



THE UNIVERSITY OF BURDWAN
Rajbati , Burdwan

No.: RC/Regn. & Mign/Cir/25-26/276(100)

Date: 07.11.2025

From: The Registrar
The University of Burdwan

To: All the Principals / TICs
of the Degree Colleges affiliated to The University of Burdwan

Sub: Registration cum Enrollment of the students admitted to the 1st Semester of UG(3-Year Degree & 4-Year Honours Programme) & 1st Year Professional courses (5-Year LLB/DVA/B.P.Ed) for the session 2025-2026

Sir / Madam,

You are already aware that Registration of students admitted to the 1st Semester of **UG (3-Year Degree & 4-Year Honours Programmes) & 1st Year Professional courses (5-Year LLB/DVA/B.P.Ed) for the session 2025-2026** will be done through online mode. In this context I would like to intimate you the following:

1. For online Registration cum Enrolment please follow the given guideline.
2. A system generated confirmation regarding login id & password will be communicated at the valid registered email id & mobile number, with the help of which (i.e., login id & password) the respective student shall login and complete the registration process through the link(s).
 - A. Online Student Registration link:
<https://www.digialm.com:443//EForms/configuredHtml/1254/86290/Registration.html>
 - B. Online Student Login Link:
<https://www.digialm.com:443//EForms/configuredHtml/1254/86290/login.html>
 - C. Online College Login Link for Fresh – enrolment of Semester 1 students (with old registration number of 2024-2025/ 2023-2024/2022-2023) : **<https://g01.tcsion.com/SMBPortal/Login>**
3. After successful submission of Registration cum Enrolment Form by the applicant, the respective College Authority will edit/check/verify/approve the same from **07.11.2025 to 30.11.2025.**
4. Online Registration cum Enrolment process will start on and from **07.11.2025 and end on 30.11.2025**
5. For any further query / information college may contact **send email to registration@buruniv.ac.in/registrationmigration@buruniv.ac.in.**
6. The students who passed (10+2) or equivalent Examination in the year 2025/2024/2023/2022 from any recognized Board/Council/University, which is not mentioned in the list of Board/Council/University duly approved by the compliant Authority, BU, must take a prior permission from the Registrar, The University of Burdwan and a scanned copy of that permission letter must be uploaded during submission of the online Registration cum Enrolment Form.
7. All students must mention 'ABC ID' in the Registration cum Enrolment form (mandatory).
8. AADHAAR NO. be mentioned against "STUDENT UNIQUE NUMBER" field (mandatory)



THE UNIVERSITY OF BURDWAN
Rajbati , Burdwan

9. Migration Certificate is applicable for the candidates passed from other Board /Council/ University. These certificates are to be retained by the respective colleges for future use, if necessary. There is no separate need for the same to be sent to the University.
10. No extra fees should be deposited for future adjustment.
11. Fee Structure:

Registration Fee:	Rs. 120/-
Enrolment Fee:	Rs. 100/- (for UG 3-year Degree & 4-year Honours Programmes)
Sports Fee:	Rs. 130/- (one time)
Inward Migration Fee:	Rs. 100/- (wherever applicable)

Respective college Authority will deduct Rs. 12/- (Twelve) only per student from Registration fee (collected from the student) towards honorarium to be paid to the non teaching staff of their respective College, who are actually performing the works of online Registration cum Enrolment Forms. Thereafter, the College will deposit the rest amount of the collected fees through e-collect of the University of Burdwan mentioned with the State Bank of India using the menu 'Fees Collection' and subsequently submit a statement (in duplicate) mentioning student wise breakup of fees along with course wise students' details to the Registration & Migration Section, Registrar Department, Golden Jubilee Building, B.U .

Thanking You

Sd/-
Registrar(Officiating)

No.: RC/Regn. & Mign/Cir/25-26/276(100)

Date: 07.11.2025

Copy forwarded to:

1. The Controller of examinations, BU
2. The Inspector of Colleges, BU
3. The Finance Officer, BU
4. The Joint Controller of Examinations, BU
5. The Joint Registrar, BU
6. The Secretary, Council for U.G. Studies in Arts, Science etc., BU
7. The System Manager, BU (requesting to upload on the University website)
8. The Sr. Secretary, Council of UG Studies in Arts, Science etc.
9. The Dy. Controller of Examinations, BU
10. The Assistant Registrar _ II / III, BU
11. The Assistant Controller of Examination _ I / II, BU
12. All the Principals / TICs of affiliated Colleges, BU
13. Sr. Supdt (Permission Section), BU
14. Jr. Supdt (Regn and Migration Section), BU
15. Jr. Supdt (Registrars Secretariat), BU
16. Cash Section, Finance Deptt., BU
17. Sales & InformationUnit, BU

Sd/-
Registrar (Officiating)
The University of Burdwan



REGISTRATION AY 2025-26

USER MANUAL FOR COLLEGES



DOCUMENT VERSION 3.5



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 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.

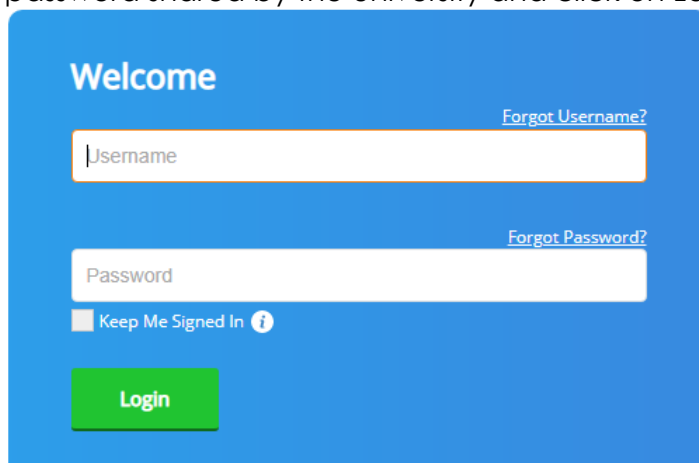


Figure 1: Login Page

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



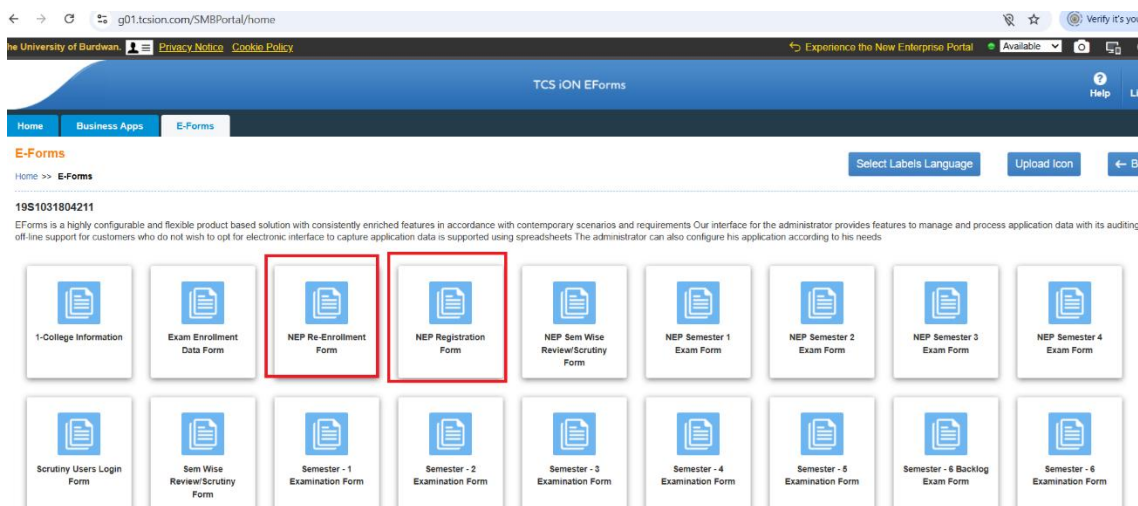
Figure 2: Home Page

Step-5. If the e-Forms  icon is not visible, then after login you need to click on  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  button to view the student's application data.

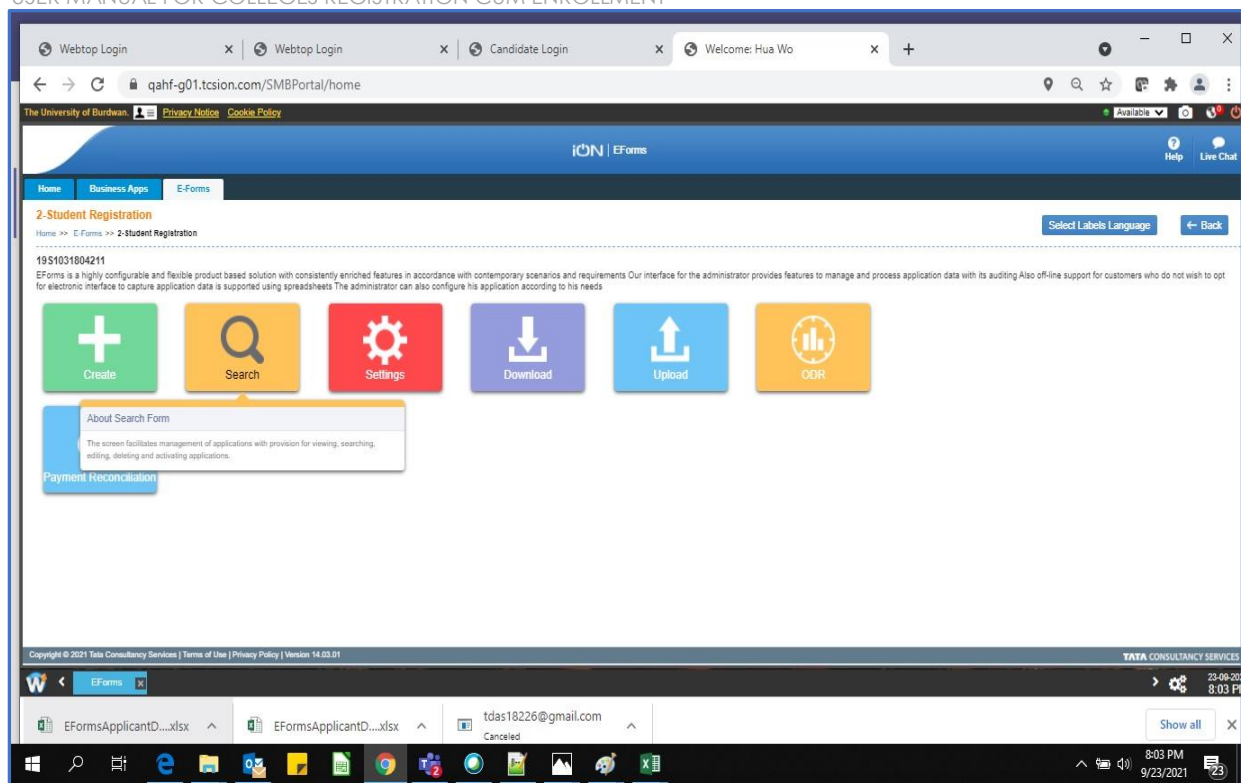


Figure 5: Search the students' data

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

- Select Form fill-up start as "from date" and current date as "to date".
- Choose "Select from label" drop down as "Application status"
- 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.

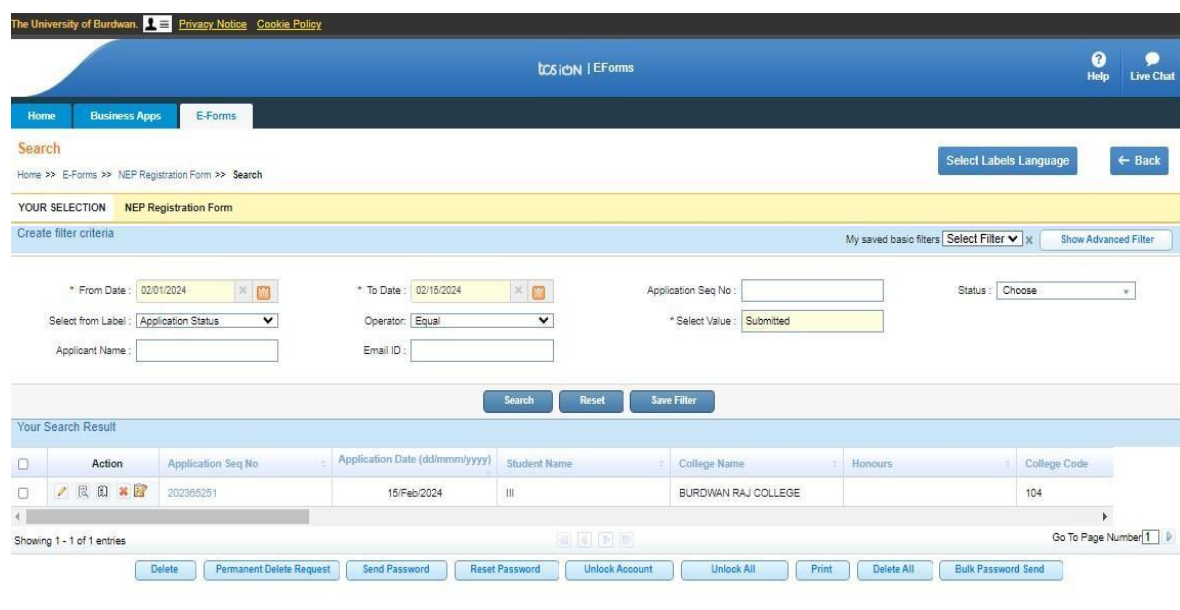


Figure 6: Select the filters

Step-12. Please select application sequence number to display student data.

Step-13. College need to select the appropriate allocation category 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. Next college will need to provide their remarks in the box and click on "College Approval Button".

Figure 8: College Approval

- b. If found any discrepancies in the student's data 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 student's is not belongs to the colleges or any other valid reason.

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 and re-approve the same. 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 like college name, student name, DOB, Gender, Caste, email id, mobile number, Differently able, nationality, Degree and Stream.

- Step-16.** Edit the student's data of registered candidate(s):
- 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.**
 - Student search option is same to view the student data in the list view.
 - Please click on the edit/check logs/delete button as per the below image:

Your Search Result

Edit

Check Logs

Delete Applicant

View student Details

Action	Registration Number	Application Date (dd/mm/yyyy)	Student Id	Student name	Mother name	Father Name
  	RR151001	19Feb/2015	151001336949	SUNIL KUMAR	KELO.	BIRA RAM
  	RE141201172785	06Jan/2015	14120028100	ANIL	KHAJANI DEVI	BALBIR SINGH
  	RE141201172784	06Jan/2015	14120001558	TUSHAR GOYAL	ANITA GOYAL	DEVENDER GOYAL

Figure 9: Edit Option for college(s)

THANK YOU



RE-ENROLLMENT AY 2025-26

USER MANUAL FOR COLLEGES



DOCUMENT VERSION 3.4



A. Introduction

Re-enrolled form has prepared for those students who have already registered under the University of Burdwan but need to re-enrolled (will take fresh admission but registration number will be same) their admission under the same courses/colleges or in different college/stream/subjects. To execute this activity, colleges need to submit the re-enrollment form on behalf of the students.

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.** User can find the URL from the website of The University of Burdwan (<https://g01.tcsion.com/SMBPortal/Login.>).
- Step-3.** Click on the Online Student Registration Link

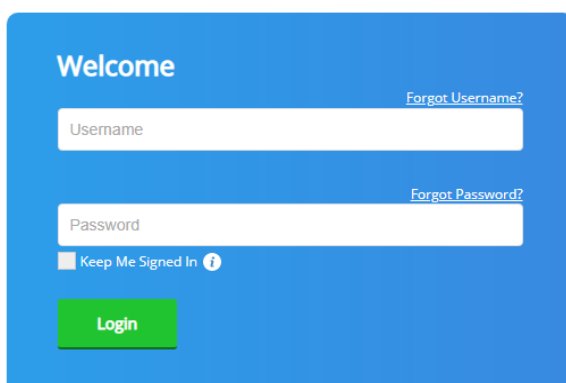


Figure 1: Login Page

- Step-4.** The login option will be displayed. Input your college login id and password shared by the university and click on Login.
- Step-5.** After successfully login the following page will be displayed.



Figure 2: Home Page

- Step-6.** If the e-Forms  icon is not visible, then after login you need to click on  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-7. 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-8. Access e-forms Application

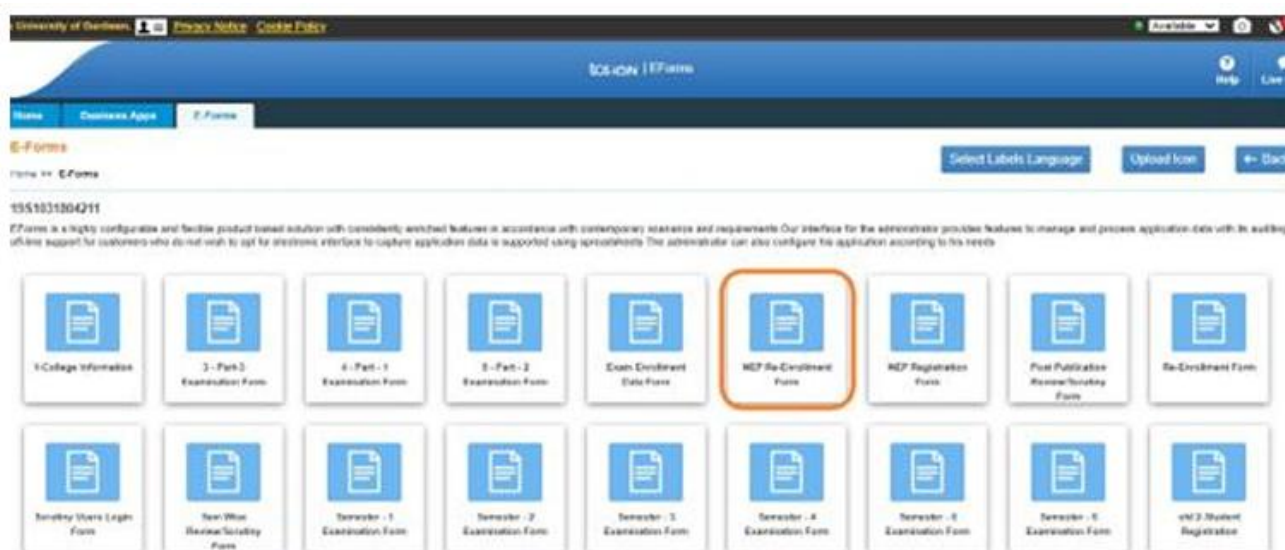


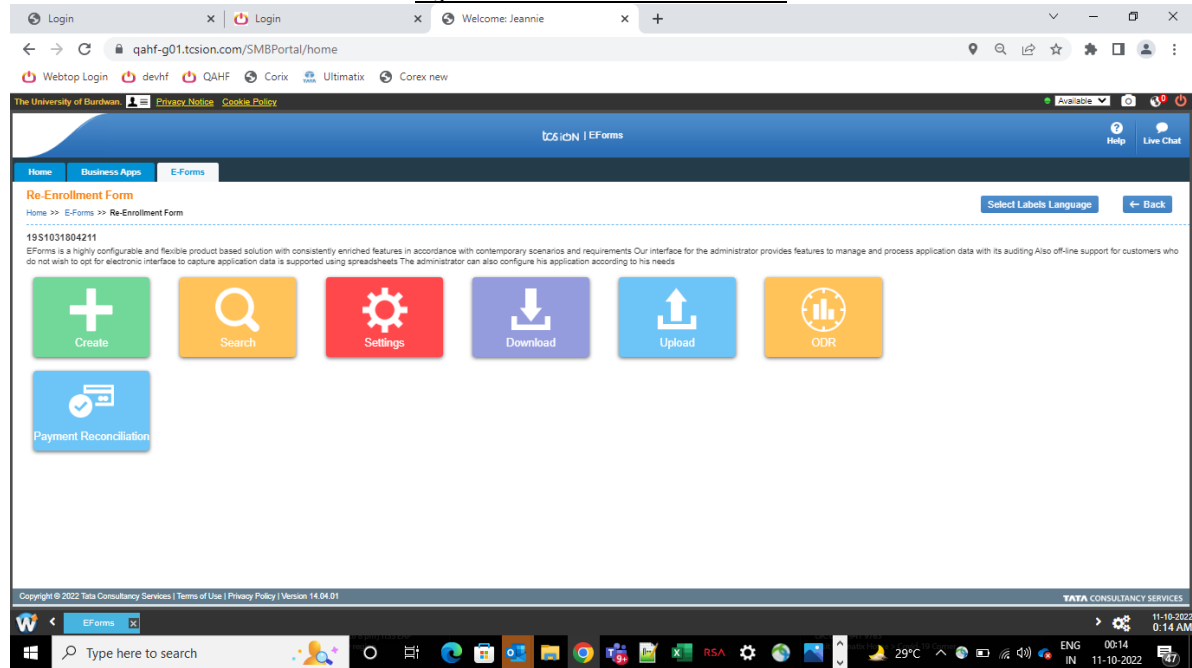
Figure 4: Registration form

Step-9. Click on “Re-Enrollment Form” to initiate the student re-enrollment process.

Step-10. The student registration form options will be displayed as per the below image.

Step-11. Click on Create  button to submit the student's re-enrollment data.

Figure 5: create the students' data



Step-12. Select the below re-enroll student's BU old registration number. Then select view details button to view students' data

Step-13. Need to select present college details to filled- student re-enrollment data.
One student maximus enroll two times in same college as per BU regulation

E-Forms

College Id 104

Search Criteria

Note : Please enter the Registration No, and click on View Details

College Details

*College Name ---Select---

Proceed

Step-14. After that select proceed button to view other details (Degree, stream, Core subject, Caste category)

E-Forms

Registration No [REDACTED]

View Details

College Details

*College Name [REDACTED] College Id [REDACTED]

Proceed

Check Eligibility Status

*Degree ☒ UG Degree ☐ Professional Course

*Stream [REDACTED]

*Core Subject [REDACTED]

*Caste Category [REDACTED]

Next

Version 14.04.01

Step-15. Please select student's present Degree, stream, core subject for general courses and if select honors stream then need to select total full marks and total obtain mark also.

E-Forms

1 Check Eligibility Status 2 Basic Details 3 Qualifications 4 Enrolment

Personal Details

Note : Please verify the Student Name , Course, Registration No / Registration Year and Father/Mother Name positively before submitting the application.

Student Name AKASH DAS

*Gender Male

*Date Of Birth 28/06/2003

*Father's Name SWAPAN DAS

*Religion Hindu

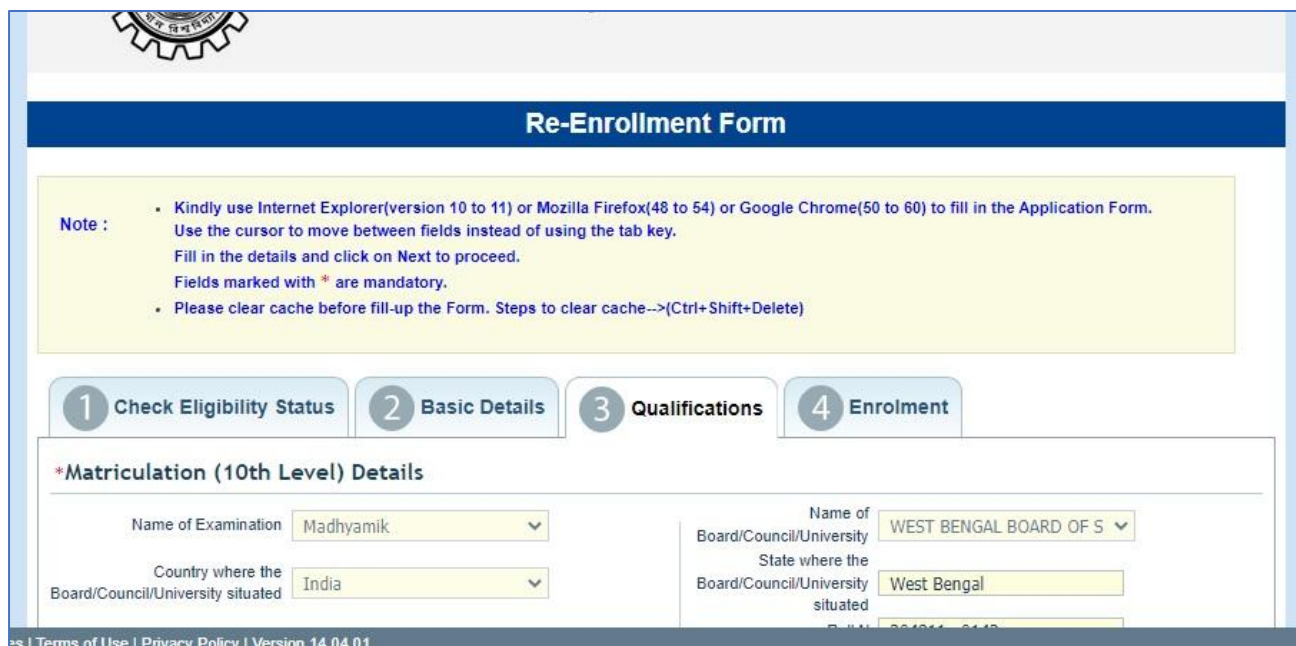
*Differently Abled ☐ Yes ☒ No

Registration No / Registration Year 202001022000 /

*Mother's Name SUNDARI DAS

Photograph and Signature

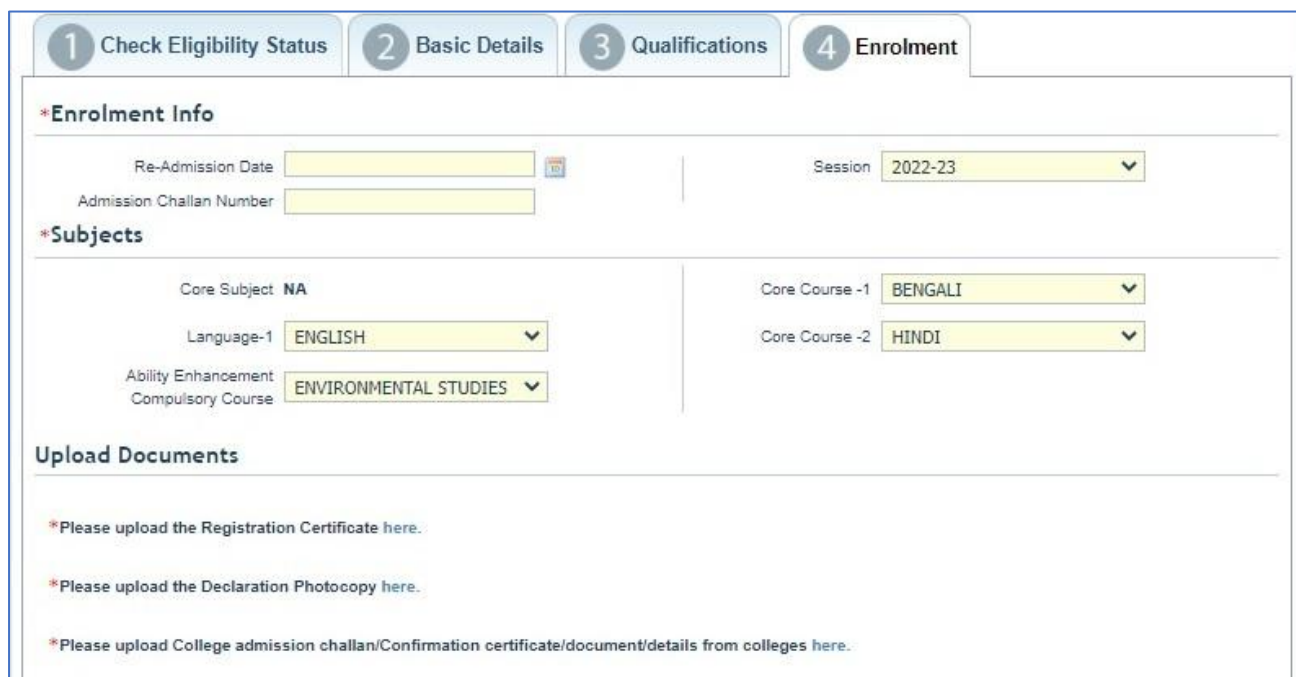
- Step-16.** After selecting next button Basic details page will be display, and registration number also display in this page and college need to select data if any blank row available on address part.



The screenshot shows the 'Re-Enrollment Form' interface. At the top, there is a header with the university logo and the title 'Re-Enrollment Form'. Below the header, a 'Note' section provides instructions: '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)'. Below the note, there are four tabs: '1 Check Eligibility Status', '2 Basic Details', '3 Qualifications', and '4 Enrolment'. The 'Basic Details' tab is selected. Under this tab, the section '*Matriculation (10th Level) Details' is visible. It contains several dropdown menus: 'Name of Examination' (Madhyamik), 'Country where the Board/Council/University situated' (India), 'Name of Board/Council/University' (WEST BENGAL BOARD OF S), 'State where the Board/Council/University situated' (West Bengal), and 'Roll No.' (201921-2112).

- Step-17.** After selecting Next button Qualification tab will be available. College needs to select the appropriate data if any blank mandatory rows available.

- Step-18.** Only 2019, 2020, 2021 Higher Secondary Passing Years Students eligible for re-enrollment.



The screenshot shows the 'Re-Enrollment Form' interface with the 'Enrolment' tab selected. The section '*Enrolment Info' contains fields for 'Re-Admission Date' (with a calendar icon), 'Admission Challan Number', and 'Session' (2022-23). Below this, the '*Subjects' section includes 'Core Subject' (NA), 'Language-1' (ENGLISH), 'Ability Enhancement Compulsory Course' (ENVIRONMENTAL STUDIES), 'Core Course -1' (BENGALI), and 'Core Course -2' (HINDI). At the bottom, the 'Upload Documents' section has three instructions: '*Please upload the Registration Certificate here.', '*Please upload the Declaration Photocopy here.', and '*Please upload College admission challan/Confirmation certificate/document/details from colleges here.'.

- Step-19.** College need to select Re-admission date, session, chalan number, core subject details, accordingly.

- Step-20.** And need to upload BU old registration certificate scan copy,

- Step-21.** Student declaration (Student willing to re-enroll from present college and request to block all previous enrollment and examination details if any available in previous year) scan copy
- Step-22.** New enrollment chalan scan copy needs to upload.

The screenshot shows a web browser window displaying the TCS iON EForms portal. The browser's address bar shows the URL 'qahf-g01.tcsion.com/SMBPortal/home'. The page has a blue header with 'tcsion | EForms' and navigation links for 'Home', 'Business Apps', and 'E-Forms'. On the right, there are links for 'Help' and 'Live Chat'. The main content area is divided into sections for 'Core Subject' (NA), 'Language-1' (ENGLISH), 'Ability Enhancement Compulsory Course' (ENVIRONMENTAL STUDIES), 'Core Course-1' (BENGALI), and 'Core Course-2' (HINDI). Below these is an 'Upload Documents' section with three instructions: 'Please upload the Registration Certificate here.', 'Please upload the Declaration Photocopy here.', and 'Please upload College admission challan/Confirmation certificate/document/details from colleges here.'. A 'Declaration' section follows, containing a text box for a statement and a 'I Agree' checkbox. At the bottom right of the form are buttons for 'Preview Application', 'Back', and 'Submit'. The footer includes copyright information for TATA CONSULTANCY SERVICES and the version number 14.04.01.

- Step-23.** Then need to check I agree check box,
- Step-24.** Before submitting the re-enrollment form college need to select preview application button
- Step-25.** After that college need to select submit button
- Step-26.** After submitting the form below mention page will be display. College need to verify all details and select allotted category to approved student data.

Student Registration Form

*Admitted under: Unreserved

Allocated Category: Check Availability

	SC	ST	Unreserved	OBC-A	OBC-B
Total	314	86	785	143	100
Remaining	182	71	355	99	58

*Remarks :

College Approved College Rejected College Ask For Correction

Student Registration Details

Application Sequence Number: **1**

Application Status: **Submitted**



Step-27. After approve button select by colleges then student application status will be updated as College approved as per below picture. Seat will be decrease from college seat intake capacity list.

Step-28. Without college approved re-enroll student data will not to be considered as valid data. And university will be approved and validate only college approved re-enrollment data.

Student Registration Form

*Admitted under: Unreserved

Allocated Category: Check Availability

	SC	ST	Unreserved	OBC-A	OBC-B
Total	314	86	785	143	100
Remaining	182	71	355	99	58

*Remarks : approved

College Approved College Rejected College Ask For Correction

Student Registration Details

Application Sequence Number: **1**

Application Status: **College Approved**



Cancel

Step-29. College can approve students' data from search  option also.

Step-30. After college approved student data university will be validate and approved from their end.

THANK YOU

THE UNIVERSITY OF BURDWAN



Registration AY 2025-26

STUDENTS USER MANUAL

DOCUMENT VERSION 3.4

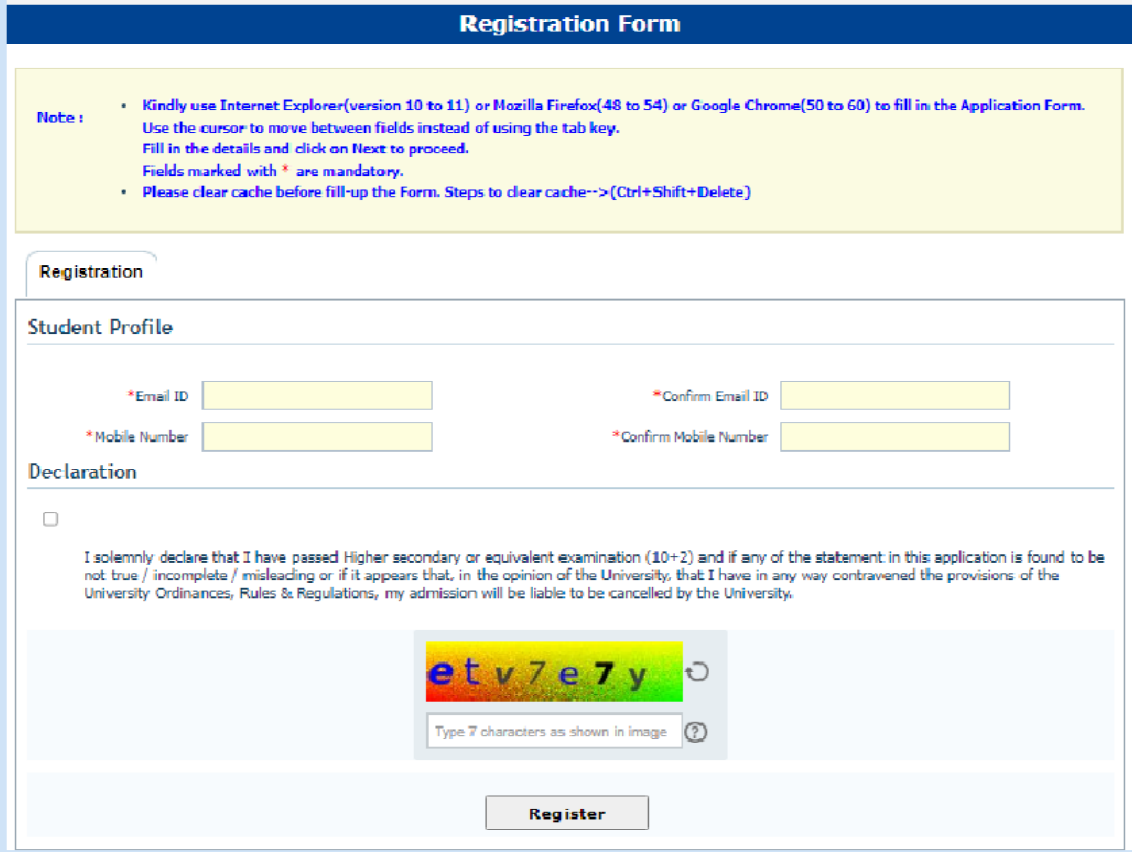
tcs iON

A. Introduction

Burdwan University Registration cum enrollment form will be submitted by students. Once the Application form is successfully submitted, students will receive a SMS and e-mail with their respective User ID and Password to login into the student's portal and can be verify their application form status. Please fill-up the form carefully with the correct details. After filled-up and submit the form respective Colleges will be approved the same with the provided student's information and can be send back for further modification (if required by the college) and student should have to response on the same for smooth registration process.

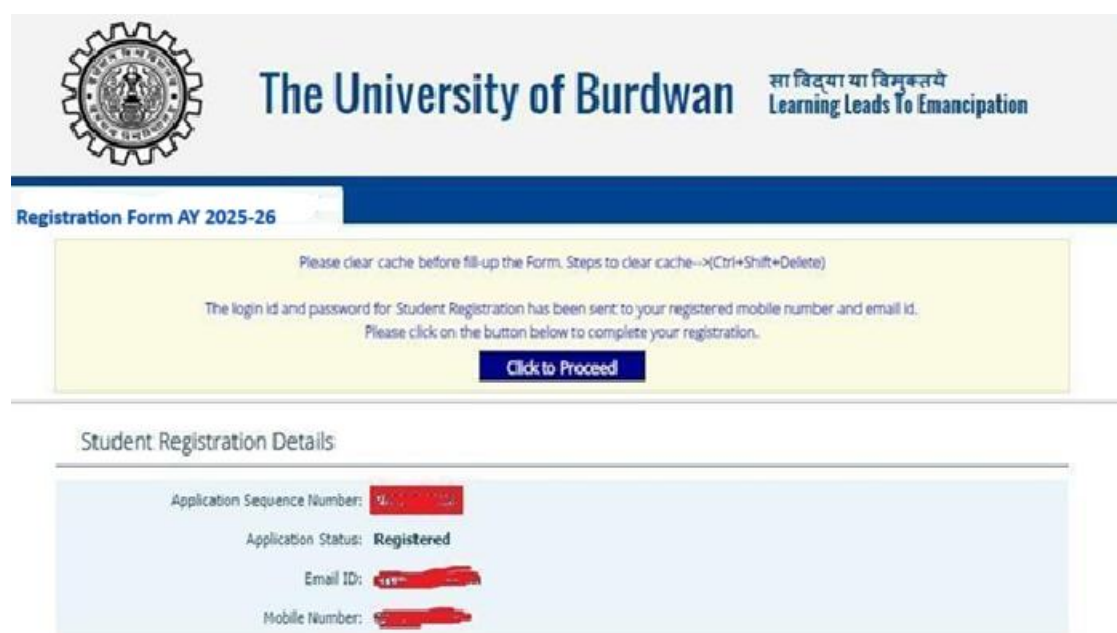
B. Steps to online application Registration cum Enrollment Form

- Step-1. Open the website of The University of Burdwan. Please clear cache file of browser (Step of clear cache “**Ctrl+Shift+Del**”) before fill-up the form.
- Step-2. Click on U.G. Student's Registration Application Form link
(<https://www.digialm.com:443//EForms/configuredHtml/1254/86290/Registration.html>)
- Step-3. **Student needs to be filled up the valid email id and phone number. Student will receive a notification(s) with his/her user credential through e-mail in the provided number and email address.**
- Step-4. Need to check at check box and select correct captcha code also.
- Step-5. Click on “**Register**” button.



The screenshot displays the 'Registration Form' interface. At the top, a blue header bar contains the title 'Registration Form'. Below this, a yellow box with a 'Note' provides instructions: '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)'. The main form area is titled 'Registration' and contains a 'Student Profile' section with four input fields: '*Email ID', '*Confirm Email ID', '*Mobile Number', and '*Confirm Mobile Number'. Below these is a 'Declaration' section with a checkbox and a text block stating: '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.' A captcha image showing the characters 'etv7e7y' is displayed, with a text box below it asking to 'Type 7 characters as shown in Image'. At the bottom of the form is a 'Register' button.

Figure 1: Registration first page



The image shows the first page of the registration form for The University of Burdwan. At the top, there is a header with the university's logo on the left, the name 'The University of Burdwan' in the center, and the motto 'सा विद्या या विमुक्तये' and 'Learning Leads To Emancipation' on the right. Below the header, a blue bar contains the text 'Registration Form AY 2025-26'. The main content area is a yellow box with the following text: '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.', and 'Please click on the button below to complete your registration.' Below this text is a blue button labeled 'Click to Proceed'. Below the yellow box, there is a section titled 'Student Registration Details' which contains a light blue box with the following information: 'Application Sequence Number: 14070000000000000000', 'Application Status: Registered', 'Email ID: 14070000000000000000', and 'Mobile Number: 9876543210'.

Figure 2: Registration second page

Step-6. Student need click on “**Click to Proceed**” button



The image shows the second page of the registration form. At the top, there is a blue bar with the text 'Registration Form'. Below this, there is a yellow box with the following text: '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.', and '• Please clear cache before fill-up the Form. Steps to clear cache-->(Ctrl+Shift+Delete)'. Below the yellow box, there is a section titled 'College Details' which contains two dropdown menus: '*College Name' and '*Category'. Below these dropdowns is a blue button labeled 'Proceed'. At the bottom right of the form, there is a blue button labeled 'Next'. The version number 'Version 14.04.01' is displayed at the bottom center of the page.

Step-7. Candidate needs to select correct college name and category name. Then click on “**Proceed**” 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)

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 - College details

Step-7. Students need to select **the correct college name and category name**. Then click on **“Proceed”** button.

Kindly re-verify the college details you have selected, as this will be very important information and might not be changed in the future. Kindly upload all necessary documents under Enrolment tab. Photograph must be in jpeg/jpg format and size should be within 20kb to 30kb. Signature must be in jpeg/jpg format and size within 20kb. Admit card and Marksheet for both Madhyamik/Secondary and Higher Secondary must be in jpg/jpeg or pdf format and size within 1MB. College admission challan/confirmation certificate must also be uploaded in jpg/jpeg or pdf format within 1MB. All other relevant documents like Caste category certificate, EWS certificate, etc., must be uploaded in jpg/jpeg or pdf format within 1MB.

- 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 104 BURDWAN DAJ COLLEGE College Id 001

*Category Unreserved

Proceed

Check Eligibility Status

*Degree --Select--

*NEP Program ---Select---

*Course UG Program (3-Year Degree/4-Year Honours) Professional Courses (5-Year B.A.,LL.B/B.P.Ed./DVA) ---Select---

Next

Figure 4 - Degree selection

Step-8. Students need to select the correct Degree (UG or PC).

Step-9.

Students need to select the correct NEP program, course and major subject, which they have already admitted. Only 4-Year Honours students need to provide the obtained marks and the full marks for eligibility verification.

Step-10. Click on the “Next” button to fill-up basic details.

Student Profile

Please verify the Student Name, Course, Registration No/ Registration Year and Father/ Mother Name positively before submitting the application.

*Student Name
(As specified in M.P./Equivalent Examinations Certificate)

*Date of Birth 
(DD/MM/YYYY according to Admit Card/Pass Certificate of H.P./Equivalent Examination)

*Gender

*Marital Status

*Religion

*Mother's Name

*Student Unique Number

*Differently Abled ☐ Yes ☒ No

*ABC (Academic Bank of Credits) ID

*Father's Name

*Nationality

*Minority Community ☐ Yes ☒ No

*Economically Weaker Section ☐ Yes ☒ No

Address for Correspondence

*Building/Avenue

*Locality/Village

*PO

*Country

*State

*District

*City

*Pin code

*Email ID

*Mobile Number

Alternate Phone No.

Figure 2: Registration page 1

Step-11. Students need to select correct name, date of birth, gender, Marital status, differently able status, religion, ABC (Academic bank of Credits) ID, Father and mother name, Student unique number, community, EWS status (if caste category is “Unreserved”) in student profile.

Step-12. Then need to select the correct address details and click on the next button.

Step-13. Students must be fill-up all the fields marked with “*” red asterisk mark. Then select “Next” button. The flowing pages will be displayed as qualification details tab.

1 Check Eligibility Status
2 Basic Details
3 Academic Details
4 Enrolment

***Matriculation (10th Level) Details**

Name of Examination Matriculation Country where the Board/Council/University situated India Year of Passing 2020 Total Marks Obtained 600 Marks % 80 Registration Year 2020 In case the Registration session is like 2013-2014, then please enter the later year, e.g., 2014 in this case.	Name of Board/Council/University WEST BENGAL BOARD OF State where the Board/Council/University situated West Bengal Roll No. 00000000 (In case Roll & No. are different, enter Roll followed by one space and then No.) Out of Full Marks 600 Registration No. 60000000 (If Matriculation(10th Level) Registration No. not available, put it as NA)
---	--

***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 300 Marks % 80 Registration No. 00000000 Registration Year 2020	Name of Board/Council/University WEST BENGAL COUNCIL OF State where the Board/Council/University situated West Bengal Class/Division/Grade Div 1 (Division 1, Division 2 and Division 3 as Div 1, Div 2 and Div 3.Grades as A, B, C, D etc.) Out Of Total Marks 300 Roll No. 00000000 (In case Roll & No. are different, enter Roll followed by one space and then No.)
--	--

- Step-14.** Students(s) are required to provide correct Matriculation (10 level) details such as name of examination, name of the board, country, state, year of passing, roll no., total marks obtained out of full marks, registration number along with registration year.
- Step-15.** For higher secondary (12th level) details, students are required to fill name of examination, board name, country, state, year of passing, class/division, roll number, registration number along with registration year. Total marks obtained & out of total marks need also be filled if students are admitted under 3-year NEP program.
- Step-16.** For the next section students need to fill out marks obtained and full marks for each subject according to their higher secondary marksheet. If the subject

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			
Marks Obtained (Theory)		Full Marks (Theory)	
Marks Obtained (Practical/ Oral/ Project)		Full Marks (Practical/Oral/Project)	
Theory Marks %		Practical Marks %	
Total Marks (Theory + Practical)			
Second Language			
Marks Obtained (Theory)		Full Marks (Theory)	
Marks Obtained (Practical/ Oral/ Project)		Full Marks (Practical/Oral/Project)	
Theory Marks %		Practical Marks %	
Total Marks (Theory + Practical)			
Elective Subject 1			
Marks Obtained (Theory)		Full Marks (Theory)	
Marks Obtained (Practical/ Oral/ Project)		Full Marks (Practical/Oral/Project)	
Theory Marks %		Practical Marks %	
Total Marks (Theory + Practical)			
Elective Subject 2			
Marks Obtained (Theory)		Full Marks (Theory)	
Marks Obtained (Practical/ Oral/ Project)		Full Marks (Practical/Oral/Project)	
Theory Marks %		Practical Marks %	
Total Marks (Theory + Practical)			
Elective Subject 3			

Figure 4: Stage 1 registration completion

Step-17. Please select “Next” button to fill-up the enrollment details and upload documents.

1 Check Eligibility Status **2 Basic Details** **3 Academic Details** **4 Enrolment**

***Enrolment Info**

Admission Date Academic Year **2025-26**

Admission Challan Number

***Subjects**

*Major Subject **BENGALI**

*Minor Subject **---Select---**

*Multi/Interdisciplinary Subject Group **---Select---**

*Multi/Interdisciplinary Subject **---Select---**

*Equivalent course from SWAYAM or other UGC recognized platform ☐ Yes ☐ No

*Ability Enhancement Course **---Select---**

*Skill Enhancement Course **BENGALI**

*VAC (Value Added Course) **---Select---**

Upload Photo, Signature and Testimonials

*Please upload scanned copies of your recent passport size photograph and signature [here](#).

*Please upload the Madhyamik/Secondary Admit Card [here](#).

Figure 5: Eligibility verification

Step-18. Candidates need to select admission date, academic session and admission chalan no. Then need to select Core subject correctly from drop down list.

Step-19. Then need to select Minor subject correctly from drop down list.

The screenshot shows the 'Enrolment Info' section of a registration form. It includes fields for Admission Date, Admission Challan Number, and Academic Year (set to 2023). Under the '*Subjects' section, there are dropdown menus for Major Subject, Minor Subject, and Multi/Interdisciplinary Subject Group. A dropdown menu for the Minor Subject is open, showing a list of subjects: ANTHROPOLOGY, BOTANY, CHEMISTRY, ELECTRONICS, ENVIRONMENTAL SCIENCE, PHYSICS, and ZOOLOGY. There are also checkboxes for 'Equivalent course from SWAYAM or other UGC recognized platform' (Yes/No) and 'Skill Enhancement Course'.

Figure 11 - Multidisciplinary group and subject selection

Step-20. After selecting minor subjects, Multi/Interdisciplinary Subject group will open. Except the subject group selected for major and minor subjects, all other subject groups will be available to choose subject from, pertaining to their availability in the college in which student(s) have taken admission inn.

Step-21.

Student(s) need to select Swayam option if credits are to be transferred from other UGC recognized platform (Kindly provide subject code and name of the course if selected “Yes”). Ability Enhancement course and VAC (Value Added course) need to be selected by the student(s) as per their options.

Step-22. After that candidate(s) need to upload photo, signature, 10th and 12th admit card, marksheets. Admission chalan copy and caste certificate (if applicable)

The screenshot shows the 'Document / Image Upload' section. It has two tabs: 'Photograph' (selected) and 'Signature'. Under the 'Photograph' tab, there is a 'Choose File' button, a 'No file chosen' status, and an 'Upload' button. Below this, a message states: 'Please upload your recent passport size photograph: max 30KB(Only JPEG and JPG formats)'. To the right, there is a placeholder image of a person with dimensions 30 mm by 45 mm indicated. At the bottom, there is a 'Close This Window' button.

Figure 12: Photo upload part

The screenshot shows a web browser window titled "Document / Image Upload". At the top, there are two tabs: "Photograph" and "Signature", with the "Signature" tab selected and highlighted by a red rectangle. Below the tabs, the text reads: "* Signature : Choose File No file chosen". To the right of this text is an orange "Upload" button. Below the text, it says "Please upload your signature :max 20KB(Only JPEG and JPG formats)". To the right of this text is a preview of a signature on a white background, with dimensions "80px" and "350px" indicated. At the bottom of the window is a blue button labeled "Close This Window".

Figure 13 - Signature Upload part

The screenshot shows a web browser window titled "2-Student Registration" with the URL "qaht.digitalm.com/EForms/editApplication.do#nogo". The main content area is titled "Higher Secondary Marksheet" and contains a "Choose File" button, a "Photo for testing .jpg" button, and an "Upload" button. Below these buttons, there are instructions: "1. Please upload Self Attached copy of Higher Secondary Marksheet (Only jpg/png or pdf documents of maximum 1MB size will be accepted). 2. After successful upload, If you know and upload again here, it will overwrite your previously uploaded document." Below the instructions, it says "Document Successfully Uploaded." and "Close This Window". Below the main content area, there are dropdown menus for "Core Subject" (set to "NA"), "Core Course-1" (set to "BENGALI"), "Language" (set to "ENGLISH"), and "Core Course-2" (set to "Select..."). Below these dropdowns, there is a section titled "Upload Photo and Signature" with instructions: "Please upload scanned copies of your recent passport size photograph and signature here." and "Please upload the marksheet for Higher Secondary examination here." At the bottom of the browser window, there is a taskbar showing "photo.png" and "Signature for testi...png" files, and a system tray showing the time "10:42 PM" and date "9/22/2021".

Figure 14 - Relevant documents upload part

Registration Fees Payable

Registration Fee	120
Examination Enrollment Fees (Sem I/ part I)	00
Sport Fee	00
Total Amount	120

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 relating to the aforesaid examination, my admission will be liable to be cancelled by the University.



Type 7 characters as shown in image

Preview Application

Back

Submit

Version 14.04.01

Step-24. Student must select “OK” button to submit registration data. After successfully submit the NEP registration cum enrollment form students can’t edit the form later.

Step-25. The following page will be displayed post successfully submission of the registration cum enrollment form. User can print the following page for future references.

2-Student Registration

qahf.digialm.com/EForms/loginAction.do?subAction=DisplayProfile&formId=3253&eicuListing=false&encValues=ipK6NG8k6oRFYn70sYL1d40qLyw%2BQ0UwIDK...

The University of Burdwan

सा विद्या या विमुक्तये
Learning Leads To Emancipation

Student Registration Form

Student Registration Details

Application Sequence Number: 2021104176216

Application Status: Submitted

College Name: BURDWAN RAJ COLLEGE

College Code: 104

Student Name: RAJU ROY

Date Of Birth: 04/Sep/2003

Gender: Male

Is Differently Abled?: No

Caste Category: OBC-B

Email ID: a@gmail.com

Confirm Email ID: a@gmail.com

Mobile Number: 8899776655

Confirm Mobile Number: 8899776655

Nationality: Indian

Degree: UG

Stream: B.A.

Core Subject: General

HS(12th) Marks(%): 90.00

Personal Details

photo.png

Signature for testi...png

Show all

10:47 PM
9/22/2021

Figure 11: Preview page

1. Student's portal

Step-1. Student(s) can login in-to the following portal for further tracking.

URL will be found in the University website.

(<https://www.digialm.com:443//EForms/configuredHtml/1254/86290/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 are provided by the SMS and email.

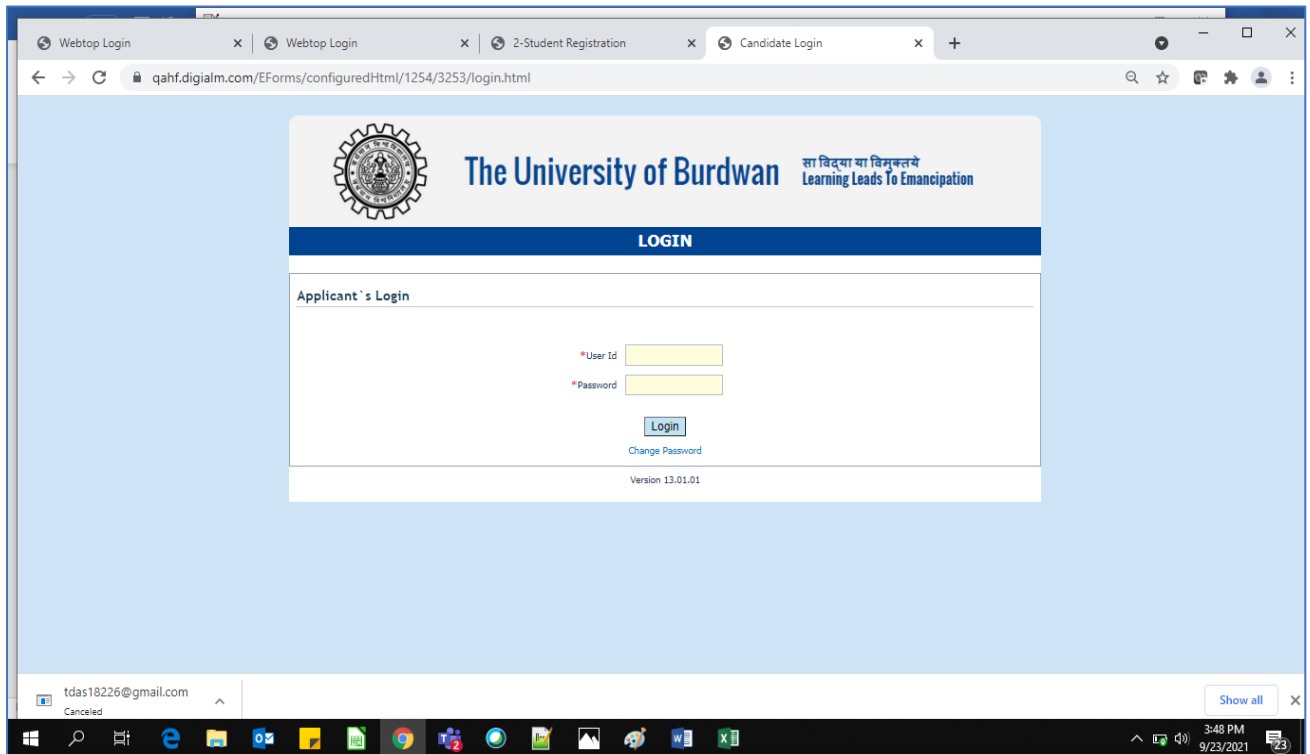


Figure 14: Student's Login Page

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

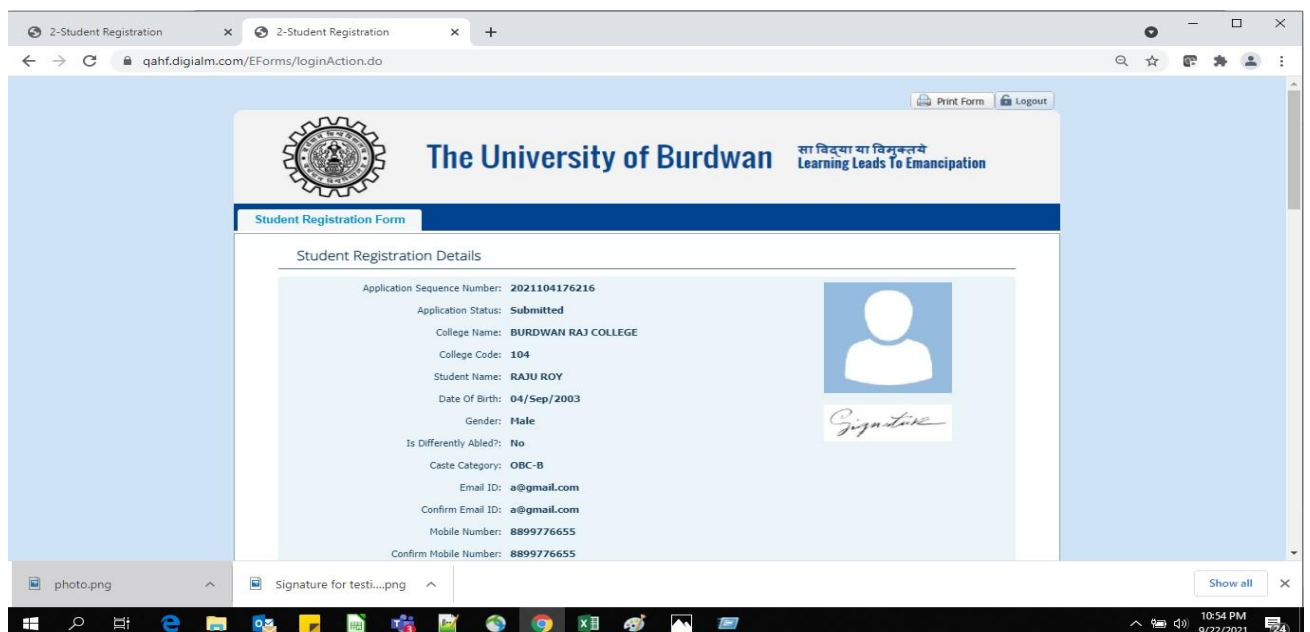


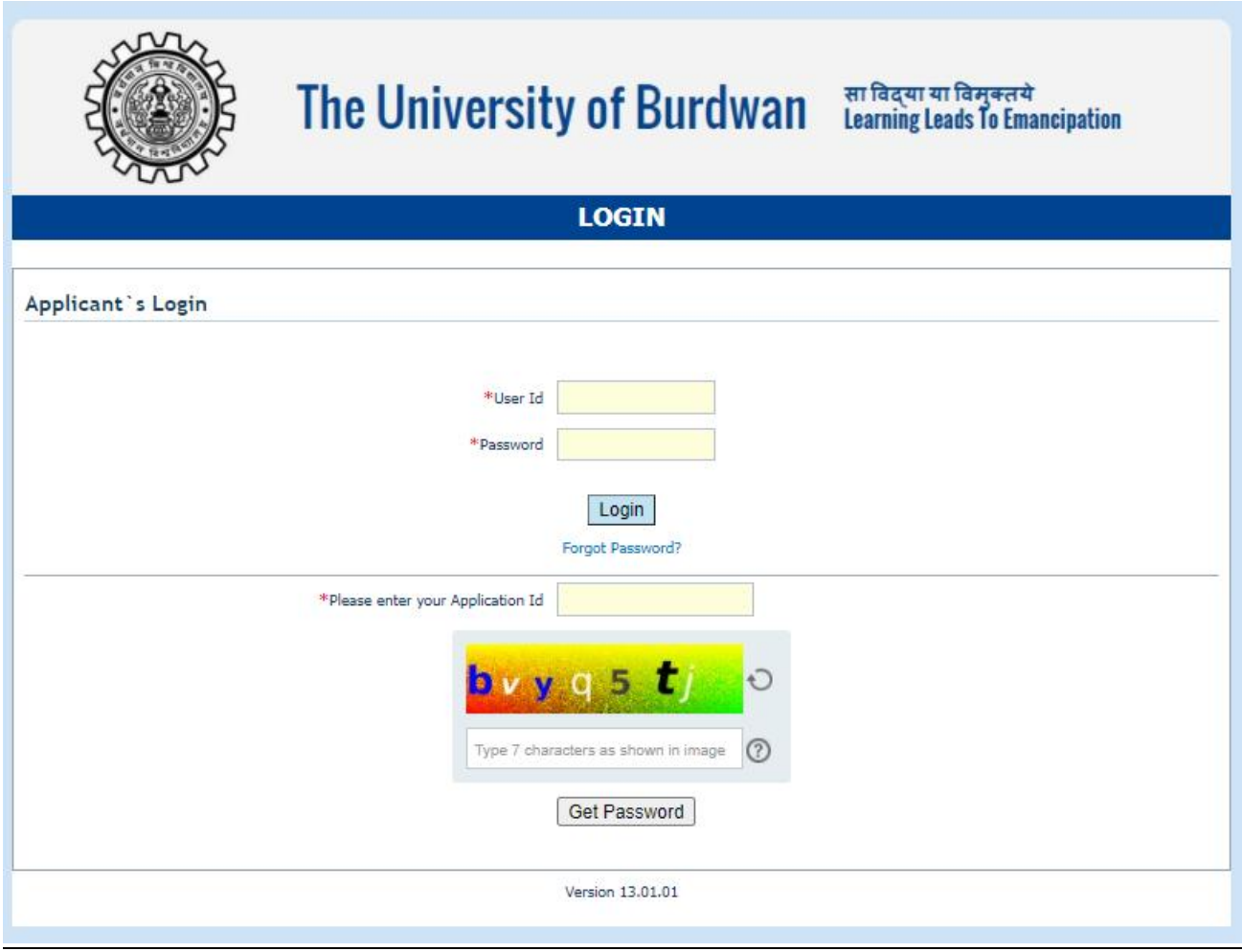
Figure 15: Student's Portal

Step-1. Purpose of the student's login portal as follows:

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

Step-2. If the Student forgets/wants to change his/her password, then follow the below steps:

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



The screenshot displays the login and forgot password interface of The University of Burdwan. 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 this is a blue header with the word "LOGIN". The main content area is titled "Applicant's Login". It contains two sections: the first for login with fields for "*User Id" and "*Password", a "Login" button, and a "Forgot Password?" link; the second for password recovery with a field for "*Please enter your Application Id", a captcha image showing the characters "bvyq5tj", a text box to "Type 7 characters as shown in image", and a "Get Password" button. The version "Version 13.01.01" is noted at the bottom.

Figure 16: Change password screen

END OF THE DOCUMENT