

URGENT NOTICE

UG(2021-24) & PG(2021-23)

Students of the above said academic programmes, who took admission in the academic year 2021(currently in Sem-II) are directed to fill their admission related form at the Chancellor Portal. The Chancellor Portal shall remain open for the same from 20th Apr.,2022 to 24th Apr.,2022. Kindly note that this is mandatory for every student.

Please keep the following documents ready before filling the form:

1. Photo(PNG or JPEG format/Size – max 100 kb)
2. Signature (PNG or JPEG format/ Size – max 100 kb)
3. Any valid ID proof(Pan Card/Driving Licence/Voter ID Card/Aadhar Card)
4. Marksheet of the last examination passed(For UG: +2/ For PG: Graduation)

Please read all the following instructions first before you start filling up the form:

1. Log-in to the Chancellor Portal Website: <https://jharkhanduniversities.nic.in/login>
2. Choose 'Student Sign Up' from Home page
3. Provide valid Mobile No. and E-mail ID
4. After Log-in, choose 'Fill Admission Form'
5. Select programme and academic session in which you have taken admission in St.Xavier's College, Ranchi (Valid option for Programme: Under Graduate(UG)/ Post-Graduation(PG) & Valid option for academic Session: UG:2021-24 / PG:2021-23)
6. Fill the personal information page carefully
7. After this, go to 'Academic Information Section'
8. Now go to 'Applying for Discipline'(Correct option for this page: University – Ranchi University, Ranchi/ College – St.Xavier's College, Ranchi/ Discipline – Honours / Stream – Choose your concerned stream/ Subject Name – Choose your Core subject)
As per your selection, different course combinations will appear. Choose any one of them.
Click on 'ADD' Discipline button to go to the next screen.
Click on 'Save & Verify' button
Press on 'Confirm & Submit' button to go to the Final page
9. You don't need to proceed to the Payment Section. Your filling up of the required form is completed.


Principal


Controller of Examination

Controller of Examination
St. Xavier's College, Ranchi

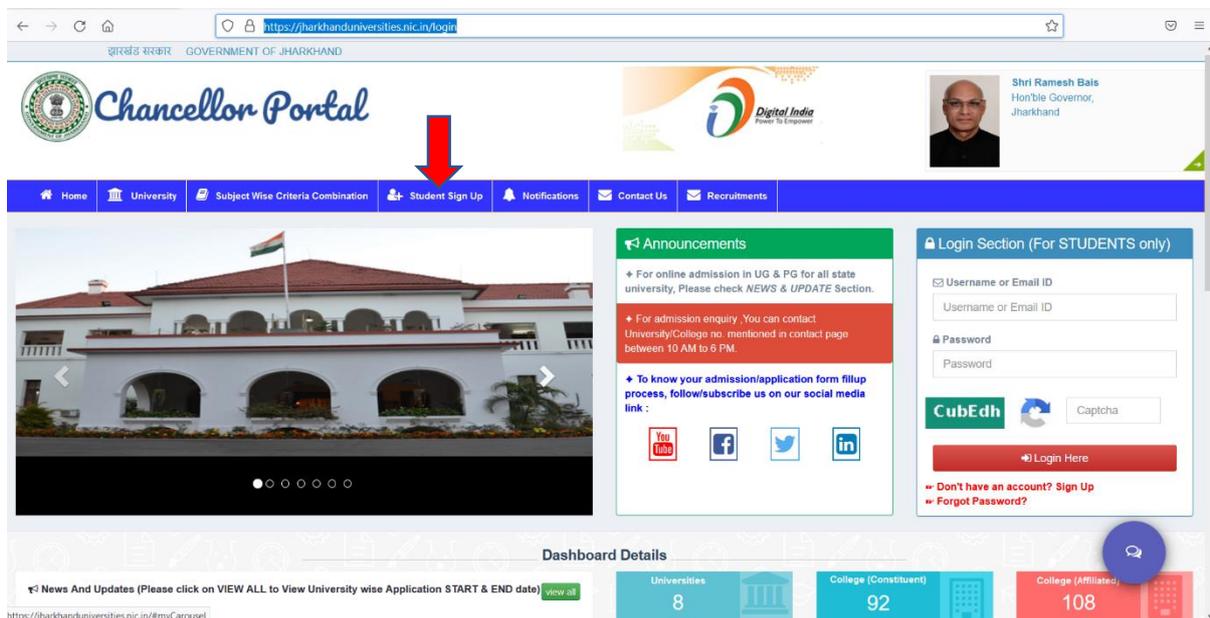
URGENT Notice for the Regular students of UG (Session 2021-24) and PG (Session 2021-2023) who have taken admission in Year 2021 (currently are in Semester-II), they are instructed to fill their form at Chancellor Portal.

Please keep following Documents ready before filling the form

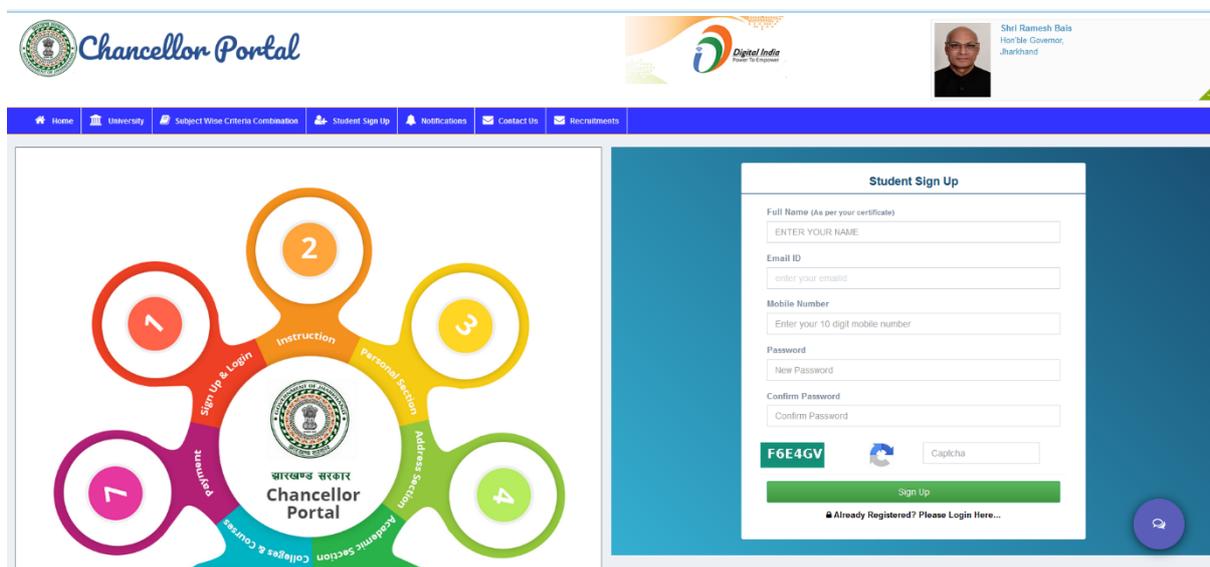
1. Photo (PNG or JPEG format, Size max 100 KB)
2. Signature (PNG or JPEG format, Size max 100 KB)
3. Any valid ID proof (PAN Card, Driving Licence, Voter Card or Aadhaar Card)
4. Marks Sheet of Last qualification. (For UG – 10+2, for PG-Graduate Marks sheet)

Please read all instructions first before start filling the Form.

1. Website for the Chancellor Portal <https://jharkhanduniversities.nic.in/login>
2. Choose [Student Sign Up] from home page



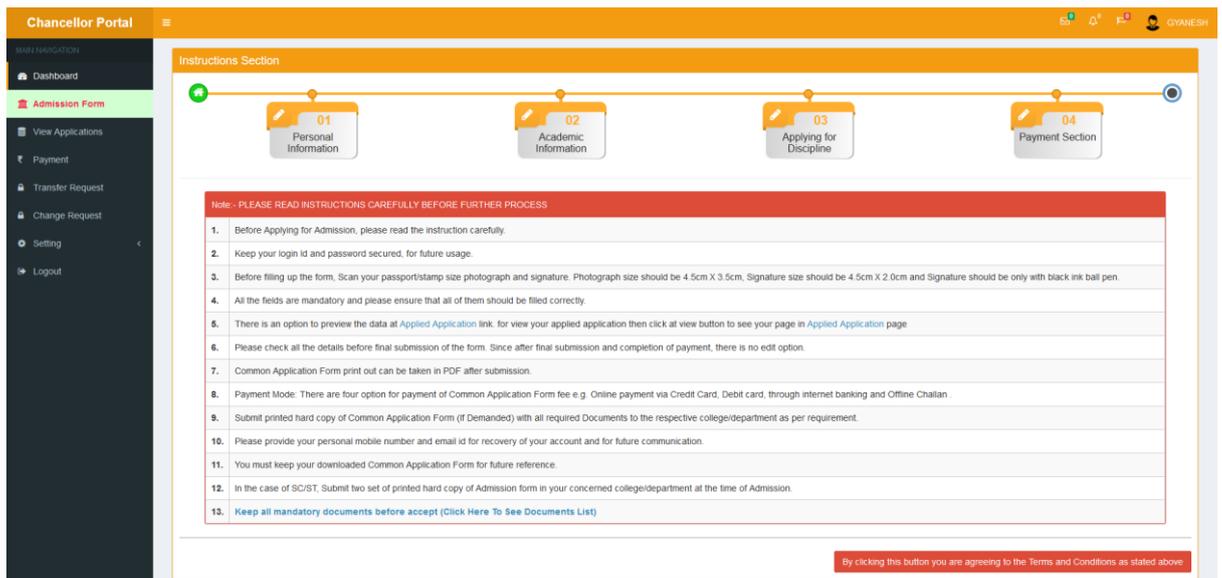
3. Student Sign up
*Provide valid Mobile No and Email ID.



4. After Login, following screen will appear

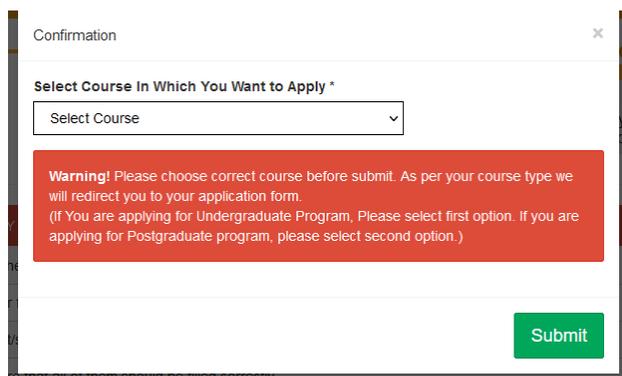


5. Choose Fill Admission Form. The Next Screen will appear as shown below



6. Select course, in which you have taken admission at St. Xavier's College, Ranchi

Valid Option for Course → Under Graduate (UG) / Post Graduation (PG)
 Valid option for Session → for UG : 2021-2024, PG: 2021-2023



- a. Fill the Personal Information Page correctly same as provided to St. Xavier's College, Ranchi.

Chancellor Portal | Application No.: PG/2021-2023/101390 | Course: PG

Online Application Form

01 Personal Information | 02 Academic Information | 03 Applying for Discipline | 04 Payment Section

Success! Data successfully saved.

Personal Information Section

Please select only if you are ORPHAN
Only ORPHAN students who don't know their Parents Name should select here & fill his/her Guardian's name.
(सिर्फ अनाथ बच्चे सिर्फ अपने माता पिता का नाम ज्ञात नहीं है, ऐसे छात्र सिर्फ करें और अपने अभिभावक का नाम भरें।)

Full Name of Student *
 छात्र का पूरा नाम (हिंदी में) *
 Father's Name *

पिता का नाम (हिंदी में) *
 Mother's Name *
 माता का नाम (हिंदी में) *

Date of Birth on Certificate *
 Gender *
 Blood Group *

Marital Status *
 Religion *
 ID Card Type *

Identification Mark *
 Nationality *
 Are You NRI ? *

7. After completing the First Step

Success! Data successfully saved. [Now Click here to fill admission form.](#)

Apply Course Section

Click on Now click here to fill admission form. Go to Academic Information Section.

Success! Data successfully saved.

01 Personal Information | 02 Academic Information | 03 Applying for Discipline | 04 Payment Section

[Click Here to Edit Personal Information](#)

Academic Information Section

Last Passed Examination *
 Stream Name *
 Course Medium *

Passing Year *
 Course Type *
 Division *

Percentage Of Marks Secured *
 Name of University/Board *
 College/School Name *

College/School State Name *
 College/School District Name *

Subject Wise Marks Entry Section

#	Select Subject Studied *	Percentage Of Marks Secured *	Add More
1.	English	85	
2.	Mathematics	89	
3.	Physics	95	
4.	Chemistry	93	
5.	Physical Education	98	

[Save Academic Information](#)

8. After filling the Academic Information correctly go to **Step 3 Applying for Discipline.**

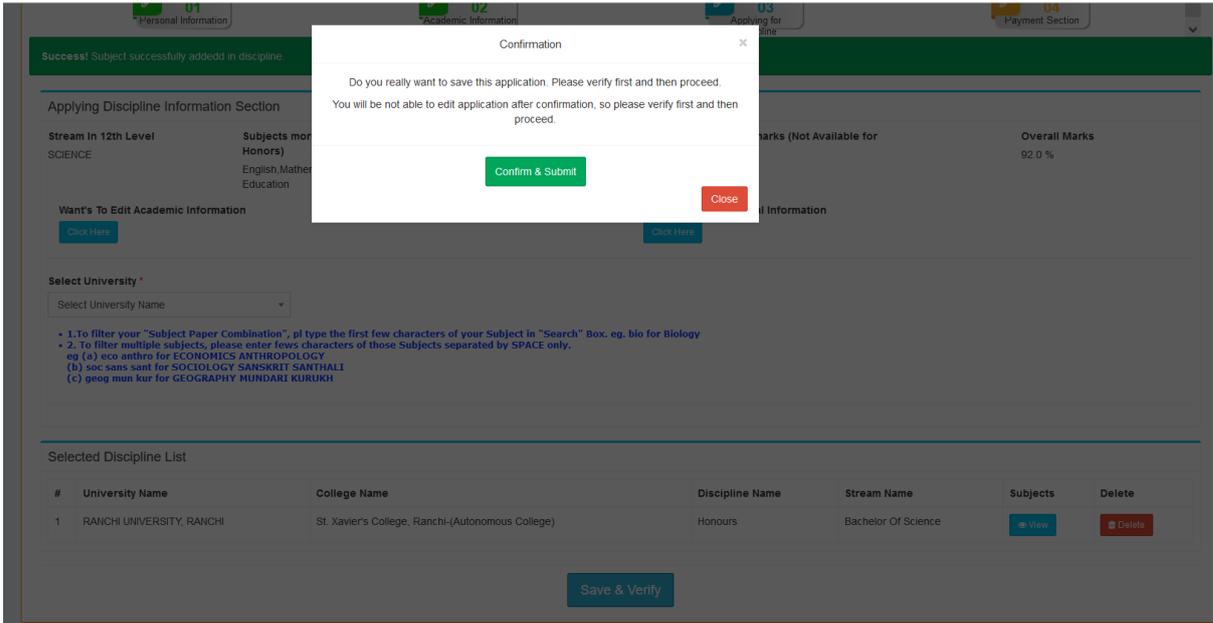
Correct Option for this page

- University – Ranchi University, Ranchi
- College – St. Xavier’s College, Ranchi (Autonomous College)
- Discipline - Honours
- Stream - choose your concerned Stream
- Subject Name - choose your core Subject

As per your selection different paper Combination will be appear. You have to choose the correct any one option.

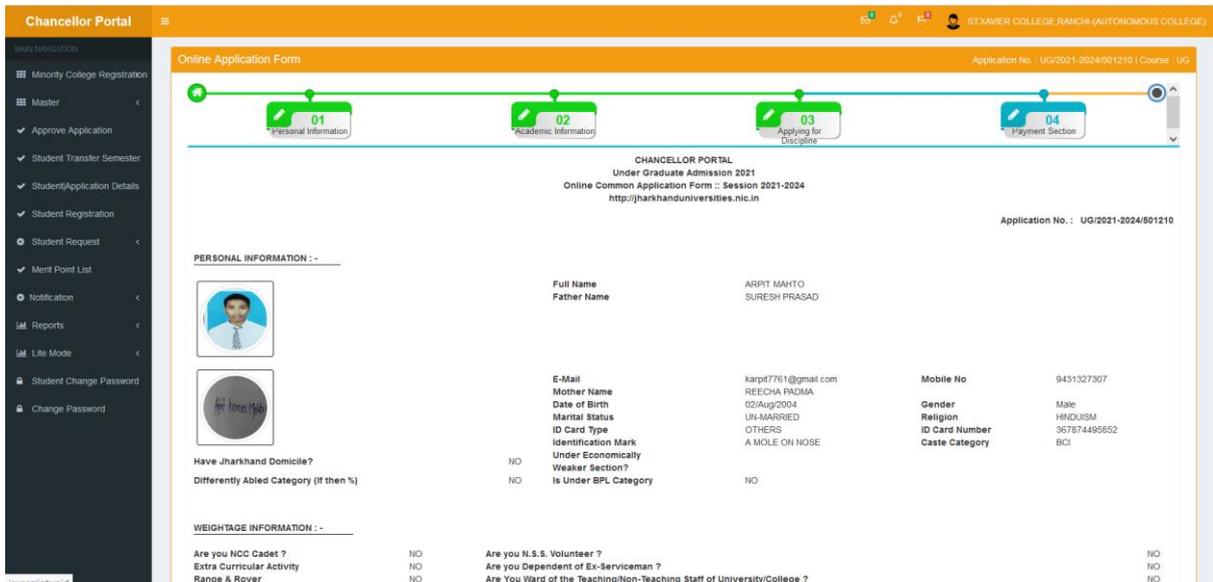
Click on ADD Discipline button, Next Screen will be appear as shown below

Click on [Save & Verify] Button.



Press [Confirm and Submit].

The final Page will appear as shown below.



This is the Final Step. You don't need to Proceed to Payment Section.