



THE UNIVERSITY OF BURDWAN

USER MANUAL FOR POST PUBLICATION REVIEW/SCRUTINY BY THE COLLEGES

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Introduction

In order to enable the colleges of The University of Burdwan to apply for Post Examination Result Publication Review/Scrutiny online, iON eForms solution has provided the required online tools. This manual will help the colleges to understand and apply for the Review/Scrutiny Application of The University of Burdwan for **B.A. / B.Com. / B.Sc.** Students.

Steps for Online Review Application Process by the colleges

The online students' application process consists of the following steps:

STEP- I: Open the website of **The University of Burdwan** (<http://www.buruniv.ac.in/>)

STEP- II: Click on the **Online Services** and then **B.A. / B.Com. / B.Sc. Student Post Examination Review/Scrutiny** 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.

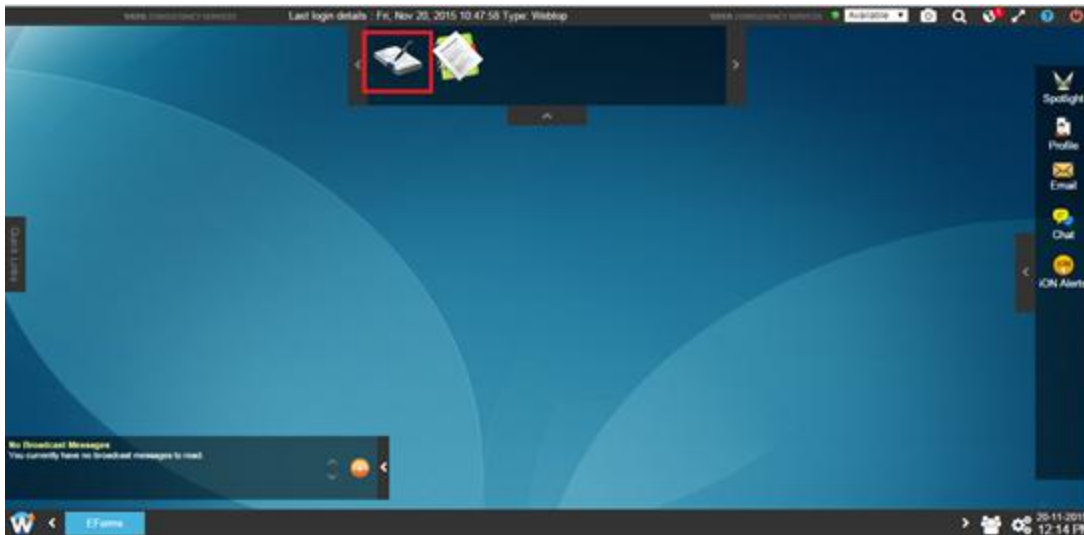


The screenshot shows a login interface with a dark header containing the text "TCS iON Webtop Login". Below the header, there are two input fields: "Username:" and "Password:". Below the "Password:" field, there are two buttons: "Forgot Password" and "Login".



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.

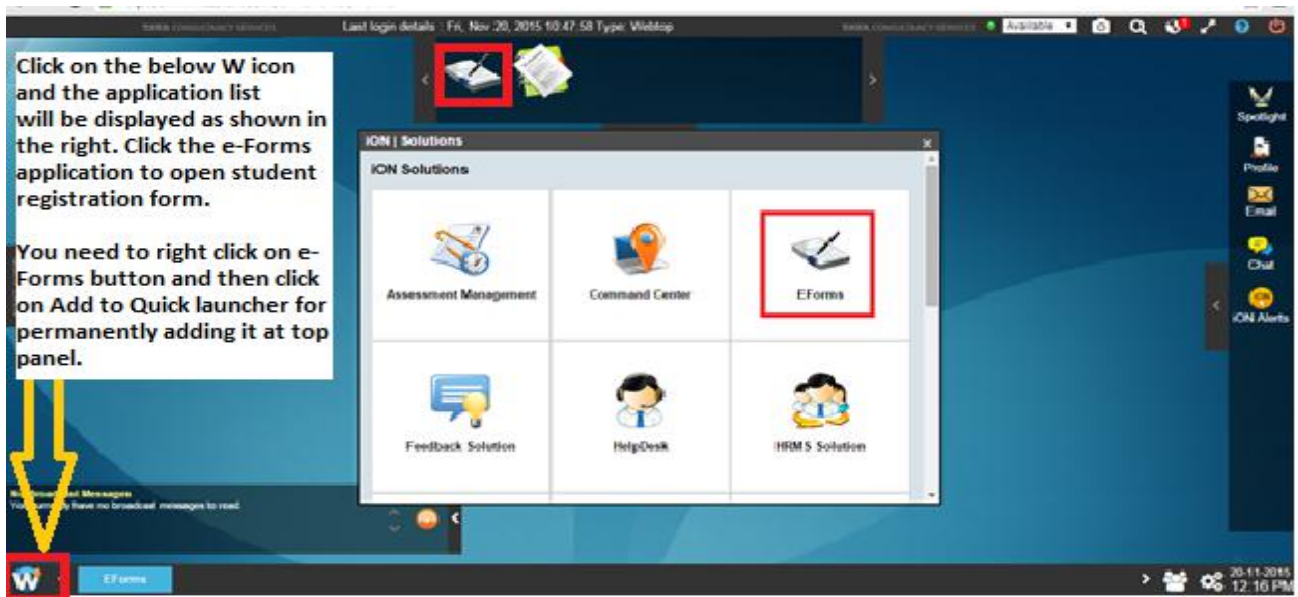




eForms link on Home Page

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.



Access eForms Application

STEP- V: Click on “**Post Publication Review/Scrutiny Form**” to initiate the student application process.

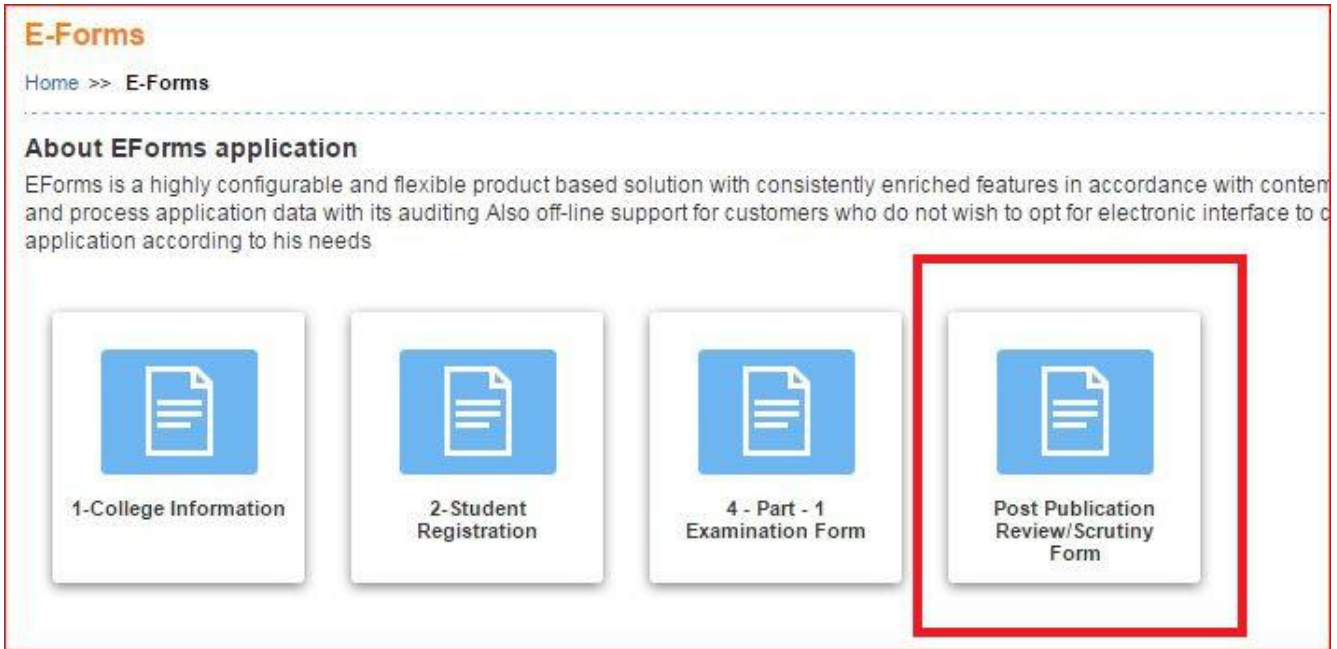


Figure 1. Post Publication Review/Scrutiny Form

Once **Post Publication Review/Scrutiny Form** is clicked, the form options will be displayed.

STEP- VI: Click on Create



button. The Application form for the students

will be displayed as shown below along with the guidelines at the beginning:

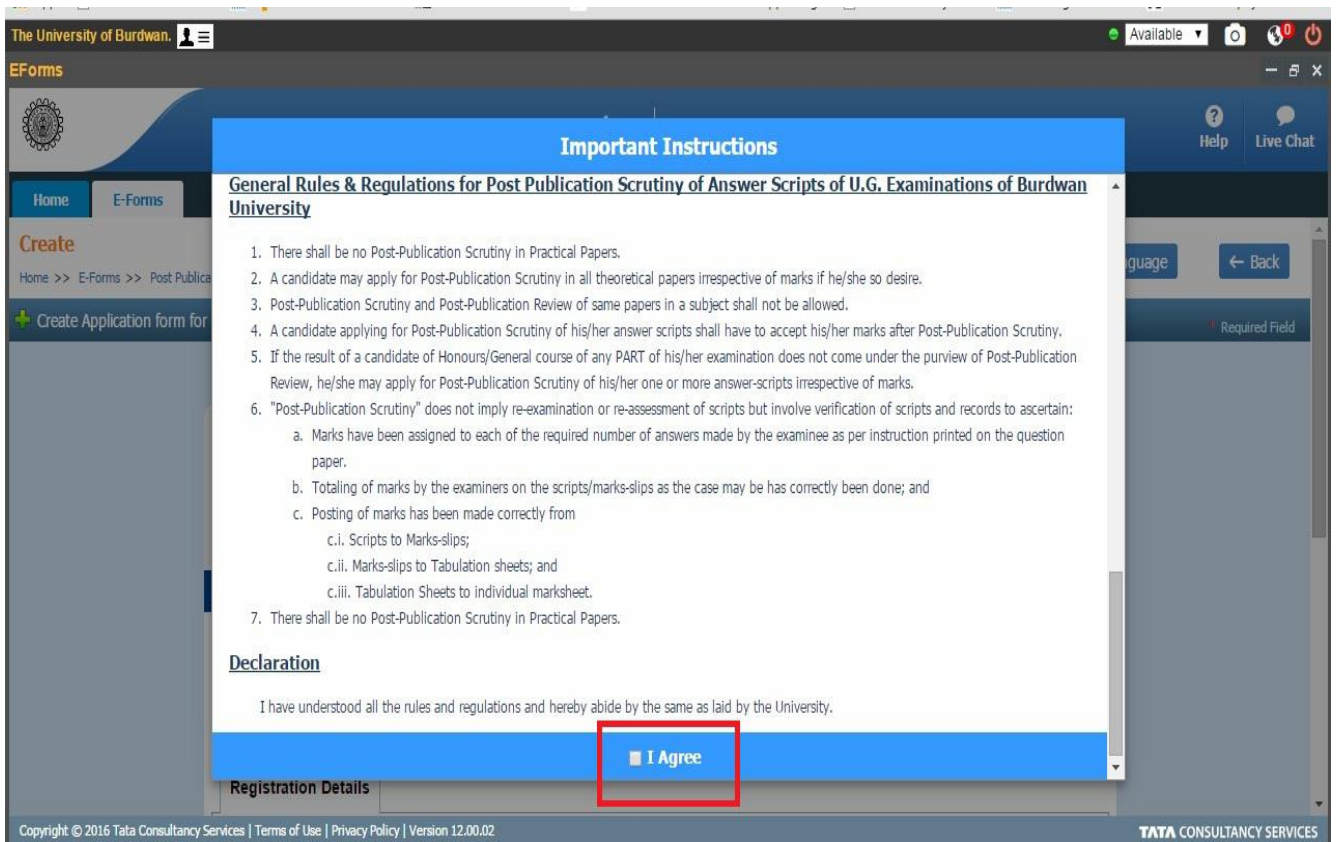


Figure 2. Review/Scrutiny Guidelines

Read the **General Rules & Regulations for Post Publication Review and Scrutiny** carefully. Click on “I Agree” to proceed further.

Basic Details:

There are four sections on the Application Form which requires to be filled:

1. Personal Details
2. Review/Scrutiny Subject Details
3. Fee Details
4. Declaration

The Application form will open and start filling details as described below.

After selecting the Part and Name of the Examination, the student's Roll No. will be available for selection from the drop down list, Click on the **View Details** button to see the details of the student. The Applicant can directly give the Roll No. and click the **View Details** to see the details.

Post Publication Review/Scrutiny Application Form

Note : Kindly use Internet Explorer (version 7 to 11) or Mozilla Firefox (14 to 49) or Google Chrome (20 to 54) to fill in the Application Form.
Use the cursor to move between fields instead of using the tab key.
Fields marked with * are mandatory.

Registration Details

College Details

College Id 104 | College Name BURDWAN RAJ COLLEGE

Search Criteria

Note : Please select the Applying For and Name of Examination in the Drop downs. Please enter the Roll No and click on View Details or enter the Registration No and click on View Details or you can select the Roll No from the Roll No - Student Name (Registration No) drop down and click on View Details.

* Applying for ---Select---
Roll No
* Name of Examination ---Select---
Registration No
* Roll No - Student Name (Registration No) ---Select---

View Details

Figure 3. Application Form

Review/Scrutiny Subject Paper

Select the Papers for Review and Scrutiny as shown below:

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

Roll No	16SH/104/0036	Name of the Candidate	ARKA BIKASH KAR
Exam Category	BSH	Registration No / Registration Year	201501001560 / 2015-16

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	MOLOYPUR	*Address Line 2	MOLOYPUR
*Country	India	*State	West Bengal
*District	Hooghly	*City / Locality	HOOGHLY
Email ID	arkabikashkar@gmail.com	*Mobile Number	9093062408

***Review/Scrutiny Subject Details**

Subject Name	Paper	Review	Scrutiny
STSG	PAPER-1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MTMG	PAPER-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ECOH	PAPER-2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	PAPER-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 4. Review/Scrutiny Paper Details

Review the student details and Review/Scrutiny papers.

Fill/update the address and the contact details as required. Please provide the CORRECT UPDATED Mobile no. of the candidates as they will be receiving SMS for checking their Review/Scrutiny forms.

Declaration

1. Read the declaration and upload the scanned signature of the Applicant after the Declaration by Student.
2. Upload the scanned signature of the Principal/TIC after the declaration of Principal/TIC.
3. Click on the checkbox for “I Agree”.
4. Preview the Application form before Final submission.
5. Click Apply button. This will submit the application form for review of this student application for Review/Scrutiny.

The screenshot shows a web form titled "Declaration by Student" and "Declaration by Principal/TIC". The "Declaration by Student" section contains a paragraph of text and a link: "*Please upload candidate's signature here." The "Declaration by Principal/TIC" section contains a paragraph of text and a link: "*Please upload principal's signature here." At the bottom right, there is a checkbox labeled "I Agree" and two buttons: "Preview" and "Apply".

Figure 5. Declaration

Please provide the official stamp of College Seal and the Principal/TIC after submission of the Application form as shown below:

The screenshot shows the "Declaration by Principal/TIC" section of the form. It contains the same text as in Figure 5. Below the text, there are three boxes: a box labeled "College Seal", a box labeled "Official Seal Of Principal/TIC", and a box containing a handwritten signature "Animesh Kona" with the text "Signature of Principal" below it.

Figure 6: Official College Seal & Principal/TIC seal

PLEASE NOTE: Form once submitted will NOT be available for further editing.

-----END OF USER MANUAL -----