



The University of Burdwan

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

Version 1.2



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LOG IN:

Step 1:

1. Open the below URL to access the student self-service portal:
https://q01.tcsion.com//per/q01/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

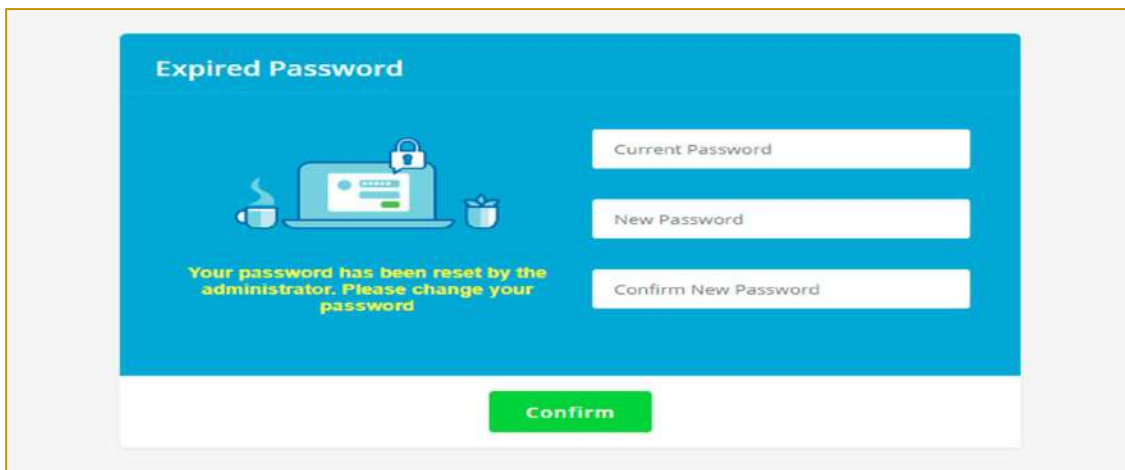


Fig 2: Change password page

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

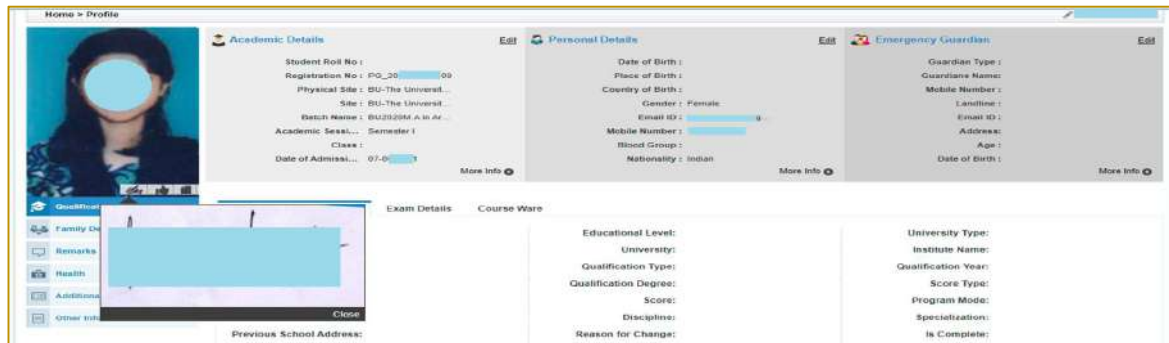


Fig 4.1: Profile view page

Step 4.2:

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

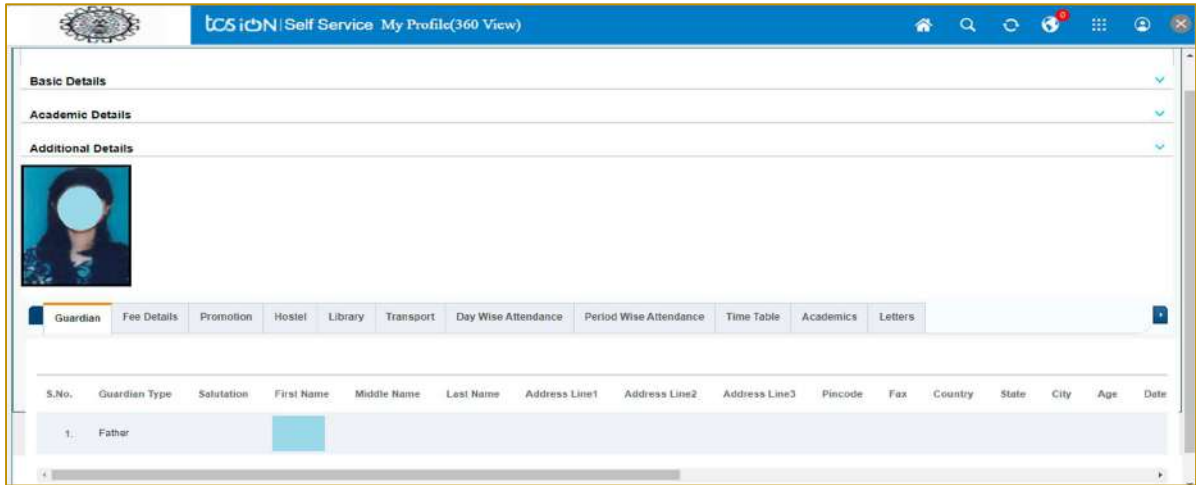


Fig 4.2: 360 Profile view page

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

S.No.	Batch	Session	Type	Subject Group	Subject	Enrollment Date	DE-Enrollment Date	Is Default	Logged Date	Change Reason
1.	BU2020M.A in ArabicNo ShiftNo Group	Semester I	COMPULSARY	RMAPM5018629121	Translation Theory and Practice	25-06-2021		N	25-06-2021	Subject Enrollment
2.	BU2020M.A in ArabicNo ShiftNo Group	Semester I	COMPULSARY	RMAPM5018629121	Arabic Text and Applied Grammar	25-06-2021		N	25-06-2021	Subject Enrollment
3.	BU2020M.A in ArabicNo ShiftNo Group	Semester I	COMPULSARY	RMAPM5018629121	Linguistics	25-06-2021		N	25-06-2021	Subject Enrollment
4.	BU2020M.A in ArabicNo ShiftNo Group	Semester I	COMPULSARY	RMAPM5018629121	Arabic Literature During Islamic Period	25-06-2021		N	25-06-2021	Subject Enrollment
5.	BU2020M.A in ArabicNo ShiftNo Group	Semester I	COMPULSARY	RMAPM5018629121	Pre-Islamic Arabic Literature	25-06-2021		N	25-06-2021	Subject Enrollment

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



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

S.No.	Subject Type	Subject Name	Subject Code
1	COMPULSORY	Unit I - Immunology (Th), Unit II - Genetics (Th)	MSBT201
2	COMPULSORY	Unit I - Microbiology & Industrial Applications (Th), Unit II - Genetic Engineering (Th)	MSBT202
3	COMPULSORY	Bioinformatics (Th)	MSBT203
4	COMPULSORY	Unit I - IPR & Biosafety (Th), Unit II - Bioentrepreneurship (Th)	MSBT204
5	COMPULSORY	Unit I - Immunology (Prac), Unit II - Genetics (Prac)	MSBT205
6	COMPULSORY	Unit I - Microbiology & Industrial Applications (Prac), Unit II - Genetic Engineering (Prac), Unit III - Bioinformatics (Prac)	MSBT206

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

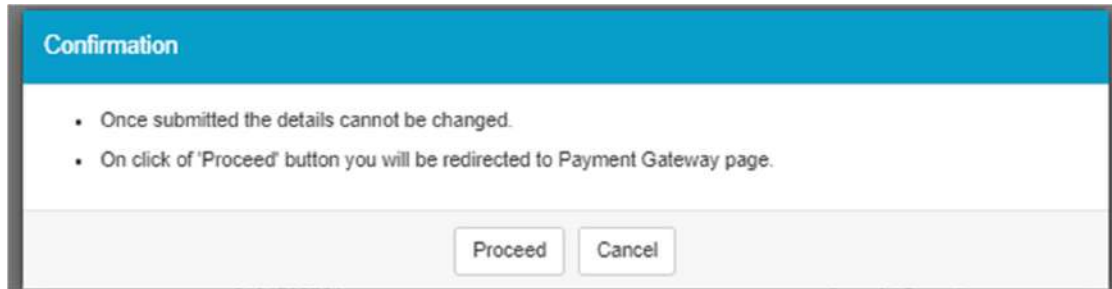


Fig 5.1.4: Exam enrollment form submit page

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

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

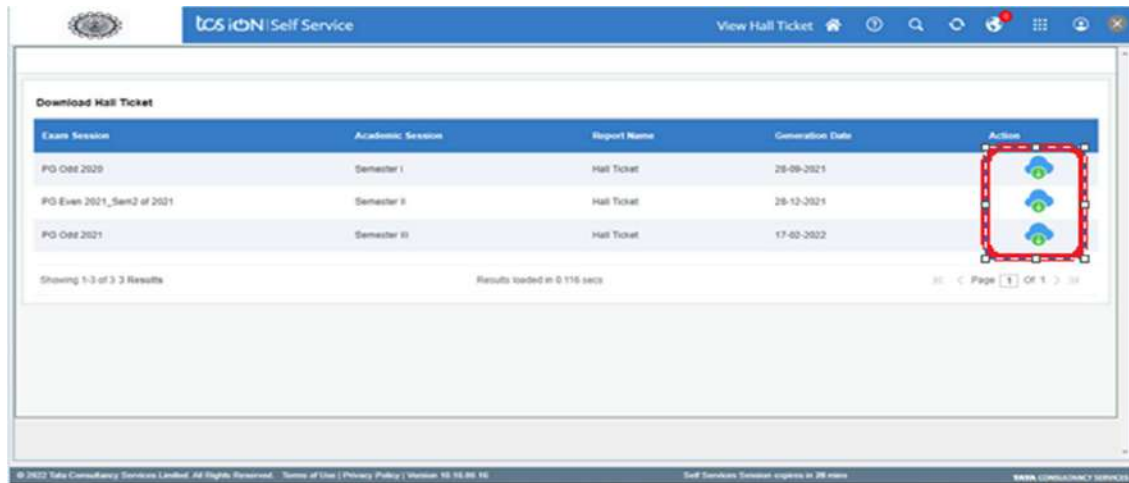


Fig 5.3.1: Student hall ticket view page

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

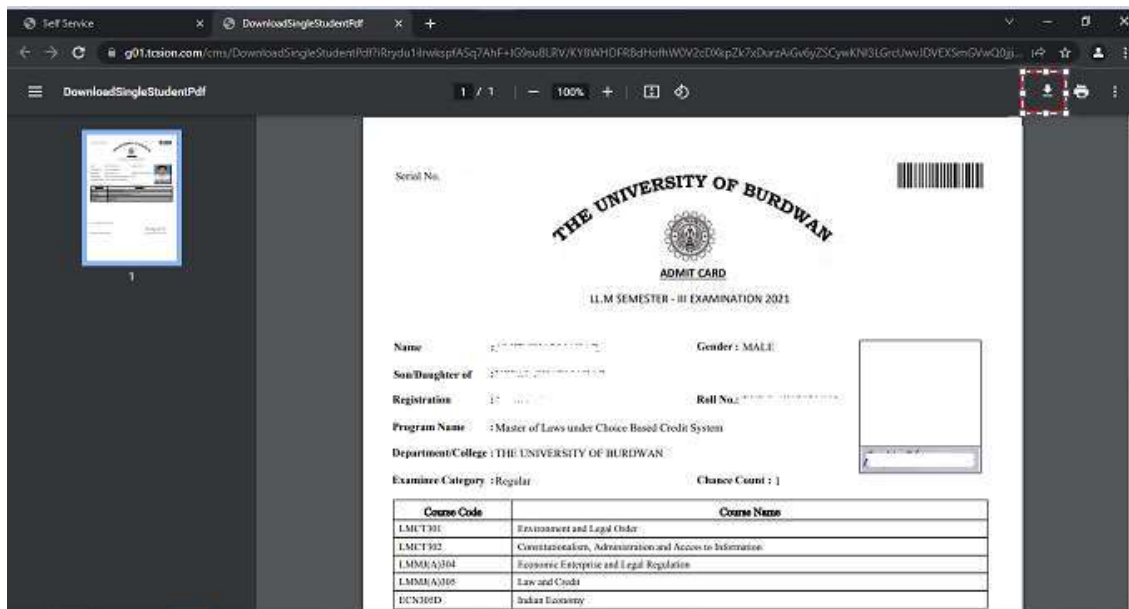


Fig 5.3.1: Student hall ticket download page

ACADEMICS:

Step 6:

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



Fig 6: Student Minor Elective Section View page

STUDENT MINOR ELECTIVE SELECTIVE

Step 6.1:

1. After click on "Student Minor Elective Selection View", 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 down and click on "Submit"

Personal Details

Student Registration Number PG_2017/01/021935	Student Name MINHAZUDDIN	Program M.A. in Arabic	Semester/Year Semester I
--------------------------------------------------	-----------------------------	---------------------------	-----------------------------

Capture Request Information

Purpose *

—Select—

—Select—

Minor Elective

Submit

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 click on "Submit"

Personal Details

Student Registration Number PG_2017/01/021935	Student Name MINHAZUDDIN	Program M.A. in Arabic	Semester/Year Semester I
--------------------------------------------------	-----------------------------	---------------------------	-----------------------------

Capture Request Information

Purpose *

—Select—

Preference 1 *

—Select—

Preference 2 *

—Select—

Preference 3 *

—Select—

Preference 4 *

—Select—

Preference 5 *

—Select—

Preference 6 *

—Select—

Preference 7 *

—Select—

Preference 8 *

—Select—

Preference 9 *

—Select—

Preference 10 *

—Select—

Preference 11 *

—Select—

Preference 12 *

—Select—

Preference 13 *

—Select—

Preference 14 *

—Select—

Preference 15 *

—Select—

Preference 16 *

—Select—

Preference 17 *

—Select—

Preference 18 *

—Select—

Preference 19 *

—Select—

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

The screenshot displays a web interface for student selection. At the top right, there is a link labeled "Click here To Edit The Application". The main content is divided into two sections: "Personal Details" and "Preference Details".

Personal Details			
Application Seq No.	Student Registration Number	Student Name	Award
2	PG_201701031935	MINHAZUDDIN	M.A.
Program	Semester/Year		
M.A. In Arabic	Semester II		

Preference Details
Purpose:
Minor Elective
Preference 1:
Commerce
Preference 2:
Bengali
Preference 3:
Economics

Fig 6.1.5 Student Selection page