

INSTRUCTION FOR DATABASE UPLOADING

1. Choose the appropriate course name from the alternatives
2. Choose the appropriate year from the alternatives when your course will be complete
3. Only Engineering and MCA students are required to choose their category
4. Correctly enter your registration number
5. Correctly enter your first name
6. Correctly enter your middle name. If you don't have middle name leave it blank
7. Correctly enter your last name.
8. Enter your full name with one blank space between first & middle, middle & last
(Example Suresh Kumar Sahu)
9. Enter your fathers name in the same way as you enter your full name)
10. Choose your gender
11. Choose your day of birth from the alternatives
12. Choose your month of birth from the alternatives
13. Choose your year of birth from the alternatives
14. Full date of birth (important) while filling up this field follow the exact format mentioned below
 - If the date of birth is 5th april 1998 you have to enter 05/04/1998. Don't put dot (.) or space any where
15. 10th % (Important)
 - Enter your % of 10th Mark correctly. If your % of mark is 76.5 then enter 76.5 (Don't enter 76.5%)
 - For CBSE students, if you have CGPA multiply it by 9.5 and enter the percentage
For example if your CGPA is 8.6 then enter your percentage mark is 81.7)
16. Name and place of the school (10th)
For example , if you have completed your class 10th from town high school, Bhubaneswar then you have to write
 - Town High School,
Bhubaneswar.
17. Enter the name of the state in which you completed your class 10th
18. Choose your 10th board from the alternatives
19. Enter the year in which you completed your class 10th
20. Enter your 12th % correctly
If you donot have 12th then write NA
21. Enter name and place of the college/school (12th)
Same as point 16, **If you donot have 12th then write NA**
22. Enter the name of the state in which you completed your class 12th
If you donot have 12th then write NA
23. Choose your 12th board from the alternatives
If you donot have 12th then choose NA
24. Enter the year in which you completed your class 12th
If you donot have 12th then write NA
25. Enter your diploma % if any.
If you don't have diploma write NA
26. Name and place of your diploma institution if any
If you don't have diploma write NA
27. Enter the name of the state in which you completed your diploma
If you don't have diploma write NA

28. Write your Diploma board

If you don't have diploma write NA

29. Diploma Year of passing

If you don't have diploma write NA

30. Enter your diploma branch in the following manner

For Example if you have diploma in Mechanical Engineering

enter Mechanical Engineering

If you don't have diploma write NA

31. Choose your graduation from the alternatives

If you don't have BCA / BSc choose NA

32. Enter Year of completion of only BCA and BSc

If you don't have BCA / BSc enter NA

33. Name and address of institution of BCA/ BSc

If you don't have BCA / BSc enter NA

34. Name of the University (BCA/BSc)

35. State of the University (BCA/BSc)

36. % of mark (BCA/BSc)

37. BCA/BSc % (Important)

- **Enter your % of Mark correctly. If your % of mark is 76.5 then enter 76.5 (Don't enter 76.5%)**

38. Choose your BTech branch from the alternatives

If you have BTech specialization not available in the list choose others

MSc , MCA , 5 year integrated MSc are required to choose NA

39. if other branch enter the name of the branch

If you have BTech specialization not available in the list u enter the name of the BTech specialization here

40. Enter your Year of completion BTech

For example ., If you will complete your BTech in 2021, enter 2021

If you have already completed your BTech in 2017 then enters 2017

MSc , MCA , 5 year integrated MSc are required to enter NA

41. Enter your BTech CGPA

If you don't have BTECH enter NA

42. Enter the complete name of your BTech Institution

For example- Veer Surendra Sai University of Technology

MSc , MCA , 5 year integrated MSc are required to enter NA

43. The name of the University to which your BTech institution is affiliated to

For example if your BTech institution is ITER then you have to write SOA or

If your BTech institution is silicon then your University will be BPUT.

44. State of B.Tech University

45. Choose the your PG SPECILIZATION from the list

BTech students should choose NA

46. Enter the correct PG Graduate CGPA

BTech students should enter NA

47. Year Gap between 10th and 11th

For example you have completed 10th in 2014 but you have taken admission in 11th in 2015 then there is 1 year gap and so on

48. Year Gap between 10th and Diploma
Same as above
49. Year Gap between Diploma and 11th or 12th and Diploma
Same as above Year Gap between 12th and BCA/BSc
Same as above
50. Year Gap between (12TH OR DIPLOMA OR BSc) and BTech
51. Year Gap between graduation and Post graduation
52. Add all the year gaps to find out the total year gaps
53. TOTAL NUMBER OF SUBJECT YOU HAVE CLEARED IN MORE THAN ONE ATTEMPT (OR TOTAL NUMBER OF BACK PAPER UNTIL NOW)
Enter the total number of subject in which you have/had back , suppose in the entire BTech you had back in 2 subjects for example Mechanics and Math-II you are to write 02 and Those who have cleared all their papers in one attempt enter 0
54. Enter your mobile number correctly.
55. Enter your email ID correctly.
56. Enter your email ID if any
57. Enter your parent and guardian mobile number
58. Enter your present address correctly
59. Enter your permanent address correctly
60. If you are staying outside choose **day scholar** and if you are staying in hostel choose **boarder**
61. Room No and Name of hostel
For example, If you are staying in Room No. 21 of Atri hall of residence then enter,
Room No.21
Atree Hall of residence
62. Choose the appropriate entrance exam through which you have got admission to VSSUT.
63. Enter rank in the entrance exam
64. Score in the entrance exam
65. State of domicile