REGISTRATION AY 2023-24
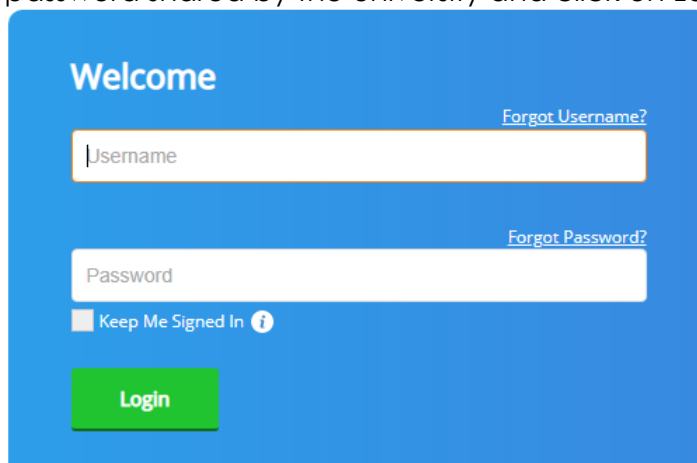
USER MANUAL FOR COLLEGES

tcs iON

A. Introduction

In order to enable colleges affiliated under The University of Burdwan to approve and change the submitted registration cum enrollment form which are filled-up by their students through online portal. TCS iON e-forms solution will provided the required platform to perform the said activities. As per the University instructions, student will be fill-up their NEP registration cum enrollment form through online portal and college will validate the student's data and will approve the same. Colleges may send back the filled-up student's form by using "ask for correction" option or may reject the application form as per their decision. This manual has been prepared to understand the new registration form and its usage.

B. Steps for Online Registration Process

Step-1. Before starting the process, please clear the browser cache file by using "Ctrl+Shift+Del".

Step-2. Click on U.G. Student's Registration Application College Form link (https://g21.tcsion.com/SMBPortal/Login).

Step-3. Click on the Online Student Registration Link

    i. The login option will be displayed. Input your college login id and password shared by the university and click on Login.

Figure 1: Login Page

**Step-4.** After successfully login the following page will be displayed.

Figure 2: Home Page

Step-5. If the e-Forms ![scanner icon] icon is not visible, then after login you need to click on ![W icon] button on bottom left corner of the home page as shown below and then the e-Forms application will be available.

Figure 3: Eform options

Step-6. In order to make the e -Forms application displayed on the top panel always, right click the e-forms application and then click on Add to Quick Launcher option.
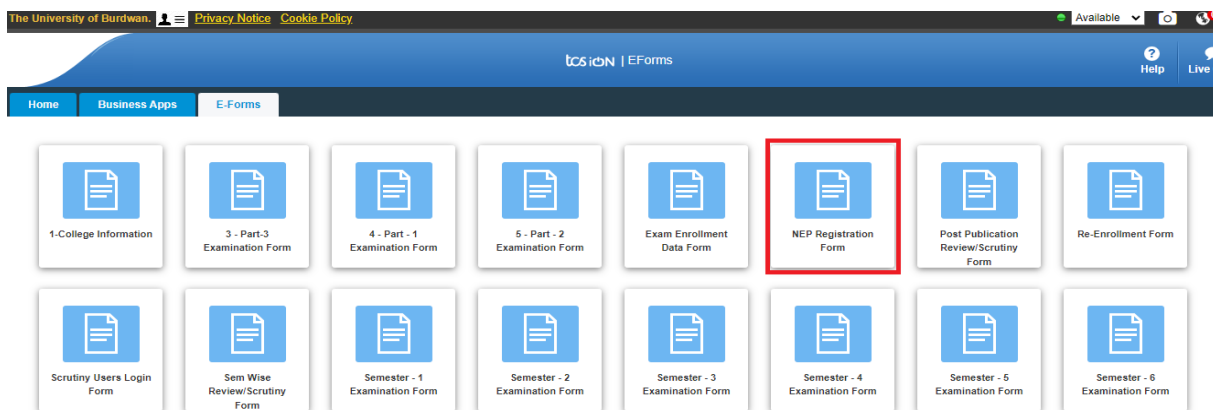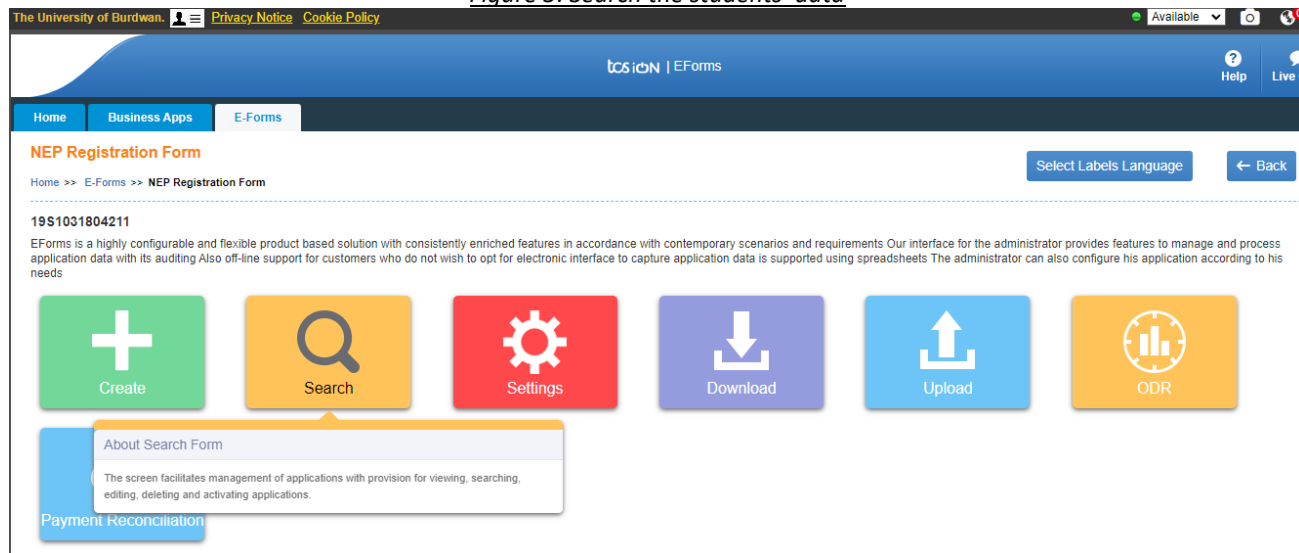

Step-7. Access e-forms Application

Figure 4: Registration form

Step-8. Click on "**NEP Registration Form**" to initiate the student registration process.

Step-9. The student registration form options will be displayed as per the below image.

Step-10. Click on Search ![search button] button to view the student's application data.

Figure 5: Search the students' data

Step-11. Select the below filters to view the student's data in listed format:

a. Select Form fill-up start as "from date" and current date as "to date".

b. Choose "Select from label" drop down as "Application status."

c. Select drop down value in "Select value" filters as "Submitted" to view only submitted student data. Other options also available, college can use as per their requirement. And click on the search button.
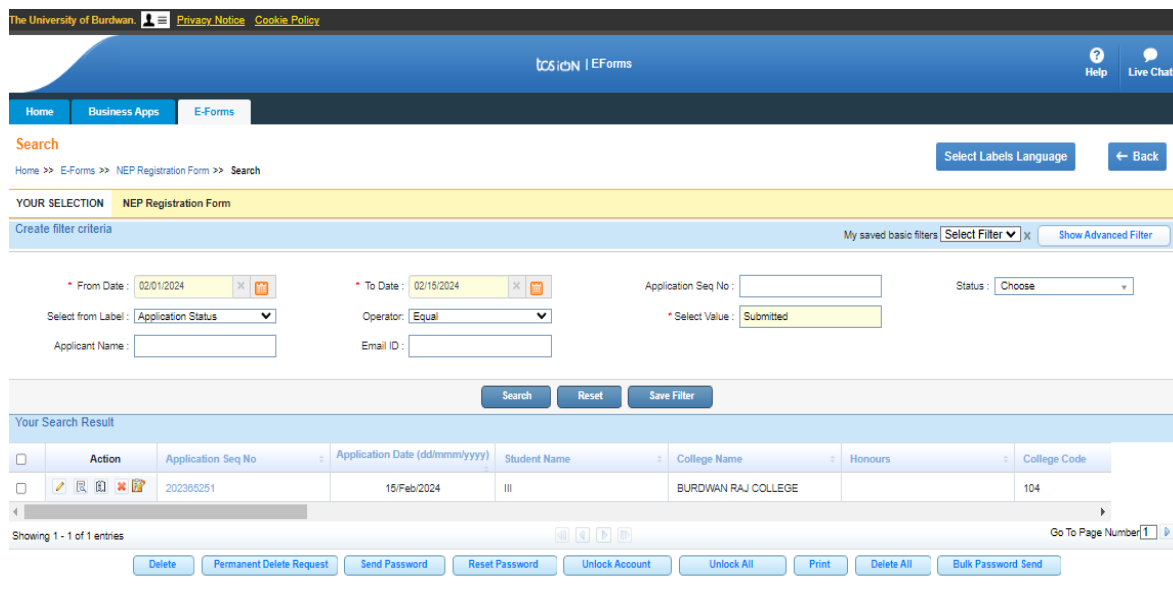

Figure 6: Select the filters

Step-12. Please select the application sequence number to display student data.
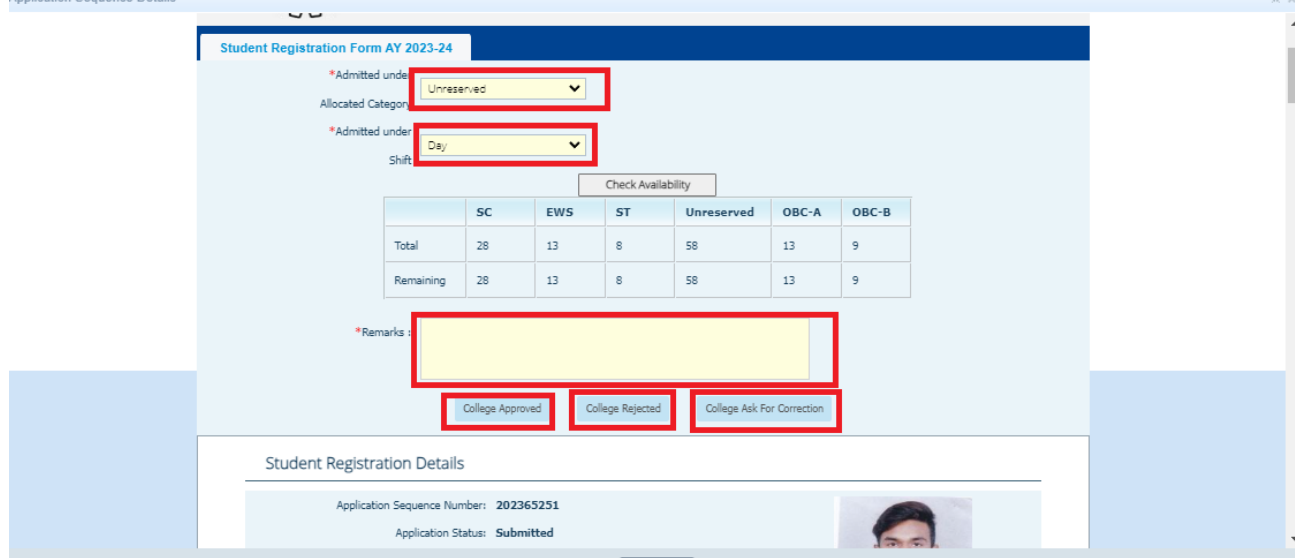
Figure 7: Student's detail view

Step-13. Colleges need to select the appropriate **Allocated category** and need to select the appropriate **Shift** type of the selected student. Verification of the student's filled-up date and perform the following activities as per the needs:

a. If the student data is found correct, then college is needed to click on "Check Availability" button to verify the seat available in the particular category and course or subject. Note that, there is a new **EWS** category has been added on dropdown list at NEP registration form allocated category for Unreserved category's economically weaker students. Next college will need to provide their remarks in the box and click on "**College Approved**" Button.
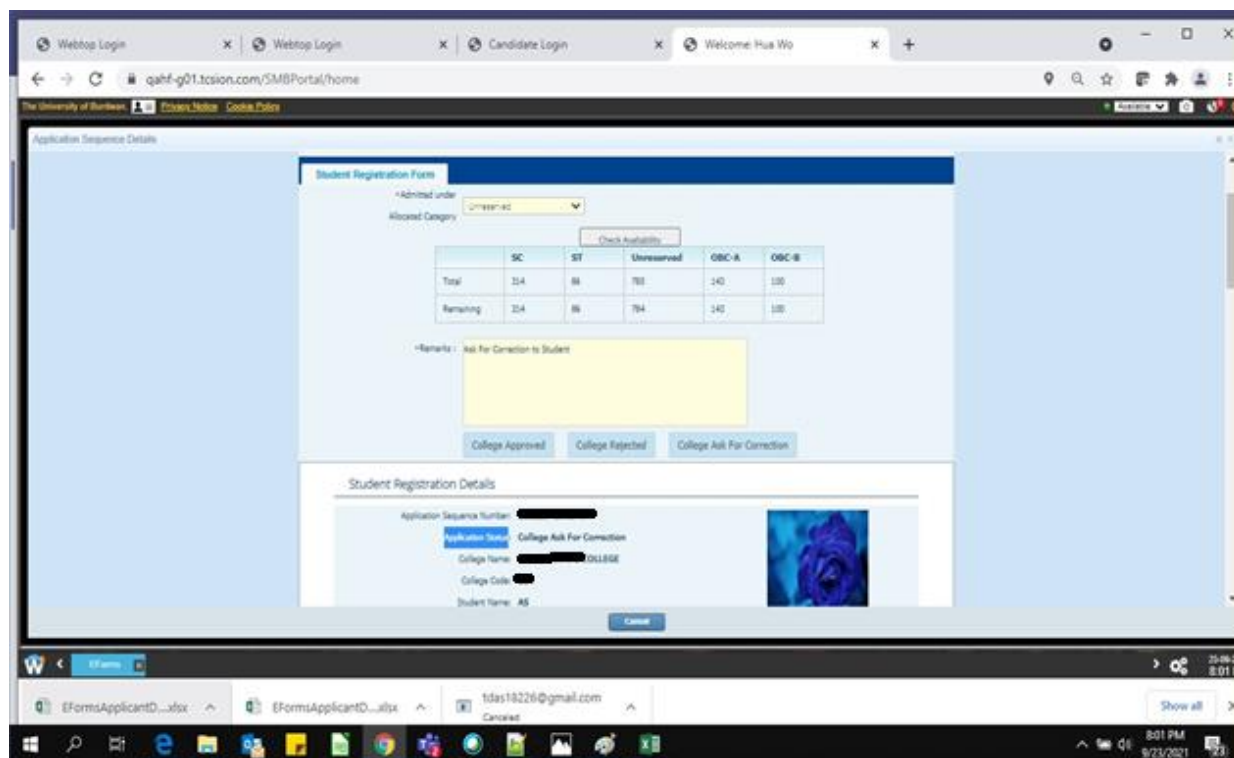
Figure 8: College Approval

b. If found any discrepancies in the student's data then college can **edit** from their end from edit option or college can send back the same to the

students' again by using "**College Ask For correction**" button along with the proper comment in the text box given.

c. College also can use "**College Rejected**" button as the students do not belong to their colleges or any other valid reason.

d. **University will be considered only "college approved" status students as eligible students or correct data. Only those students' registration number will be generate and those students will be reflect on upcoming semester I enrollment form also.**

Note: If any correction is required from the student(s) end then college can select "College ask for correction" button. Then one edit option will be automatically open in student's portal and student can make the necessary correction and will re-submit his/her registration form. College will need to follow the same process to approve the student's data post re-submitted by the student(s).

Step-14. Final option is the University approval, & this will be initiated post college approval of the students' registration form. Post University approval of the registration process will be completed for any student(s).

Step-15. If university select "University, ask for correction" option, then college(s) needs to modify, re-verify, submit and re-approve the form once again. The same data will require to be re-verified by the University to complete the process. Students and colleges unable to edit registration page all field email id, mobile number.

Step-16. University previous register student if readmitted, then need to fill-up only **re-enrollment form**.

Step-17. Edit the student's data of registered candidate(s):
a. Students and colleges **unable to edit registration page** field (**email id, mobile number).** Rest of student data college can edit through edit option, **but After approved student data by colleges, then college and students will not able to edit any data for those particular students.**
b. Student search option is same to view the student data in the list view.
c. Please click on the edit/check logs/delete button as per the below image:

Figure 9: Edit Option for college(s)

THANK YOU