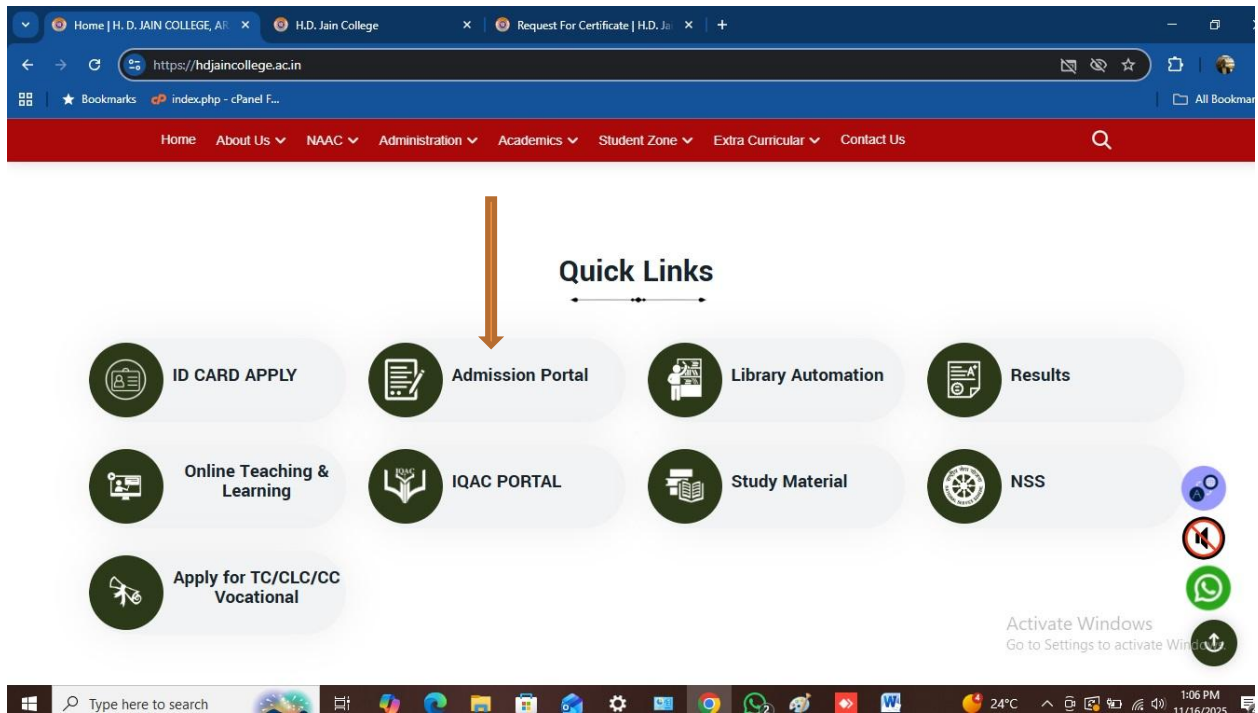


User manual for admission

Step 1

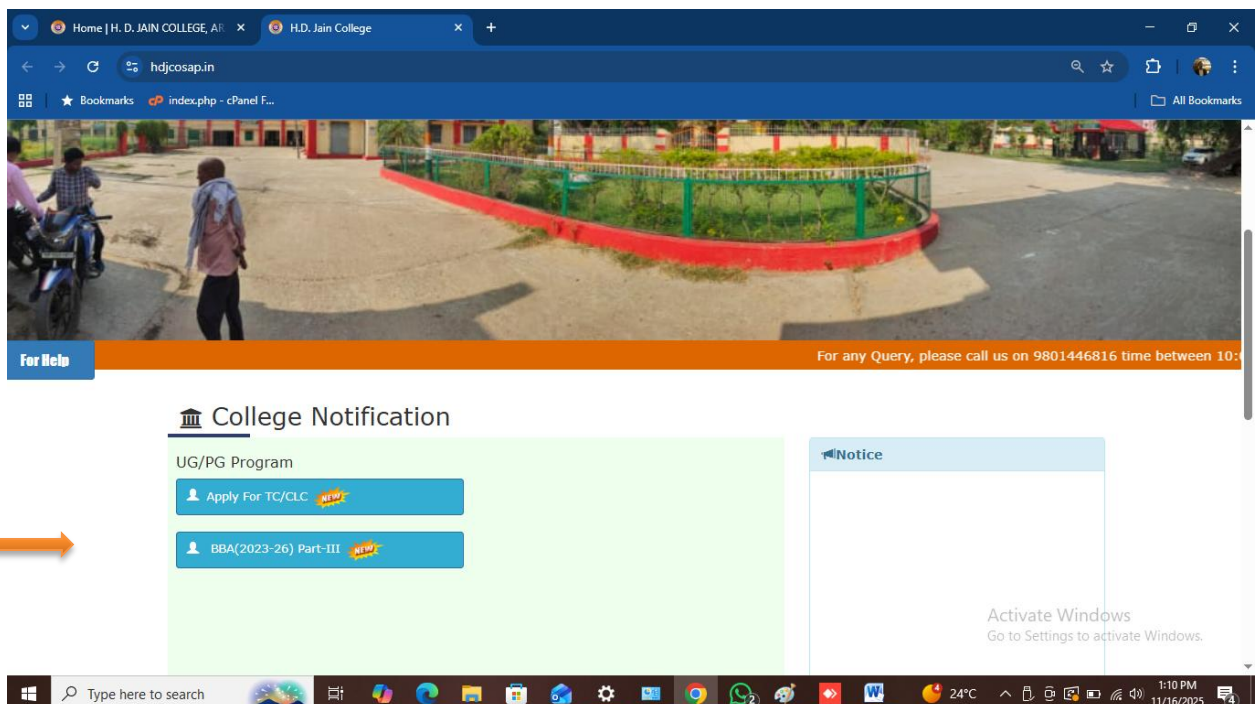
Open college web site (<https://hdjaincollege.ac.in>) and click on Admission Portal link



Step 2

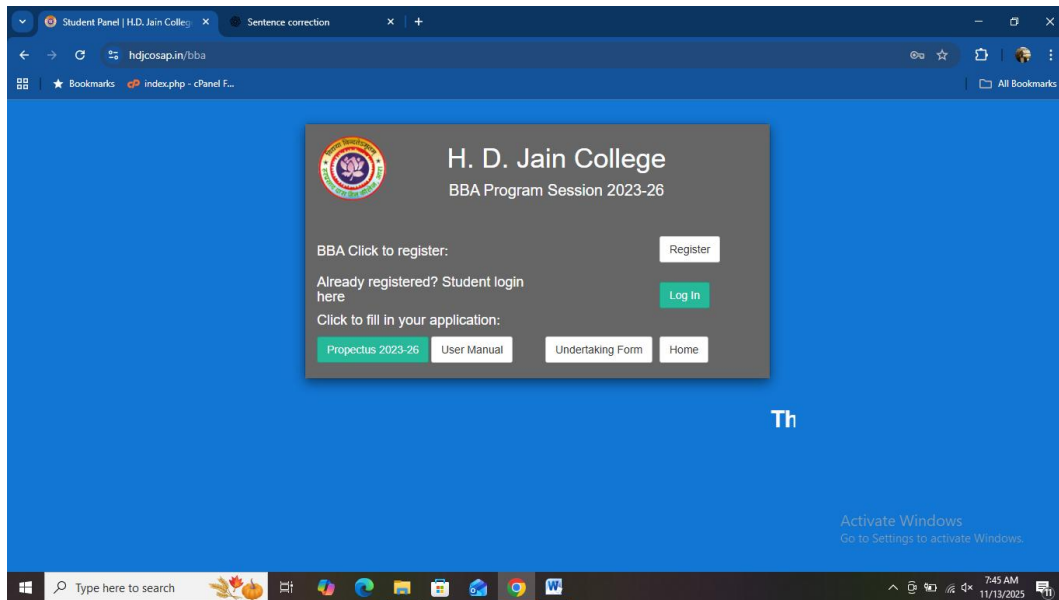
After clicking above link a link will appear

Then click on BBA 2023-26 part III



Step 3

After clicking the above link, a new page will appear.



Fist time student click on **Registration Link**

After clicking on registration link a new page will appear

Step 4

Enter student Roll No and click on check box for load student details.

And fill E-mail id, mobile no and set password. And click verify & registration.

Step 5

After clicking verify & Registration a new page will appear.

BBA Student Registration

Registration Success. Your Application ID is 2511135337. [Login from here](#)

Academic Year* 2023-26

College Roll No.* [Click here to load details](#)

Applicant Name* Full name as per the Matriculation Certificate

Email Id.*

Mobile No.*

Password*

Confirm Password*

After registration successfully you will get an applicant ID

Save/remember the application ID and password for future login.

Then click on **Login** link.

After clicking on login link a new page will appear

Step 6

BBA (2023-26) Student LOGIN HERE !

Applicant number*

Password*

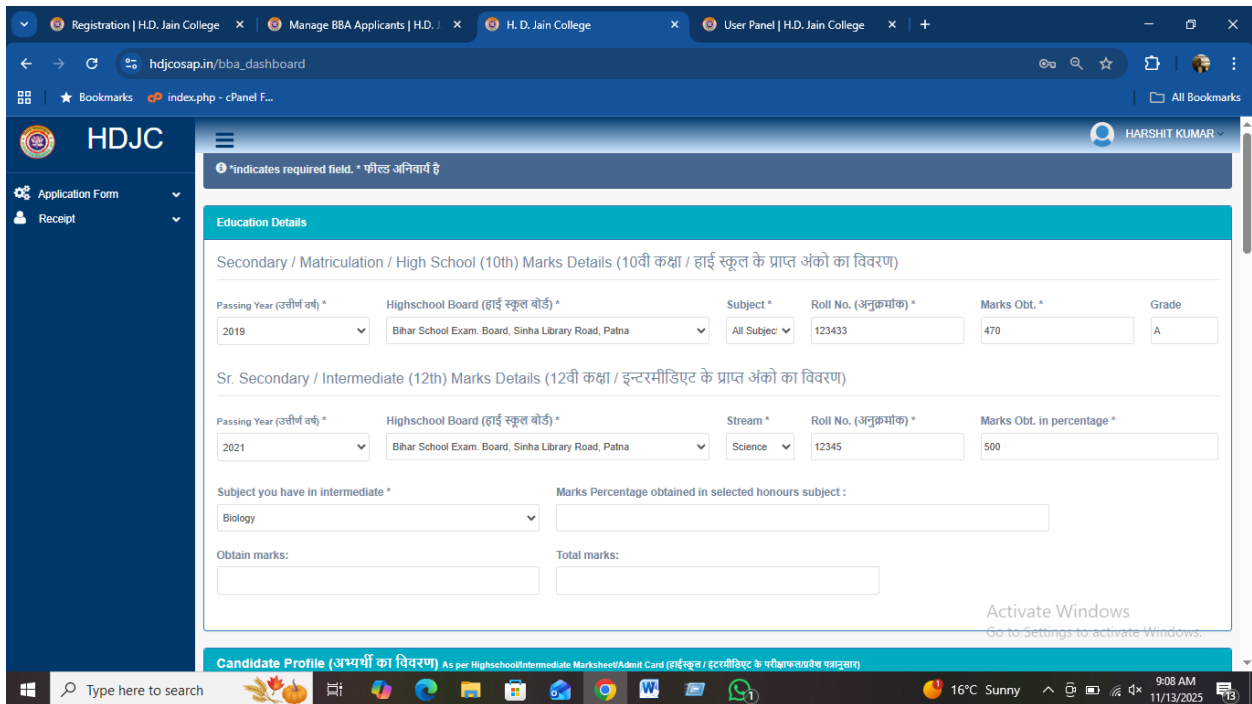
[Login](#) [Back Home](#)

Fill applicant id and password which is generate after registration page.

And click login button.

A new form page will appear.

Step 7



The screenshot shows a web browser window with the URL `hdjcosap.in/bba_dashboard`. The page title is "HDJC" and the user is logged in as "HARSHIT KUMAR". The main content area is titled "Education Details" and contains two sections for entering marks details.

Secondary / Matriculation / High School (10th) Marks Details (10वीं कक्षा / हाई स्कूल के प्राप्त अंको का विवरण)

| Passing Year (उत्तीर्ण वर्ष) * | Highschool Board (हाई स्कूल बोर्ड) * | Subject * | Roll No. (अनुक्रमांक) * | Marks Obt. * | Grade |
|--------------------------------|---|-------------|-------------------------|--------------|-------|
| 2019 | Bihar School Exam. Board, Sinha Library Road, Patna | All Subject | 123433 | 470 | A |

Sr. Secondary / Intermediate (12th) Marks Details (12वीं कक्षा / इन्टरमीडिएट के प्राप्त अंको का विवरण)

| Passing Year (उत्तीर्ण वर्ष) * | Highschool Board (हाई स्कूल बोर्ड) * | Stream * | Roll No. (अनुक्रमांक) * | Marks Obt. in percentage * |
|--------------------------------|---|----------|-------------------------|----------------------------|
| 2021 | Bihar School Exam. Board, Sinha Library Road, Patna | Science | 12345 | 500 |

Subject you have in intermediate *
Biology

Marks Percentage obtained in selected honours subject:
[]

Obtain marks: [] Total marks: []

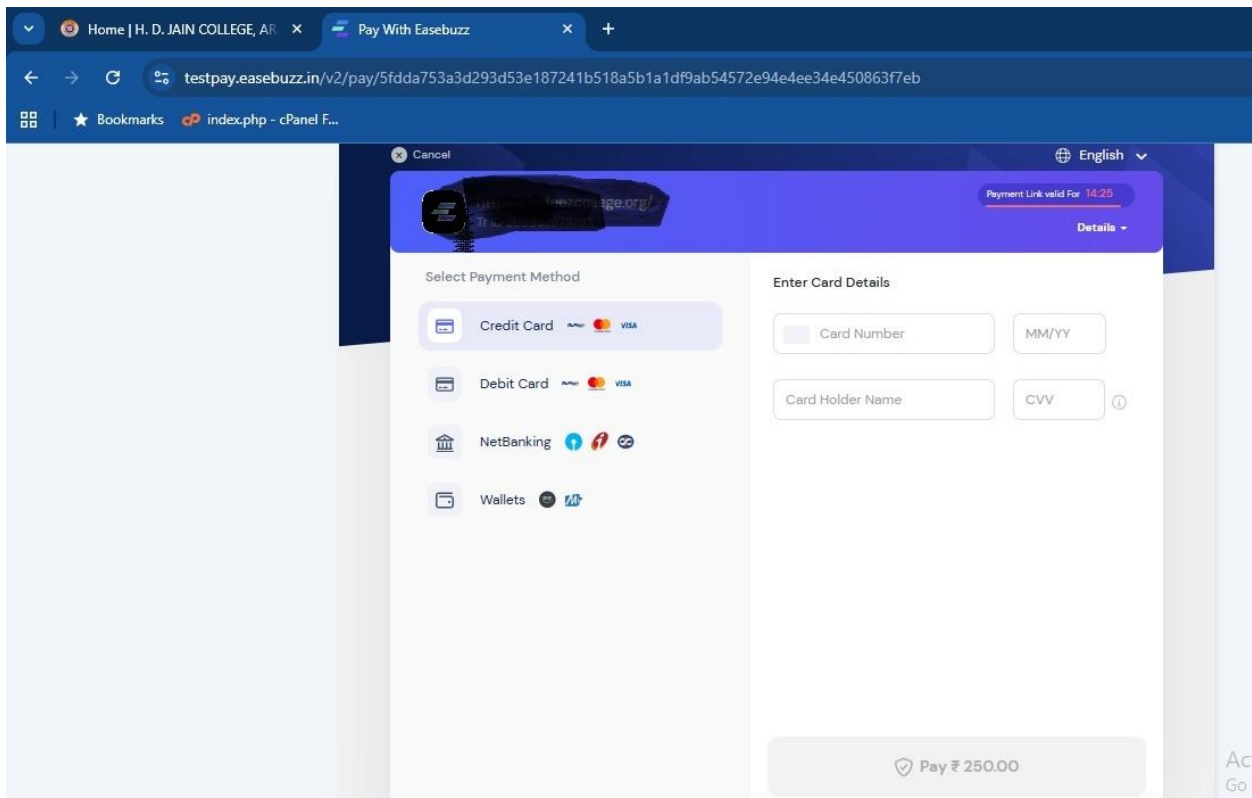
Activate Windows
Go to Settings to activate Windows.

Candidate Profile (अभ्यर्थी का विवरण) As per Highschool/Intermediate Marksheet/Admit Card (हाईस्कूल / इन्टरमीडिएट के परीक्षाकार्यक्रम प्रकृतमान)

Fill this form correctly and save registration button.

Click after registration button

A payments page will appear.



The screenshot shows a payment page with the URL `testpay.easebuzz.in/v2/pay/5fdda753a3d293d53e187241b518a5b1a1df9ab54572e94e4ee34e450863f7eb`. The page title is "Home | H. D. JAIN COLLEGE, A.R." and the user is logged in as "Pay With Easebuzz".

The payment page is titled "Payment Link valid For 14:25" and "Details".

Select Payment Method

- Credit Card (Master, VISA)
- Debit Card (Master, VISA)
- NetBanking (SBI, ICICI, AXIS)
- Wallets (Paytm, PhonePe)

Enter Card Details

| | |
|------------------|-------|
| Card Number | MM/YY |
| Card Holder Name | CVV |

Pay ₹ 250.00

Chose payment mode

After payment done.

Generate receipt automatically.

Take print out of admission and fee receipt and submit college campus.

The screenshot shows a web browser window displaying an online admission receipt form. The browser's address bar shows the URL 'hdjcosap.in/semester/admreceipt/Semester-V'. The page header includes the HDJC logo and the name 'HARSHIT KUMAR'. The form is titled 'H. D. Jain College, Ara - Bihar' and is for the 'Session: 2023-26'. It contains a table with admission details and a 'PERSONAL DETAILS' section with 15 numbered fields. A student photo is visible next to the personal details. The 'Subjects' section lists 'BBA'. A watermark 'Activate Windows' is visible in the bottom right corner.

| Online Admission Receipt No. 42 | | Applicant No 2511135337 | |
|---------------------------------|----------------|-------------------------|---------------------|
| Course Code/Name: | BBA | Admitted Course | BBA-Part-III |
| Registration No. | | College Roll No. | 4 |
| PERSONAL DETAILS | | | |
| 1. Student Name: | HARSHIT KUMAR | | |
| 2. Father's Name: | SURENDRA DUBEY | | |
| 3. Mother's Name: | PRAMILA DEVI | | |
| 4. Date of Birth: | 15-02-2006 | 5. Gender: | MALE |
| 6. Category: | General | 7. Quota | Not Applicable |
| 8. Religion: | Hindu | 9. Minority: | |
| 10. EWS: | No | 11. Aadhar: | |
| 12. Domicile: | Bihar | 13. Nationality | Indian |
| 14. Mobile: | 9968634018 | 15. E-Mail: | akumarmcp@gmail.com |
| 16. Subjects | BBA | | |

Thanks