



# **VIDYASAGAR UNIVERSITY**

## **DATA Capturing Format & Instruction Sheet** **for UG Registration 2018-2019**

## Data Capturing Format

Sl. No	Column Name	Data Type	Remarks
1.	Student Id	String	Unique ID in the college e.g. 1234567 or ABC4562
2.	Name	String	In Block letter e.g. RAM DAS
3.	DOB	String	Strictly in DD/MM/YYYY format e.g. 24/04/1999
4.	Whether PWD?	String	Person with Disability e.g. Yes / No
5.	Type of PWD	String	Values between one of the following VI or HI or OH
6.	% of Disability	Numeric	e.g. 50 or 80 etc
7.	Gender	String	Values between one of the following Male / Female / Others
8.	Caste / Category	String	Values between one of the following General / SC / ST / OBC-A / OBC-B
9.	Nationality	String	Indian / Other
10.	Date of Admission	String	Strictly in DD/MM/YYYY format e.g. 20/06/2016
11.	Father's / Guardian's Name	String	In Block letter e.g. RAM DAS
12.	Mother's Name	String	In Block letter e.g. ROMA DAS
13.	Address 1	String	Mandatory Field.In Block letter, must not exceed 250 characters
14.	Address 2	String	Optional Field, must not exceed 250
15.	Address 3	String	Optional Field, must not exceed 250
16.	Mob. No	Numeric	Strictly 10 Digit
17.	e-mail ID	String	Optional Field
18.	Board Name in 10+2	String	Board names as prescribed by the University
19.	Reg. No/Unique ID in 10+2	String	324345545 or RE54412S42
20.	Reg. Year in 10+2	String	2011 or 2011-2012
21.	Pass Year in 10+2	String	2016
22.	Is previously registered	String	Yes / No
23.	If registered then specify Reg. No	String	e.g. 252845 or K2346D142342
24.	If registered then specify Reg. Year	String	2006 or 2006-2007
25.	Stream	String	Arts/Science/Commerce
26.	Course Type	String	Honours/General
27.	Subject 1	String	Honours Subject/ DSC 1
28.	Subject 2	String	GE Subject 1 / DSC 2
29.	Subject 3	String	GE Subject 2 / DSC 3 / GE
30.	Subject 4	String	AECC Core MIL
31.	Photograph Filename	String	Optional Field (5KB – 30KB) e.g. 101.jpg or ABC1662.jpg
32.	Signature Filename	String	Optional Field(5KB – 30KB) Same as Photograph Filename

# Instruction Sheet

- DOB field (SI No - 3) must be in **DD/MM/YYYY** format. Any other format will not be acceptable by the portal.
- The value of Whether PWD (SI No - 4) field must be in between **Yes** or **No**
- The value of field Type of Disability (SI No - 5) must be within VI, HI, OH
- The value of % of Disability(SI No - 6) field must be in numeric format.
- The value of Gender (SI No - 7) field must be in between **Male** or **Female** or **Other**
- The value of Caste (SI No - 8) field must be in between **General, SC , ST, OBC-A, OBC-B**
- The value of Nationality (SI No - 9) field must be in between **Indian** or **Other**
- Date of Admission field (SI No - 10) must be in **DD/MM/YYYY** format. Any other format will not be acceptable by the portal.
- Mobile No (SI No - 16) must be numeric and formatted in 10 Digit.
- Board Name in 10+2 (SI No - 18) must be within the List of Board Names as prescribed by the University.
- Is previously registered (SI No - 22) must be within **Yes** or **No**
- The value of field Stream (SI No -25) must be within **Arts, Science** or **Commerce**
- The value of field Course Type (SI No -26) must be within **Honours** or **General**
- The value of field 27 to 30 may be as follows.

**Structures for different streams and types (related to SI No 27 to SI No 30)**

**For BA/BSc/BCom Hons**

SI No	Column	Remarks
27	Subject 1	Hons Subject
28	Subject 2	GE Subject 1
29	Subject 3	GE Subject 2
30	Subject 4	

**For BA/BCom General**

SI No	Column	Remarks
27	Subject 1	DSC 1
28	Subject 2	DSC 2
29	Subject 3	GE
30	Subject 4	AECC (Core) MIL

**For BSc General**

SI No	Column	Remarks
27	Subject 1	DSC 1
28	Subject 2	DSC 2
29	Subject 3	DSC 3
30	Subject 4	