



# **VIDYASAGAR UNIVERSITY**

**DATA Capturing Format & Instruction Sheet**

**for UG Registration 2019-2020**

## Data Capturing Format

| Sl. No | Column Name                          | Data Type | Remarks  |
|--------|--------------------------------------|-----------|--|
| 1.     | Student Id                           | String    | Unique ID in the college<br>e.g. 1234567 or ABC4562                      |
| 2.     | Name                                 | String    | In Block letter e.g.<br>RAM DAS  |
| 3.     | DOB                                  | String    | Strictly in DD/MM/YYYY format e.g.<br>24/04/1999                         |
| 4.     | Whether PWD?                         | String    | Person with Disability e.g.<br>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<br>Male / Female / Others            |
| 8.     | Caste / Category                     | String    | Values between one of the following<br>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.<br>20/06/2016                         |
| 11.    | Father's / Guardian's Name           | String    | In Block letter e.g.<br>RAM DAS  |
| 12.    | Mother's Name                        | String    | In Block letter<br>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/Major  |

|     |                     |        |  |
|-----|---------------------|--------|--|
| 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 (Elective) [ Language – E/B/H]                        |
| 31. | Subject 5           | String | AECC (Core) Language [MIL – B/H]                           |
| 32. | Photograph Filename | String | Optional Field (5KB – 30KB)<br>e.g. 101.jpg or ABC1662.jpg |
| 33. | Signature Filename  | String | Optional Field(5KB – 30KB)<br>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** or **Major**
- The value of field 27 to 31 may be as follows.

**Structures for different streams and types (related to SI No 27 to SI No 31)**

| <b>For B.A / B.Sc Hons</b> |           |                                  |
|----------------------------|-----------|----------------------------------|
| Sl. No                     | Column    | Remarks                          |
| 27                         | Subject 1 | Hons Subject                     |
| 28                         | Subject 2 | GE Subject 1                     |
| 29                         | Subject 3 | GE Subject 2                     |
| 30                         | Subject 4 | AECC (Elective) Language [E/B/H] |
| 31                         | Subject 5 | Blank                            |

| <b>For B.com Hons</b> |           |  |                             |
|-----------------------|-----------|--|-----------------------------|
| Sl. No                | Column    | Value  | Remarks                     |
| 27                    | Subject 1 | Marketing Management /<br>Accounting and Finance | Hons Subject                |
| 28                    | Subject 2 | Marketing Management /<br>Accounting and Finance | GE Subject 1                |
| 29                    | Subject 3 | Marketing Management /<br>Accounting and Finance | GE Subject 2                |
| 30                    | Subject 4 | English / Bengali / Hindi                        | AECC (Elective)<br>Language |
| 31                    | Subject 5 | Blank  |                             |

| <b>For B.A General</b> |           |                                  |
|------------------------|-----------|----------------------------------|
| Sl. No                 | Column    | Remarks                          |
| 27                     | Subject 1 | DSC1                             |
| 28                     | Subject 2 | DSC2                             |
| 29                     | Subject 3 | GE                               |
| 30                     | Subject 4 | AECC (Elective) Language [E/B/H] |
| 31                     | Subject 5 | AECC (Core) Language [B/H]       |

| <b>For B.Sc General</b> |           |                                  |
|-------------------------|-----------|----------------------------------|
| Sl. No                  | Column    | Remarks                          |
| 27                      | Subject 1 | DSC1                             |
| 28                      | Subject 2 | DSC2                             |
| 29                      | Subject 3 | DSC3                             |
| 30                      | Subject 4 | AECC (Elective) Language [E/B/H] |
| 31                      | Subject 5 | Blank                            |

| <b>For B.com General</b> |           |  |                             |
|--------------------------|-----------|--|-----------------------------|
| Sl. No                   | Column    | Value  | Remarks                     |
| 27                       | Subject 1 | Marketing Management /<br>Accounting and Finance | DSC1                        |
| 28                       | Subject 2 | Marketing Management /<br>Accounting and Finance | DSC2                        |
| 29                       | Subject 3 | Marketing Management /<br>Accounting and Finance | GE                          |
| 30                       | Subject 4 | English / Bengali / Hindi                        | AECC (Elective)<br>Language |
| 31                       | Subject 5 | Bengali / Hindi                                  | AECC (Core) MIL             |

| <b>For Major</b> |           |                                  |
|------------------|-----------|----------------------------------|
| Sl. No           | Column    | Remarks                          |
| 27               | Subject 1 | Majors Subject                   |
| 28               | Subject 2 | GE Subject 1                     |
| 29               | Subject 3 | GE Subject 2                     |
| 30               | Subject 4 | AECC (Elective) Language [E/B/H] |
| 31               | Subject 5 | Blank                            |