বিশেষ বিজ্ঞপ্তি

2023-2024 শিক্ষাবর্ষে ভর্তি হওয়া 1ST SEMESTER এর ছাত্র ছাত্রী দের জানানো যে তাদের REGISTRATION CUM ENROLMENT আগামী 20/02/2024 তারিখ থেকে শুরু হতে চলেছে, চলবে 01/03/2024 তারিখ পর্যন্ত সমস্ত ছাত্র ছাত্রী দের বলা হচ্ছে তাদের এই REGISTRATION CUM ENROLMENT যে কোনো তথ্য মিত্র কেন্দ্র থেকে অথবা নিজেদের PERSONAL COMPUTER এ করতে হবে অনলাইন। LINK কলেজ ওয়েবসাইট এ দেওয়া থাকবে। কোন LINK এর মাধ্যমে করতে হবে। এবং কি ভাবে করতে হবে সেটার একটা VIDEO দেওয়া থাকবে, সেই ভাবে দেখে তোমাদের নিজেদের কে করতে হবে। সম্পূর্ণ FORMFILLUP হওয়ার পরে একটা PRINT OUT বের করতে হবে সেটা নিয়ে এসে কলেজ অফিস এ এসে জমা দিতে হবে। জমা দেওয়ার তারিখ 21/02/2024 থাকে 01/03/2024 তারিখ পর্যন্ত। এই REGISTRATION CUM ENROLMENT না করলে তোমরা কিন্তু কোনো ভাবেই 1ST SEMESTER পরীক্ষা দিতে পারবে না এবং কলেজ এর SUTDENT হিসেবে গণ্য করা হবে না। REGISTRATION CUM ENROLMENT করতে কি কি ডকুমেন্ট লাগবে সেটার বিস্তারিত

https://www.digialm.com:443//EForms/configuredHtml/1254/86290/Registration.html

** সঙ্গে এই ডকুমেন্ট গুলোর *Xerox Copy* আনতে হবে **

21/02/2024 to 01/03/2024 তারিখের মধ্যে

1) Final **Submission of Registration form** এর Printout Copy
2) University Sports Fee – 60 টাকা ক্যাশ কাউন্টার এ ক্যাশ এ জমা দিতে হবে তার রশিদ জমা দিতে হবে
3) Xerox copy of Admit Card and Marksheet of M.P.
4) Xerox copy H.S. Marksheet, H.S. Registration Certificate, Admit Card
5) Xerox Caste Certificate/PH Certificate, Aadhar Card, / Student Admission form (Must)
6) Recent passport size (3X 4 cm)
7) ABC – ID

সমস্ত ছাত্র ছাত্রী দের কাছে এই রেজিস্ট্রেশন বাধ্যতামূলক।
Registration cum Enrollment সংক্রান্ত যদি কোনো জিজ্ঞাস্য থাকে তাহলে 8670272229/ 8926542479. ফোন নম্বর এ যোগাযোগ করতে পারো , সময় সকাল 11 টা থেকে 5 টা পর্যন্ত।

অধ্যক্ষ 17.02.24

Principal
Balagarh Bijoy Krishna Mahavidyalaya
P.O -Balagarh, Dist.-Hooghly
Pin-712501, West Bengal

THE UNIVERSITY OF BURDWAN

Registration AY 2023-24

STUDENTS USER MANUAL

DOCUMENT VERSION 3.1

A. Introduction

Burdwan University Registration cum enrollment form will be submitted by students. Once the Application form is successfully submitted, students will receive a SMS and e-mail with their respective User ID and Password to login into the student's portal and can be verify their application form status. Please fill-up the form carefully with the correct details. After filled-up and submit the form respective Colleges will be approved the same with the provided student's information, and it can be sent back for further modification (if required by the college) and student should have to response on the same for smooth registration process.

B. Steps to online application Registration cum Enrollment Form

Step-1.   Open the website of The University of Burdwan. Please clear cache file of browser (Step of clear cache "**Ctrl+Shift+Del**") before fill-up the form.

Step-2.   Click on U.G. Student's Registration cum enrollment Form link
(**https://www.digialm.com:443//EForms/configuredHtml/1254/86290/Registration.html**)

Step-3.   **Students need to be filled-up the valid email id and phone number. Students will receive a notification(s) with his/her user credential through SMS and email in the provided number and email address only.**

Step-4.   Need to check at check box and select correct captcha code also.

Step-5.   Click on "**Register**" button.

Registration Form

Note :
- **Kindly use Microsoft Edge(97 to 120) or Mozilla(104 to 121) or Google chrome(94 to 117) to fill in the Application Form.**
  Use the cursor to move between fields instead of using the tab key.
  Fill in the details and click on Next to proceed.
  Fields marked with * are mandatory.
- **Please clear cache before fill-up the Form. Steps to clear cache-->(Ctrl+Shift+Delete)**

Registration

Student Profile

*Email ID	*Confirm Email ID
*Mobile Number	*Confirm Mobile Number

Declaration

☐ I solemnly declare that I have passed Higher secondary or equivalent examination (10+2) in the year 2023/2022/2021/2020 from any recognized board/council/university and if any of the statement in this application is found not to be true / incomplete / misleading or if it appears in the opinion of the University that I have in any way contravened the provisions of the University Ordinances, Rules & Regulations, my admission will be liable to be canceled by the University.

i c S k 6 1 n

Type 7 characters as shown in image ⑦

Register

Figure 1: Registration first

page

The University of Burdwan
सा विद्या या विमुक्तये
Learning Leads To Emancipation

Student Registration Form AY 2023-24

Please clear cache before fill-up the Form. Steps to clear cache-->(Ctrl+Shift+Delete)

The login id and password for Student Registration has been sent to your registered mobile number and email id.
Please click on the button below to complete your registration.

Click to Proceed

Student Registration Details

Application Sequence Number:	
Application Status:	**Registered**
Email ID:	
Mobile Number:	

Figure 2: Registration second page

Step-6.   Students need click on "**Click to Proceed**" button.

Registration Form

Note :
- Kindly use Internet Explorer(version 10 to 11) or Mozilla Firefox(48 to 54) or Google Chrome(50 to 60) to fill in the Application Form.
  Use the cursor to move between fields instead of using the tab key.
  Fill in the details and click on Next to proceed.
  Fields marked with * are mandatory.
- Please clear cache before fill-up the Form. Steps to clear cache-->(Ctrl+Shift+Delete)

| 1 Check Eligibility Status | 2 Basic Details | 3 Academic Details | 4 Enrolment |

College Details

*College Name   ---Select---

*Category   ---Select---

Proceed

Next

Version 14.04.01

Figure 3 - College details

Step-7.   Students need to select **the correct college name and category name**. Then click on "**Proceed**" button.

Kindly re-verify the college details you have selected, as this will be very important information and might not be changed in the future. Kindly upload all necessary documents under Enrolment tab. Photograph must be in jpeg/jpg format and size should be within 20kb to 30kb. Signature must be in jpeg/jpg format and size within 20kb. Admit card and Marksheet for both Madhyamik/Secondary and Higher Secondary must be in jpg/jpeg or pdf format and size within 1MB. College admission challan/confirmation certificate must also be uploaded in jpg/jpeg or pdf format within 1MB. All other relevant documents like Caste category certificate, EWS certificate, etc., must be uploaded in jpg/jpeg or pdf format within 1MB.
- Please clear cache before fill-up the Form. Steps to clear cache-->(Ctrl+Shift+Delete)

| 1 Check Eligibility Status | 2 Basic Details | 3 Academic Details | 4 Enrolment |

College Details

*College Name   ~~104-BURDWAN RAJ COLLEG~~   College Id   ~~***~~

*Category   Unreserved

Proceed

Check Eligibility Status

*Degree

--Select--
UG Program (3-Year Degree/4-Year Honours)
Professional Courses (5-Year B.A.LL.B/B.P.Ed./DVA)

* NEP Program   ---Select---   * Course   ---Select---

Next

Figure 4 - Degree selection

Step-8.   Students need to select the correct Degree (UG or PC).

Figure 5 - NEP program, course & Major subject selection

Step-9.   Students need to select the correct NEP program, course and major
            subject, which they have already admitted. Only 4-Year Honours students
            need to provide the obtained marks and the full marks for eligibility
            verification.

Step-10.   Click on the "Next" button to fill-up basic details.

Figure 6 – Student details page

Step-11.   Students need to select correct name, date of birth, gender, Marital status, differently able status, religion, ABC (Academic bank of Credits) ID, Father and mother name, Student unique number, community, EWS status (if caste category is "Unreserved") in student profile.

Step-12.   Then need to select the correct address details and click on the next button.

Step-13.   Students must be fill-up all the fields marked with "*" red asterisk mark. Then select "Next" button. The flowing pages will be displayed as qualification details tab.

Figure 7 - Student academic details page

Step-14. Students(s) are required to provide correct Matriculation (10 level) details such as name of examination, name of the board, country, state, year of passing, roll no., total marks obtained out of full marks, registration number along with registration year.

Step-15. For higher secondary (12th level) details, students are required to fill name of examination, board name, country, state, year of passing, class/division, roll number, registration number along with registration year. Total marks obtained & out of total marks need also be filled if students are admitted under 3-year NEP program.

Step-16. For the next section students need to fill out marks obtained and full marks for each subject according to their higher secondary marksheet. If the subject has not any practical/oral/project division, then "0" need to be entered in marks obtained and full marks column.

Note :
- candidates shall have to pass Theory and practical/Oral/Project separately.
- Marks of Theory and Practical/Oral/Project (as available in the marksheet/grade card) will be captured separately.

First Language

Marks Obtained (Theory)   Full Marks (Theory)

Marks Obtained (Practical/ Oral/ Project) Full Marks (Practical/Oral/Project)

Theory Marks %   Practical Marks %

Total Marks (Theory + Practical)

Second Language

Marks Obtained (Theory)   Full Marks (Theory)

Marks Obtained (Practical/ Oral/ Project) Full Marks (Practical/Oral/Project)

Theory Marks %   Practical Marks %

Total Marks (Theory + Practical)

Elective Subject 1

Marks Obtained (Theory)   Full Marks (Theory)

Marks Obtained (Practical/ Oral/ Project) Full Marks (Practical/Oral/Project)

Theory Marks %   Practical Marks %

Total Marks (Theory + Practical)

Elective Subject 2

Marks Obtained (Theory)   Full Marks (Theory)

Marks Obtained (Practical/ Oral/ Project) Full Marks (Practical/Oral/Project)

Theory Marks %   Practical Marks %

Total Marks (Theory + Practical)

Elective Subject 3

Figure 8 - Class 12 Marks details

Step-17. Please select "**Next**" button to fill-up the enrollment details and upload documents.

Figure 9 - Eligibility verification

Step-18. Candidates need to select admission date, academic session and admission chalan no.

Step-19. Then need to select Minor subject correctly from drop down list.

Figure 10 - Minor Subject Selection

Step-20. After selecting minor subjects, Multi/Interdisciplinary Subject group will open. Except the subject group selected for major and minor subjects, all other subject groups will to be available to choose subject from, pertaining to their availability in the college in which student(s) have taken admission inn.

Figure 11 - Multidisciplinary group and subject selection

Step-21.   Student(s) need to select Swayam option if credits are to be transferred from other UGC recognized platform (Kindly provide subject code and name of the course if selected "Yes"). Ability Enhancement course and VAC (Value Added course) need to be selected by the student(s) as per their options.

Step-22.   After that candidate(s) need to upload photo, signature, 10th and 12th admit card, marksheets. Admission chalan copy and caste certificate (if applicable)

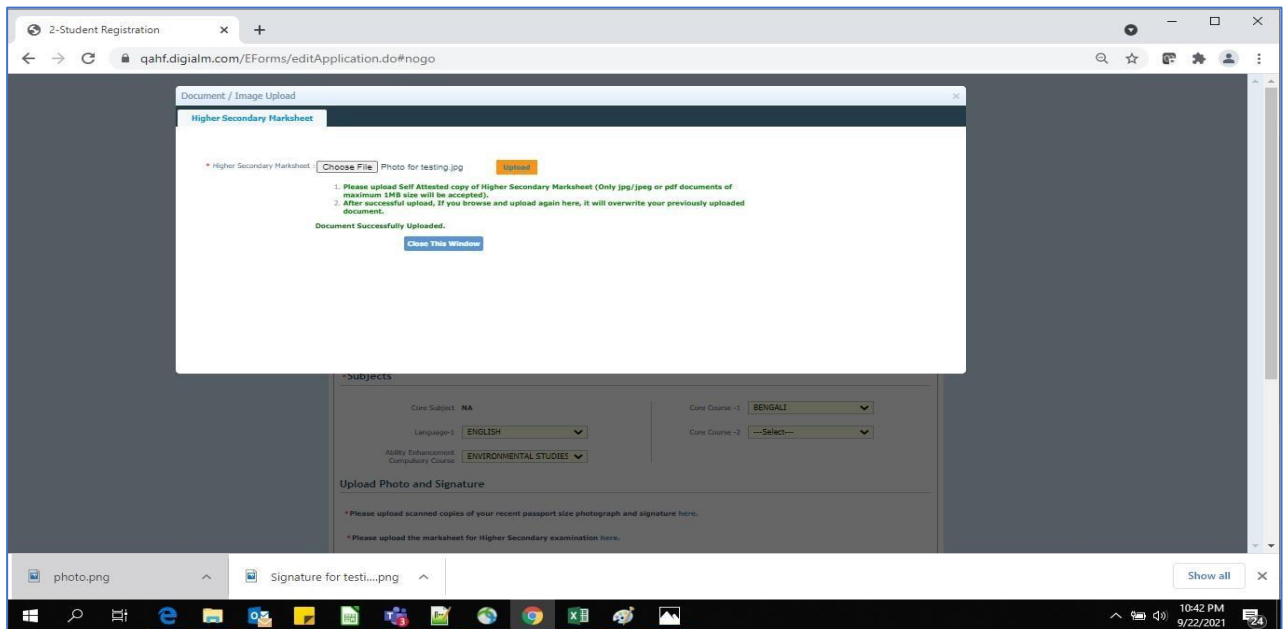*Figure 12: Photo upload part*

Figure 13 - Signature Upload part

Figure 14 - Relevant documents upload part

*Please upload the Admit Card of Higher Secondary or equivalent (10+2) examination here.

*Please upload the Marksheet of Higher Secondary or equivalent (10+2) examination here.

*Please upload College admission challan/Confirmation certificate/document/details from colleges here.

Registration and other Fees payable (in Rs.)

Registration Fee including Processing Fee
Examination Enrollment Fees
Sports Fee
Total Amount

Declaration

☐ I solemnly declare that I have passed Higher secondary or equivalent examination (10+2) in the year 2023/2022/2021/2020 from any recognized board/council/university and if any of the statement in this application is found not to be true / incomplete / misleading or if it appears in the opinion of the University that I have in any way contravened the provisions of the University Ordinances, Rules & Regulations, my admission will be liable to be canceled by the University.

Type 7 characters as shown in image

[Preview Application] [Back] [Submit]

Version 15.01.01

Figure 15 - Final submission part

Step-23.   Students need to select a preview button to preview their details. Then select captcha code, check declaration's check box and select submit button accordingly.
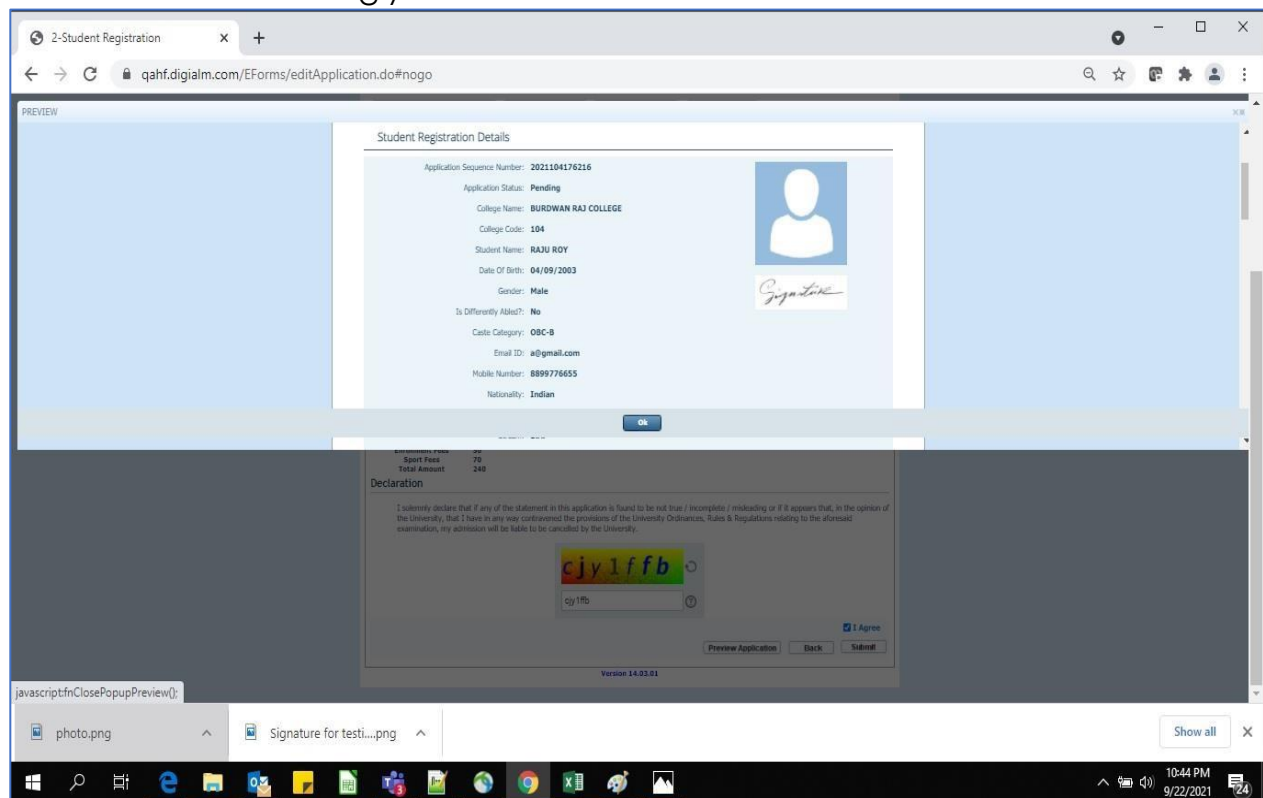

Figure 16 - Preview page

Step-24. Student must select "OK" button to submit registration data. After successfully submit the NEP registration cum enrollment form students can't edit the form later.

Step-25. The following page will be displayed post successfully submission of the registration cum enrollment form. User can print the following page for future references.
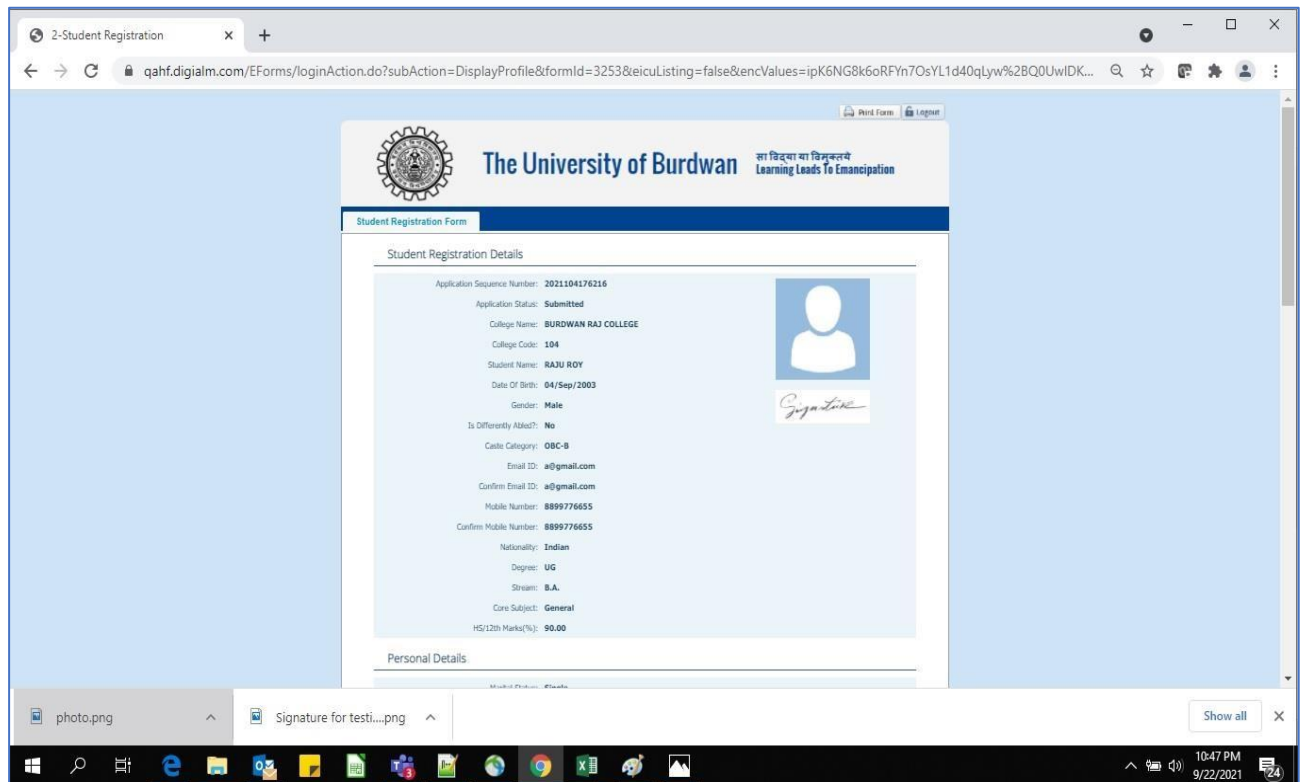

Figure 17 - Form Submitted preview

C. **Student's portal**

Step-1. Student(s) can login in-to the following portal for further tracking.

URL will be found in the University website.

(**https://www.digialm.com:443//EForms/configuredHtml/1254/86290/login.html**)

Step-2. The login page will be displayed as per the following image. User can login into the same by using the credential which are provided in the SMS and email.
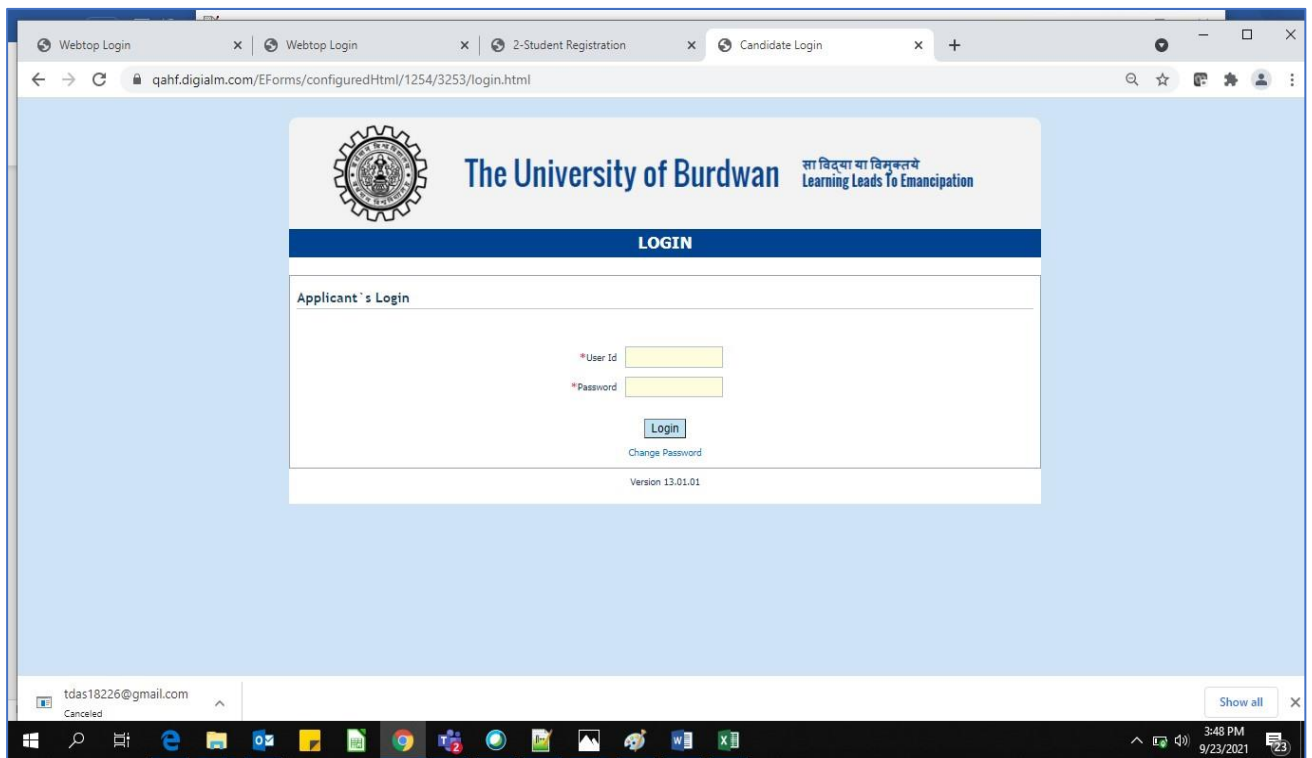
Figure 18: Student's Login Page

Step-3. Below page will be displayed post successfully login of the student(s).
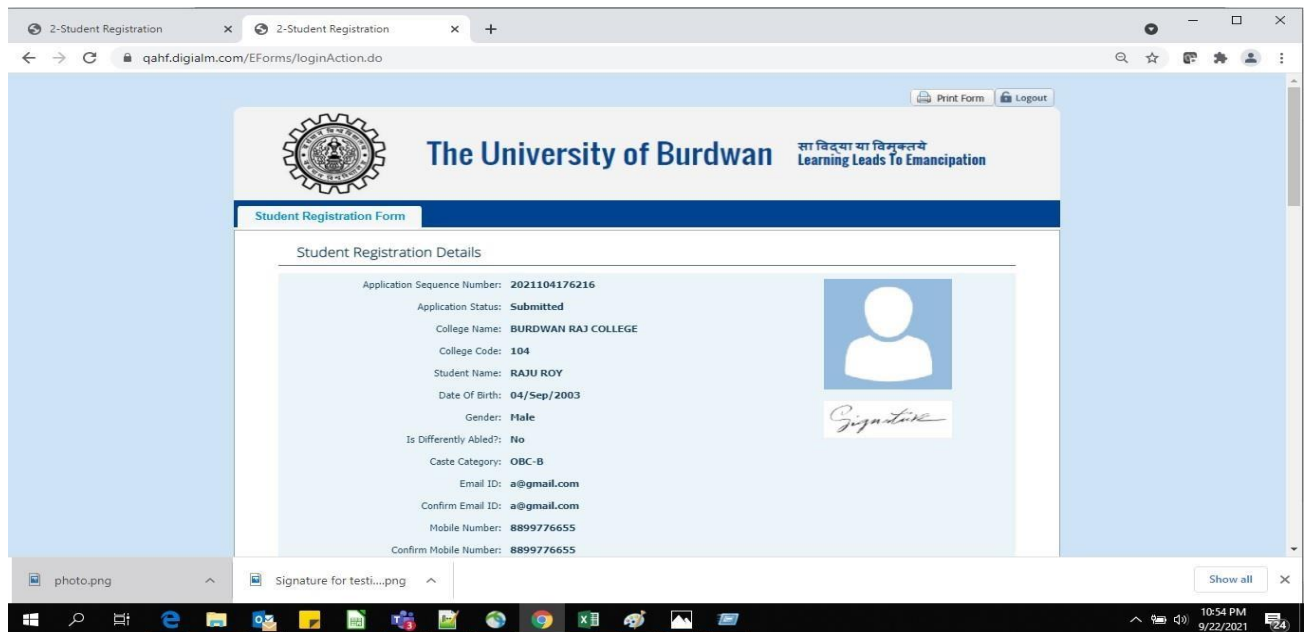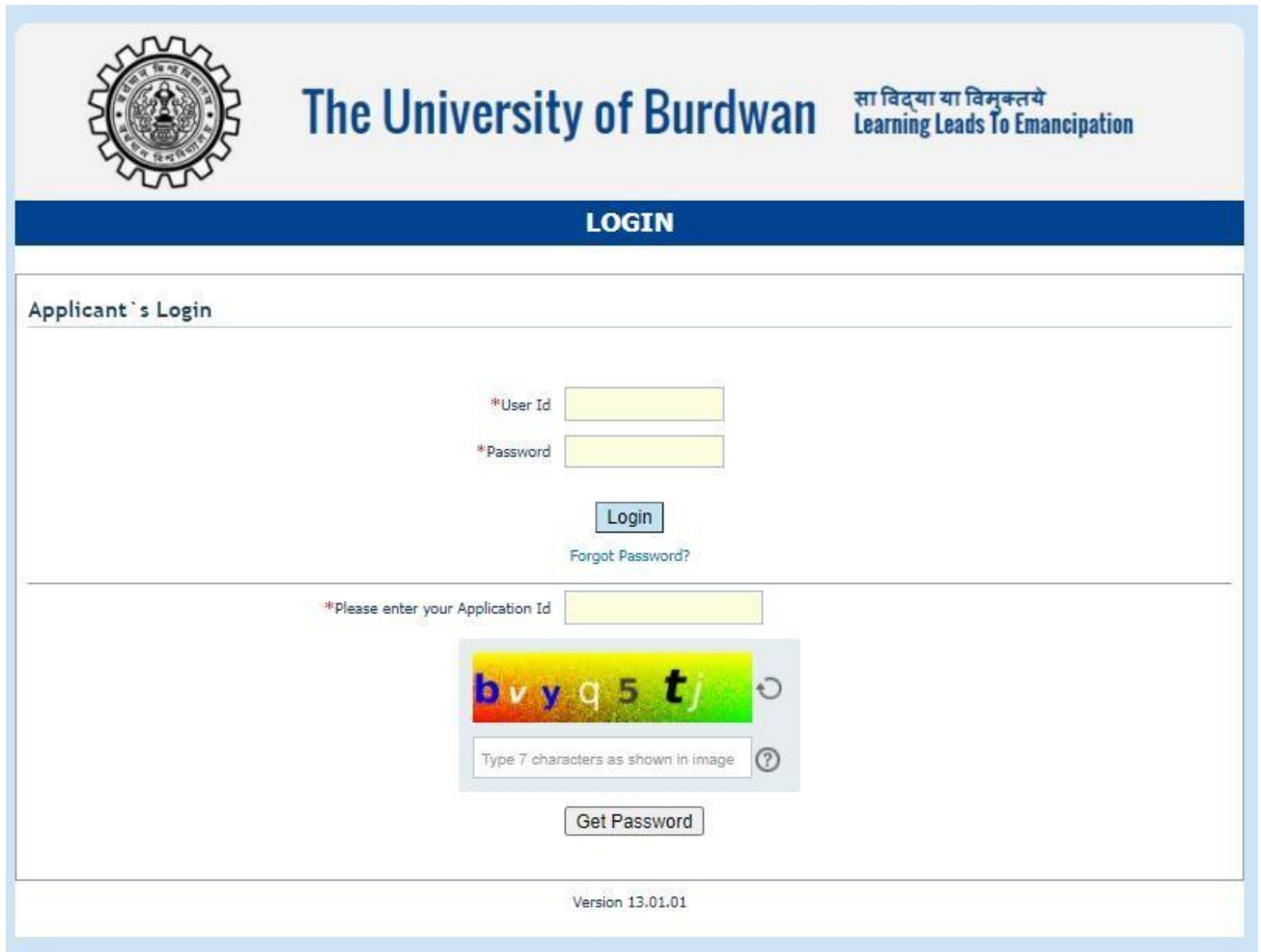

Figure 19 - Student's Portal

Step-4. Purpose of the student's login portal as follows:

    a. Students can view his/her submitted registration form.

    b. Take a printout for future references (if needed).

    c. Response to the queries from the respective colleges.

    d. Students will be required to connect with the colleges if any discrepancies identify in the submitted data.

    e. Tracking the status of the application.

    f. If colleges change status as "ask for correction" then one edit option will be available on the upper right side of login form.

Step-5.   If the Student forgets/wants to change his/her password, then follow the below steps:

    a. Click on the Forgot Password option.

    b. Provide the correct user ID and captcha provided in the page.

    c. New password will be triggered to the student's provided mobile number or email address.

Figure 20 - Change password screen

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