



# THE UNIVERSITY OF BURDWAN

## USER MANUAL FOR PART-2 EXAMINATION APPLICATIONS FOR THE STUDENTS

Version 1.0

April-2017



## 1. Introduction

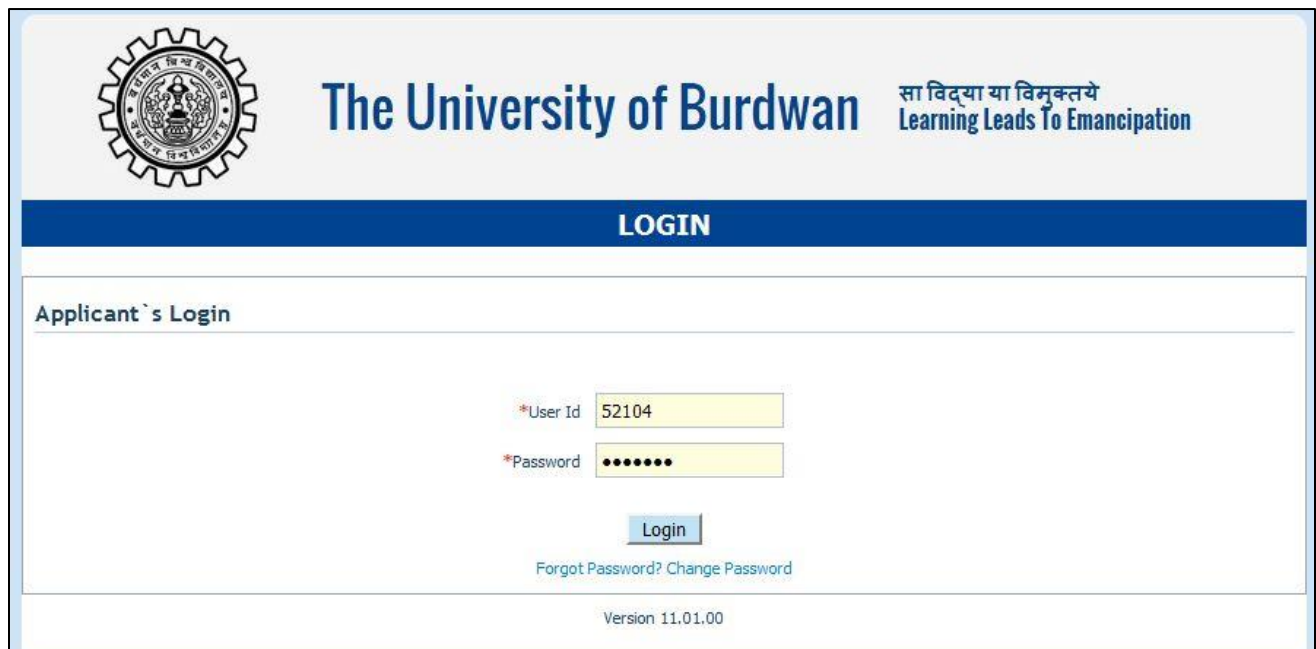
Burdwan University U.G. Part-II, 2017 Examination Application forms will be submitted by the Colleges on behalf of the students. Once the Application form is successfully submitted, students will receive an SMS with their respective User ID and Password to login and check their application form. Colleges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

## 2. Steps for the Applicants to check their Application Form

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

**STEP- II** : Click on [U.G. Part-II Student's Application Form Login](#)

**STEP- III** : The login form will be displayed. Input your User ID and password received through SMS as shown below:



The screenshot shows the login interface for applicants. At the top left is the university's logo, a gear with a lamp inside, surrounded by text in Bengali. To the right of the logo is the text "The University of Burdwan" and the motto "सा विद्या या विमुक्तये" (Learning Leads To Emancipation). Below this is a blue header with the word "LOGIN" in white. The main content area is titled "Applicant's Login" and contains two input fields: "\*User Id" with the value "52104" and "\*Password" with masked characters. Below the password field is a blue "Login" button. Underneath the button are links for "Forgot Password?" and "Change Password". At the bottom of the page, it says "Version 11.01.00".

*Applicant's Login*

**STEP- IV :** After Login view the Application Form as shown below. Check all the details mentioned in the Application form.

**Part-3 Examination Form**

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**Student Examination Details**

Application Sequence Number: 52104  
Course Name: B.Sc. Honis

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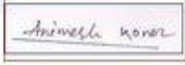

**College Details**

College Code: 999  
College Name: Dummy College

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**Personal Details**

Roll No.: 15SH/999/0104  
Student Name: ATANU MAHATO  
Son / Daughter Of: SUBRATA KR MAHATO  
Gender: Male  
Registration No / Registration Year: 002429/2014-2015  
Category: SC



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**Address for Correspondence**

Address Line 1: burdwan  
Address Line 2: burdwan  
Country: India  
State: West Bengal  
District: Malda  
City / Locality: burdwan  
Mobile Number: 9830301782

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**Regular Subject Details**

Honours Subject: CEMH  
Mandatory Subject: ENVS

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**Exam Details**

Is Regular Candidate?: Y  
Exam Type: Regular

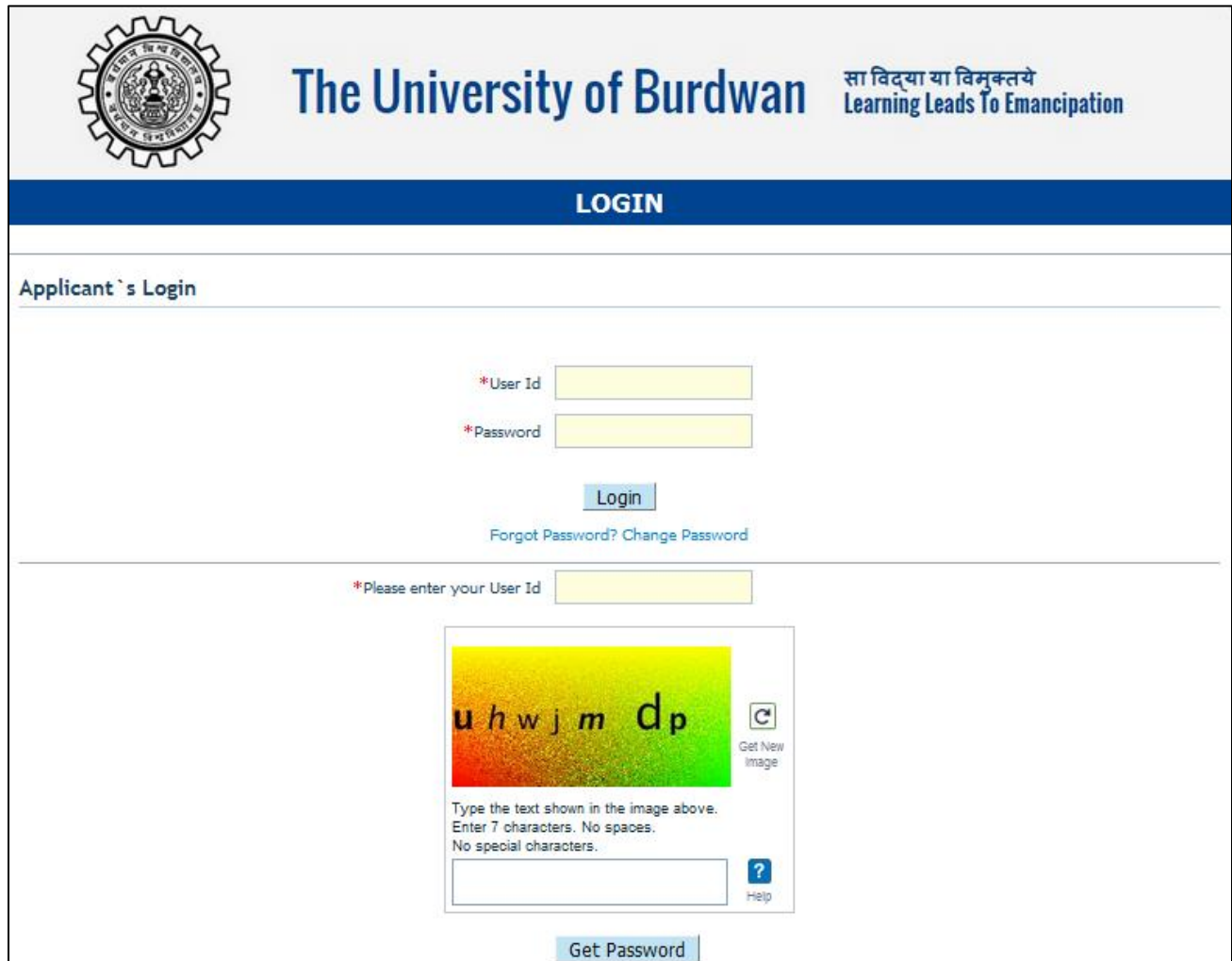
**STEP- V :** After checking all the details if any discrepancy is found in the Application form, contact the College immediately to rectify the form. College will contact the Helpdesk to rectify the form.

**STEP- VI :** Print the Application form and Logout from the Application Form.

If the Student forgets/wants to change the password then follow the below mentioned steps:

**Step-I:** Click on the Forgot Password.

**Step-II:** Enter the User ID and type the text as shown below:



The screenshot displays the 'Applicant's Login' section of the University of Burdwan's online application portal. At the top, the university's logo and name are visible, along with the motto 'सा विद्या या विमुक्तये' and 'Learning Leads To Emancipation'. Below the 'LOGIN' header, there are two main sections. The first section contains fields for '\*User Id' and '\*Password', a 'Login' button, and a link for 'Forgot Password? Change Password'. The second section, titled '\*Please enter your User Id', features a text input field, a CAPTCHA image showing the characters 'u h w j m d p', a 'Get New Image' button, and a 'Help' button. At the bottom of this section is a 'Get Password' button.

**Step-III:** The Password will be sent to the Student's mobile number as given by the College while filling up the form.

If the student wants to change the Password, then follow the below mentioned steps:

**Step-I:** Click on the Change Password.

**Step-II:** Enter the User ID, Current Password, New Password and confirm the New Password as shown below:



The screenshot shows the 'Change Password' interface. At the top left is the university's logo, followed by the name 'The University of Burdwan' and the motto 'सा विद्या या विमुक्तये Learning Leads To Emancipation'. Below this is a blue header with the text 'Change Password'. The main content area contains the instruction 'Please Enter The Required Details To Change Your Current Password.' and four input fields: '\*User Id', '\*Current Password', '\*New Password', and '\*Confirm Password'. A note below the fields states 'Note: New Password can not be same as current password.' At the bottom center is a 'Change Password' button.

**Step-III:** The Password will be changed.

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