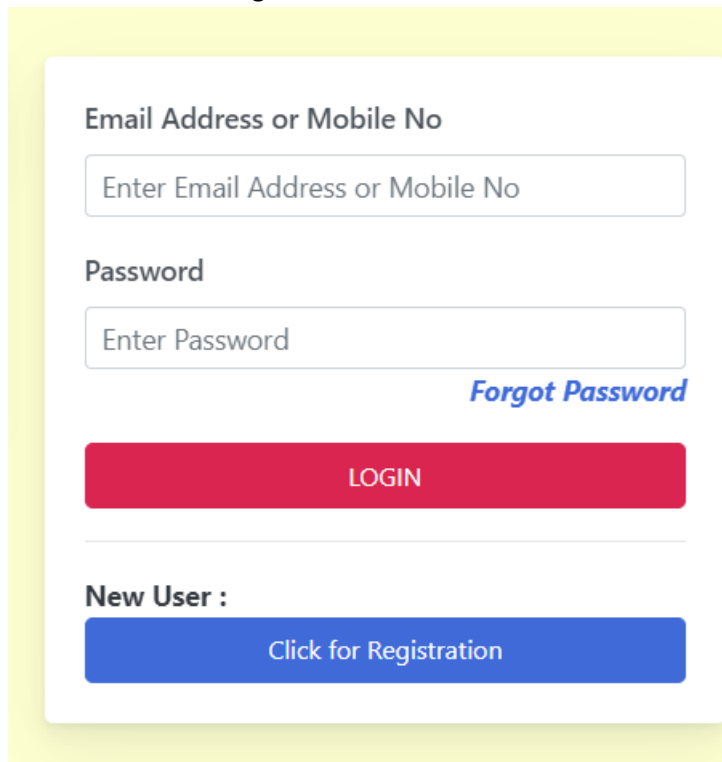
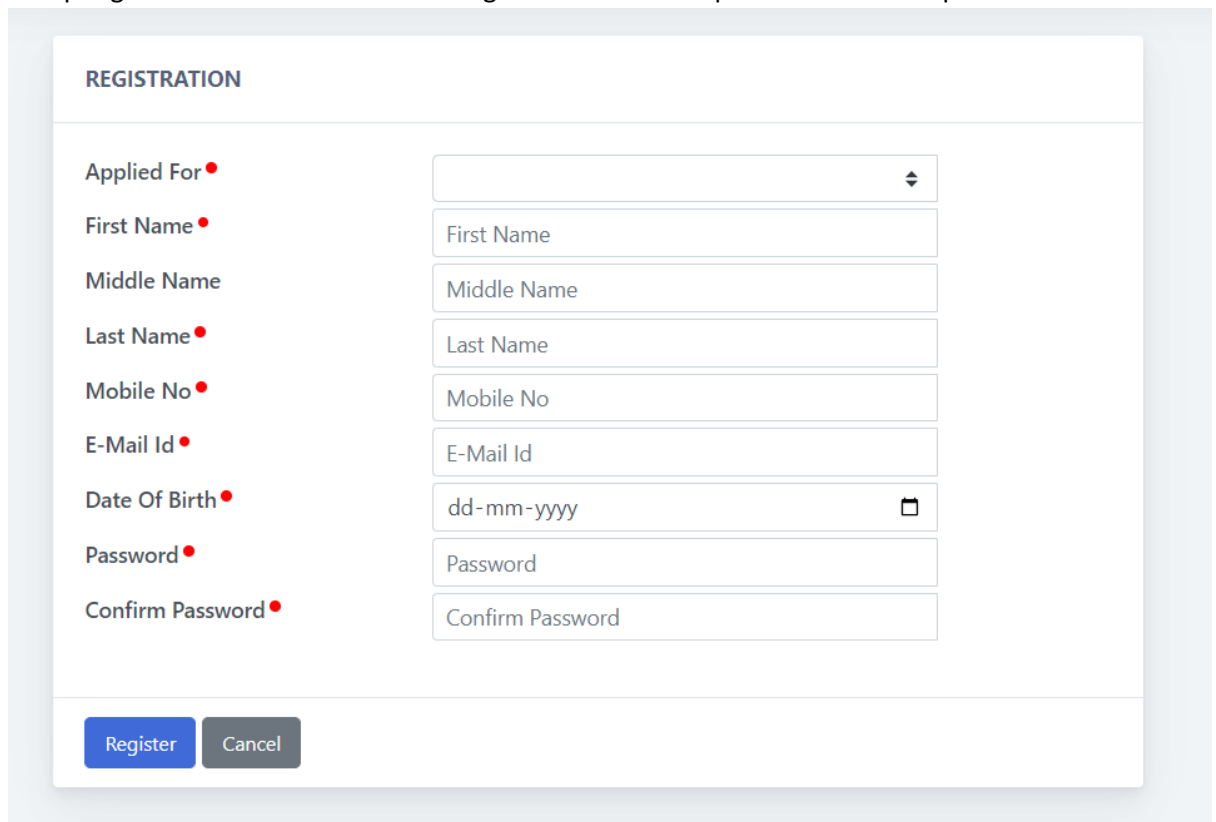


1. Click <https://admission.rkmvccrahara.org/>
2. Click on "Click for Registration"



The image shows a login and registration form. At the top, there is a section for "Email Address or Mobile No" with a text input field containing the placeholder "Enter Email Address or Mobile No". Below this is a "Password" section with a text input field containing the placeholder "Enter Password". To the right of the password field is a blue link that says "Forgot Password". Below the password field is a red button labeled "LOGIN". At the bottom of the form, there is a section for "New User :" with a blue button labeled "Click for Registration".

3. Fill up registration form and click on "Register" button. complete with the OTP process.



The image shows a registration form titled "REGISTRATION". It contains several input fields with red asterisks indicating required fields: "Applied For" (a dropdown menu), "First Name", "Middle Name", "Last Name", "Mobile No", "E-Mail Id", "Date Of Birth" (with a calendar icon), "Password", and "Confirm Password". At the bottom of the form, there are two buttons: a blue "Register" button and a grey "Cancel" button.

4. It will redirect you to OTP process, provide the OTP and verify.

### VERIFICATION OF REGISTRATION

Please enter OTP sent in EMail Id for verification •

E-Mail OTP

(Usually it takes very minimal time to deliver the OTP, but sometimes it may take 2-3 minutes to deliver the OTP. Also please check the Spam folder as well for the OTP.)

Verify
Cancel

5. You will receive OTP in you mail

OTP for E-Mail Id Verification for Online Admission Portal Inbox x

Mailer@webconfig.co.in  
to me

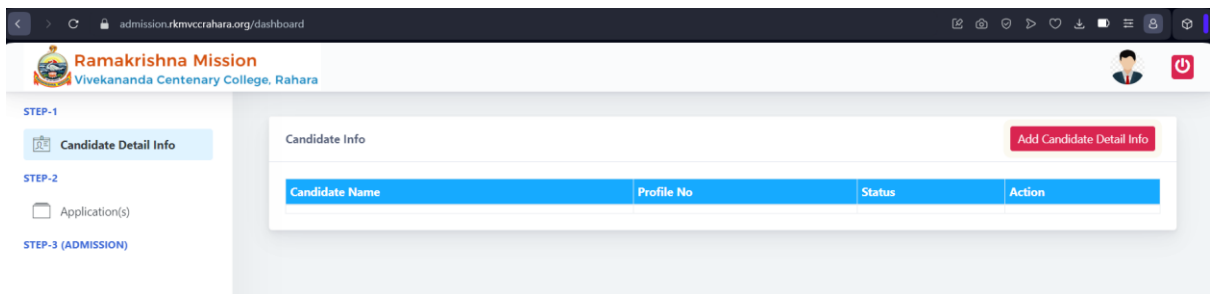
**Ramakrishna Mission Vivekananda Centenary College, Rahara**

Dear Applicant,

To verify your EMail-Id, please enter OTP 711239

Team WebConfig

6. After verifying OTP process, it will redirect to login page.
7. Provide **Email Address or Mobile No** and **Password** to login to portal.
8. Click on “Add Candidate Detail Info”



9. Fill all the required fields under “Personal Details” and click on “Validate”. Once the fields are successfully validated, click on “Save as Draft” and proceed to next tab “Guardian Details”

CANDIDATE DETAIL INFO

Personal Details Guardian Details Comm. Details Academic Details Upload Img/Doc Declaration Final Submit

Candidate First Name: Suman

Candidate Middle Name: Candidate Middle Name

Candidate Last Name: Saha

Father's Name: Father's Name

Mother's Name: Mother's Name

Marital Status: Select Marital Status

Gender:

Date of Birth: 01 January 2001

Nationality:

Religion:

Caste:

Blood Group:

Person with Disability / Differently Abled: No

ID Card Type:

ID Card No: ID Card No

Is Working: No

Student's WhatsApp No: Student's WhatsApp No

Extra Curricular Activity: Extra Curricular Activity

Is Minority:

Validate Save as Draft

10. Fill all the required fields under “Guardian Details” and click on “Validate”. Once the fields are successfully validated, click on “Save as Draft” and proceed to next tab “Comm. Details”

CANDIDATE DETAIL INFO

Personal Details Guardian Details Comm. Details Academic Details Upload Img/Doc Declaration Final Submit

Father's Name: Father's Name

Father's Occupation: Father's Occupation

Father's Education: Father's Education

Annual Family Income: Annual Family Income

Mother's Name: Mother's Name

Mother's Occupation: Mother's Occupation

Mother's Education: Mother's Education

Legal Guardian: Legal Guardian

Legal Guardian Relationship:

Local Guardian: Local Guardian

Local Guardian Relationship:

Validate Save as Draft

11. Fill all the required fields under “Comm. Details” and click on “Validate”. Once the fields are successfully validated, click on “Save as Draft” and proceed to next tab “Academic. Details”

CANDIDATE DETAIL INFO

Personal Details Guardian Details **Comm. Details** Academic Details Upload Img/Doc Declaration Final Submit

**PERMANENT ADDRESS**

Address Line

District  State  Pin Code

Student Mobile No  Alternate Contact No  Student Email-Id

**COMMUNICATION ADDRESS**  SAME AS ABOVE

Address Line

District  State  Pin Code

Student Mobile No  Alternate Contact No  Student Email-Id

12. Fill all the required fields under “Academic Details” and click on “Validate”. Once the fields are successfully validated, click on “Save as Draft” and proceed to next tab “Upload Img/Doc”

Personal Details Guardian Details Comm. Details **Academic Details** Upload Img/Doc Declaration Final Submit

**DETAILS OF ESSENTIAL QUALIFICATION**

Name of Exam  Board  Last School Attended  Board Reg. No  Board Reg. Yr  State  Passing Year  Roll No

**LANGUAGE GROUP**

Serial No	Paper	Paper Name	Full Marks	Marks Obtained
1	Language 1	<input type="text" value="PAPER NAME"/>	<input type="text" value="Full Marks"/>	<input type="text" value="Marks Obtained"/>
2	Language 2	<input type="text" value="PAPER NAME"/>	<input type="text" value="Full Marks"/>	<input type="text" value="Marks Obtained"/>

**SCIENCE GROUP**

Note : Please enter 0 if subject is not related to your academic details.

SNo	Subject Details	Subject Total			
		Full Marks	Marks Obtained	Full Marks	Marks Obtained


13. Upload photo, signature and documents

Personal Details    Guardian Details    Comm. Details    Academic Details    **Upload Img/Doc**    Declaration    Final Submit

---


**IMAGES**

**Upload Photo**



SELECT PHOTO

**Upload Signature**



SELECT SIGNATURE

**Note:**

1. Size of Photo should be less than 200 KB.
2. Size of Signature should be less than 100 KB.
3. Supported file formats are jpeg, jpg, png only.

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**DOCUMENT(S)**

Description	Upload	Is Uploaded	View Uploaded
Class 10+2 / Class XI Marksheet	<a href="#">Upload</a>	<span style="color: red;">✖</span>	<a href="#">Preview</a>
Admit Card Class 10th / DOB Certificate	<a href="#">Upload</a>	<span style="color: red;">✖</span>	<a href="#">Preview</a>

Uploaded documents can be checked through clicking on “Preview” button.

14. Move to next tab named “Declaration” and click on the check box, validate and click on “Save as Draft”

CANDIDATE DETAIL INFO

Personal Details    Guardian Details    Comm. Details    Academic Details    Upload Img/Doc    **Declaration**    Final Submit

---

**DECLARATION**

I have gone through the college rules & regulations and agree to follow strictly disciplinary rules of the college and university. I promise to abide by the rules and regulations of our university and colleges.

Validate
Save as Draft

15. Preview your details and go for final submit.

CANDIDATE DETAIL INFO

Personal Details    Guardian Details    Comm. Details    Academic Details    Upload Img/Doc    Declaration    **Final Submit**

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Please check all the details carefully. If require, then please make the necessary modifications.

After **Final Submit**, all the data will be locked, hence no changes is possible after that.

[Preview and Final Submit](#)

16. Once the “Candidate Detail Info” is finally saved, you will be redirected to login page again. Provide your credentials and login to portal again.

17. Go to Step-2 : Application(s) and click on “Add Application” button.

**STEP-1** Candidate Detail Info

**STEP-2** **Application(s)**

**STEP-3 (ADMISSION)**

[Add Application](#)

Profile No	Subject	Application No	Payment Status	Action
RKMVCC2410007	Chemistry	RKMVCC2410007-H02	success	<a href="#" style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 5px;">Print Data</a> -

18. Select subject and go for payment

APPLICATION FORM

Profile No  
RKMVCC2410007

Subject  
Mathematics

Application Fees  
300

Payment

19. Once the payment is done you will be able to see your Application No under Step-2 Application(s) link.

20. You can now download “Application Form”, “Payment Receipt” and “Admit Card” from “Candidate Application Info” under Action.

STEP-1  
Candidate Detail Info

STEP-2  
Application(s)

STEP-3 (ADMISSION)

Candidate Application Info

Add Application

Profile No	Subject	Application No	Payment Status	Action
RKMVCC2410007	Chemistry	RKMVCC2410007-H02	success	Print Data Application Form Payment Receipt Admit Card

21. Multiple applications can be created for different subject clicking on the “Add Application” button choosing different subjects.