# THE UNIVERSITY OF BURDWAN

***Office of the Senior Secretary, Faculty Council (Arts, Com., Law, etc.)***

3rd Floor Composite Arts Building, Golapbag P.O.- Rajbati,
Dist.- Purva Burdwan, Pin. -713104, West Bengal.
E-Mail:secretary_arts@buruniv.ac.in
Mob.: 9475509303
Website: *www.buruniv.ac.in*


No.: FC/PG (A)/Minor Elective/Option/2026/249 Date: 02.11.2026

# Notification

The students of the 3rd Semester of P.G. Course of Studies of the session 2025-2027 under Arts Faculty are directed to opt for their preferences for the selection of Minor Elective Subjects.

Please note that non submission of the preferences by any student may result in his/her exclusion from the online process of selection of Online Minor elective subjects. The selection of Online Minor elective subjects will be confined only for the students of PG 3rd Semester of Golapbag Campus, the University of Burdwan.

INSTRUCTIONS FOR THE STUDENTS

1. The option of the preferences for selection of Online Minor elective subjects will be made through the following **link:**
   **Link : *Selection of Minor Elective Subjects***

2. The students are directed to access the link for submission of the option of preferences for the selection of the Minor Elective Subjects using the TCS credentials like user Id and Password as provided by the online agency TCS.

3. The students are directed to go through the guidelines carefully and submit their option to avoid any error.

4. The students are directed to submit their preferences from 8.00 p.m. of 02.11.2026 up to 12.00 a.m. of 15.11.2026.

Secretary (Additional Charge)
Faculty Council (Arts, Commerce, Law, Music, etc.)

# The University of Burdwan

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

Version 1.3

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# LOG IN:

**Step 1:**

1. Open the below URL to access the student self-service portal: *https://g01.tcsion.com//per/g01/pub/1254/SelfServices/templates/login_page21092021011323/Login%20Page521092021011353.html*
2. Login page will be displayed as follows:

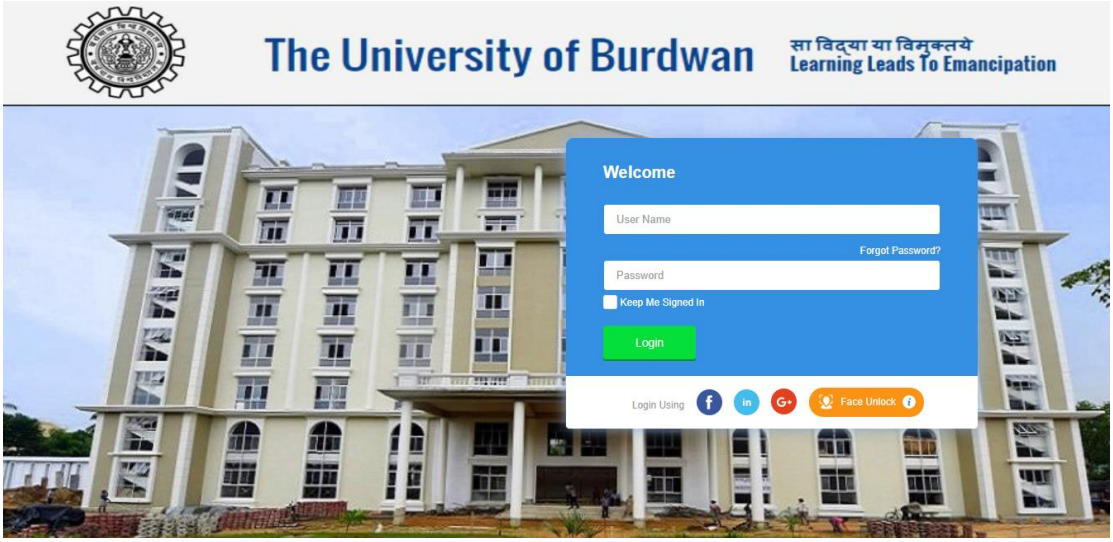
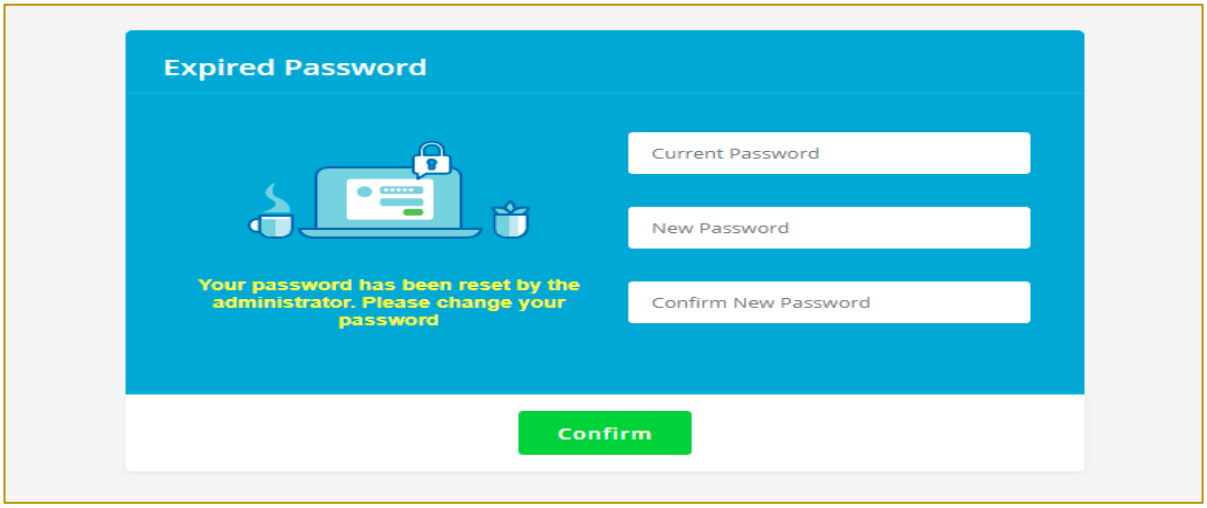



*Fig 1: Login page*

**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





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*Fig 2: Change password page*

**Step 3:**

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

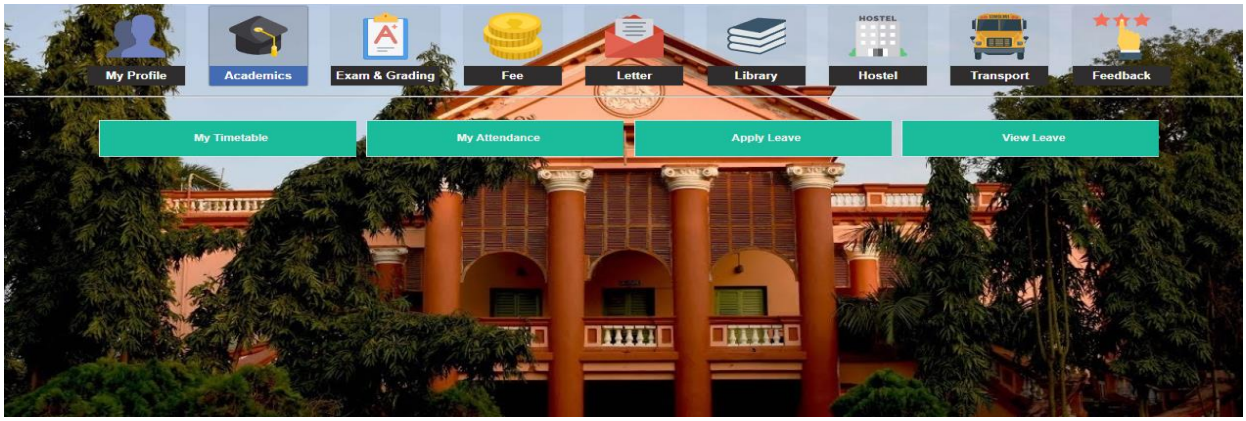



*Fig 3: Landing page*

# STUDENT PROFILE:

**Step 4:**

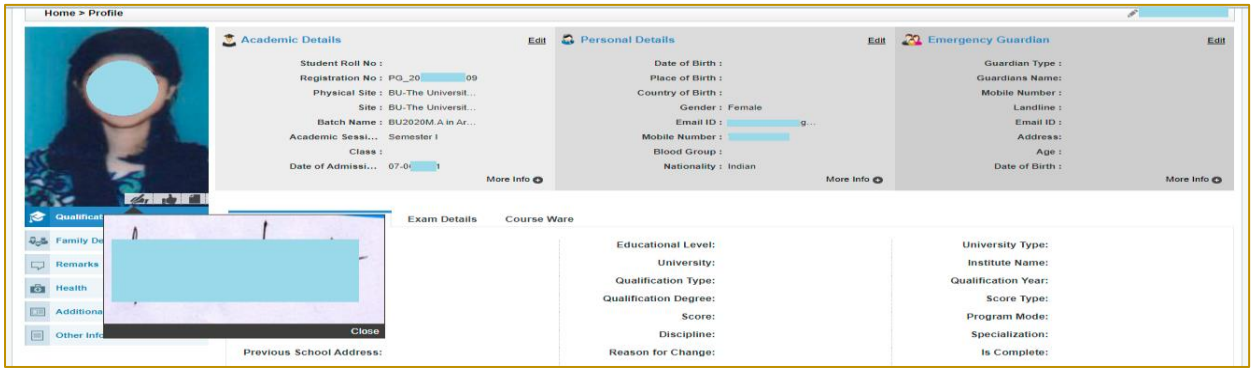
1. Click on the "**My Profile**".
2. User will find the below screen for select the required filters.




*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





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*Fig 4.1: Profile view page*

**Step 4.2:**

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

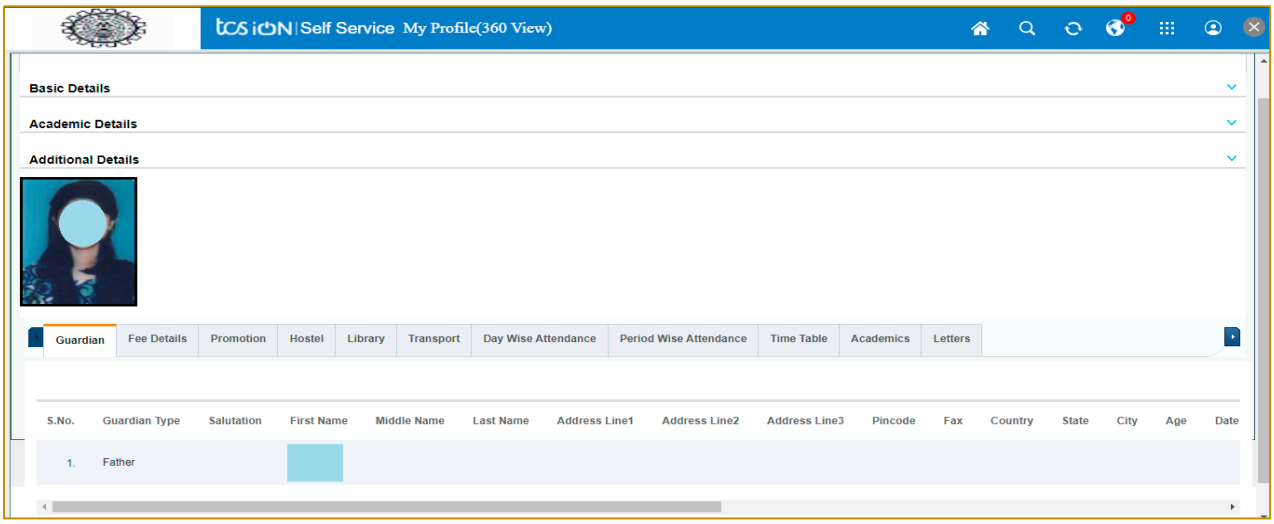



*Fig 4.2: 360 Profile view page*

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

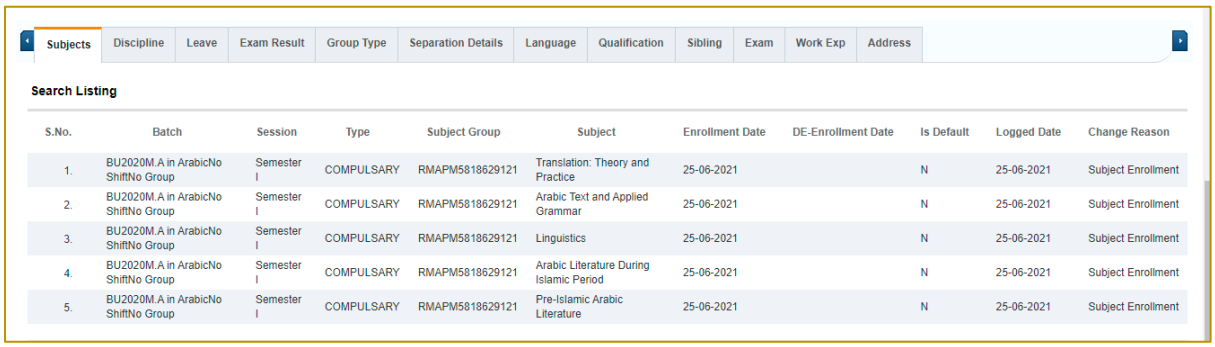



*Fig 4.2.1: 360 profile view page*

# EXAM & GRADING:

**Step 5:**

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


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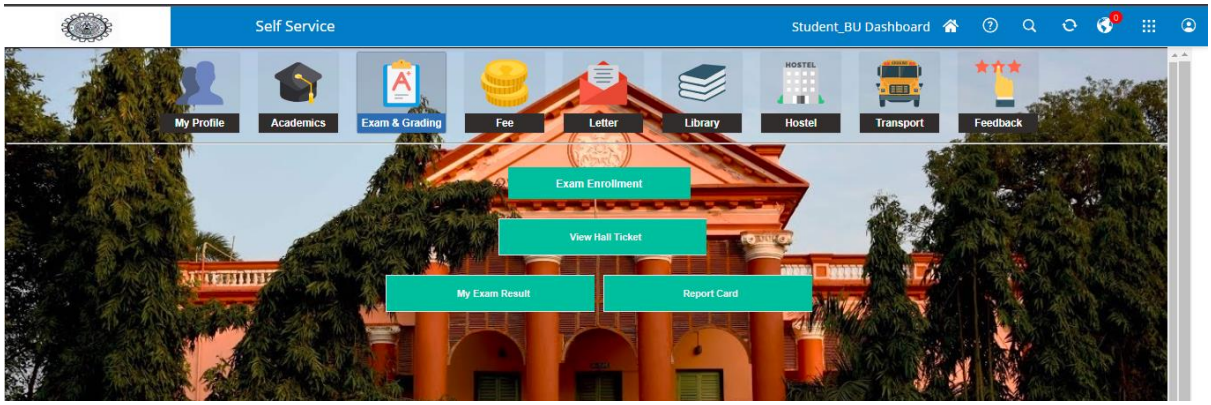



*Fig 5: Exam enrollment page*

## 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

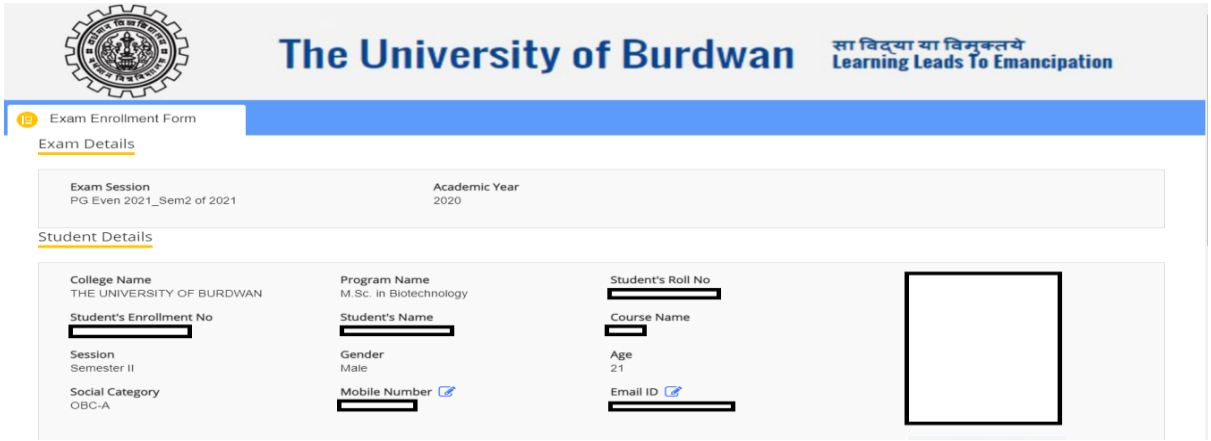



*Fig 5.1.2: Exam enrollment form view page*


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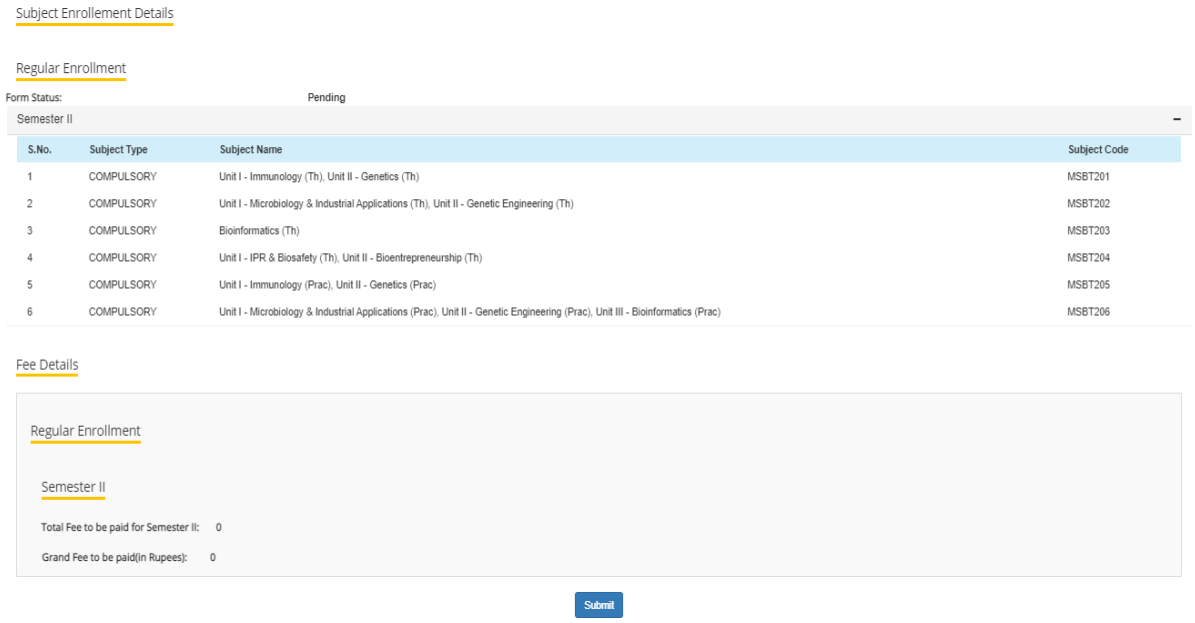



*Fig 5.1.3: Exam enrollment form view page*

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

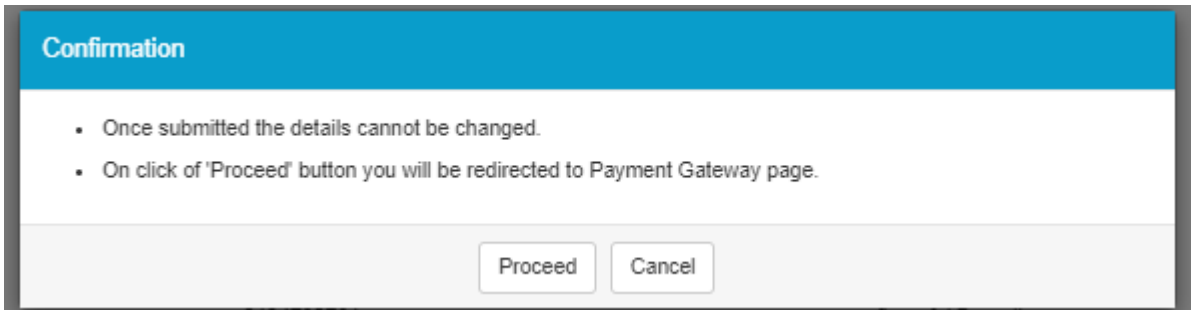



*Fig 5.1.4: Exam enrollment form submit page*

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

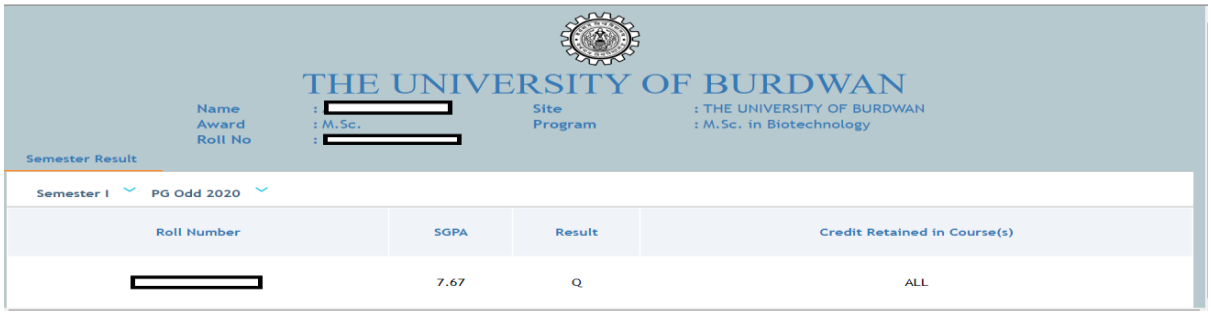



*Fig 5.2: Student result view page*


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## VIEW HALL TICKET

**Step 5.3:**

1. After click on "View Hall Ticket", one new window will open where student can able to view their current exam hall ticket
2. Click one the "Action" button to download of their own

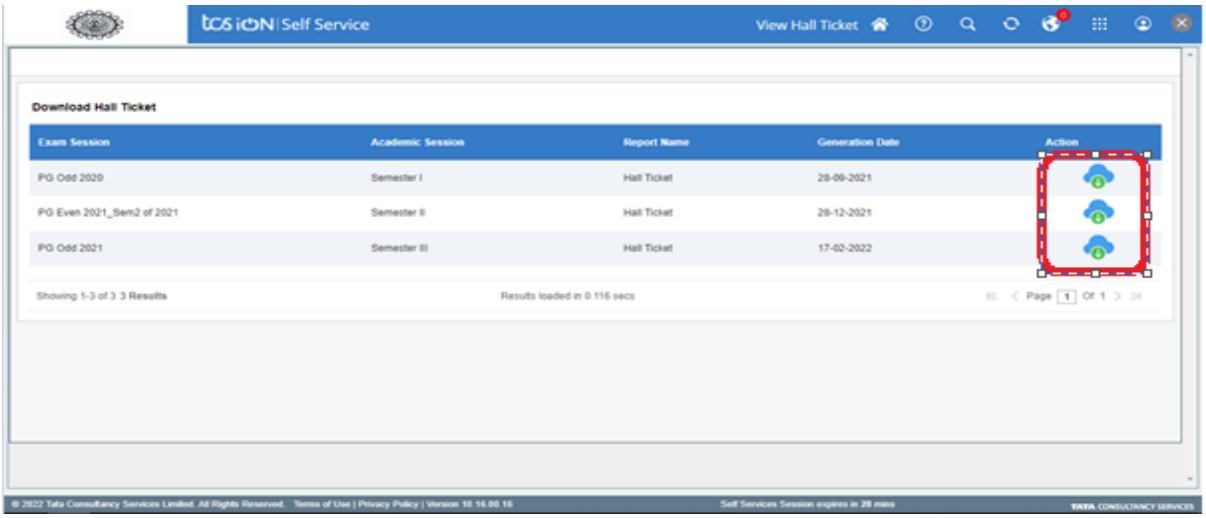



*Fig 5.3.1: Student hall ticket view page*

3. Click one the "Download" button in right side corner to download of their own

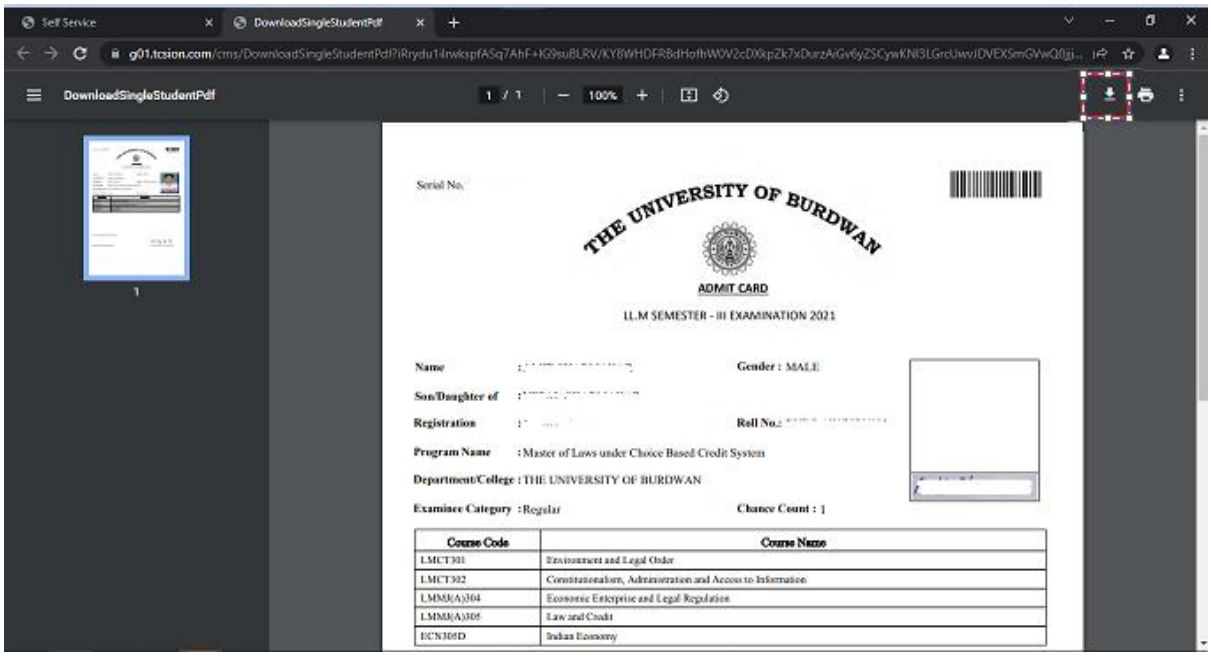



*Fig 5.3.1: Student hall ticket dowlaod page*

## REPORT CARD DOWNLOAD

**Step 5.4:**

1. After click on "Report Card", one new window will open where student can able to view their current exam report card


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2. Click one the "Action" button to download of their own

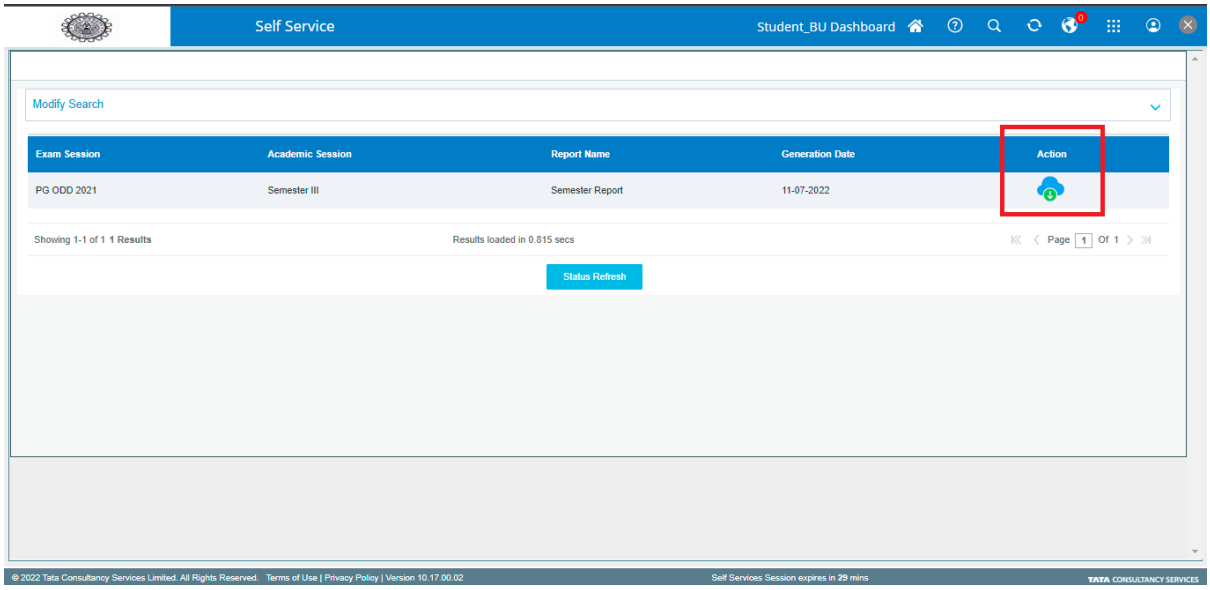



*Fig 5.4.1: Student report card view page*

3. Click one the "Download" button in right side corner to download of their own

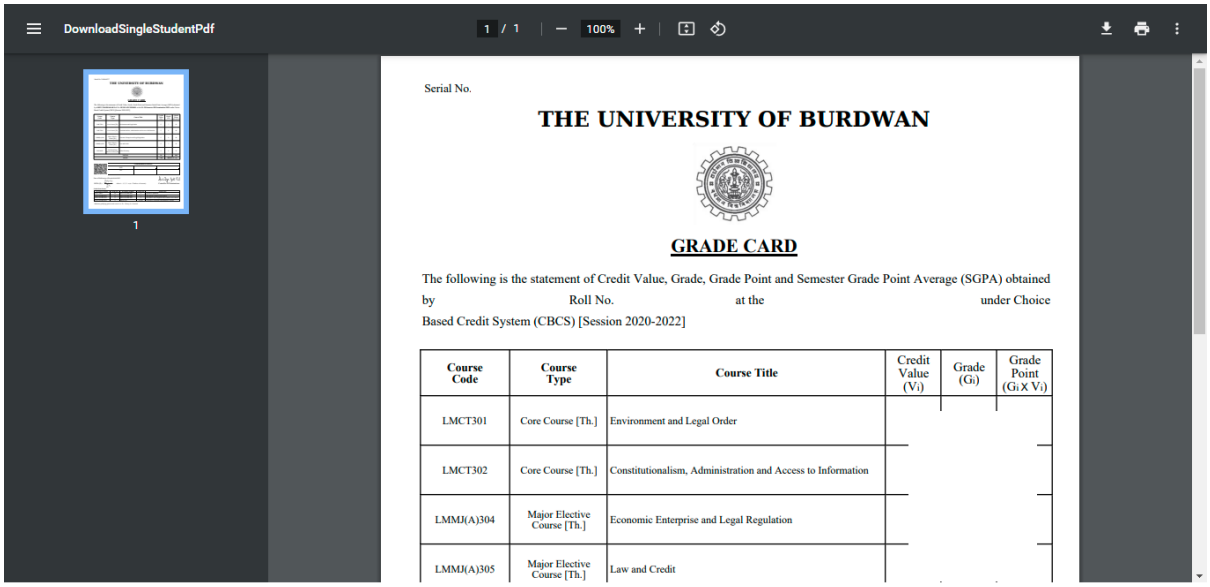



*Fig 5.4.2: Student report card dowlaod page*

# ACADEMICS:

**Step 6:**

1. Click on the "Academics"
2. User will find the below screen


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*Fig 6: Student Minor Elective Section View page*

## STUDENT MINOR ELECTIVE SELECTIVE

**Step 6.1:**

1. After click on "Student Minor Elective Selection Viewt", one new window will open where student can able to select "Student Selection Tab"
2. Click on "Student Selection" Tab

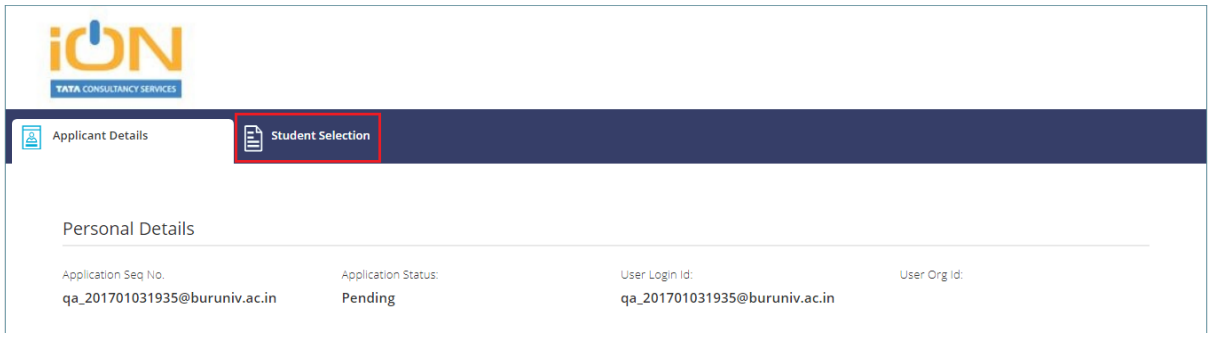



*Fig 6.1.1 enrollment page*

3. After click on "Student Selection" tab, below screen will be available
4. Click on "Apply"

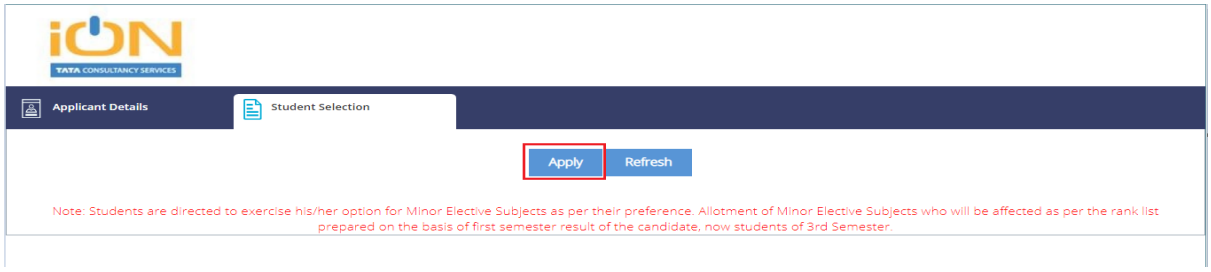



*Fig 6.1.2 Student Selection page*

5. After click on "Apply", below screen will be available
6. Student needs to select "Purpose" as Minor Elective from drop dwon and click on "Submit"


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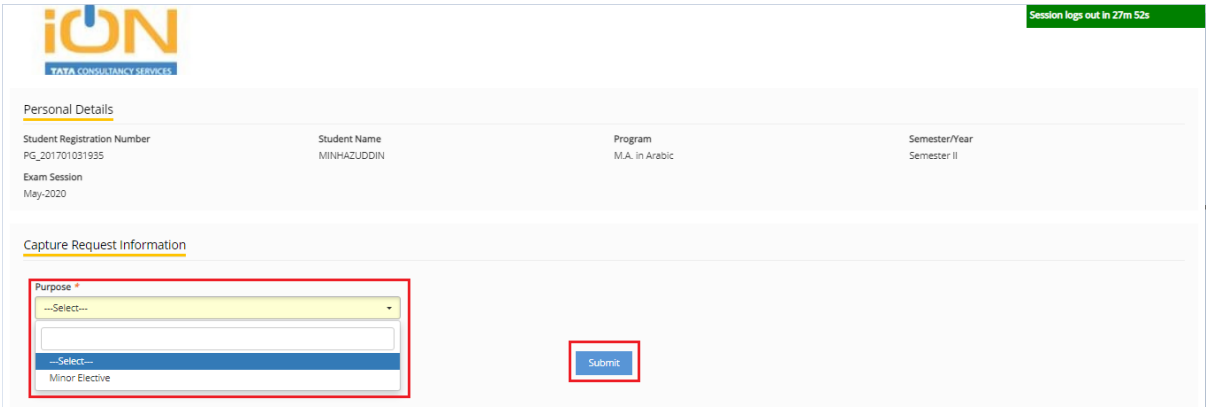



*Fig 6.1.3 Student Selection page*

7. After click on "Submit", below screen will be available where students need to select available subjects preference-wise from drop down
8. After select the preference clikck on "Submit"

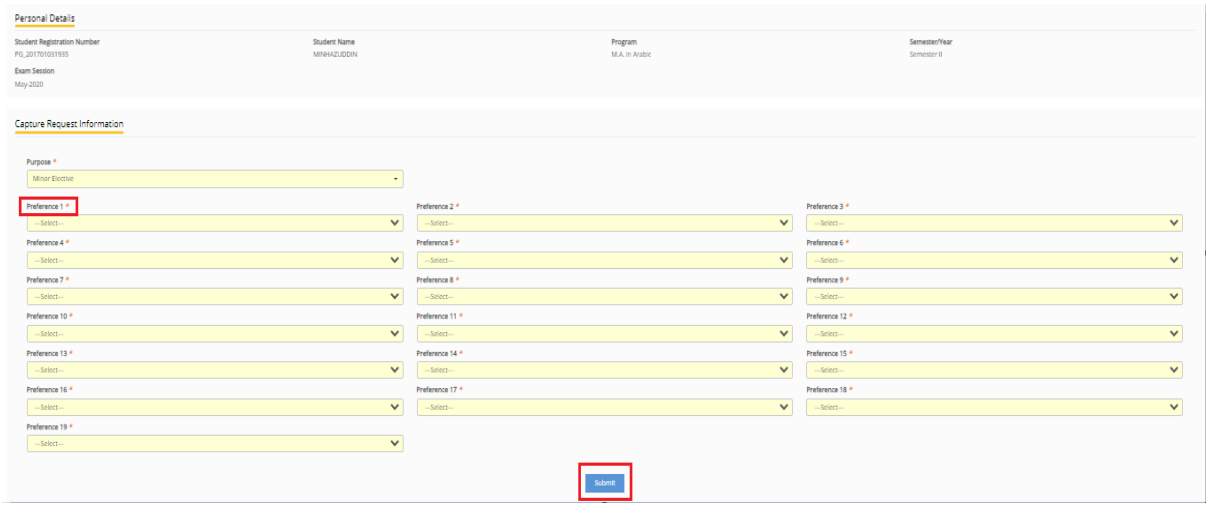



*Fig 6.1.4 Student Selection page*

9. After click on "Submit", Students will get below screen where all preference-wise selected subjects will be available
10. Students can also change the preference till the date form is close by the "Click here to edit the application" button


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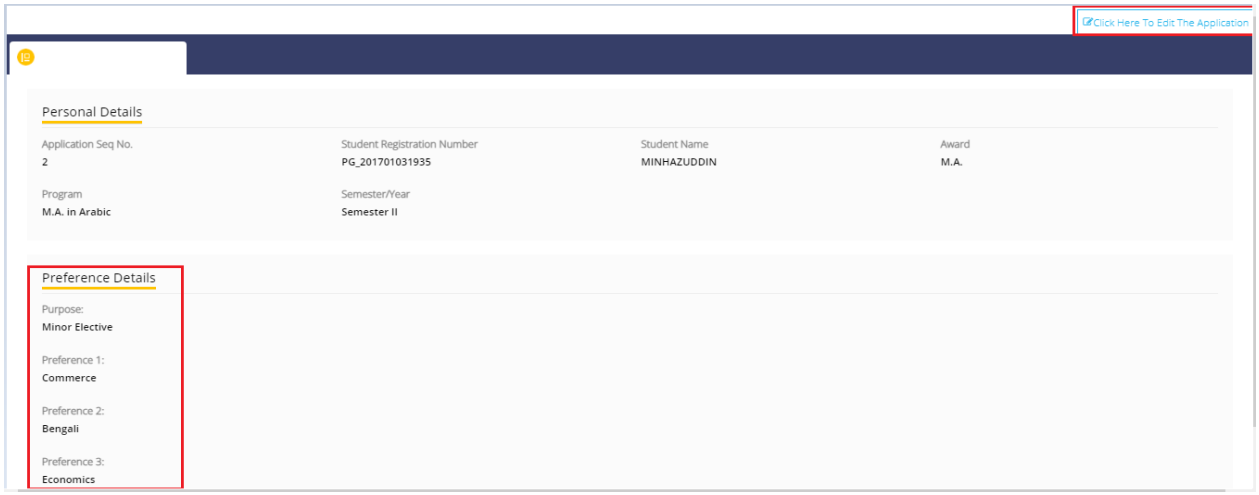



*Fig 6.1.5 Student Selection page*


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