



# THE UNIVERSITY OF BURDWAN

## USER MANUAL FOR U.G. SEMESTER-I, 2017 EXAMINATION APPLICATIONS BY THE COLLEGES

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Helpdesk Contact No. : 7548029769

Helpdesk E-Mail Id. : [examination@buruniv.ac.in](mailto:examination@buruniv.ac.in)



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## 1. Introduction

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Burdwan University U.G. Semester-1, 2017 Examination Application forms will be submitted by the Colleges on behalf of the students. Once the Application form is successfully submitted, students will receive an SMS with their respective User ID and Password to login and check their application form. Colleges are requested to provide the **CORRECT UPDATED** mobile no. of the students.

In order to enable the colleges of The University of Burdwan to apply for Semester-1 students' examination online, iON eForms solution has provided the required online tools. This manual has been provided to help you understand and use the Examination Application form webpage of The University of Burdwan.

## 2. Steps for Online Examination Application Process

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The online students' examination application process is consisting of the following steps:

**STEP- I :** Open the website of **The University of Burdwan**

[\(http://www.buruniv.ac.in/\)](http://www.buruniv.ac.in/)

**STEP- II :** Click on the B.A./ B.Com/ B.Sc Semester-1, 2017 Examination Application Link.

**STEP- III :** The login form will be displayed. Input your college login id and password shared by the university and click on Login. This login id and password is same as the previous login shared.



*Figure 1. Login Page*



**STEP- IV :** The application home page will be displayed. Click on the eForms button



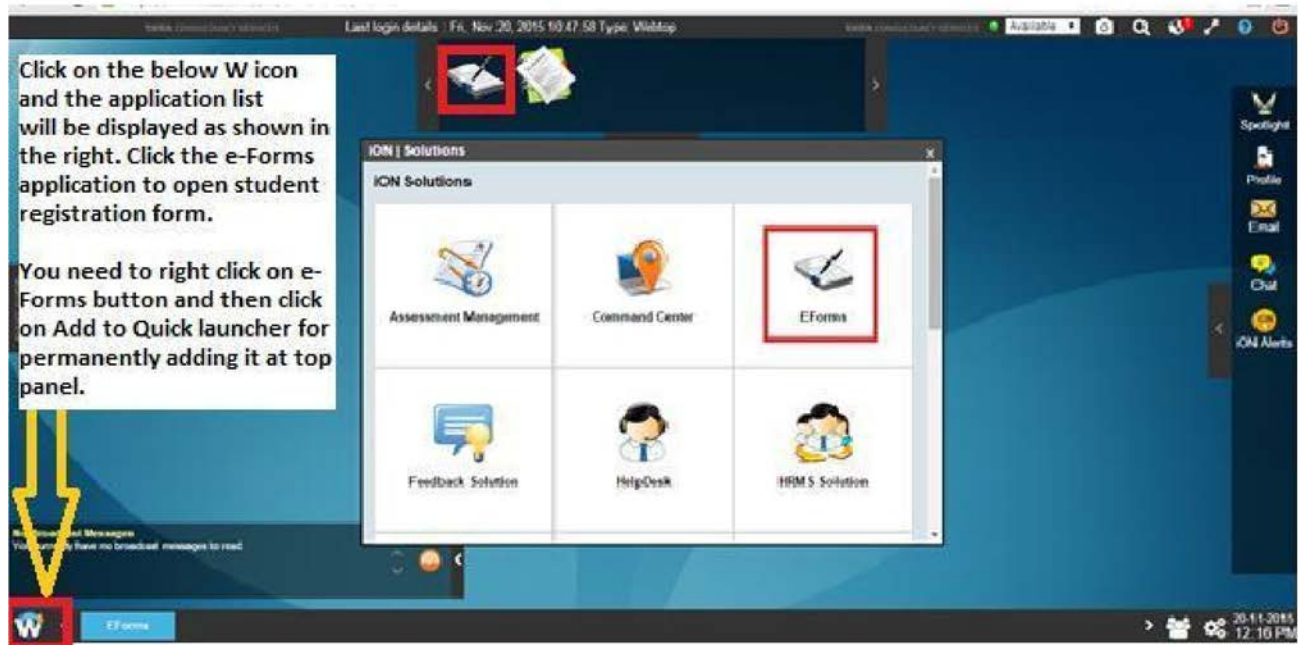
on the top of the home page highlighted below.



*Figure 2. eForms Link on Home Page*

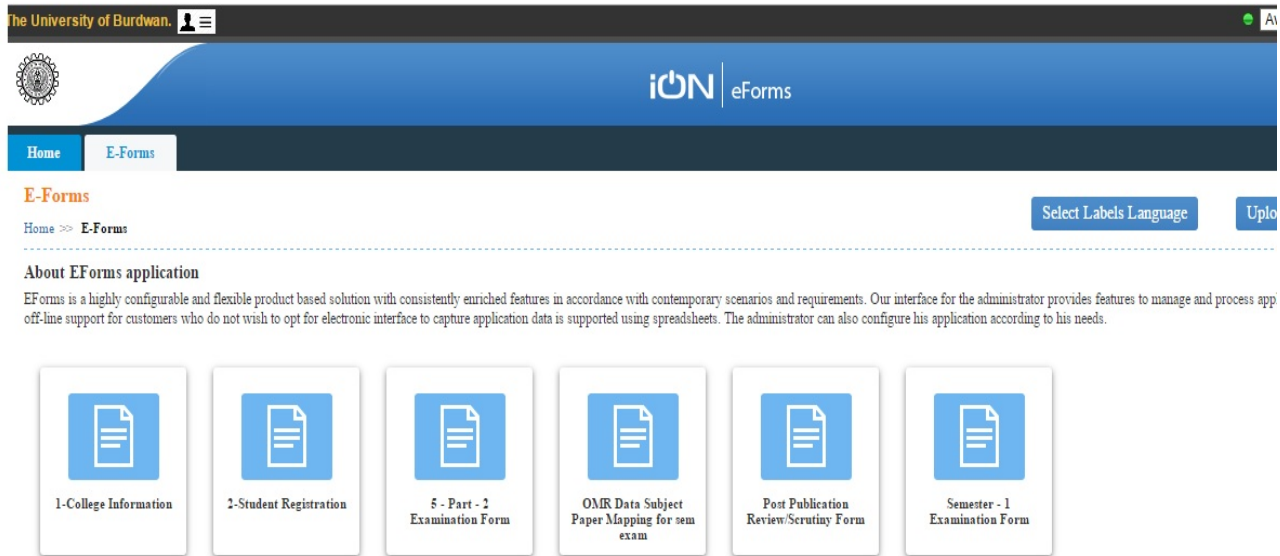
If the e-Forms  icon is not visible after login then you need to click on  button on bottom left corner of the home page as shown below and then the e-Forms application will be available.

In order to make the EForms application displayed on the top panel always, **right click the EForms application** and then click on **Add to Quick Launcher** option.



*Figure 3. Access eForms Application*

**STEP- V :** Click on “**Semester - 1 Examination Form**” to initiate the student application for Semester-1 examination as shown below.



*Figure 4. Semester-1 Examination Application Form*

Once **6- Semester-1 Examination Form** application is clicked, the form options will be displayed.

**STEP- VI** : Click on Create students



Button. The Examination form for the

will be opened.

Select the course, Exam category and then all the students available for this Course and Exam category for this college will be available in the dropdown **Registration No.- Student Name** as shown in the following form.

Registration Details

College Details

College Id 104 | College Name BURDWAN RAJ COLLEGE

Search Criteria

**Note :** Please select the Course and Exam Category in the Drop downs. Please enter the Registration No, and click on View Details or you can select the Registration No from the Registration No - Student Name drop down and click on View Details.

\* Course: --Select--  
--Select--  
B.Sc. Hons.  
B.Com. Hons.  
B.A. Hons.  
B.Sc.  
B.Com.  
B.A.

\* Exam Category: --Select--

\* Registration No-Student Name: --Select--

View Details

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**Figure 5. Application Form Page of Examination**

After selecting the appropriate Course and Exam category and the student in the dropdown list, Click on the **View Details** button to see the details of the student. Roll No. can be also be given directly in the “Registration No.” tab and form of that student will be available.

Exam Category will be only “Regular” for the academic year 2017-18.Backlog or repeat will not be available in the drop down.

The application form will be available as shown below:

**NOTE:** This symbol \* indicating the fields are mandatory. Hence, they must be filled.

## Personal Details

**Note :** Please verify the Student Name , Course, Registration No / Registration Year and Father/Mother Name positively before submitting the application.

Student Name **QWERTY**

Course **B.Sc. Hons**

\*Date Of Birth  

\*Father's Name

\*Religion

\*Differently Abled  Yes  No

Allocation Category  
(as per Registration) **OBC-B**

\*Gender

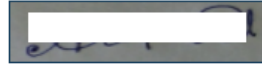
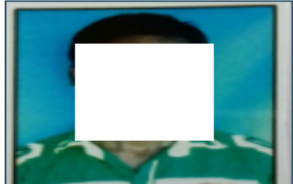
Registration No /  
Registration Year **201701001150 / 2017-18**

\*Mother's Name

\*Social Category

Aadhar Number

## Photograph and Signature



The candidates whose photograph is not available will need to upload the Photograph and signature as shown below:

If the candidate's photo and signature need to be updated then please click [here](#).

### Address for Correspondence

**Note :** The address of the student(if available) as per the University records has been selected. Please modify accordingly.

*Address Line 1	<input type="text"/>	*Address Line 2	<input type="text"/>
*Country	India	*State	West Bengal
*District	Bardhaman	*City / Locality	<input type="text"/>
*Pincode	713125	Email ID	<input type="text"/>
*Mobile Number	8383016363		

### Subject Details

**Note :** Please verify positively the Examination Subjects for the student before submitting the application. In case of any discrepancy, please contact the University / Help Desk immediately. Changes of subjects after submitting the form may not be entertained.

Please provide the correct and updated mobile number of the students so that SMS will be sent to them with their User ID and password as shown above.

The Subject details will be shown as below for the Regular Candidates.

\*District: Bardhaman

\*Pincode: 713125

\*Mobile Number: 8942995629

\*City / Locality:

Email ID:

### Subject Details

**Note :** Please verify positively the Examination Subjects for the student before submitting the application. In case of any discrepancy, please contact the University / Help Desk immediately. Changes of subjects after submitting the form may not be entertained.

Core Course: <b>Chemistry</b>	Generic Elective: <b>Mathematics</b>
CC-1 Organic Chemistry-I	GE-1 Differential Calculus
CC-2 Physical Chemistry-I	Ability Enhancement Compulsory Course: <b>Environmental Studies</b>
	AECC-1 Fundamentals of Environmental Studies

### Declaration

I hereby declare that all the particulars stated in this application form are true to the best of my knowledge and belief. If any of these information provided found to be false/incorrect, I shall abide by the actions / decisions taken by the University.

I Agree

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**Figure 6. Student's Subject Details**





**STEP- VIII:** Click on application number hyper link as shown below.

Action	Application Seq No	Application Date (dd/MM/yyyy)	College Code	College Name	College Place
	115	07/Dec/2015	115	THE UNIVERSITY OF BURDWAN MAHAVIDYALAYA	
	117	07/Dec/2015	117	THE UNIVERSITY OF BURDWAN MAHAVIDYALAYA	

**Search Result for College Information**

The college profile form will be opened as shown below and you will find all the relevant various tabs. Click on the concerned tab and download the documents on clicking the caption [here](#) as shown in the below screenshot.

The documents in PDF format will be opened and available for download.

**Please Note:**

**If a document is not applicable to the concerned college, then it will not be available on clicking download.**

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

**College Registration Form** **Descriptive Roll Report** **Form List Data Report** **BAH Admit Card**

**Descriptive Roll Report**

**Note : If any Course (BAP/BAH/BSP/BSH/BCP/BCH) is not applicable for the College then an Error Page will be displayed due to non-availability of the document.**

Please click [here](#) to download Descriptive Roll Report for B.A.

Please click [here](#) to download Descriptive Roll Report for B.A.Honours

Please click [here](#) to download Descriptive Roll Report for B.Sc.

**Cancel**

## 4. Search applied examination candidates

The candidates who have been registered for the examination can be searched and their information can be edited. The following steps will be followed:

1. The steps I to V are to be followed as mentioned in the **Steps for Online Examination Application Process** section to open the **Semester - 1 Examination Application Form**.
2. Select "Search" from the options available:



3. The "Search" criterion can be entered and any candidate or candidates can be searched:

The candidate records will appear. For each candidate following operations can be performed and the various buttons are highlighted on the following image:




- a) View – View the Candidates Registration details
- b) Check logs – The logs of update of the candidate record can be checked.
- c) Edit – Edit the candidates' personal details. The College can edit the candidate's details by clicking the 'edit' option.

Action	Registration Number	Application Date (MM/DD/YYYY)	Student Id	Student name	Mother name	Father Name
	RE141201172785	19Feb2015	151001336942	SUNIL KUMAR	KELO	BIRA RAM
	RE141201172785	06Jan2015	14120928106	ANIL	KHAJANI DEVI	BALBR SINGH
	RE141201172784	06Jan2015	14120801558	TUSHAR GOYAL	ANITA GOYAL	DEVENDER GOYAL

## 5. Download Individual Admit Cards

After searching with the particular Roll No. or Application Sequence No., the candidate's record will be shown as follows:

The screenshot displays the 'YOUR SELECTION 4 - Part - 1 Examination Form' interface. It features a 'Create filter criteria' section with the following fields: 'From Date' (03/26/2017), 'To Date' (03/30/2017), 'Status' (All), 'Email Id' (empty), 'Application Seq No.' (empty), 'Select from Label' (Roll Number), and 'Select Value' (17AH/104/0030). Below these are 'Search', 'Reset', and 'Save Filter' buttons. The 'Your Search Result' section shows a table with one entry:

Action	Application Seq No	Application Date (dd/mmm/yyyy)	Roll Number	Student Name	Student Id	Honours Sub Code
  	20171104AH000003	30/Mar/2017	17AH/104/0030	ANKITA PAN	2016104125504	SOCH

At the bottom, it indicates 'Showing 1 - 1 of 1 entries' and includes navigation buttons: 'Delete', 'Send Password', 'Reset Password', 'Print', and 'Delete All'. A 'Go To Page Number 1' field is also present.