

Procedure to enter the details of applicants

Top row of excel contains following header:

Note: 1. **All fields should be in Capital letters.**

2. Only one worksheet should be available in the excel file.

1. The name of the Worksheet should be named as **Sheet1**.
2. **SNO**: It should be the unique number assigned by the concerned college. It should be in numeric value.
3. **STUDENTNAME**: Enter the name of the student with a single space between first, middle and lastname .(Please note that title should not be entered before the name of the student e.g Mr., Mrs., Prof., Dr., Sh or Smt etc).
4. **FATHERSNAME**: Enter the father's name of the student with a single space between first and last name.
5. **MOTHERSNAME**: Enter the mother's name of the student with a single space between the first and lastname.
6. **DATEOFBIRTH**: Enter student's date of birth in dd/mm/yyyy format (e.g. if the student's DOB is 30th December, 1996, enter 30/12/1996).
7. **CASTE**: Enter the caste of the student listed below:
 - General
 - Schedule Caste
 - Schedule Tribe
 - OBC
 - RBA
1. **RELIGION**: Enter the religion of the student listed below:
 - Hinduism
 - Muslim
 - Sikhism
 - Christianity
 - Jainism
 - Buddhism
1. **SEX**: Enter student's gender.
 - Male
 - Female
 - Transgender
1. **TELEPHONER** :Enter student's residence contact number.
2. **TELEPHONEM** : Enter valid mobile number of the student.
1. **EMAIL** : Enter valid email address of the student.

1. **PERMANENTADDRESS**: Enter permanent address of the student.

1. **REMARKS**:
 1. **PHOTOGRAPHFILENAME**: Enter name of the saved photograph, please note that it should contain only the file name without any path or extension. (e.g. If the photograph of the student is saved as Pic001, then Pic001 should be entered in this column.)

 2. **PHOTOGRAPHFILEEXTENSION**: Extension of the photograph should be in JPEG,JPG, BMP or PNG.(Please note that the **extension** should be entered with dot).

 1. **SIGNATUREFILENAME** : Enter the name of the scan image of the signature. please note that it should contain only the file name without any path & extension (e.g. if the image is saved SIG001.jpg, then it should be entered as SIG001.)
 2. **SIGNATUREFILEEXTENSION**: Extension of the photograph should be in JPEG,JPG, BMP or PNG(Please note that the extension should be entered with dot).

1. **URSTATUS**: It should be either U or R, enter U if the student belongs to **Urban** and R for **Rural** status.

1. **IFDIFFENABLED**: It should be either TRUE or FALSE.(if the student is Differently enabled enter TRUE and if it is not a differently enabled then enter FALSE)

1. **STATE**:Enter Jammu & Kashmir.

1. **DISTRICT**: Enter the district of the student as below:
 - Jammu
 - Doda
 - Kishtwar
 - Reasi
 - Rajouri
 - Udhampur
 - Ramban
 - Kathua
 - Samba
 - Poonch
 - Leh
 - Kargil
 - Kupwara
 - Srinagar
 - Pulwama
 - Others

1. **UNIVERSITY**: Board or university last attendant.
 - CBSE
 - JKBOSE
 - ICSC
 - National Open School
 - Others

1. **PREVIOUSCOURSE**: Enter the name of the previous course attended as below:
 - 12th (Non Medical)
 - 12th (Medical)
 - 12th (Humanities)
 - 12th (Commerce)
1. **PREVIOUSROLLNO**.: Enter the Roll No of the previous course.
1. **PREVIOUSYEAROFPASSING**: It should be the year of previous course passing e.g 2014.
1. **MARKSOBTAINED**: Enter Total Marks obtained in the previous course.
1. **MARKSMAX**: It should be the maximum marks in the previous course.

1. **DIVISION**: Enter division which the student has secured in the previous course:
 - 1st
 - 2nd
 - 3rd
 - Distn
2. **RESULT**: Enter either **Pass** or **Re**.
3. **IDENTIFICATIONMARK**: Enter identification mark of the student or leave this field blank if this information is not provided by the candidate.