



The University of Burdwan

User Manual for Student Self Service Portal (University Campus Student)

Version 1.1



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LOG IN:

Step 1:

1. Open the below URL to access the student self-service portal:
https://q01.tcsion.com//per/q01/pub/1254/SelfServices/templates/login_page21092021011323/Login%20Page521092021011353.html
2. Login page will be displayed as follows:

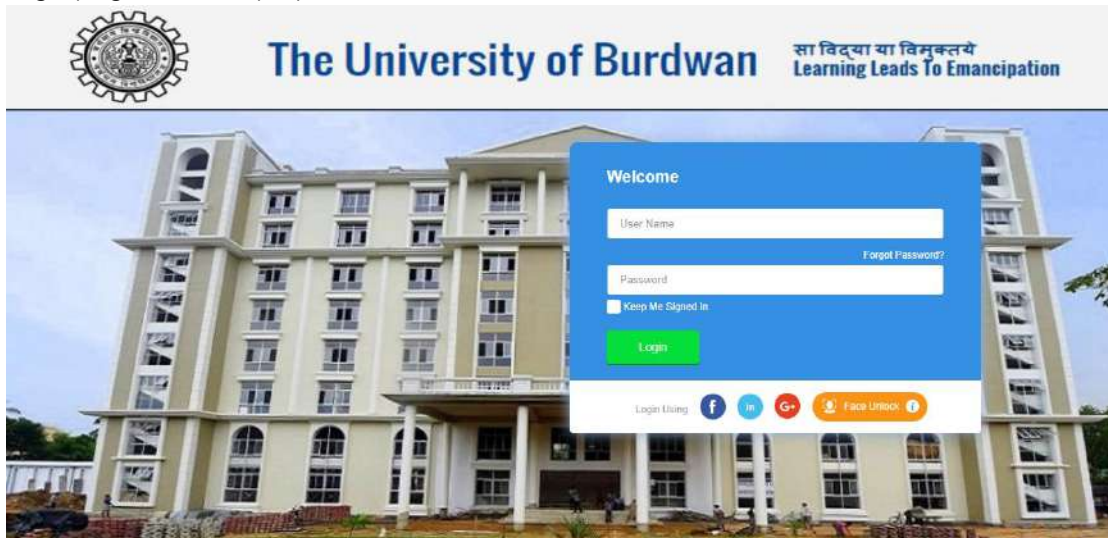


Fig 1: Login page

Step 2 :

1. After first time login user will get following page for changing their default password and they need to set their own password
2. "Current Password" will be the default password
3. User need to confirm new password to login into the student self-service portal

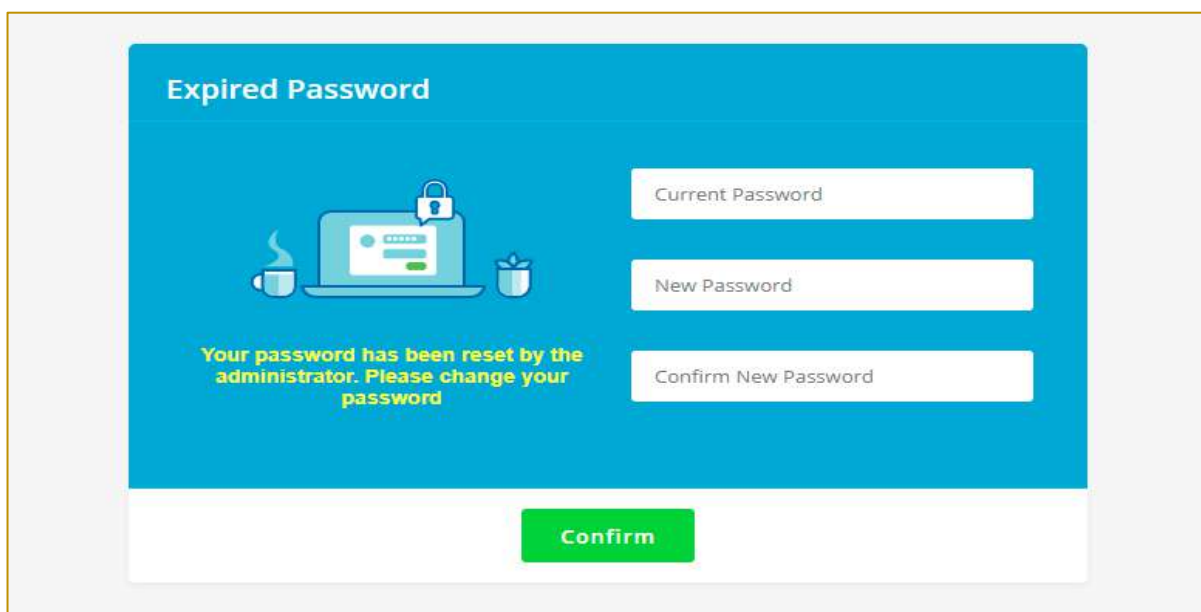


Fig 2: Change password page

Step 3:

1. Post successfully login the following page will be displayed:



Fig 3: Landing page

STUDENT PROFILE:

Step 4:

1. Click on the “My Profile”.
2. User will find the below screen for select the required filters.



Fig 4: Filter selection page

Step 4.1:

1. After click on “My Profile” user will find the below screen where user get to see their Academic details, Personal details, Photo & Signature

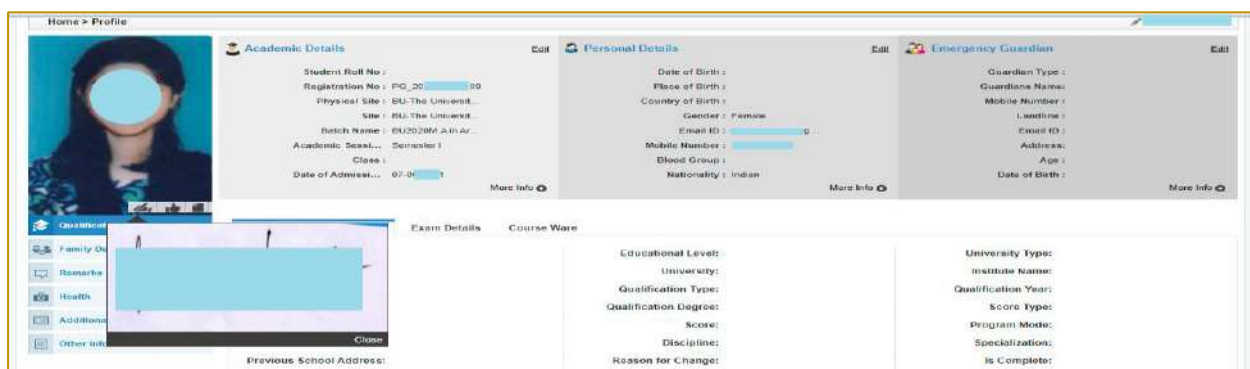


Fig 4.1: Profile view page

Step 4.2:

1. After click on "360 Profile View" user will find the below screen

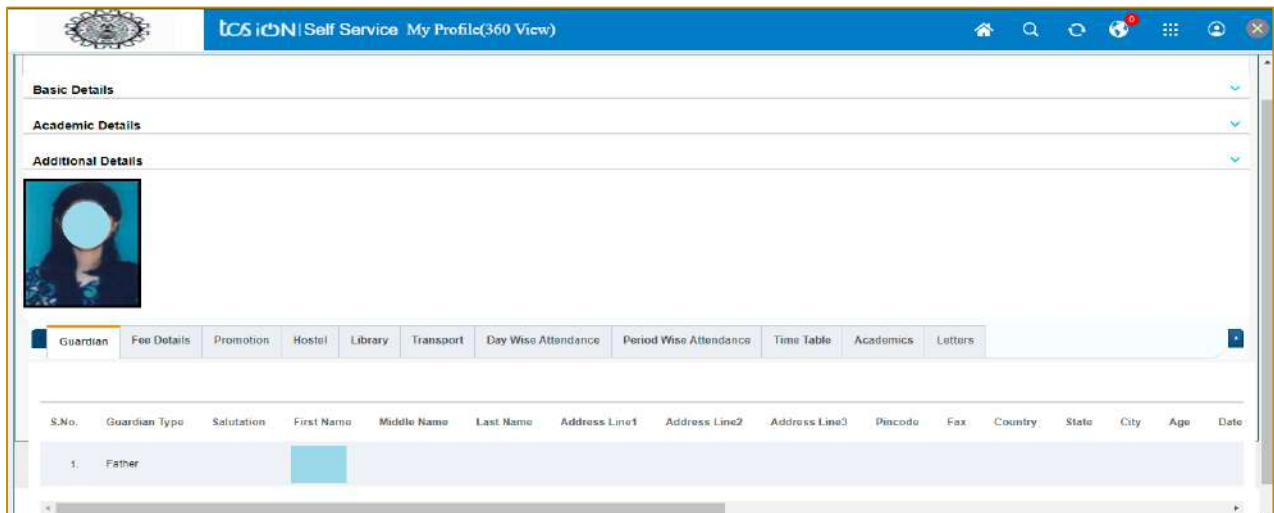


Fig 4.2: 360 Profile view page

2. By click on "Subjects" user can view enrolled subject details for respective program

S.No.	Batch	Session	Type	Subject Group	Subject	Enrollment Date	DE-Enrollment Date	Is Default	Logged Date	Change Reason
1.	BU2020M.A in Arabic/No Shift/No Group	Semester I	COMPULSARY	RMAPM5818629121	Translation: Theory and Practice	25-06-2021		N	25-06-2021	Subject Enrollment
2.	BU2020M.A in Arabic/No Shift/No Group	Semester I	COMPULSARY	RMAPM5818629121	Arabic Text and Applied Grammar	25-06-2021		N	25-06-2021	Subject Enrollment
3.	BU2020M.A in Arabic/No Shift/No Group	Semester I	COMPULSARY	RMAPM5818629121	Linguistics	25-06-2021		N	25-06-2021	Subject Enrollment
4.	BU2020M.A in Arabic/No Shift/No Group	Semester I	COMPULSARY	RMAPM5818629121	Arabic Literature During Islamic Period	25-06-2021		N	25-06-2021	Subject Enrollment
5.	BU2020M.A in Arabic/No Shift/No Group	Semester I	COMPULSARY	RMAPM5818629121	Pre-Islamic Arabic Literature	25-06-2021		N	25-06-2021	Subject Enrollment

Fig 4.2.1: 360 profile view page

EXAM & GRADING:

Step 5:

1. Click on the "Exam & Grading"
2. User will find the below screen



Fig 5: Exam enrollment page

EXAM ENROLLMENT

Step 5.1:

1. After click on "Exam Enrollment", one new window will open where student can able to apply for exam enrolment form for upcoming examinations



Fig 5.1.1: Exam enrollment page

2. Again need to click on "Exam Enrolment" button and user will find the below screen where all the details (Personal/Subjects/Fee) of user will reflect

Fig 5.1.2: Exam enrollment form view page

Subject Enrolment Details

Regular Enrollment

Form Status: Pending

Semester II

S.No.	Subject Type	Subject Name	Subject Code
1	COMPULSORY	Unit I - Immunology (Th), Unit II - Genetics (Th)	MSBT201
2	COMPULSORY	Unit I - Microbiology & Industrial Applications (Th), Unit II - Genetic Engineering (Th)	MSBT202
3	COMPULSORY	Bioinformatics (Th)	MSBT203
4	COMPULSORY	Unit I - IPR & Biosafety (Th), Unit II - Bioentrepreneurship (Th)	MSBT204
5	COMPULSORY	Unit I - Immunology (Prac), Unit II - Genetics (Prac)	MSBT205
6	COMPULSORY	Unit I - Microbiology & Industrial Applications (Prac), Unit II - Genetic Engineering (Prac), Unit III - Bioinformatics (Prac)	MSBT206

Fee Details

Regular Enrollment

Semester II

Total Fee to be paid for Semester II: 0

Grand Fee to be paid(In Rupees): 0

Submit

Fig 5.1.3: Exam enrollment form view page

3. User needs to click on "Submit" to submit the exam enrolment form
4. After clicking the same one pop-up will display

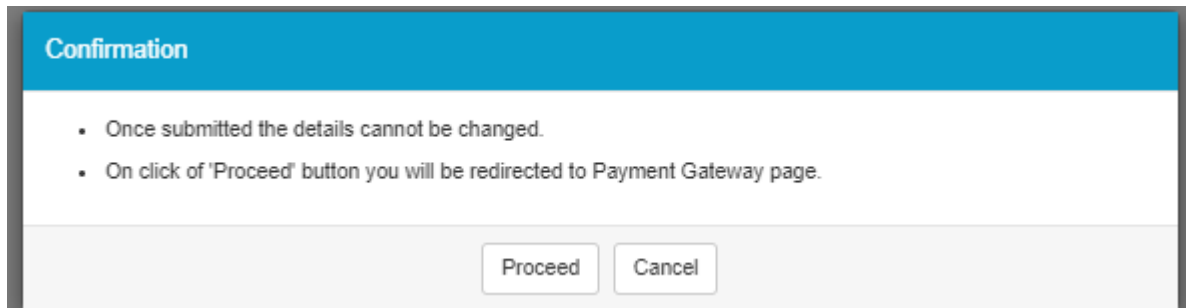


Fig 5.1.4: Exam enrollment form submit page

5. Click on "Proceed" to final submit the form.

MY EXAM RESULT

Step 5.2:

1. After click on "My Exam Result", one new window will open where student can able to view their result



Fig 5.2: Student result view page