipt