



THE UNIVERSITY OF BURDWAN  
Rajbati, Burdwan

No.RC/Regn.&Mign./Cir/18-19/157

Date: 12-09-2018

From: The Registrar  
The University Of Burdwan  
Rajbati, Burdwan

To: The Principal / Teacher in Charge  
of all degree Colleges affiliated to this University

Sub: **Registration of the Students admitted to 1<sup>st</sup> year U.G Programms (B.A/B.Sc./B.Com.) under CBCS mode /1<sup>st</sup> year U.G courses (BBA/BCA/Bio-Tech./Bio-Chem./ Music/BALLB Hons.(5-year)/Bachelor of Fine Arts( Art & Disgn.) for the session 2018-2019.**

Sir/Madam,

You are already aware that Registration of students admitted to 1<sup>st</sup> year U.G Programms (B.A/B.Sc./B.Com.) under CBCS mode /1<sup>st</sup> year U.G courses (BBA/BCA/Bio-Tech./Bio-Chem./ Music/BALLB Hons.(5-year)/Bachelor of Fine Arts( Art & Disgn.) for the session 2018-2019 will be done through Online mode. In this context, I would like to intimate you the following:

1. For Online Registration please visit [www.buruniv.ac.in/](http://www.buruniv.ac.in/) <https://www.digialm.com/SMBPortal/Login>
2. After successful submission of the Registration form by the college Authority, **Login Id & Password** will be provided to the student for checking the data mentioned in the Registration Form.
3. Online Registration process will start on and from **20-09-2018** and end on **05-10-2018**.
4. For any further enquiry / Information, respective colleges may seek the assistance of helpdesk (Phone no. 7407294005) or send a mail to [registration@buruniv.ac.in](mailto:registration@buruniv.ac.in).
5. The mark sheet for Higher Secondary examination need to be uploaded mandatorily for the candidates passed from the Other Higher secondary Boards beyond the list of approved boards as provided by the B.U.
6. It is advisable to mention Aadhaar no. of the respective students in the Registration form (if available).
7. Migration Certificates, applicable for the candidates passed from other Board/University, need not be sent to the University. Respective Colleges will keep that Migration Certificate in their custody.
8. It has been experienced that fake and spurious mark-sheets are being issued by some unholy rackets. Hence, academic documents in original should be thoroughly checked at your end.
9. No extra fees should be deposited for future adjustment.
10. Fee structure :

Registration fee	Rs.120
Enrolment fee	Rs.50 (for U.G. B.A. /B.Sc. /B.Com.).
Sports fee	Rs.50 (One time)
Inward Migration fee (Wherever applicable)	Rs.100

Respective College Authority will deduct Rs 12 /- (Rupees Twelve) only per student from Registration fee (collected from student) towards honorarium to be paid to the non-teaching staff of their respective college, who are actually performing the works of online filling up of Registration forms. Thereafter, they will deposit the rest amount of the collected fees through e-collect account of the University of Burdwan maintained with the State Bank of India using the menu 'Fees collection' and subsequently send a statement (in duplicate) mentioning student-wise break-up of fees. The circular is issued in continuation of the Notification bearing No.RC/Perm/Adm/1 dated-07-06-2018

Thanking you,

Yours sincerely,

  
Registrar (Officiating)



THE UNIVERSITY OF BURDWAN  
Rajbati, Burdwan

No.RC/Regn.&Mign./Cir/17-18/157/1(105)

Date: 12-09-2018

Copy forwarded for information & necessary action to:

- 19) The Controller of Examinations, B.U.
- 20) The Inspector of Colleges, B.U.
- 21) Finance Officer, B.U.
- 22) The Deputy Controller of Examinations, B.U.
- 23) The Secretary, Council for U.G. studies in Arts, Science etc., B.U.
- 24) The Joint Registrar, B.U.
- 25) The Assistant Controller of Examinations-I/ Assistant Controller of Examinations-II/ Assistant Controller of Examinations-III, B.U.
- 26) The Asst. Registrar-I, B.U.
- 27) The Asst. Registrar-II, B.U.
- 28) Sr.Supt.(Permission Section) Regr's Dept. , B.U.
- 29) Jr.Supt.(Regn.&Mign Section) Regr's Dept., B.U.
- 30) Publication officer, B.U.
- 31) In-Charge, Sales & Information Unit, Regr's Dept., B.U.
- 32) Cash Section, Finance Dept., B.U.
- 33) Jr.Supt., V.C.'s Sectt., B.U.
- 34) Office of the Pro Vice-Chancellor, B.U.
- 35) Jr.Supt., Registrar's Sectt., B.U.
- 36) System Manager, Computer Centre, B.U. with the request to place this circular on the University website.

  
Registrar