

THE UNIVERSITY OF BURDWAN



Registration AY 2022-23

STUDENTS USER MANUAL

DOCUMENT VERSION 3.2

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A. Introduction

The University of Burdwan, Registration cum Enrollment form is to be submitted by student concerned. Once the Application form is successfully submitted, students will receive a SMS and e-mail with their respective User ID and Password. The User ID and Password is to be used to login into the student's portal for filling up necessary details for registration. Students are to fill-up the form carefully with their correct details. After a student has submitted his/her details and submitted the form, the College Authority will be edit, verify and approve the details filled in by the respective student. The College Authority in case of any erroneous submission can request the student to re-submit the form / modify the submitted details (if required) and the student should response on the same for smooth registration.

B. Steps to online application Registration cum Enrollment Form

- Step-1. Click on U.G. Student's Registration Application Form link
(<https://www.digialm.com:443//EForms/configuredHtml/1254/3253/Registration.html>)
- Step-2. **Student needs to be fill up the valid email id and phone number. Student will receive a notification with his/her user credential through SMS and e-mail in the provided number and email address.**
- Step-3. Need to check at check box and select correct captcha code also.
- Step-4. Click on “**Register**” 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)

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) and if any of the statement in this application is found to be not true / incomplete / misleading or if it appears that, 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 cancelled by the University.

etv7e7y

Type 7 characters as shown in image

Register

Figure 1: Registration first page

Student Registration Form

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.

Complete Registration

Student Registration Details

Application Sequence Number: 26[redacted]2

Application Status: Registered

Email ID: [redacted]gmail.com

Confirm Email ID: [redacted]gmail.com

Mobile Number: 9[redacted]9

Confirm Mobile Number: 9[redacted]9

Figure 2: Registration second page

Step-5. Student's need click on "**Complete Registration**" button. If complete Registration button do not display on this page, then student need to clear cache file of browser (Ctrl + Shift + Delete) and login once again.

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: Registration Check Eligibility Status Details

Step-6. Student's need to select correct college name and category name. Then click on "**Proceed**" button.

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 College Id
*Category

Check Eligibility Status

*Degree UG Degree Professional Course
*Stream
*Core Subject

*Higher Secondary Marks Details

Total Marks Obtained Out Of Total Marks
Marks %

Version 14.04.01

Figure 4: Registration College and Degree Details for Honours

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 College Id
*Category

Check Eligibility Status

*Degree UG Degree Professional Course
*Stream
*Core Subject

Version 14.04.01

Figure 5: Registration College and Degree Details for General

- Step-7. Students need to select correct Degree and stream fields. Only Honours student(s) will provide the obtained marks and the full marks in the check eligibility status tab for eligibility verification.
- Step-8. Click on the “Next” button to fill-up basic details.
- Step-9. Students need to select correct name, date of birth, gender, marital status, differently abled status, religion, nationality, father and mother name, community in student profile.
- Step-10. Students need to fill in / select correct address details and click on next button.
- Step-11. Student should fill-up all the fields marked with “*” red asterisk mark. Then select “Next” button. The flowing pages will be displayed as academic details tab.

The screenshot shows a web form titled "Student Profile" and "Address for Correspondence". At the top, there is a progress bar with four steps: 1 Check Eligibility Status, 2 Basic Details, 3 Academic Details, and 4 Enrolment. The "Student Profile" section contains the following fields: Student Name (with a red asterisk), Date of Birth (with a red asterisk and a calendar icon), Gender, Marital Status, Religion, Mother's Name, Minority Community (with radio buttons for Yes and No), Father's Name, and Nationality (with a dropdown menu). The "Address for Correspondence" section contains the following fields: Building/Avenue, IPD, State (with a dropdown menu), City, Email ID, Mobile Number, Locality/Village, Country (with a dropdown menu), District (with a dropdown menu), Pin code, and Alternate Phone No. At the bottom right, there are "Back" and "Next" buttons.

Figure 6: Student Profile & Address Details

- Step-12. Students need to select correct qualification details on academic details

tab.

Step-13. Students need to select Madhyamik and equivalent details at Matriculation (10 level details) part.

Step-14. Students need to select Higher secondary and equivalent details at Higher secondary (12th level details) part.

Step-15. Students need to select Higher secondary Theory and Practical/Oral/Project details marks correctly.

The screenshot displays a web-based registration form with four main tabs: 1. Check Eligibility Status, 2. Basic Details, 3. Academic Details, and 4. Enrolment. The 'Academic Details' tab is active, showing two sections: 'Matriculation (10th Level) Details' and 'Higher Secondary (12th Level) Details'.

Matriculation (10th Level) Details:

- Name of Examination: Madhyamik
- Country where the Board/Council/University situated: India
- Year of Passing: 2019
- Total Marks Obtained: 555
- Marks %: 89.17
- Registration Year: 2019
- Name of Board/Council/University: WEST BENGAL BOARD OF
- State where the Board/Council/University situated: West Bengal
- Roll No: 00000000
- Out of Full Marks: 625
- Registration No: 60000000

Higher Secondary (12th Level) Details:

- Name of Examination: Higher Secondary
- Country where the Board/Council/University situated: India
- Year of Passing: 2020
- Total Marks Obtained: 500
- Marks %: 83.33
- Registration No: 000000
- Registration Year: 2020
- Name of Board/Council/University: WEST BENGAL COUNCIL O
- State where the Board/Council/University situated: West Bengal
- Class/Division/Grade: 12
- Out Of Total Marks: 600
- Roll No: 000000

Figure 7: Student Matriculation & Higher Secondary Details

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	<input type="text"/>	Full Marks (Theory)	<input type="text"/>
Marks Obtained (Theory)	<input type="text"/>	Full Marks (Practical/Oral/Project)	<input type="text"/>
Marks Obtained (Practical/ Oral/ Project)	<input type="text"/>	Practical Marks %	<input type="text"/>
Theory Marks %	<input type="text"/>		
Total Marks (Theory + Practical)	<input type="text"/>		
Second Language	<input type="text"/>	Full Marks (Theory)	<input type="text"/>
Marks Obtained (Theory)	<input type="text"/>	Full Marks (Practical/Oral/Project)	<input type="text"/>
Marks Obtained (Practical/ Oral/ Project)	<input type="text"/>	Practical Marks %	<input type="text"/>
Theory Marks %	<input type="text"/>		
Total Marks (Theory + Practical)	<input type="text"/>		
Elective Subject 1	<input type="text"/>	Full Marks (Theory)	<input type="text"/>
Marks Obtained (Theory)	<input type="text"/>	Full Marks (Practical/Oral/Project)	<input type="text"/>
Marks Obtained (Practical/ Oral/ Project)	<input type="text"/>	Practical Marks %	<input type="text"/>
Theory Marks %	<input type="text"/>		
Total Marks (Theory + Practical)	<input type="text"/>		
Elective Subject 2	<input type="text"/>	Full Marks (Theory)	<input type="text"/>
Marks Obtained (Theory)	<input type="text"/>	Full Marks (Practical/Oral/Project)	<input type="text"/>
Marks Obtained (Practical/ Oral/ Project)	<input type="text"/>	Practical Marks %	<input type="text"/>
Theory Marks %	<input type="text"/>		
Total Marks (Theory + Practical)	<input type="text"/>		
Elective Subject 3	<input type="text"/>		

Figure 8: Student Higher Secondary Marks (Theory and Practical/Oral/Project) Details

Step-16. Please select “**Next**” button to field the enrollment details and upload documents.

Registration Form

Note :

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- 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

***Enrolment Info**

Admission Date Academic Year

Admission Challan Number

***Subjects**

Core Subject **NA** Core Subject -1

Language-1 Core Subject -2

Ability Enhancement Compulsory Course

Upload Photo and Signature

- * Please upload scanned copies of your recent passport size photograph and signature here.
- * Please upload the Madhyamik/Secondary Admit Card here.
- * Please upload the Madhyamik/Secondary Marksheet here.
- * 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.

Figure 9: Students Enrollment, Subject & Upload Details

- Step-17. Students need to select admission date, academic session and admission challan no.
- Step-18. Students need to select Core subject correctly from drop down list.
- Step-19. Finally, students need to upload photo, signature, 10th and 12th admit card, marksheets. Admission chalan copy and caste certificate (if applicable)

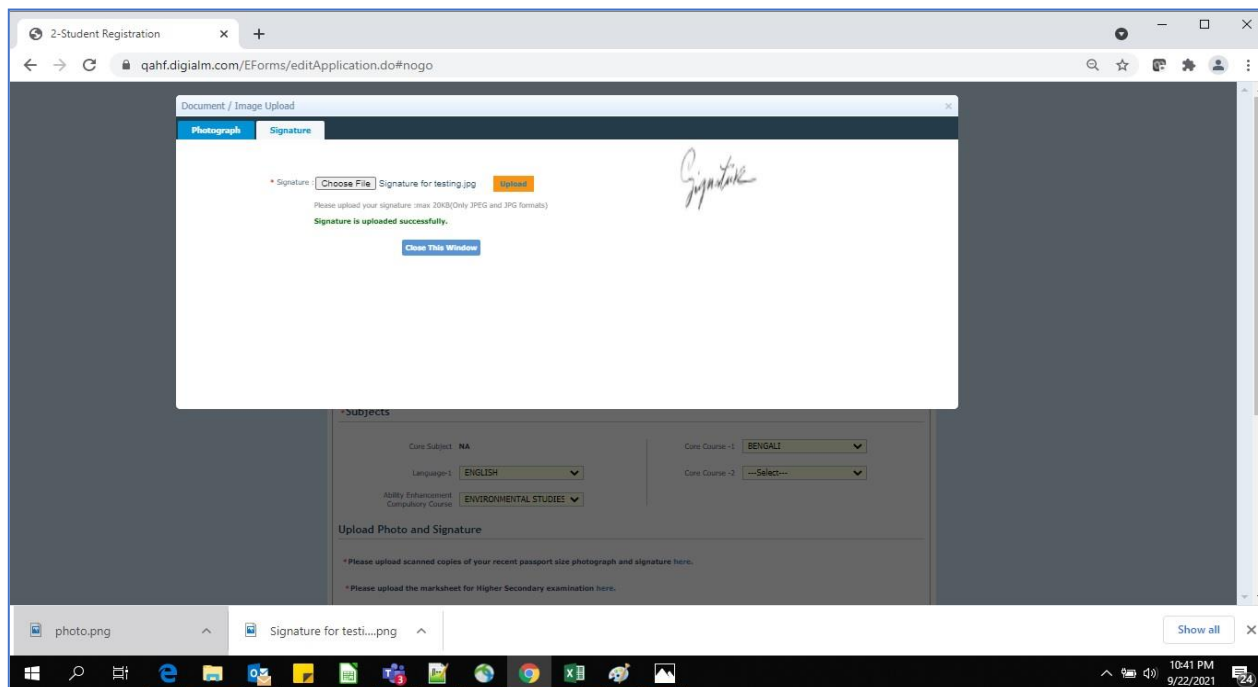


Figure 10: Photo & signature upload page

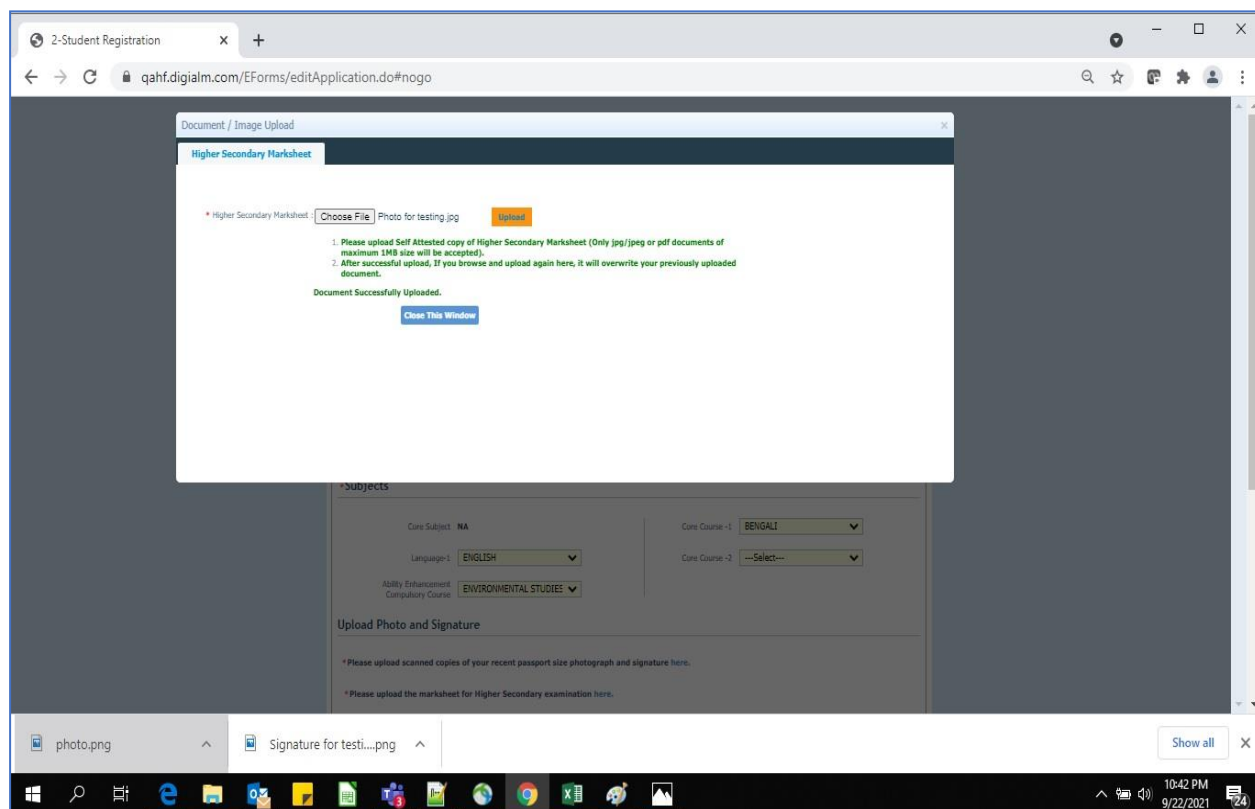


Figure 11: H.S. Marksheet upload page

Registration Fees Payable

Registration Fee	120
Examination Enrollment Fees (Sem I/ part I)	100
Sports Fee	70
Total Amount	290

Declaration

I solemnly declare that I have passed Higher secondary or equivalent examination (10+2) and if any of the statement in this application is found to be not true / incomplete / misleading or if it appears that, 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 cancelled by the University.

m d i 8 f a n

Type 7 characters as shown in image

Version 14.04.01

Figure 12: Registration fees Payable and Declaration Details

Step-20. Student need to select preview button to preview their details. Then select captcha code, check declaration's check box and select submit button to finally Submit their details.

Student Registration Details

Application Sequence Number: ██████████

Application Status: Pending

College Name: ██████████ COLLEGE

College Code: ██████

Student Name: ██████████

Date Of Birth: 04/09/2003

Gender: Male

Is Differently Abled?: No

Caste Category: ██████

Email ID: █████@gmail.com

Mobile Number: ██████████5

Nationality: Indian

Enrollment Fees	120
Sport Fees	70
Total Amount	290

Declaration

I solemnly declare that if any of the statement in this application is found to be not true / incomplete / misleading or if it appears that, in the opinion of the University, that I have in any way contravened the provisions of the University Ordinances, Rules & Regulations relating to the aforesaid examination, my admission will be liable to be cancelled by the University.

c j y 1 f f b

cjy1fb

I Agree

Figure 13: Preview page

Step-21. Candidate must be select "OK" button to submit registration data.

Print Form Logout

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

Student Registration Form

Student Registration Details

Application Sequence Number: 20...
Application Status: Submitted
College Name: ... COLLEGE
College Code: ...
Student Name: ...
Date Of Birth: ...
Gender: ...
Is Differently Abled?: ...
Caste Category: ...
Email ID: ...@gmail.com
Confirm Email ID: ...@gmail.com
Mobile Number: ...
Confirm Mobile Number: ...

Figure 14: Submission Page

Step-22. The following page will be displayed post successfully submission of the registration cum enrollment form. User can print the following page for future references.

C. Student's portal

Step-1. Student(s) can login in-to the following portal for further tracking. URL will be <https://www.digialm.com:443//EForms/configuredHtml/1254/3253/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 were provided in the SMS and e-mail.

Webtop Login x Webtop Login x 2-Student Registration x Candidate Login x

qa hf.digialm.com/EForms/configuredHtml/1254/3253/login.html

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

LOGIN

Applicant's Login

*User Id
*Password

Login
Change Password

Version 13.01.01

tdas18226@gmail.com
Cancelled

Show all x

3:48 PM
9/23/2021

Figure 15: Student's Login Page

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

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

Student Registration Form

Student Registration Details

Application Sequence Number: 20...
Application Status: Submitted
College Name: ... COLLEGE
College Code: ...
Student Name: ...
Date Of Birth: ...
Gender: ...
Is Differently Abled?: ...
Caste Category: ...
Email ID: ...@gmail.com
Confirm Email ID: ...@gmail.com
Mobile Number: ...
Confirm Mobile Number: ...

Figure 16: Student's Portal

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

- Student can view his/her submitted registration form.
- Take a printout for future references (if needed).
- Response to the queries from the respective colleges.
- Student will be required to connect with the colleges if any discrepancies found the submitted data.
- Tracking the status of the application.
- If college change status as "ask for correction" then one edit option will be available upper right side of login form.

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

- Click on the Forgot Password option.
- Provide the correct user ID and captcha provided in the page.
- New password will be triggered to the student's provided mobile number or email address.

The screenshot displays the 'Applicant's Login' section of the University of Burdwan's student registration and enrollment system. At the top left is the university's logo, and to its right is the name 'The University of Burdwan' and the motto 'सा विद्या या विमुक्तये Learning Leads To Emancipation'. A blue header bar contains the word 'LOGIN'. Below this, the 'Applicant's Login' section includes two input fields: '*User Id' and '*Password', each followed by a yellow rectangular box. A 'Login' button is positioned below these fields, with a 'Forgot Password?' link underneath. A horizontal line separates this section from the password change area. This area features a label '*Please enter your Application Id' followed by a yellow input box. Below this is a CAPTCHA image showing the characters 'b v y q 5 t j' on a colorful background, with a refresh icon to its right. Underneath the CAPTCHA is a text input field with the placeholder 'Type 7 characters as shown in image' and a question mark icon. A 'Get Password' button is located at the bottom of this section. The version number 'Version 13.01.01' is printed at the very bottom of the page.

Figure 17: Change Password Screen

END OF THE DOCUMENT