

## Prabhu Jagatbandhu College

JHOREHAT, P.O.: ANDUL-MOURI, HOWRAH-711302  
BLOCK – SANKRAIL, SUB-DIVISION – HOWRAH SADAR  
ESTD: 1964, (NAAC ACCREDITED)

Email: [info@prabhujagatbandhucollege.edu.in](mailto:info@prabhujagatbandhucollege.edu.in),

Website: [www.pjc.in](http://www.pjc.in)

Ref. No. PJC/ /2025

Date 29/10/2025

### NOTICE

#### **C.U Registration Form Fill-up for Semester-I, 2025(Under CCF,2022)**

Students of 1<sup>st</sup> Semester (under CCF) are hereby notified that, the process of online filling up of C.U. Registration Form has been started on and from **31.10.2025 to 05.11.2025** through the following link. Student have to Log-in using information as given below:

| Students admitted through Centralized Admission Portal (CAP) by Govt. of West Bengal                                                  | Students admitted through Standa-alone system by the College |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Application Code (e.g. HWHXXXXXXXX)</li><li>• Mobile Number</li><li>• Date of Birth</li></ul> | <b>TO BE NOTIFED LATER</b>                                   |

Link for Registration - <http://pjcdc.in> (ctrl + click to follow link) **Centralized Admission Portal (CAP) by Govt. of West Bengal**

\*\*\*\*\*Any one who fails to submit registration data will not be allowed to appear at semester- I examination, 2025.

\*\*\*\*\* As per the norms of University of Calcutta, it is mandatory to register in Academic Bank of Credit (ABC id).

\*\*\*\*\* Already registered students must fill up registration number and upload registration certificate positively.

\*\*\*\*\* Incase entered wrong year of passing (H.S) registration will be cancelled.

  
(Dr. Subrata Kumar Ray)

Principal  
Prabhu Jagatbandhu College  
Jhorehat, Andul-Mouri, Howrah  
Pin Code-711 302

# Introduction to Data Capture Software

Please follow all the Instruction Carefully Before Proceeding.





**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,

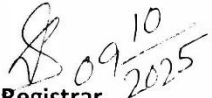
In reference to the notification regarding Online Registration Process for the session 2025-26, you are requested to instruct your good office to follow following issues as stated;

- ✓ 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) |
|                               | <b>(For already registered candidates)</b> |                     |
| 14. UG Council Letter :       | L<Form No>.jpg                             | (Size within 250KB) |
|                               | <b>(For already registered candidates)</b> |                     |

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.**

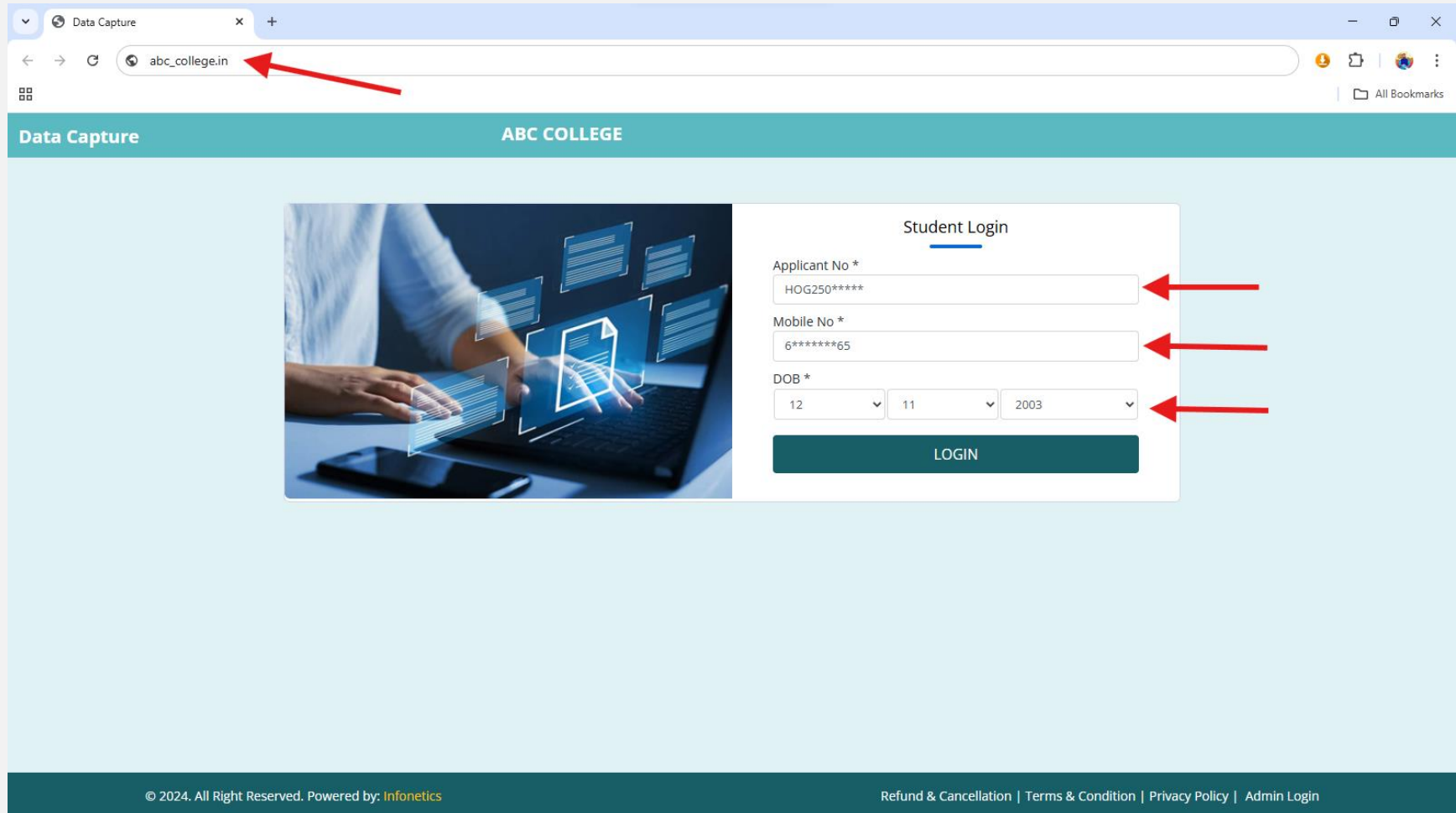
# INSTRUCTION

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 header includes 'Data Capture' and 'ABC COLLEGE'. The main content area features a 'Student Login' form with the following fields:

- Applicant No \***: Input field containing 'HOG250\*\*\*\*\*'.
- Mobile No \***: Input field containing '6\*\*\*\*\*65'.
- DOB \***: Three dropdown menus for day, month, and year, showing '12', '11', and '2003' respectively.
- LOGIN**: A dark green button.

Red arrows point to the 'abc\_college.in' address bar and the three input fields of the login form. The footer contains the text '© 2024. All Right Reserved. Powered by: Infonetics' and links for 'Refund & Cancellation', 'Terms & Condition', 'Privacy Policy', and '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 "AB\*\*\*\*IKA DAS". The profile information is displayed in a pink box:

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

Below the profile information, there are three light blue buttons: "Upload your document", "Fill-up the form", and "Print Form". To the right of these buttons, there are two dark blue buttons: "Upload" and "Update Now", which are highlighted with a red box. A red arrow points from the "Upload your document" button to the "Upload" button. At the bottom right of the "Print Form" button, there is a green button labeled "Fill up the form".

© 2025. All Right Reserved. Powered by: **Infonetics**      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

© 2025. All Right Reserved. Powered by: Infonetics

Refund & Cancellation | Terms & Condition | Privacy Policy

- 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 address bar displaying 'abc\_college.in/data\_capture'. The page has a teal header with 'Data Capture' and 'ABC COLLEGE'. Below the header, there are links for 'Dashboard' and 'Logout'. The main content area features a student profile for 'AB\*\*\*\*IKA DAS'. The profile details are as follows:

| AB****IKA DAS  |                   |
|----------------|-------------------|
| 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, there are three light blue action buttons: 'Upload your document', 'Fill-up the form', and 'Print Form'. To the right of these buttons are three dark teal buttons: 'Upload', 'Update Now', and 'Fill up the form'. A red box highlights the 'Update Now' button, and a red arrow points to it from the 'Upload your document' button.

At the bottom of the page, there is a teal footer with the text: '© 2025. All Right Reserved. Powered by: Infonetics' and 'Refund & Cancellation | Terms & Condition | Privacy Policy'.

- 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।

|                      |                               |                                  |              |
|----------------------|-------------------------------|----------------------------------|--------------|
| State<br>West Bengal | District<br>North 24 Parganas | Police Station<br>*****          | Pin<br>***** |
| Area<br>Urban        | Post Office<br>*****          | Nearest Railway Station<br>***** |              |

Academic Information

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

Course Details

|                             |                     |                           |                    |
|-----------------------------|---------------------|---------------------------|--------------------|
| Admitted Course<br>BA (MDC) | Major<br>History    | Minor 1<br>Education      | Minor 2<br>Bengali |
| IDC1<br>Geography           | IDC2<br>Mathematics | IDC3<br>Political Science | VAC1<br>ENVS       |
| VAC2<br>Yoga                | AEC1<br>Bengali     | AEC2<br>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।