

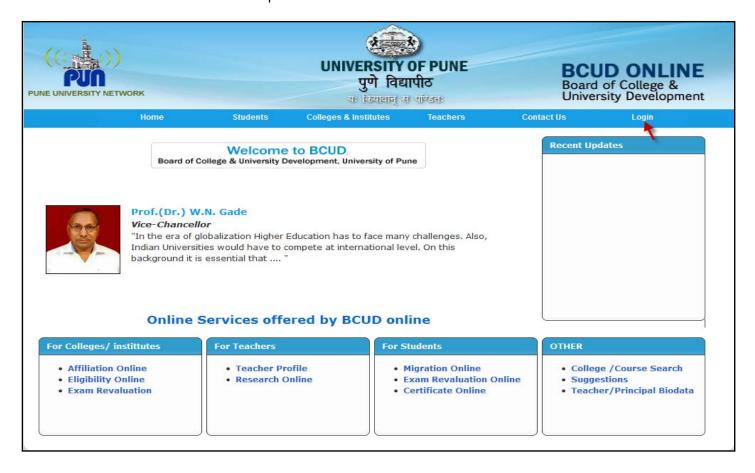
# Eligibility Online

User Manual Of BCUD Online Process

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# **How To Login**

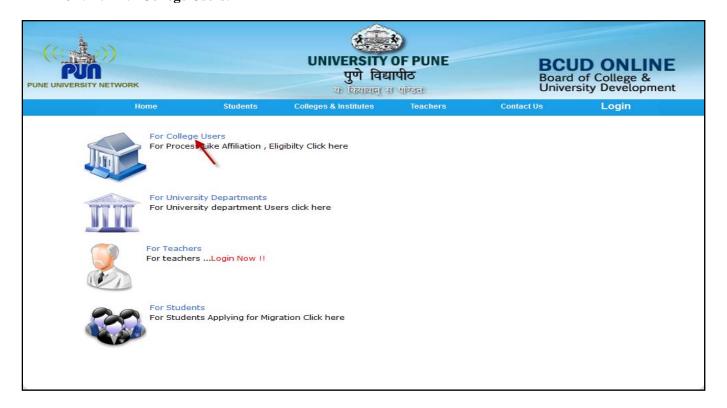
1. Visit BCUD Online i.e. bcud.unipune.ac.in



- 1. Click on Eligibility Online
- 2. Click on Login which is on the right side corner



#### Click on For College Users.

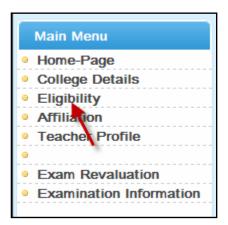


## Enter your college's username password which has been used for Affiliation /eligibility processes



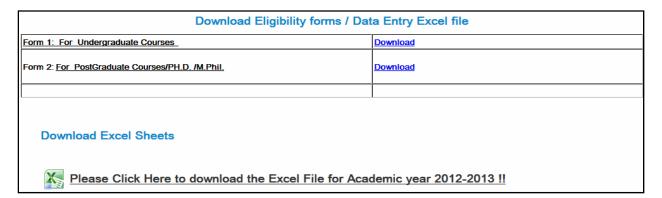
# **Steps For Eligibility Form**

Click on Eligibility menu after login to go to eligibility main page



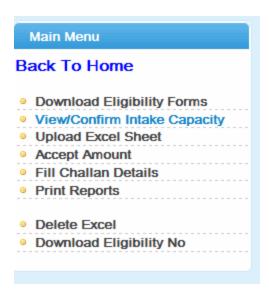
## **Down load Eligibility Form**

Click on **Download** link to download appropriate forms Click on **Download** Excel Sheets for downloading excel sheet.



## **Confirm Intake**

#### Click on View / Confirm Intake Capacity



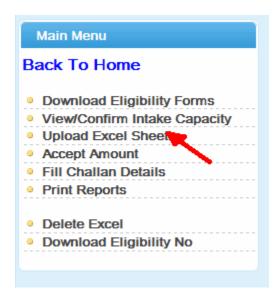
- 1. Intake is one time entry.
- 2. Intake is as per the last academic year for updating additional intake please contact BCUD support/Affiliation section.
- 3. Carry Forwarded Intake- The intake is carry forwarded from last academic year.
- 4. New Intake- For new intake contact BCUD support/Affiliation section.
- 5. Additional intake /GOI Nominee / J & K- For additional intake contact BCUD support/Affiliation section.
- 6. If the additional intake is more than 10 % produce a letter to Affiliation section for approval. It is also applicable for J & K.

Click on **Confirm** after checking Intake capacity for granted and non granted divisions

Intake Capacity of various Courses										
Faculty	Course Type	Course	Granted Divisions	Granted Intake	Non- Granted Divisons	Non- Granted Intake	Second Shift	Add. Intake	Tot. Intake	
Engineering	B.E.	B.E. (Chemical)	0	100	2	100	0	+ 0	= 200	Confirm
Engineering	B.E.	B.E. (Civil)	0	60	1	60	0	+ 0	= 60	Confirm
Engineering	B.E.	B.E. (Computer)	0	60	1	60	0	+ 0	= 0	Confirm
Engineering	B.E.	B.E. (Electrical Sandwich)	0	80	8	80	0	+ 0	= 0	Confirm
Engineering	B.E.	B.E. (Electrical)	0	60	1	60	0	+ 0	= 60	Confirm
Engineering	B.E.	B.E. (Information Technology)	0	10	1	10	0	+ 0	= 0	Confirm
Engineering	B.Tech.	Civil Engineering	0	20	5	20	0	+ 0	= 0	Confirm
Engineering	Part Time Degree Course in Engineering	Part-Time Degree Course in Engg. ( Civil)	0	20	1	20	0	+ 0	= 0	Confirm
Engineering	B.Tech.	B.Tech. Biotechnology	0	10	5	10	0	+ 0	= 0	Confirm
Engineering	B.E.	B.E. (Petroleum)	0	60	2	60	0	+ 0	= 0	Confirm
Engineering	B.E.	B.E. (Polymer)	0	60	2	60	0	+ 0	= 0	Confirm
Engineering	B.E.	B.E. (Production)	0	60	1	60	0	+ 0	= 0	Confirm
Engineering	B.E.	B.E. Sugar Technology	0	60	1	60	0	+ 0	= 0	Confirm
Engineering	B.E.	B.E. (Petro Chemical )	0	60	1	60	0	+ 0	= 0	Confirm
Engineering	M.C.A.	M.C.A.	0	80	5	80	0	+ 0	= 400	Confirm
Engineering	M.E.	M.E. (Electronics) Embedded System & VLSI Design	0	100	2	100	0	+ 0	= 0	Confirm
Engineering	M.B.A.	M.B.A	1	60	1	60	0	+ 0	= 0	Confirm
Engineering	M.Tech.	M.Tech. Civil - Structural	0	3	1	3	0	+ 0	= 0	Confirm
Engineering	P.G. Dilpoma	P.G. Diploma in Fire Protection	0	40	2	40	0	+ 0	= 0	Confirm
Engineering	Ph.D.	(Ph.D.)Computer	0	10	1	10	0	+ 0	= 0	Confirm
Engineering	Ph.D.	(Ph.D.)Informattion Technology	0	60	2	60	0	+ 0	= 0	Confirm

## **Upload Forms**

Click on Upload Forms to upload the excel sheet.

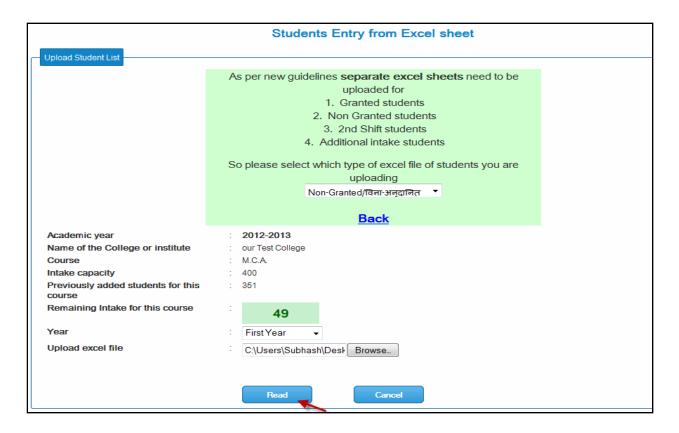


Click **Add by Excel** to upload students records through excel sheet.

Add Excel Sheets of students						
Course Name	Total Intake	Total students (First Yr.)	Add records in bulk			
M.C.A	400	0	Add by Excel			
B.E. (Electrical)	60	0	Add by Excel			
B.E. (Civil)	60	0	Add by Excel			
B.E. (Chemical)	200	0	Add by Excel			

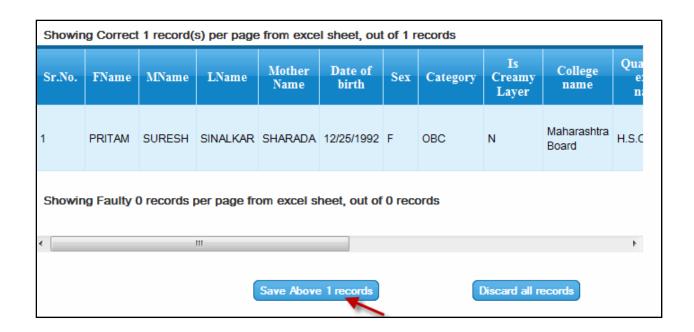
Select division type from the dropdown e.g. Granted, Non-Granted. Select Year for which eligibility is in process. E.g. First year, Second Year Select appropriate excel sheet for uploading.

Click on **Read** button for uploading the sheet with student records.

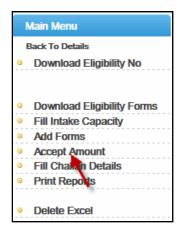


Click on Save Above 1 records for saving record or Discard all records for not saving record.

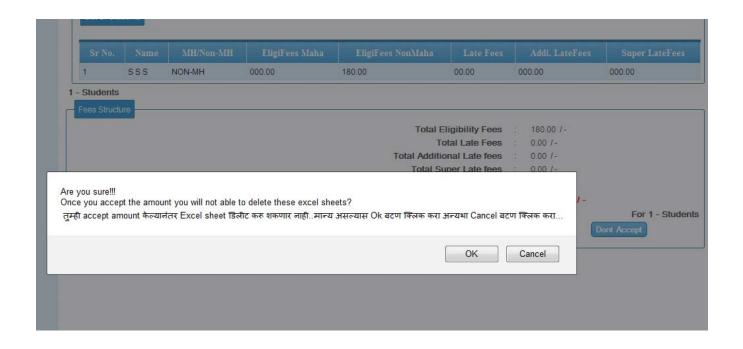
This has been done before the addition of amount.



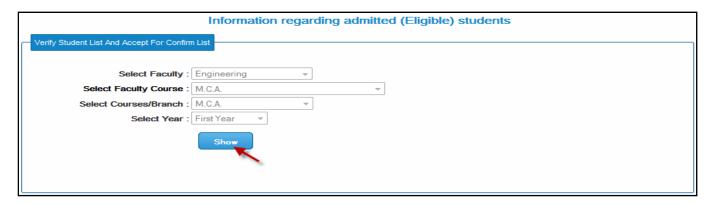
#### Click on Accept Amount.



Once amount is accepted, you cannot be able to delete the excel sheet. Click on OK if you want to accept the amount.



Select Information from dropdown and click on **Show** button.



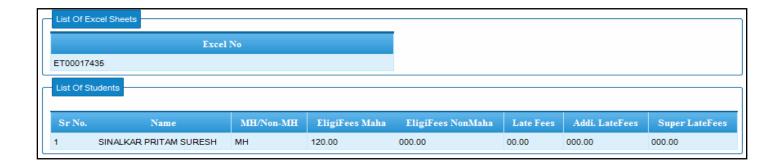
Select Faculty- Select faculty from given drop box.

Select Faculty Course- Select the course from that faculty.

Select Course / Branch- Select course or branch of faculty.

Select Year- Select the academic year.

After clicking show button it displays following information.



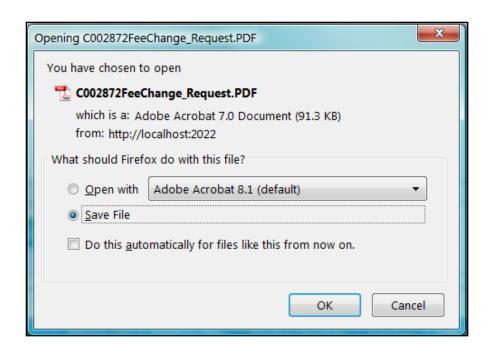
# Accept Excel

Click on I Accept to save the fees record or Dont Accept to discard the record

```
Total Eligibility Fees : 120.00 /-
Total Late Fees : 0.00 /-
Total Additional Late fees : 0.00 /-
Total Super Late fees : 0.00 /-
Total Form fees : 50.00 /-
Gross Total : 170.00 /-
For 1 - Students

| Accept | Dont Accept |
```

If you click on **Dont Accept** download the report and submit it to the Eligibility Department.



**Dont Accept** Pdf, fill reason for the correction in it. Fill the form for the reason for correction in the fees.

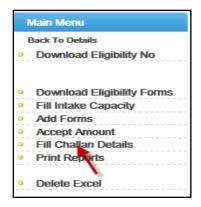
To Deputy Registi Eligibility Secti BCUD, Pune U						
Subject: Requ	est for fees correction	on in Eligibility	Online			
Reason for co	rection request:					
College Nam	e: our test organiz Addr: latur Ta: Pune (corpo		: College sangme Dist: Pune	esh		
	Addr: latur	oration Area) [				
College Cod	Addr: latur Ta: Pune (corpo	oration Area) [	Dist: Pune		Form fees	
	Addr: latur Ta: Pune (corpo	oration Area) [	Dist: Pune  Course Name :  Late Fees	B.E. (Civil)		

Thank You Yours Faithfully

Principal/ Director

## Challan

Click on Fill Challan Details.



Select appropriate record by checking a check box in the last column. User can select multiple checkboxes for multiple transactions.

Add Transactions For Challan						
Transaction ID	Course Name	No.of Student	Fees	Select All		
T001	M.C.A.	0	0.0000	Add		
T0012	(Ph.D.)Computer	234	39780.0000	✓Add		
T002	B.E. (Electrical Sandwich)	0	0.0000	Add Add		
T003	Part-Time Degree Course in Engg.( Civil)	0	0.0000	Add		
T004	P.G. Diploma in Fire Protection	0	0.0000	Add		
T005	M.B.A.	0	0.0000	Add		
T006	(Ph.D.)Computer	0	0.0000	Add		

### Click on Add Challan button.

This will give you total of all amount.

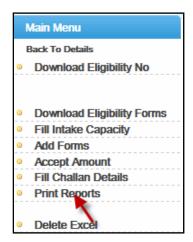


Select bank by clicking radio button and then click on **Submit** button.

Successful transaction displays result as follows.

Fillup Challan - Details 2012-2013								
Add Transactions For Challan								
Transaction ID	Course Name	No.of Student	Fees	Select All				
T001	M.C.A.	0	0.0000	Add				
T002	B.E. (Electrical Sandwich)	0	0.0000	Add				
T003	T003 Part-Time Degree Course in Engg.( Civil) 0 0.0000 Add							
T004	P.G. Diploma in Fire Protection	0	0.0000	Add				
T005	M.B.A.	0	0.0000	Add				
T006	(Ph.D.)Computer	0	0.0000	Add				
	Add Challan Reset All							
	✓ Challan Created Succe	ssfully						

#### Click on Print Reports.

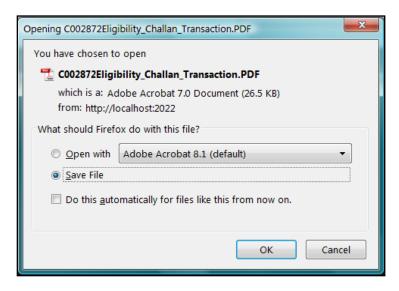


Click on **Transaction Details** for getting transaction information.

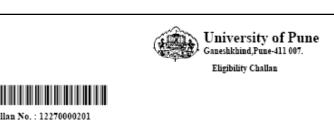
Click on PrintChallan for printing challan of particular transaction.



Save challan and take a print out it for further process.



Sample Challan



University Copy

Bank Name : HDFC Bank

Name of College:

our test organization our Test College

Addr: aa

Ta: Pune (corporation Area) Dist: Pune [testeng ]

Total Amount : 170.00

Rs.(In words) : One Hundred Seventy rupees only

Fee Type Amount (Rs.) Eligibility 170.00

This receipt is valid subject to realization of the payment instrument.

Bank Name : HDFC Bank

University of Pune Geneelikhind, Pune-411 007.

College Copy

Challan No.: 12270000201

Fee Type	Amount (Rs.)
Eligibility	170.00

Name of College:

our test organization our Test College

Addr: aa

Ta: Pune (corporation Area) Dist: Pune [testeng ]

Total Amount : 170.00

Rs.(In words) : One Hundred Seventy rupees only

This receipt is valid subject to realization of the payment instrument.

University of Pune

Bank Copy

Challan No. : 12270000201

Name of College:

our test organization our Test College

Details: \_

Ta: Pune (corporation Area) Dist: Pune

Mode of payment:

Bank Name : HDFC Bank

HDFC A/C Code: UNIPUNE

Name of A/C Holder:

Registrar University of Pune, Pune-7.

Total Amount Rs. : 170

Rs.(In words) : One Hundred

Seventy rupees only

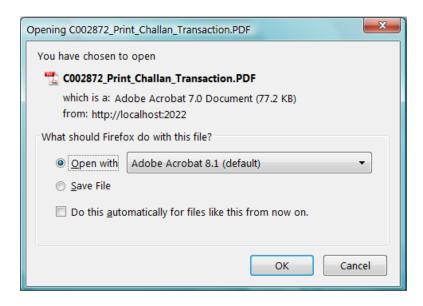
Click on **Student list** for getting student list which is uploaded for eligibility.

Recvd. By

Transaction Details For Students Challan No **Instrument Type** Transaction No Date Print Student List 12270000264 Challan T0012 16/06/2012 17:21:16

Deposited By

Save Student list for eligibility.



After printing challan the eligibility number for examination will be generated.

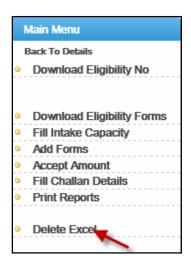
## Sample Transaction Student List

Sr. No.	Name	Name of the Qualified Exam	Board / University and State	% of Marks		Year of Passing	Eligibility Fees				Form Fee	Late Fee	Additional Late Fee	Total
							MH.	Non-MH						
1	Adhav Rameshwar Namadev	HSC	MSBTE	66	P039002	Feb/2011	120.00	0.00	50.00	0.00	0.00	170.00		
2	Adhav Rameshwar Namadev	HSC	MSBTE	66	P039002	Feb/2011	120.00	0.00	50.00	0.00	0.00	170.00		
3	Adhav Rameshwar Namadev	HSC	MSBTE	66	P039002	Feb/2011	120.00	0.00	50.00	0.00	0.00	170.00		
4	Ansari Danish Tanveer Shakeel Ahmand	HSC	MSBTE	67.83	S011303	Feb/2011	120.00	0.00	50.00	0.00	0.00	170.00		
5	Ansari Danish Tanveer Shakeel Ahmand	HSC	MSBTE	67.83	S011303	Feb/2011	120.00	0.00	50.00	0.00	0.00	170.00		
б	Ansari Danish Tanveer Shakeel Ahmand	HSC	MSBTE	67.83	S011303	Feb/2011	120.00	0.00	50.00	0.00	0.00	170.00		
7	Bahot Rahul Rajendra	HSC	MSBTE	54.83	S009321	Feb/2011	120.00	0.00	50.00	0.00	0.00	170.00		
8	Bahot Rahul Rajendra	HSC	MSBTE	54.83	S009321	Feb/2011	120.00	0.00	50.00	0.00	0.00	170.00		
9	Bahot Rahul Rajendra	HSC	MSBTE	54.83	S009321	Feb/2011	120.00	0.00	50.00	0.00	0.00	170.00		
10	Bankar Kishor Balasaheb	HSC	MSBTE	53	S012920	Feb/2011	120.00	0.00	50.00	0.00	0.00	170.00		
11	Bankar Kishor Balasaheb	HSC	MSBTE	53	S012920	Feb/2011	120.00	0.00	50.00	0.00	0.00	170.00		
12	Bankar Kishor Balasaheb	HSC	MSBTE	53	S012920	Feb/2011	120.00	0.00	50.00	0.00	0.00	170.00		
13	Bansode Samarth Pandurang	HSC	MSBTE	58	P043834	Feb/2011	120.00	0.00	50.00	0.00	0.00	170.00		
14	Bansode Samarth Pandurang	HSC	MSBTE	58	P043834	Feb/2011	120.00	0.00	50.00	0.00	0.00	170.00		
15	Bansode Samarth Pandurang	HSC	MSBTE	58	P043834	Feb/2011	120.00	0.00	50.00	0.00	0.00	170.00		
16	Beldar Tushar Tatyasaheb	HSC	MSBTE	52.5	P039930	Feb/2011	120.00	0.00	50.00	0.00	0.00	170.00		

#### Delete Excel

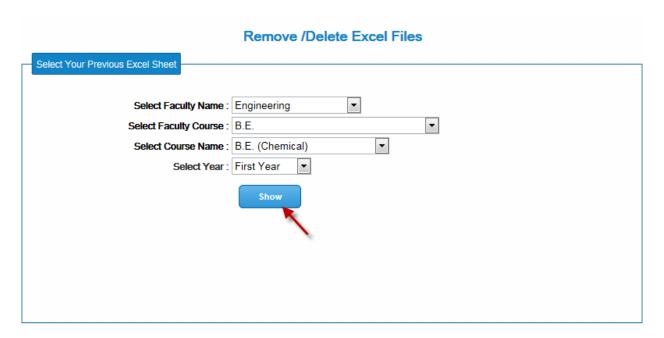
Excel sheet will be removed or deleted before accepting amount.

Click on **Delete Excel** for deleting excel sheets.



Select excel sheet by inserting parameters through dropdown.

Click on **Show** button.



Click on View Details for getting list of students.

Click **Remove/Delete** for deleting excel sheet from record.

Date	Excel No	View	Remove / Delete
14 Jun 2012	ET00017422	View Details	Remove / Delete

# List of student after clicking View Details link

F Name	M Name	L Name	DOB	Hsc Seat No
PRAVIN	PRALHAD	DARADE	01-11-1993	P052242
GANESH	SAJAN	PAITHANKAR	03-10-1992	627187
SANDESH	DIPAK	NIKAM	02-05-1993	S007488
NIKHILKUMAR	BRAJKISHORE	PANDEY	05-01-1994	M021440
GOKUL	WALMIK	PAWAR	11-08-1993	S009324
RAVINDRA	BHASKAR	NIKAM	08-03-1993	S014211
YOGESH	YADAV	LAWARE	14-10-1992	P043718
SURAJ	RAJENDRA	PATIL	15-12-1992	M019512
SAGAR	SURESH	MORE	22-05-1992	P042448
MOSIN	RAFIK	SHAH	29-12-1992	S011538
LAXMIKANT	RAJENDRA	KHANAPURE	18-07-1993	S008675
AJAY	TULSHIRAM	KSHIRSAGAR	15-09-1993	M011020
SATISH	BAPU	GUNJAL	21-07-1993	P045705
		MOHAMMAD SHOYEB MOHAMMAD YUNUS	13-01-1994	N033788
BHUSHAN	SHIVAJI	MORE	22-10-1993	S001811
AJAY	ARUN	SHINDE	07-10-1993	P044489
SUMIT	AJAY	CHOUDHARY	04-06-1993	M058218
SAGAR	BAPU	NAVALE	22-11-1993	S036551
CHETAN	SAHEBRAO	MORKAR	25-09-1993	S008184
RUSHIKESH	GANPAT	THOMBARE	04-10-1993	S008902
SACHIN	BHAUSAHEB	YEOLE	14-05-1993	S008599
PRADEEP	PARASHARAM	HINDE	04-05-1992	S012550