BRDMC Student Registration & Fee Payment

Step-by-step user manual for students

Before you begin

Keep your correct personal, contact, domicile/category, guardian and academic information ready. The supplied manual specifies a photograph of maximum 100 KB and signature of maximum 50 KB. Enter details from your own official documents; do not copy another student's values.

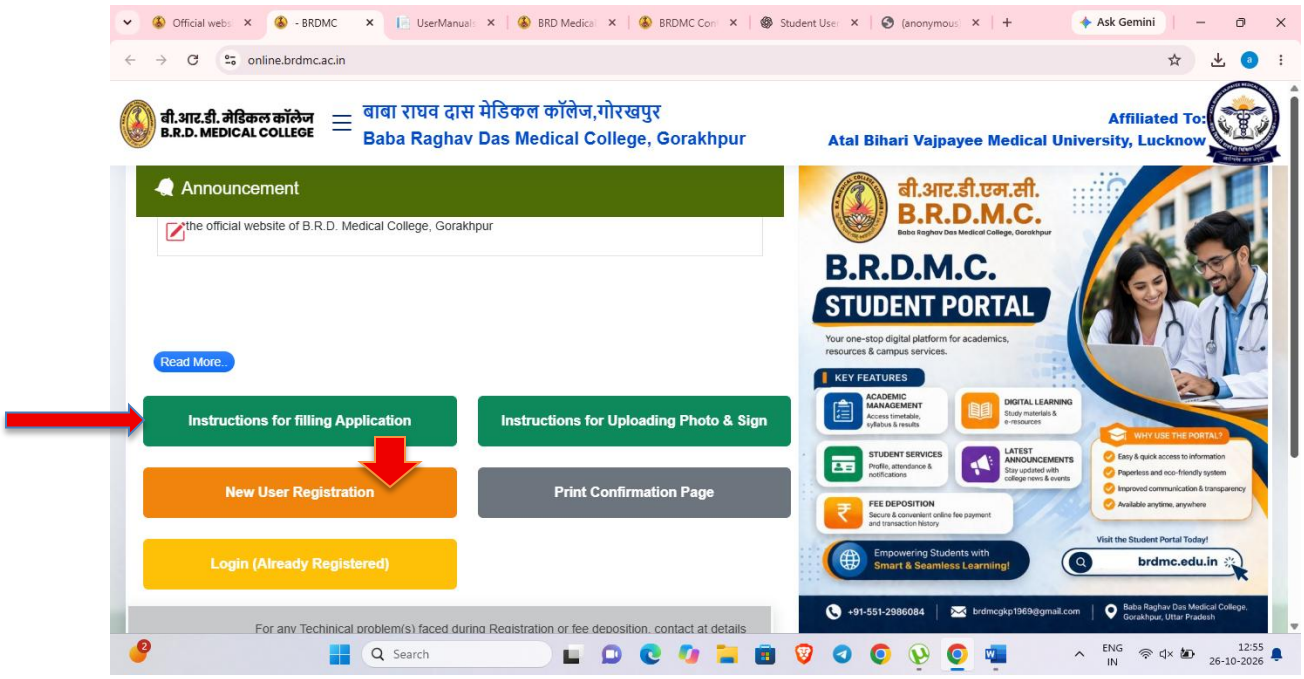
Remember to Fill in Every detail as per the Documentation available with you do not guess any details.

Privacy: the sample confirmation page contains personal information. Use it only to understand the layout. Never use another student's Registration ID, identity number, contact details, date of birth or password.

Quick process

New User Registration → Verify Credential → Complete Personal Information and Qualifications → Upload Photo/Signature → Accept Declaration and Save → Print Confirmation → Student Portal Login → Update Payment Details → Print and submit required documents.

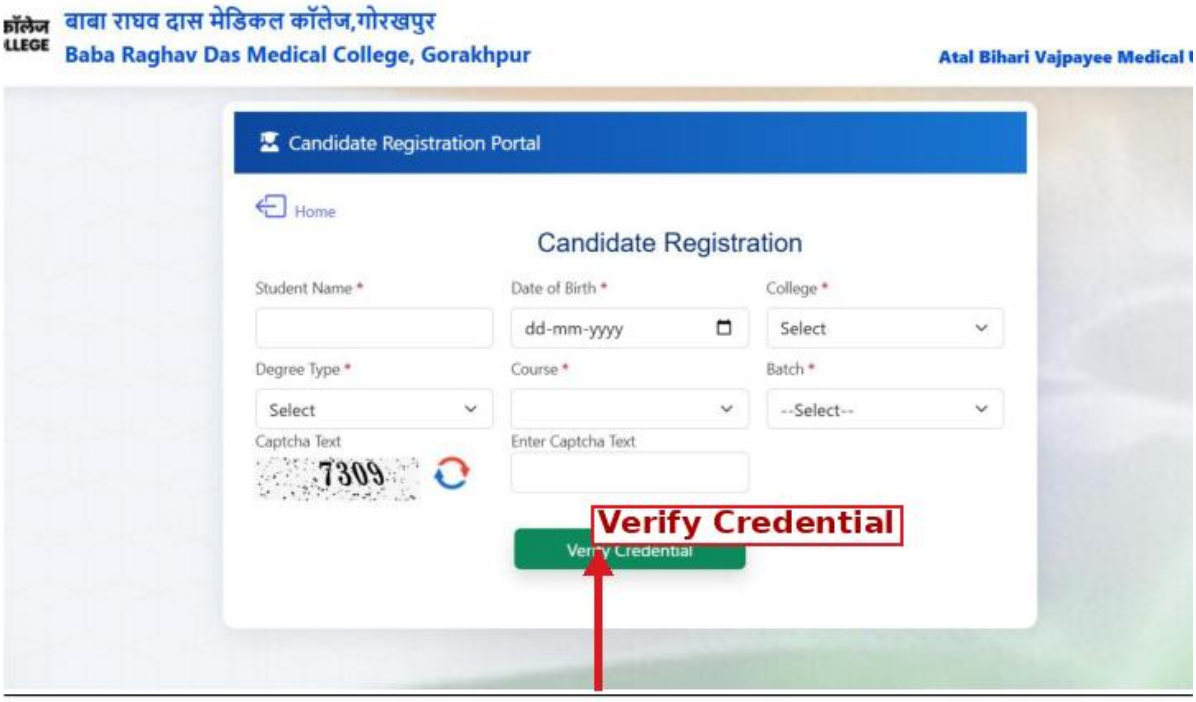
1. Open the portal and start registration



Open the official BRDMC student portal using the link/instructions https:/online.brdmc.ac.in supplied by the college. Select New User Registration. If you have already registered, do not create a duplicate profile; use Student Portal login.

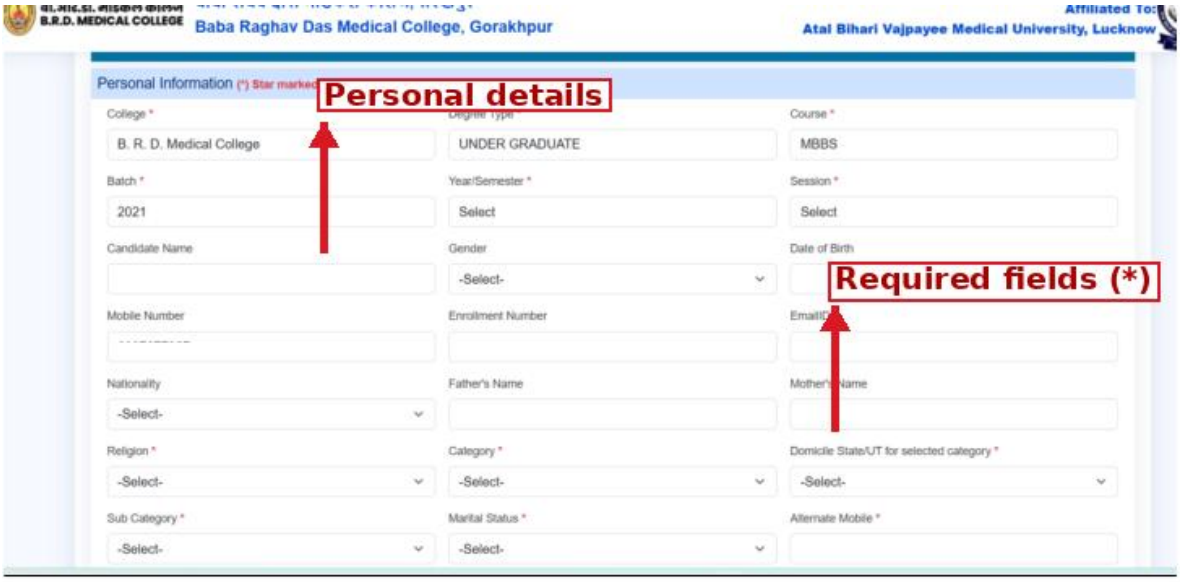
2. Verify your registration credentials

details.



Complete all fields shown on the credential-verification screen. Choose the correct options, enter requested identifiers, complete the CAPTCHA and click Verify Credential. If verification fails, re-check spelling, year/date, college/course selection and CAPTCHA.

3. Complete Personal Information



Required fields are marked with an asterisk (*). Complete all required fields and review optional fields too.

Academic/registration: College Name, Degree Type, Course, Batch, Year/Semester, Session and Enrollment Number etc. Select your own current values.

Personal identity: Candidate Name, Father's Name, Mother's Name, Date of Birth, Gender, Religion, Marital Status, Category, Sub-category if requested, Domicile State/UT, Nationality, Disability status and Identification Mark etc. Use exact spelling and accurate selections as per the documents available with you. (High School/Intermediate Marksheet)

Guardian/residence: Guardian identity details if requested, Household Income Relation, Household Annual Income and hosteller/day-scholar status. If hosteller, enter hostel/room details only when known or assigned.

Contact: Correspondence Address, Permanent Address, primary and alternate mobile numbers, email, identity-card type and number. Enter complete address details including district/state/PIN wherever requested.

4. Enter Qualification Details in chronological order

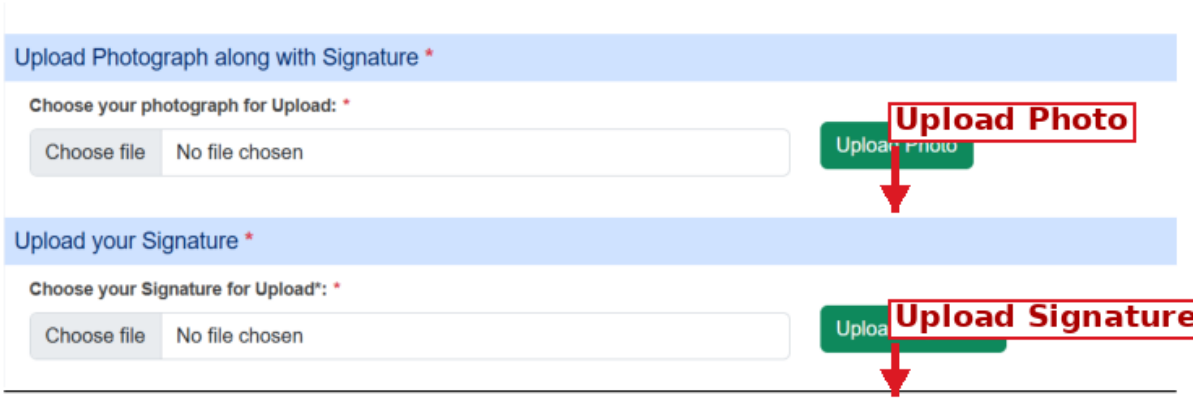


Add each qualification in chronological i.e Class 10, Class 12 and Graduation in order as the source manual directs. For each row, fill Qualification Type, Qualification Name, Name of School/Board, Subject/Stream, Passing Year, CGPA System if applicable, Max Marks, Marks Obtained, Percentage and Division.

Class 10 and Class 12 Qualification Details are Compulsory for all the students. Graduation details are compulsory only for Medical PG Students.

Click Add Qualification after each row and confirm it appears in the list before adding the next. Fill in the details as per you Class 10 (Highschool), Class 12 (Intermediate) and Graduation (MBBS) marksheets as the source of truth; do not guess marks, passing years or division.

5. Upload Photograph and Signature

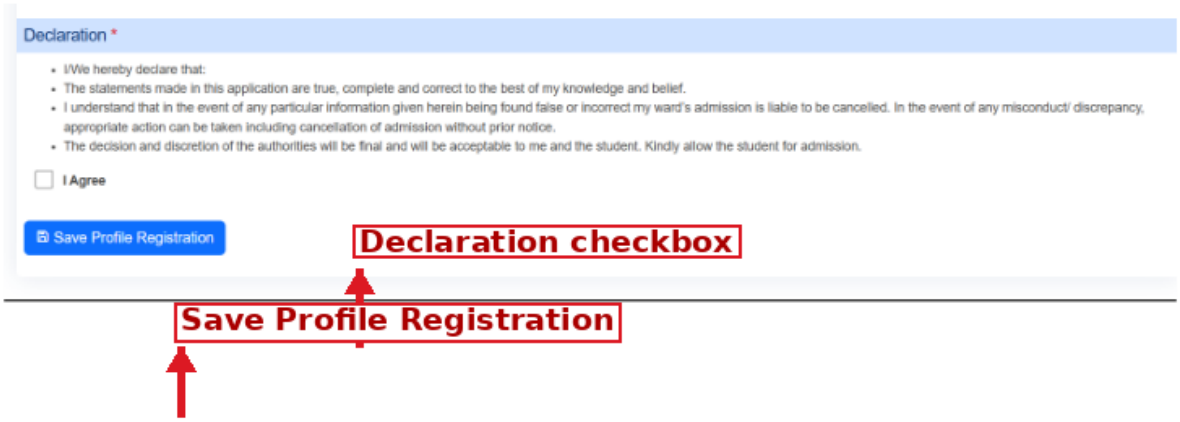


Photograph: maximum 100 KB. Signature: maximum 50 KB. Select the correct file, then click the matching Upload Photo or Upload Signature button. Confirm successful upload. If it fails, check size and the file type accepted by the portal.

Fill in the details as per the instruction mentioned in the user manual to upload photograph and Signature uploaded on Student Portal Home screen. https://online.brdmc.ac.in/Uploads/instruction-photo-signature-upload.pdf

6. Review the declaration and save your profile

➢ **Check the Declaration and click to Save Profile Registration.**



Read the declaration fully. It says the information must be true, complete and correct and warns that false/incorrect information may lead to cancellation or other action. Tick the declaration only if you understand and agree, then click Save Profile Registration. Wait for confirmation that saving succeeded.

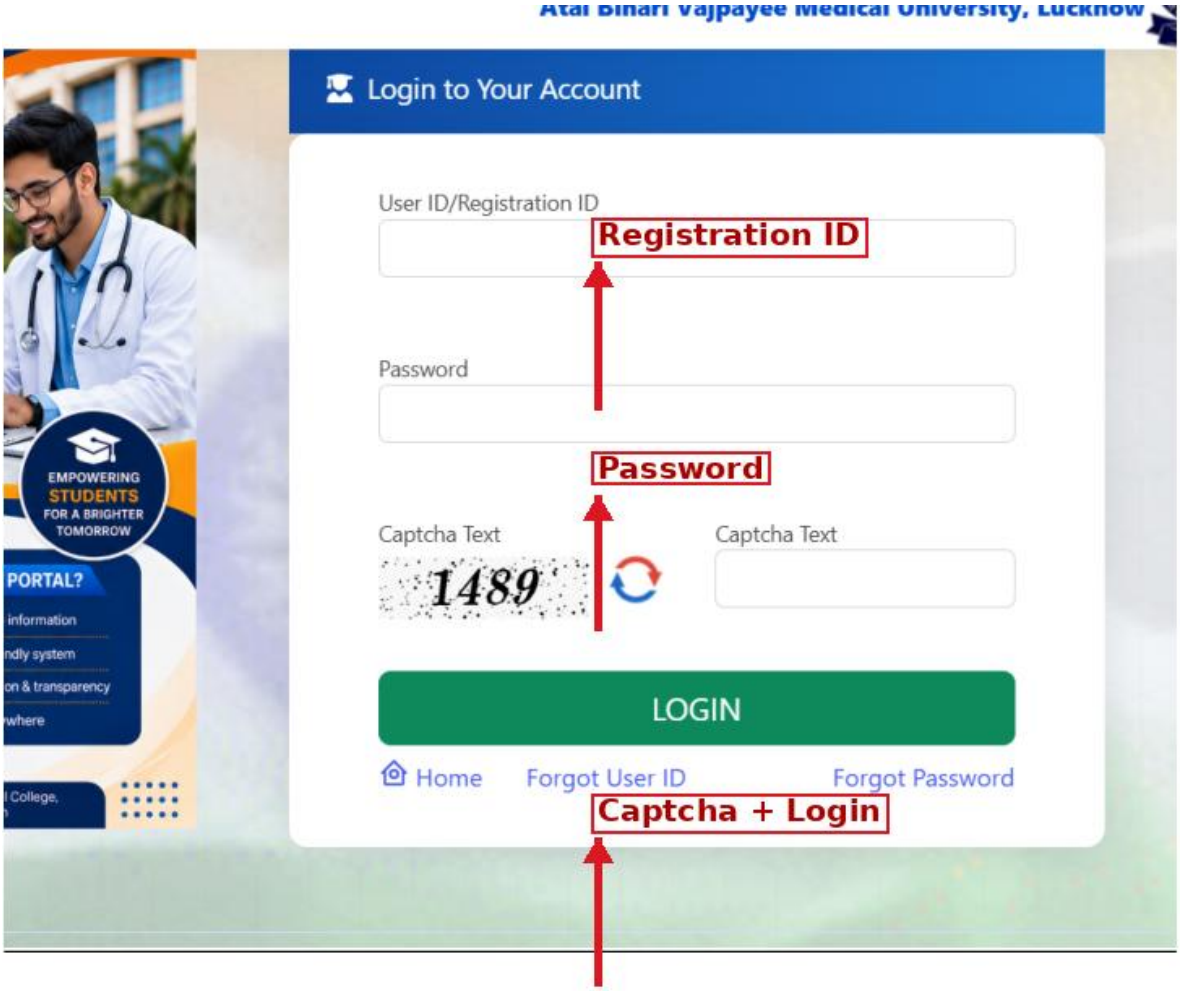
7. Review and print the confirmation page



Check your name, Registration ID, course, batch/session, year/semester, date of birth, category, contact details, addresses, identity details and academic records. Correct errors using the portal's permitted process or contact the college office.

The supplied sample has two pages: Print all pages.

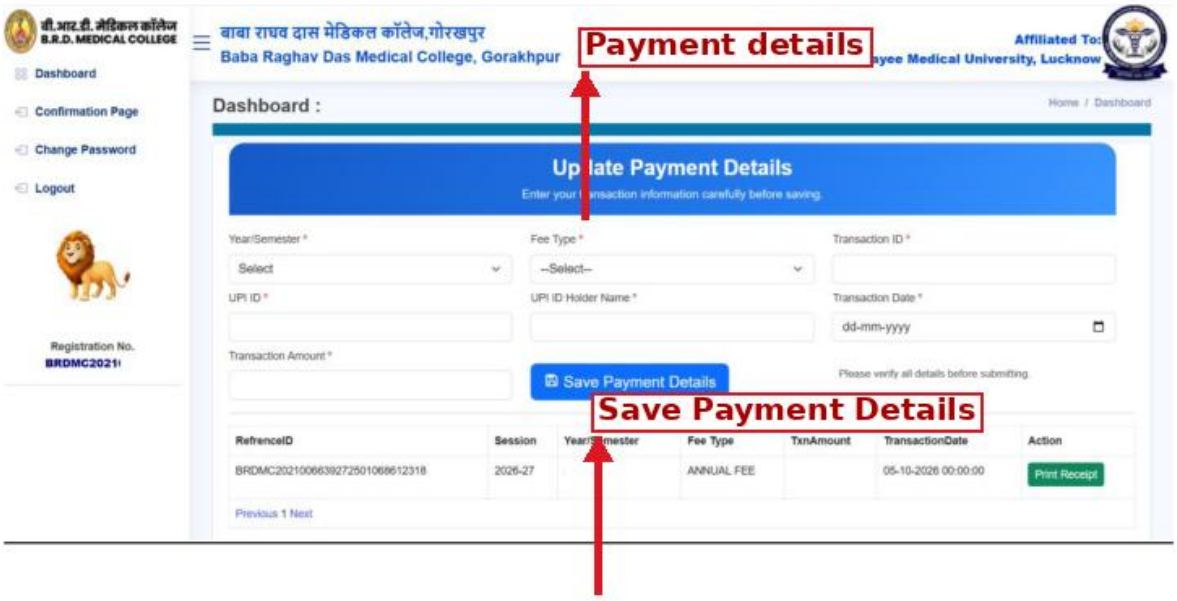
8. Log in to the Student Portal



Use the Registration ID from your own confirmation page. The supplied manual says the password is DOB in DDMMYYYY format followed immediately by the last three digits of the Registration ID. Example from the manual: DOB 25-05-2008 and ID BRDMC2021006 → 25052008006. This is only an example; use your own details. Enter CAPTCHA and click Login. Keep credentials private.

9. Enter payment details

STEP 6: **After Successful login, student Dashboard showing Update Payment Detail section, enter the payment details which you have made earlier then click Save Payment Details.**

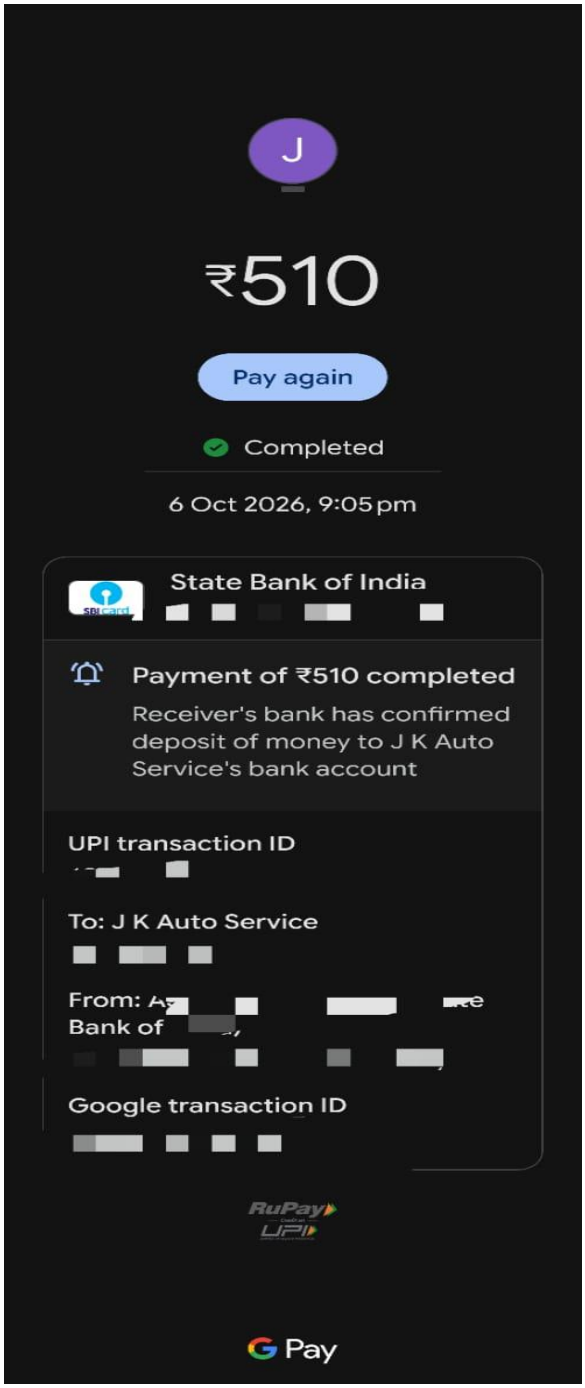


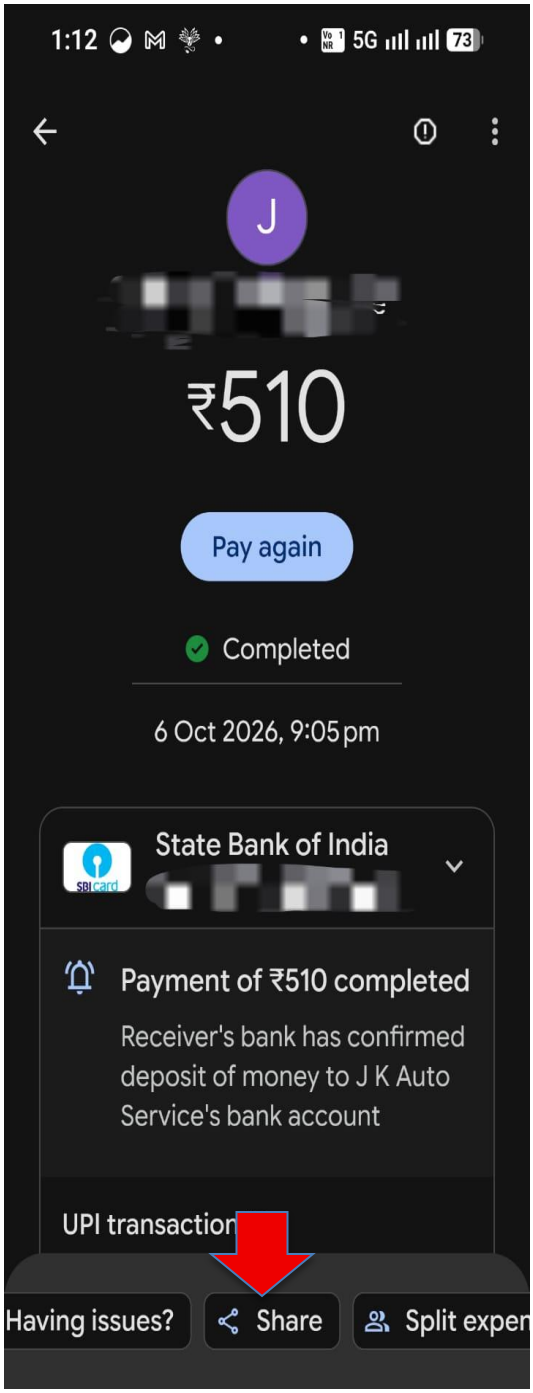
STEP 7: **Take the Printout of confirmation page along with payment receipt and submit to the college office.**

- **Once your payment detail verified by college authorities then you are able to download**

On the Dashboard, open Update Payment Details. Enter the details for the payment already made, matching your payment receipt exactly. Like Transaction Number, Date, UPI ID etc. Also Use the Share Receipt Option Given by the Payment App which have the complete details of the transaction. Here are Few Example.

Follow the labels displayed by the portal. Never invent a Transaction ID. Don't Upload Invalid Document or Screen Shots of Transaction with Missing Details. Click Save Payment Details and confirm the save.



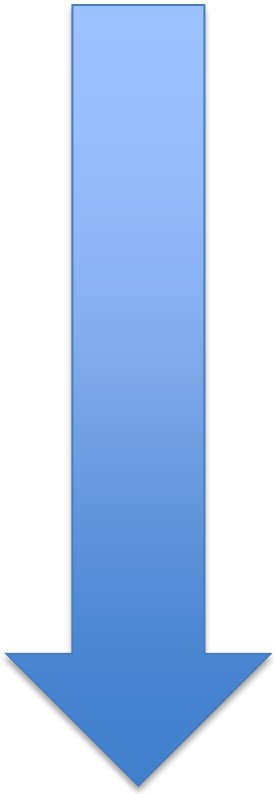


10. Print and submit documents

The sample confirmation page requires: (1) one printed copy of the registration confirmation page; (2) one printed copy of the fee receipt generated through the portal; (3) one printed transaction-details clearly displaying the Transaction ID and Other Details. After taking out the Print out submit the details in Academic Section.

Download the receipt using Print Receipt. Keep copies for your records and follow any additional official college directions.

How to read the sample confirmation page



बाबा राघव दास मेडिकल कॉलेज, गोरखपुर (बी.आर.डी.एम.सी)
Baba Raghav Das Medical College, Gorakhpur
(BRDMC)

Affiliated To- Atal Bihari Vajpayee Medical University, Lucknow

Personal Details				
Registration ID	**BRDMC2021016**	College Name: **B. R. D. Medical College**		
Degree Type	**UNDER GRADUATE**	Course: **MBBS**		
Batch	2021	Year/Semester: **3rd Proff Part-2**		
Candidate Name	TEST NAME			
Father's Name	DEMO FATHER NAME			
Mother's Name	DEMO MOTHER NAME			
Category	General	Date of Birth : 03-11-1999		
Religion :	Hindu	Marital Status: Single		
Gender :	Male	Session: 2026-27		
Domicile State/UT :	UTTAR PRADESH	Any Disability: NO		
Guardian's ID Name :	8	Guardian's ID No: 567123455		
Is Hosteller/ Day Scholars :	Yes	Hostel Name : New UG Boys Hostel		
Room No. :	76	Enrollment No : AVMUG1233445		
Household Income Relation:	Parents	Household Annual Income : ₹2,00,001 – ₹3,00,000		
Identification Mark :	Black Mole on Face			
Contact Details				
Correspondence Address	GORAKHNATH, GORAKHNATH, GORAKHPUR, UTTAR PRADESH, 273001			
Permanent Address	GORAKHNATH, GORAKHNATH, GORAKHPUR, UTTAR PRADESH, 273001			
Nationality	India	Email Address : abcdemo@gmail.com		
Primary Mobile No	9919812345	Alternate Mobile Number	7800533333	
Identity Card Type	PAN Card	Identity Card No	BTXPR5467B	

Qualification Details

Qualification Name	School/ Board	Subjects/ Stream	Passing Year	CGPA Score	Max Marks	Obtained	%	Division
HIGH SCHOOL	CENTRAL ACADEMY/ UP BOARD	Not Applicable	2018	9.2			89	First
INTERMEDIATE	CENTRAL ACADEMY/ UP BOARD	Science or Science + Other Subjects	2020		500	467	93.40	First
MBBS 1st Proff	BRD MEDICAL COLLEGE	MEDICINE	2022		1000	786	78.60	First
MBBS 2nd Proff	BRD MEDICAL COLLEGE	MEDICINE	2023		1000	823	82.30	First

Declaration:

- I/We hereby declare that:
- The statements made in this application are true, complete and correct to the best of my knowledge and belief.
- I understand that in the event of any particular information given herein being found false or incorrect my ward's admission is liable to be cancelled. In the event of any misconduct/ discrepancy, appropriate action can be taken including cancellation of admission without prior notice.
- The decision and discretion of the authorities will be final and will be acceptable to me and the student. Kindly allow the student for admission.

Signature of Candidate

Signature of Father/ Guardian

Instructions for Submission of Documents:-

All registered candidates are required to submit the following documents to the office:

1. One printed copy of the registration confirmation page.

2. One printed copy of the fee receipt generated through this portal.

3. One printed copy of the transaction details screenshot clearly displaying the Transaction ID.

Candidates are advised to ensure that all the above-mentioned documents are printed and submitted to the office for verification and official records.