



Purnea University, Purnia पूर्णियाँ विश्वविद्यालय, पूर्णियाँ

Guidelines to fill up the Enrollment Form for Purnea University, Purnia (Bihar) Online Application (Academic session 2019-2020)

What all do you need to complete the Online Enrollment form filling for Purnea University, Purnia (Bihar) Online Application?

As an applicant you would need the following:

1. An **E-mail ID** for registration and for receiving all future correspondence till the admission process is over and subsequently, if admitted.
2. A **Mobile Number** to receive **SMS** based notifications/communications related to the online application, Admit card, Admission etc till the admission process is over and subsequently, if admitted.
3. Access to facilities of computer with internet connectivity, B/W printer and scanner.
4. A recent passport sized **colour photograph** (for scanning and uploading in "jpeg/jpg/png/bmp/gif" format are allowed. File size of scanned photograph should not be more than 100KB).
5. Your **signature** using **Blue/Black** pen on white sheet (for scanning and uploading in "jpeg/jpg/png/bmp/gif" format only. File size of scanned photograph should not be more than 100KB).
6. Access to an online payment facility / service such as ONLINE Payment mode:
 1. Net Banking (NEFT on SBI & Others)
 2. Credit card
 3. ATM-cum-Debit card

Technical HelpDesk Details

Mobile : 8910383651, 8961851641

Email Id : purneahelpdesk@gmail.com

*** Note for Student:- Please use your Aadhar No. as an User Name and Password for Login.**

**Timing : 11:00 AM to 2:00 PM
and 2:30 PM to 5:30PM, Excluding Holidays and Sundays.**



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Steps to be followed for filling the online enrollment application:

Before proceeding to fill up the online enrollment application form, please ensure that you have the required details and scanned image files of your (i) recent passport size colour photograph and (ii) signature [as specified at Para 4 & 5 above], which will be needed at different stages of process. The entire process of filling online examination application form can be completed in six stages. The six stages are:

1. Registration on the Purnea University, Purnia (Bihar) Application Portal (<https://purneal.ucanapply.com/smartexam/public/student>) for online process
2. Select the course [check eligibility]
3. If you choose to apply for the selected course [do it after confirming your eligibility etc], application form will appear on the screen. Fill up the details in the application form which will have following sections:
 1. Applicant Details
 2. Upload scanned image file of your Photograph Signature [as specified in Para 4 & 5 above]
 3. Academic details
 4. Scan Document Upload (last year mark sheet, **Migration**)
4. Final Review of details entered in the Application Form and if they are corrected then 'Confirm' the submission. Else, edit the details before confirming submission.
5. Fee Payment & application Submission
6. For subsequent applications (after the first course) process of filling up 'Applicant Details', 'uploading of Photograph and Signature' and 'Academic Details' will not be required. These details will be repeated automatically/copied for all subsequent applications after the first application. If you choose to pay after selecting all the courses of your choice, a combined payment of Purnea University, Purnia (Bihar) Online Fee for all courses you have applied for can be done.

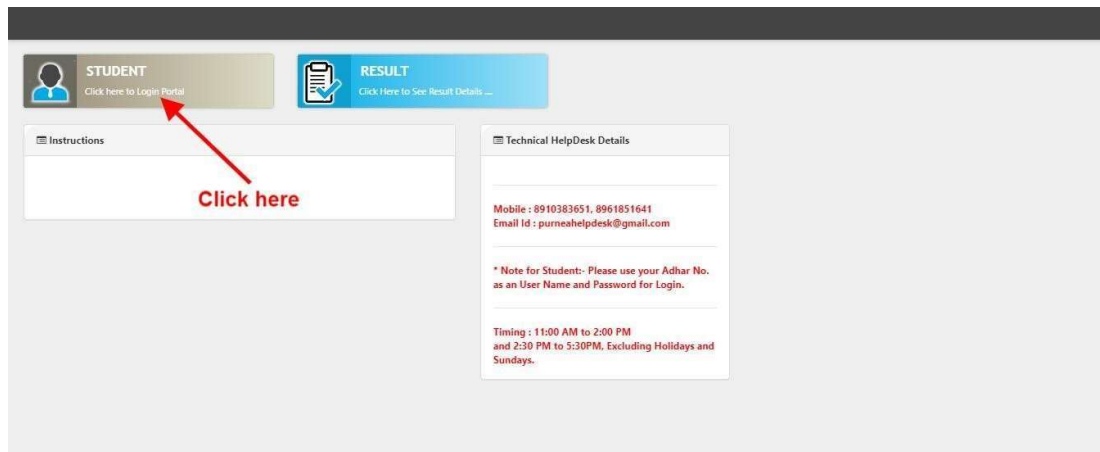


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How to complete examination application on the Purnea University, Purnia (Bihar) Application Portal (<https://purneal.ucasapply.com/smartexam/public/student>) for Online Process?

Please click on "**Student tab**" given on the home page of the Online Portal (<https://purneal.ucasapply.com/smartexam/public/student>). Screenshot as bellow.



Step 2: On clicking the '**STUDENT TAB**' login pop up will open. Here fill User name and password and click on submit button. Screenshot as bellow.

After Login, you will get the Dashboard page, On that page click on "**Registration Form**".as screenshot as below.





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Now click on Edit/View button as screenshot as below.


Status of Registration Form				
Course	Semester	Institute	Edit/View	Delete
BACHELOR OF ECONOMICS 301	Semester - I -(Sem - 1)			

Click here 

Now in Application Status you will get the **Application Details**, click on and fill all the details step by step, and finally click on save and continue to go to the next tab Document details.

As shown below.

Application status	
Applicant Details	✓
Photo & Signature	✗
Academic Details	✗
Document Details	✗
Preview	✗

Click here 

Status of Submitted Application

Application status

Stage	Description	Status
1	Applicant Details	Completed
2	Photo & Signature	Incomplete
3	Academic Details	Incomplete
4	Document Details	Incomplete
5	Preview	Incomplete

<= Please click on left menu to view details

All Details are already filled, You have must fill the previous examination detail as screenshot below.



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Application status	Course 301 - BACHELOR OF ECONOMICS	Institute/Campus:	Semester - I
Applicant Details ✓	First Name : SWATI	Middle Name : KUMARI	Last Name : Last Name
Photo & Signature ✗	Applicant Name in Hindi : स्वाति कुमारी	Father's Name : RAMENDRA KR SINGH	Father's Name in Hindi : रामेन्द्र कुमार सिंह
Academic Details ✗	Mother's Name : NILU DEVI	Mother's Name in Hindi : नीलू देवी	Gender : MALE
Document Details ✗	Date of Birth(DD) : 1	Date of Birth(MM) : January	Date of Birth(YYYY) : 1992
Preview ✗	Category : SC	Nationality : Indian	Religion : HINDU
	Email ID :	Alternative Mobile No. :	Mobile No. :
	Mother Tongue : hindi	Medium Of Instruction(Persuing) : English	Marital Status : MARRIED
	Blood Group : O+	Are you ex-service man ? : NO	
	Last Year Passout From : Purnea University, Purnea	Name of Last Institute :	
	College Date Of Admission(DD/MM/YYYY) : 01/31/2020	Physically Challenged : YES	Sports Quota : YES
	Sports Level : State	Sports Name : Cricket	
Permanent Address			
Address Line 1 : House No 59		Address Line 2 : Emerald City	
Address Line 3 : Gandhi Nagar		City : Bisnupur	
Post Office : Bisnupur Deorhi		District : Purnea	
State : Bihar	Pincode : 854203		
Correspondence Address <input checked="" type="checkbox"/> Same As Permanent Address			
Address Line 1 : House No 59		Address Line 2 : Emerald City	
Address Line 3 : Gandhi Nagar		City : Bisnupur	
Post Office : Bisnupur Deorhi		District : Purnea	
State : Bihar	Pincode : 854203		
Email :	Mobile No :		Save & Continue

[Click here](#)

Now after clicking Save & Continue button, upload scanned image file of your passport size **Photograph** and **Signature**. And click on “**Save and proceed**” button. Screenshot as bellow.



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Application status

Applicant Details ✓

Photo & Signature ✓

Academic Details ✗

Document Details ✗

Preview ✗

Course BACHELOR OF ECONOMICS - (301)

Institute/Campus-

Semester - I

Uploaded Photo

Uploaded Signature

Choose File

No file chosen

Choose File

No file chosen

(Passport size colour photo 4.5 cm x 3.5 cm)
Note: Uploaded Image to be less than 100KB (Scan to be done in 100dpi only) and only jpeg, jpg formats are allowed.

Note: Uploaded Image to be less than 100KB, and only jpeg, jpg formats are allowed.

Click here

Save & Proceed

Note: Please upload clear Photo. Signature must be on white background using Black / Blue ink pen.
You can proceed forward only after uploading your photograph and signature.

Now fill the Academic details and 'Save & Continue' as shown bellow.

Application status

Applicant Details ✓

Photo & Signature ✓

Academic Details ✗

Document Details ✗

Preview ✗

Course BACHELOR OF ECONOMICS - (301)

Institute/Campus-

Semester - I

Academic Details of Previous/Qualifying Examination

Level	School / College Name	Board / University Name	Passing Status	Passing Year	Select Percentage/CGPA Type	Marks Obtained.	Total Marks
Secondary/Class-X *	DAV High School	Gujarat Secon	Passed	2001	Percentage	11	22
		Roll No/Enrollment No	50				
		111					
12th/Diploma *	Dav High School H[S	Council for In	Passed	2007	Percentage	11	22
		Roll	50				

Note:

> Result Awaited : Board / University and School Name/College are mandatory.
> Candidates are instructed to read the eligibility clauses carefully from prospectus before applying to any course, Purnea University will not be responsible for errors made by candidates in such cases, and application fees paid in such cases will not be refunded.

Click here

Submit & Continue



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Now upload the required document on 'Document detail' tab, click on 'upload' and 'save & Proceed' as shown bellow.

Application status

Applicant Details

Photo & Signature

Academic Details

Document Details

Preview

Course BACHELOR OF ECONOMICS - (301)

Institute/Campus-

Semester - I

Note: Uploaded image should be less than 200KB (Scan to be done in 100dpi only). Only jpeg, jpg, png, bmp, formats are allowed.

Name of the Documents	Uploaded link	Upload	Type	
10th Certificate/Marksheet	Click here to view the document Original	Browse	Original	Upload
12th Certificate/Marksheet	Click here to view the document Original	Browse	Original	Upload
Caste Certificate (if applicable)	Click here to view the document Original	Browse	Original	Upload
Migration Certificate/Transfer Certificate	Click here to view the document Original	Browse	Original	Upload
PH Certificate	Click here to view the document Original	Browse	Original	Upload

Click here

Note: You can proceed forward only after uploading required documents. These documents are being asked in connection to the details entered in the Applicant details section.

Now the Form preview page will show. At the bottom "Check the confirmation" and click on **Confirm & Submit** button. Screenshot as bellow.

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PURNEA UNIVERSITY,
ENROLLMENT 2019-2020

Type of Programme	UG	
Name of Course	BACHELOR OF ECONOMICS	
Name of College		
College Code		
Enrollment No		

PERSONAL DETAILS


1. Full Name Of The Applicant:	SWATI KUMARI (स्वाति कुमारी)
2. Father's/Husband's Name:	RAMENDRA KR SINGH (रामेन्द्र कुमार सिंह)
3. Mother's Name:	NILU DEVI (नीलू देवी)
4. Address For Communication: (With Pin Code)	HOUSE NO 59,EMERALD CITY,GANDHI NAGAR, BISNUPUR,PURNEA,854203
5. Permanent Address: (With Pin Code)	HOUSE NO 59,EMERALD CITY,GANDHI NAGAR, BISNUPUR,PURNEA,854203
6. E-mail-ID :	
7. Contact No. :	
8. Date of Birth:	1/1/1992
9. Gender:	MALE
10.Category:	SC
11.Religion:	HINDU
12.Medium of Instruction:	ENGLISH
13.Physically Challenged:	YES
14.Nationality:	INDIAN
15. Last Year Passout From:	PURNEA UNIVERSITY, PURNEA
16. User Id:	
17. Password:	


☐ I CONFIRM THE ABOVE



Purnea University, Purnia

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**पूर्णियाँ विश्वविद्यालय, पूर्णियाँ**
PURNEA UNIVERSITY,
ENROLLMENT 2019-2020

Type of Programme	UG	
Name of Course	BACHELOR OF ECONOMICS	
Name of College		
College Code		
Enrollment No		

PERSONAL DETAILS

1. Full Name Of The Applicant:	SWATI KUMARI (स्वाति कुमारी)
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13.Physically Challenged:	YES
14.Nationality:	INDIAN
15. Last Year Passout From:	PURNEA UNIVERSITY, PURNEA
16. User Id:	
17. Password:	

Proceed To Payment [Click here](#)

How to pay the Application Fees?

You will get drop down for 'Payment Type'; here you can get ONLINE Payment type. Click here to make payment. On clicking you will see the following screen.

Select Application(s) for Payment.

Applicant Name : SWATI KUMARI
Email-ID :

List of Complete Application(s) is given below:

Exam Type	Course	Semester	Amount	Payment Type
ENROLLMENTFORM	BACHELOR OF ECONOMICS (301)	First Semester (Sem - 1)		ONLINE

☐ Credit Card ☒ Debit Card ☐ SBI Net Banking ☐ Net Banking on Others
In case your previous transaction is not updated then click this button to process such previous payments. [Refresh & Update Previous Payment](#)

Application Processing Fee Rates per Application

Rates for	Fees
Application Fees	
Transaction Charges for Debit Card : 2% of the fees	
Total	

[Click here](#) [Proceed To Pay](#)



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You can select the applications for which you want to pay the Purnea University, Purnia (Bihar) Online Fee by clicking 'ONLINE' the check box given in the bottom left for 'Select to Pay'. You have option of paying Purnea University, Purnia (Bihar).Online Fee online [using Credit Card/Debit Card/NEFT (Net Banking on SBI)/NEFT (Net Banking on Others)] through payment gateway available on the Portal [by clicking 'Proceed to Pay'].

Final Payment

To proceed with the payment please click on the 'Pay Now & Submit Application' button below or in case you want to cancel the payment process then click on the 'Cancel' button. Please note that NO changes in the details furnished by you in the Application form would be possible once you make the payment of Fee.

Summary of Candidate :
Name: SWATI KUMARI
Email:
Mobile Number:
Summary of the Amount and Transaction Charges :
As per Banking / Payment Gateway rules, you would be also required to pay the Transaction Charges in addition to the Application Fee as per the details given below:
Amount Payable: Rs.
Transaction Charges: Rs.
Total Amount to be paid: Rs.

Cancel

Pay Now & Submit Application ! Click here

On clicking 'Proceed to Pay', following screen will appear. Here you can check your summary and payment amount etc. Once you click **Pay Now & Submit Application** button then system will go for payment to your banking website. After a successful payment you will get Payment Successful message. And your application process is complete.

Order No :
Total Amount : INR
Debit Card >

VISA

MasterCard

RuPay

Name On Card :
Card Number :
Card Expiry : Month Year
Card CVV :

Make Payment » INR
Go back
more people around the world go with Visa. VISA
VERIFIED by VISA MasterCard. SecureCode.
TechProcess Payment Services | ingenico GROUP
PCI Security Standards | ISO 27001 CERTIFIED

After a successful payment you can take the Print of the form.

Online Support Services

Purnea University, Purnia (Bihar)

Admission Portal