

# College Help: Modification of Data after Uploading of Excel File

**Step 1:** Login with College credentials

**Step 2:** Select View Candidate List (marked below) Menu to view uploaded candidate data as shown below.

University of Gour Banga

Academic Year: 2025

Manikchak College

Menu

- Home
- Upload Data
- View Candidate List**
- Candidate Error List

All Candidate Data

College : Manikchak College(51)

Registration Form Number: XXXXXXXX

Course: Select

Error Status: Select

Intake Status: Select

Delete Status: Select

Status: Select

Search Back

#	Form Number	Candidate Name	Course Name	Gender	Subject(s)	Error Status	Status	Approval Status	View	Delete
1	25000001	PRITI SAHA	B.A.	Female	EDCMJ,BNGMN,PLSMDC	Error		Pending	View	Delete
2	25000002	JOYASHRI SINGHA	B.A.	Female	PHIMJ,EDCMN,BNGMDC	Error		Pending	View	Delete

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**Step 3:** The grid shows candidate's data along with Error status (if any), Approval status, View Form (use View button) and Delete the uploaded data of the candidate.

- (a) If any error shown in the Error Status column, click on Error label to view actual error(s).
- (b) To Rectify the error click on view button
- (c) Uploaded data will be shown on screen as shown in the image below
- (d) Modify the desired or error data
- (e) Then Click on update

**Example:** Suppose there is an error in Category field in uploaded excel data. Then after clicking view button for that particular candidate go to Category field (as marked below) and select a valid category (i.e. GENERAL/OBC-A/OBC-B/SC/ST) from category dropdown list. Finally click update button to save modifications.



## Candidate Details Update

Student Id : 25000001

Name of the College \*

Manikchak College(51)

Course of Study \*

B.A.

Date of Admission \*

23/08/2025

Session of Admission \*

2025-26

ABC Id \*

707261422478

Photo

Candidate Photo  
Not Found

Select Photo.

Signature

Candidate Signature Not Found

Select Signat.

## Basic Information

Name \*

PRITI SAHA

Nationality \*

INDIAN (101)

Father's Name \*

APU SAHA

Differently Abled

No

Mother's Name \*

BANDANA SAHA

Disability Code

Select

Guardian's Name \*

BANDANA SAHA

Date of Birth \*

13/10/2006

Mobile Number \*

7407581658

Gender \*

Female

Email Id

pirtasaha24@gmail.com

Religion

HINDU

EWS (Economically Weaker Section)

No

Caste Category

Select

Aadhar Number

4053-3437-1450

Locality Type

RURAL

## Present Address

Address

VILL SALABATGANJ PO CHOWKI MIRDADPUR PS MANIKCHAK  
DIST MALDA, West Bengal, India 732202

State

WEST BENGAL

Country

INDIA

Pin Code

732202

## Permanent Address

Address

VILL SALABATGANJ PO CHOWKI MIRDADPUR PS MANIKCHAK  
DIST MALDA, West Bengal, India 732202

State

WEST BENGAL

Country

INDIA

Pin Code

732202

## Subject Details

Major Subject

Education (Major)(EDCMJ)

Minor Subject

Bengali (Minor)(BNGMN)

MDC Subject

Political Science (MDC)(PLSMDC)

AEC-1/AEC-2

Bengali (MIL)(BNGML)

## Last Qualifying Examination Details

Name of the Examination \*

HIGHER SECONDARY

Board \*

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION(WBCHSE)

Registration Number \*

1232151631

Roll /Index Number \*

160521NO1093

Year of Passing \*

2025

Update

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