

Ref. No. GEN/37/2021 From: The Principal Date:08.12.2021

Registration & Enrolment-এর সময়কাল বৃদ্ধি সংক্রাস্ত বিজ্ঞপ্তিঃ

২০২১ সালে প্রথম বর্ষের প্রথম সেমিস্টারে ভর্তি হওয়া ছাত্রছাত্রীদের জানানো হচ্ছে যে অনলাইনে বর্ধমান বিশ্ববিদ্যালয়ে প্রথম বর্ষের Registration ও Enrolment করার সময়কাল বাড়ানো হয়েছে।

১। অনলাইনে Registration ও Enrolment করানো যাবে ০৯.১২.২১ তারিখ সকাল থেকে ১১.১২.২১ তারিখ রাব্রি ১১.৫৯ অবদি। Registration ও Enrolment-এর জন্য লিহ্ন ও Students' Manual এই নোটিশের সঙ্গে দেওয়া আছে।

২। প্রথম বার রেজিস্ট্রেশনের সময় অনেকেই "Complete Registration" পেজটি পূরণ করেনি ও নিম্নলিখিত জিনিসের স্ক্যান করে upload করেনি। সেই ক্ষেত্রে log in ও id password ব্যবহার করে upload করে দিতে হবে। নাহলে রেজিস্ট্রেশন প্রক্রিয়াটি সম্পূর্ণ হবে নাঃ passport size photo, signature, Caste Certificate, Madhyamik Admit Card, Madhyamik Marksheet, H.S. Admit Card, H.S. Marksheet, College admission challan / Fees receipt l

৩। যাদের রেজিস্ট্রেশন করার সময় "Duplicate id" হয়েছিল তাদের ক্ষেব্রে কলেজে অতি শীঘ্রই যোগাযোগ করতে বলা হচ্ছে। তাদেরকে নতুন করে রেজিস্ট্রেশন করতে হবে।

৪। Registration সময় যারা stream বা BA/BSC/BCOM লেখনি, তাদেরকে অতি শীঘ্রই কলেজে যোগাযোগ করতে বলা হচ্ছে। তাদেরকে নতুন করে রেজিস্ট্রেশন করতে হবে।

৫। Registration ও Enrolment করার পর প্রিন্ট আউট নিয়ে নির্দিষ্ট দিনে (আগেই জানানো হয়েছে ) অতি অবশ্যই কলেজে আসতে হবে।

৭। Registration ও Enrolment সংক্রান্ত Helpdesk Nos.: 9609723706 / 6294040552 / 8250032165 / 7908740816.

Manban Shapa R. GAUTAM SEN

DR. GAUTA Principal Abhedananda Maharidyalaya Sainthia, Birbhum



#### THE UNIVERSITY OF BURDWAN Rajbati , Burdwan

No.: RC/Regn. & Mign/Cir/21-22/245

Date: 19.11.2021

- From: The Registrar The University of Burdwan
- To: All the Principals / TICs / OICs of the Degree Colleges affiliated to The University of Burdwan
- Sub: Registration cum Enrollment of the students admitted to the 1st Semester of UG Programmes (BA / BSc / BCom) under CBCS mode and Professional courses (BBA / BCA / Bio Tech / Bio Chem / Music / BFA (Art & Design) / BBA (T&H) / 5 Yrs LLB (H)) for the academic year 2021 2022

Sir / Madam,

You are already aware that registration of students admitted to the 1st Semester of UG Programmes (BA / BSc / BCom) under CBCS mode and Professional courses (BBA / BCA / Bio Tech / Bio Chem / Music / BFA (Art & Design) / BBA (T&H) / 5 Yrs LLB (H)) for the academic year 2021 - 2022 will be done through online mode. In this context I would like to intimate you the following:

1. All the students of 1st Semester UG Programmes, 2021-2022 are advised to go through the Students' User Manual before filling up the Registration cum Enrollment Form.

Link for online Registration cum Erollment for students https://www.digialm.com:443//EForms/configuredHtml/1254/3253/Registration.html

- 2. Link for students login (after submission of Registration cum Enrollment form) https://www.digialm.com:443//EForms/configuredHtml/1254/3253/login.html
- 3. Link for college login https://g01.tcsion.com/SMBPortal/home
- 4. After successful submission of registration cum enrollment form by the student, the college authority as well as the student can login using their respective Login ID and Password.
- 5. Online Registration process will start from **22.11.2021** and the portal will remain active till 11.59 pm of **06.12.2021**.
- 6. College Authority shall complete the process of verifying, editing and submission of student details by 11.59 pm on **21.12.2021**.
- 7. For any further technical query / information relating to registration cum enrollment process, the college may send email to registration@buruniv.ac.in.



# Registration AY 2021-22

STUDENT'S USER MANUAL



## 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/1254/3253/Registration.html)
- Step-3. The following registration page will be opened for students. Needs to select the respective college from the drop down given in the form.
- Step-4. Click on "Proceed" button.

	0	- 🗆 ×
← → C  P qahf.digialm.com/EForms/configuredHtml/1254/3253/Registration.html	Q ☆	🕿 🛪 😩 E
मा जिंद्या या विमुख्य या		
Registration Form		
Note : <ul> <li>Kindly use Internet Explorer/version 10 to 11) or Mozilla Frefox(48 to 54) or Google Chrome(38 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 litest to proceed. Fidds mandatowith "are anadatory.</li> <li>Please clear cache before fill-up the Form. Steps to clear cache-&gt;(Ctrl+Shift+Delete)</li> </ul>		
Registration		
College Details		
*College Name 104-BLRDWAN RAJ COLLEC C College 12 104		
714-UNUKSITY INSTITUTE OF TECHNOLOGY       105-CHARDWAR AND COLLEGE       105-CHARDWAR DAY COLLEGE       110-OURSKAR IMMAND/YALYKA       111-STATUS		
I == P == 🔁 📴 🔽 📓 📲 🚟 🕙 🥥 💷	へ 「 回	d) 10:11 PM 9/22/2021 24

Figure 1: Registration first page

- Step-5. Candidate needs to select correct college name, Student Name, Date of Birth, Gender, Caste category, Different Abled, email id, phone number, Nationality, Degree and stream fields. Only Honours student(s) will provide the obtained marks and the full marks in the time of registration form for eligibility verification. **Candidate unable edit all that field later**.
- Step-6. Along with the said information 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 SMS and e-mail in the provided number and email address.
- Step-7. Click on the "I agree" declaration text, provide the correct captcha text in the provided box.
- Step-8. Click on the "Register" button. One popup will be opened and just click "OK" on the dialog box. As per the below images.

S 2-Student Registration × +		0	-	C	J	×
← → C  a qahf.digialm.com/EForms/configuredHtml/1254/3253/Reg	gistration.html	☆	<u>e</u> p	*		3
"Colleg Student Profile	ge Name 104-BURDWAN RAJ COLLEC V College Id 104 Proceed					
"Student Name (As sr	pecified in M.P./Equivalent Examinations Certificate)					
* Deter of Birth (CO) M * Differently Abled * "Entimently Abled	BITYTY according to Admini call Pass Color of MLR. Equivalent Economication (Call of MLR. Equivalent Economication) (Casta CatagorySelect					
*Mobile Number *Nationality	* Confirm Moble Number					
I solenvily declare that if any o opinion of the University, that I aforesaid examination, my adm	of the statement in this application is found to be not true / incomplete / misleading or if it appears that, in the I have in any vary contravened the provisions of the University Ordinances, Rules & Regulations relating to the massion will be liable to be cancelled by the University.					
	5.6     C     C     f     P       Type 7 characters as shown in image     Image: Type 7 characters as shown in i					
	Register					
🔳 🔎 🖽 🧲 🥽 🔯 🚽 📓 📸 🔜	🔤 🚳 🧔 🗷 🛷	~ 🍋	<u>م</u> ه) د	10:13 Pl 0/22/20	21 I	24

#### Figure 2: Registration page 1

2-Student Registration × +						0			>
C a qahf.digialm.com/EForms/cor	nfiguredHtml/1254/3253	Registration.html#nogo				२ 🕁	<b>6</b> 29	<b>a</b> (a	
	*Student Nam *Date of Bir	qahf.digialm.com says Are you sure you want to Register t	he form ?	Cancel					
	-	Certificate of M.P./Equivalent Examination)			<b>~</b>				
	*Differently Abled	O Yes  No	*Caste Category	OBC-B	~				
	*Mobile Number	a@gmail.com	*Confirm Email ID	algigmail.com 8899776655					
	*Nationality	Indian 🗸	Number						
	Course Details								
	*Stream	*Degree () UG Degree () Professiv	onal Course O UIT Degree	ubject General	~				
	Declaration								
	1								
	I solemnly declare that opinion of the University aforesaid examination, i	f any of the statement in this application is found (, that I have in any way contravened the provision my admission will be liable to be cancelled by the	d to be not true / incomplete ; ons of the University Ordinan University.	misleading or if it app res, Rules & Regulation	ears that, in the is relating to the I Agree.				
	I solernity declare that opinion of the Universit aforesaid examination, i	If any of the statement in this application is four , that I have in any way, contravend the provisi ny admission will be liable to be cancelled by the 5.6.2 C (	to be not true / incomplete, one of the University Ordinan University.	misleading or if it app es, Rules & Regulation	ears that, in the is relating to the				
	I solennyl declare that opinion of the Universit aforetaid examination, -	If any of the statement in this application in form with there is any occurrence the provide ny admission will be table to be cancelled by the SetUp of the statement of the statement of the SetUp of the statement of the setUp of the SetUp of the statement of the setUp of the setUp of the SetUp of the statement of the setUp of the setUp of the SetUp of the setUp of the setUp of the setUp of the setUp of the SetUp of the setUp of the setUp of the setUp of the setUp of the SetUp of the setUp of the SetUp of the setUp of th	d to be not true / incomplete, one of the University Ordinan University O	misleading or if it app zes, Rules & Regulation	ears that, in the a relating to the				

Student Profile	0.1			
-				1
	P2270			
Student Name	AAA			
	(As specified in M.P./Equivalent Examin	nations Certificate)		
		T.		
* Date of Birth	02/11/2001	*Gender	Female	~
	Certificate of M.P./Equivalent Examination)			
*Differently Abled	🔿 Yes 🖲 Na	*Caste Category	OBC-A	~
*Email ID	a@gmail.com	Confirm Email ID	a@gmail.com	
		Confirm Mahle		
*Mobile Number	8888888888	Number	8888888888	
* Nationality	Indian 🗸			
Documents				
*Please upload the Caste Car Course Details	tegory Certificate here.			
*Please upload the Caste Car Course Details	*Degree 🖲 UG Degree 🔿 Professio	inal Course		
*Please upload the Caste Ca Course Details	*Degree () UG Degree () Professio	inal Course *Core !	ubject BENGALI	<b>•</b>
*Please upload the Caste Ca Course Details *Stream *Higher Secondary Ma	*Degree () UG Degree () Professio B.A. Hons.	inal Course *Core 1	ubject BENGALI	~
*Please upload the Caste Cal     Course Details     *Stream     *Higher Secondary Ma     Total Marks Obtained	*Begree  UG Degree  Professio B.A. Hons.	Tore 1	ubject BENGALI	· · ·
*Please upload the Caste Car Course Details     *Stream     *Higher Secondary Marks Obtained     Total Marks Obtained	*Degree () UG Degree () Professio B.A. Hons.	Core : Out Of Total Marks	ubject BENGALI 800	·
*Please upload the Caste Ca Course Details *Stream *Higher Secondary Ma Total Marks Obtained Marks %	*Degree  UG Degree  Professio B.A. Hons.  rks Details  600 75.00	onal Course *Core 1 Out Of Total Marks	ubject BENGALI 800	· ·
*Please upload the Caste Car Course Details *Stream *Higher Secondary Ma Total Marks Obtained Marks % Declaration	*Degree  UG Degree  Professio B.A. Hons.  rks Details  600  75.00	Out Of Total Marks	ubject BENGALI 800	
Please upload the Caste Cal Course Details  Stream Higher Secondary Ma Total Marks Obtained Marks % Declaration I solemnly declare that opinion of the Universit aforesaid examination,		Dut Of Tatal Marks Core 1 Out Of Tatal Marks Lo be not true / incomplete ns of the University Ordinanu University.	utject BENGALI 800 f misleading or if it appears th es, Rules & Regulations relatin	at, in the ig to the
*Please upload the Caste Car Course Details *Stream *Higher Secondary Ma Total Marks Obtained Marks % Declaration I solemnly declare that opinion of the Universit aforesaid examination,		Dut Of Total Marks Core 1 Out Of Total Marks It to be not true / incomplete ens of the University Ordinan University.	utiject BENGALI 800 f misleading or if it appears th es, Rules & Regulations relatin	at, in the ig to the I Agree.

Figure 3: Registration page 2

Step-9. On successfully first stage registration the following screen will be displayed.

THE UNIVERSITY OF BURDWAN USER MANUAL FOR STUDENTS REGISTRATION CUM ENROLLMENT - 🗆 X 0 3 2-Student Registration × + 🗧 🔶 C 📔 qahf.digialm.com/EForms/loginAction.do?subAction=DisplayProfile&formId=3253&eicuListing=false&encValues=ipK6NG8k6oRFYn7OsYL1d40qLyv%2BQ0UwIDK... 🔍 🖈 😰 🌲 The University of Burdwan साविद्या या विमुक्तये Learning Leads To Emancipation 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 res ed mobile number and email id. se click o our registra Complete Registration Student Registration Details Application Sequence Number: 2021104176216 Application Status: Registered 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 ile Number: 8899776655 bile Number: 8899776655 Nationality: Indian Degree: UG Stream: B.A. へ 幅 4 9/22/2 in 💽 🕥 🚺 🚿 9 開 1 Te

Figure 4: Stage 1 registration completion

Step-10. Please select "Complete Registration" button to make the detail registration.

Decision       Decision       Decision         Intervention of the presention of the pr	← → C	litApplication.do					Q	☆	(r. 1	F (#	
Registration Form         Note :       • Kindly use Internet Explorer/cursion 10 to 11) or Mozilla Field/Grad 10 to 50) or Google Chrome(50 to 60) to fill in the Application Form. Use the cursor to more between fields instead of using the tab key. Fields marked with ** are mandative to proceed. Fields marked with ** are marked marked with ** are marked with ** are marked marked with ** are marked marked with ** are stated with ** are stat		The Univer	sity of Burdv	Nan साविद्या Learning	या विमुक्तये Leads To Emancipatio	n					
Note: <ul> <li></li></ul>			Registration Form								
College Details College Details College Id 104 Coll		Note :         • Kindly use Internet Explorer(version 10 to 13 to 14 t	) or Mozilla Firefox(48 to 54) o d of using the tab key. sps to clear cache>(Ctrl+Shif	Google Chrome(50 to +Delete)	60) to fill in the Applicati	ion Form.					
College Id 104 College Name BURDWAN RAJ COLLEGE Check Eligibility Status  *Orgres © UG Degree O Professional Course O UIT Degree *Soream B.A. *Core Subject General *Costs Category OBC-8  Version 14.03.01		College Details	s <b>3</b> Qualifications	4 Enrolment							
*Straam B.A. * Core Subject General *Case Category DBC-8 Version 14.03.01		College Id 104 Check Eligibility Status		College Name BURD\	VAN RAJ COLLEGE						
* Stream BA. * Core Subject General * Cante Category OBC-8 Next Version 14.03.01		3	Degree 🖲 UG Degree 🔘 Pro	fessional Course 🔘 U	IT Degree						
Version 14.03.01		* Stream B.A. * Core Subject General	*Ca	ste Category OBC-B							
Version 14.03.01						Next					
			Version 14.03.01								

#### Figure 5: Eligibility verification

- Step-11. Fill-up the required data and click on the next button of Check Eligibility to the courses.
  - a. For Hons. courses students need to provide the total marks obtained and full marks of the H.S. education along with the required honours subjects, to fulfill the University criteria.



USER MANUAL FOR STUDENTS REGISTRATION CUM ENROLLMENT

b. For general courses students need to select the proper information as per the image figure 5.

2-Student Registration × +		• - · ·
→ C	editApplication.do	Q 🏠 💽 🛊 🛓
	Check Eligibility Status 2 Basic Details 3 Qualifications 4 Enrolment	
	Student Profile	
	*Student Name RAJU ROY	
	(As specified in M.P./Equivalent Examinations Certificate)	
	*Date of Birth 04(09/2003 rDDI/MN/YYY	
	according to Admit Card/Pass Certificate of *Gender Male Male	
	*Marital Status Single 🗸 *Differently Alded 🕕 Yes 🖷 No	
	*Religion Hindu V NAD ID	
	*Mother's Name MRS. ROY *Father's Name MR. ROY	
	*Minority Community 🔿 Yes 🛞 No *Nationality Indian	
	Address for Correspondence	
	Building/Avenue 11. Bildg Locality/Village Rajbari	
	PO Burdwan *Country India 🗸	
	*State West Bengal 🗸	
	City Burdwan *Pin code 713421	
	*Email ID a@gmail.com Alternate No. 7788996888	
	* Modele Namber 8899776655	
	Back Next	
	Version 14.03.01	

Figure 6: Students basic details

Step-12. Candidate should fill-up all the fields marked with "\*" red asterisk mark. Then select "Next" button. The flowing pages will be displayed as qualification details tab.

Name of Examination	Madhyamik	*	Name of Board/Council/University	WEST BENGAL BOARD C	DF 5 V
Country where the Board/Council/University situated	India	*	State where the Board/Council/University situated	Tripura	~
Vear of Dassion	2015	v	Roll No	778899	
test of reading	2015			( In case Roll & No. are diffe followed by one space and t	rent, enter Roll hen No.)
Total Marks Obtained	500		Out Of Total Marks	800	
Marks %	62.50		Registration No	667788 (If Matriculation(10th Level)	Registration No.
				not available, put it as INA)	
Registration Year *Higher Secondary (12	2014 In case the Registration sess then please enter the later ye case. Ith Level) Details	<ul> <li>ion is like 2013-2014, ear, e.g., 2014 in this</li> </ul>		nocavaliable, publicas (NA)	
Registration Year *Higher Secondary (12 Name of Examination	2014 In case the Registration sess then please enter the later yr case. Ith Level) Details Higher Secondary	on is like 2013-2014, ear, e.g., 2014 in this	Name of Board/Council/University	WEST BENGAL COUNCIL	. OF ¥
Registration Year *Higher Secondary (12 Name of Examination Country where the	2014 In case the Registration sease then please enter the later yn case. Itth Level) Details Higher Secondary	on is like 2013-2014, ear, e.g., 2014 in this	Name of Board/Council/University State where the	WEST BENGAL COUNCIL	. CF 🗸
Registration Year *Higher Secondary (12 Name of Examination Country where the Board(Council/University situated	2014 In case the Registration eases then please enter the later yr case. Ith Level) Details Higher Secondary India	vion is like 2013-2014, ear, e.g., 2014 in this	Name of Board/Council/University State where the Board/Council/University situated	WEST BENGAL COUNCIL	. OF ¥
Registration Year *Higher Secondary (12 Name of Examination Country where the Board(Council/University situated Year of Passing	2014 In case the Registration eases then please enter the later yr case. Ith Level) Details Higher Secondary India 2018	<ul> <li>ion is like 2013-2014, ear, e.g., 2014 in this</li> <li></li> </ul>	Name of Board/Council/University State where the Board/Council/University situated Class/Division/Grade	WEST BENGAL COUNCIL West Bengal A Division 1, Division 2 and Div	. Of ♥ ♥
Registration Year *Higher Secondary (12 Name of Examination Country where the Board Council (University situated Year of Passing Total Marks Obtained (Theory)	2014           In case the Registration sess then please enter the later yr case.           text Level) Details           Higher Secondary           India           2018           2000	vion is like 2013-2014, ear, e.g., 2014 in this	Name of Board/Council/University State where the Board/Council/University slouated Class/Division/Grade Out of Total Marks (Theory)	WEST BENGAL COUNCIL West Bengal A Division 1, Division 2 and D Div 2 and Div 3,Grades as A 400	Of V Vision 3 as Div 1, B, C, D etc.)



tcs iON

USER MANUAL FOR STUDENTS REGISTRATION CUM ENROLLMENT

details in the "Qualification" tab. Then select next button for next section.	Step-13.	Candida	ate must fill-up his/her Madhyamik and Higher secondary rela	ited
Check Eligibility Statu		details in	n the "Qualification" tab. Then select next button for next sec	tion.
Ecrolment Info Admission Chaile (2009)2021 Admission Chaile Number 333807777 Subjects Core Subject NA Core Subject NA Core Subject NA Core Subject NA Upload Photo and Signature Upload Photo and Signature "Please upload the Hathyanik Markit Card here. The Addition for thigher Secondary examination here. "Please upload the Hathyanik Markit Card here. "Please upload the Hathyanik Markit Card here. "Please upload the Hathyanik Harkhete here. "Please upload the Hathyanik Harkhete here. "Please upload College admission challan/Confirmation certificate/document/details from colleges here. Registration Fees Playable Engletions fees 10 Engletion			1 Check Eligibility Status 2 Basic Details 3 Qualifications 4 Enrolment	
Admission Date       00(9)(2021       Sesion       2021-22         Admission Challan Number       333667777         *Subjects       Core Sciences       Exclosed         Core Sciences       Exclosed       Core Sciences       Exclosed         Admission Challan Number       333667777       Core Sciences       Exclosed       Image: Core Sciences       Exclosed       <			*Enrolment Info	
Advision Challen Number 33567777 *Subjects Core Solgiet: NA Linguage: 1 ENGLISH Virguage:			Admission Date 07/09/2021	
*Subjects         Core Subject. MA       Core Course -1         Language 1       ENCALT         May Enhancement       Core Course -2         ODGORAPHY       Core Course -2         Upload Photo and Signature       •         •Please upload scanned copies of your recent passport size photograph and signature here.       •         •Please upload the Hadhyamik Admit Card here.       •         •Please upload College admission challan/Confirmation certificate/document/details from colleges here.       Registration Fees Payable         Environment Zee       20       Declaration         Declaration       Isome train of the addrement in this application in ford to be not true / homoplete / noledong or if % appears thal, in the opionor of sechareed in the thoreand by the thomesing Od			Admission Challan Number 333667777	
Core Subject       NA       Core Course -1       ENGALI         Language 1       NALTSH       Core Course -2       ECOGRAPHY         Ability Enhancement       ENVERONMENTAL STUDIES       Core Course -2       ECOGRAPHY         Upload Photo and Signature       ************************************			*Subjects	
Image:       Events       Events       Events         Allog pulsary:       Events       Core Course-2       GEOGRAPHY         Operations:       Events       Events       Events         Upload Photo and Signature       ************************************			Core Subject NA Core Course -1 BENGALT	
Aling Financesset       Conclusions       Conclusions       Conclusions         Aling Financesset       EVEROMMENTAL STUDIES       Conclusions       Conclusions         Upload Photo and Signature       "Please upload scanned copies of your recent passport size photograph and signature here.       "Please upload the Hadhyamik Admit Card here.         "Please upload the Hadhyamik Marksheet here.       "Please upload the Hadhyamik Marksheet here.       "Please upload the Hadhyamik Marksheet here.         "Please upload the Mathyamik Marksheet here.       "Please upload the marksheet for Higher Secondary examination here.       "Please upload the marksheet for Higher Secondary examination here.         "Please upload college admission challan/Confirmation certificate/document/details from colleges here.       Registration Fees 120         Envollment Frees 50       50         Sport Fees 70       70         Total Amount 240       Declaration         Incomparity doctare that if any of the datement in this application is found to be not true / incomplete / mideading or if a papears that, in the opinion of the University, that I have in any way contraveed the provisons of the University Collinance, Rules & Regulations relating to the sforesaid ensurements.				
Compulsory Course			Abilty Enhancement	
Upload Photo and Signature         *Please upload scanned copies of your recent passport size photograph and signature here.         *Please upload the Madhyamik Admit Card here.         *Please upload the Madhyamik Marksheet here.         *Please upload the Madhyamik Marksheet here.         *Please upload the Admit Card for Higher Secondary examination here.         *Please upload the marksheet for Higher Secondary examination here.         *Please upload the marksheet for Higher Secondary examination here.         *Please upload College admission challan/Confirmation certificate/document/details from colleges here.         Registration Fees 20         Sport Fiese 20<			Compulsory Course Environment AL STODIES	
*Please upload scanned copies of your recent passport size photograph and signature here.         *Please upload the Madhyamik Admit Card here.         *Please upload the Madhyamik Marksheet here.         *Please upload the Admit Card for Higher Secondary examination here.         *Please upload the Madhyamik Marksheet here.         *Please upload the Admit Card for Higher Secondary examination here.         *Please upload the marksheet for Higher Secondary examination here.         *Please upload College admission challan/Confirmation certificate/document/details from colleges here.         Registration Fees       120         Enrollment Fees       50         Sport Fees       70         Monunt       240         Declaration       1         Isolernyl declare that 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 concluded by the University.			Upload Photo and Signature	
*Please upload the Madhyamik Admit Card here.       *Please upload the Madhyamik Marksheet here.         *Please upload the Admit Card for Higher Secondary examination here.       *Please upload the Mathyamik Marksheet here.         *Please upload the marksheet for Higher Secondary examination here.       *Please upload the marksheet for Higher Secondary examination here.         *Please upload the marksheet for Higher Secondary examination here.       *Please upload College admission challan/Confirmation certificate/document/details from colleges here.         Registration Fees       120         Enrollment Fees       50         Sport Fees       70         Total Amount       240         Declaration       Isolemnly declare that 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. Vordinances, Rules & Regulations relating to the aforesaid examination. my admission will be liable to be cancelled by the University.			*Please upload scanned copies of your recent passport size photograph and signature here.	
Please upload the Madhyamik Marksheet here. *Please upload the Admit Card for Higher Secondary examination here. *Please upload the marksheet for Higher Secondary examination here. *Please upload College admission challan/Confirmation certificate/document/details from colleges here. Registration Fees Payable Registration Fees 120 Enrollment Fees 50 Sport Fees 70 Total Amount 240 Declaration Isolemnly declare that 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.			*Please upload the Madhyamik Admit Card here.	
Please upload the Admit Card for Higher Secondary examination here. *Please upload the marksheet for Higher Secondary examination here. *Please upload College admission challan/Confirmation certificate/document/details from colleges here. Registration Fees Payable Registration Fees 120 Enrollment Fees 50 Sport Fees 70 Total Amount 240 Declaration I solemnly declare that 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. VardInances, Rules & Regulations relating to the aforesaid examination.			*Please upload the Madhyamik Marksheet here.	
*Please upload the marksheet for Higher Secondary examination here. *Please upload College admission challan/Confirmation certificate/document/details from colleges here. Registration Fees Payable Registration Fees 120 Enrollment Fees 50 Sport Fees 70 Total Amount 240 Declaration Isolemnly declare that 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.			*Please upload the Admit Card for Higher Secondary examination here.	
Please upload College admission challan/Confirmation certificate/document/details from colleges here.     Registration Fees Payable      Registration Fees 120     Enrollment Fees 50     Sport Fees 70     Total Amount 240     Declaration      I solemnly declare that 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.			*Please upload the marksheet for Higher Secondary examination here.	
Registration Fees       120         Enrollment Fees       50         Sport Fees       70         Total Amount       240         Declaration       Isolemnly declare that 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.			*Please upload College admission challan/Confirmation certificate/document/details from colleges here.	
Registration Fees       120         Enrollment Fees       50         Sport Fees       70         Total Amount       240         Declaration       Isolemnly declare that 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.			Registration Fees Payable	
Sport Fees       70         Total Amount       240         Declaration			Registration Fees 120 Enrollment Fees 50	
Declaration I solemnly declare that 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.			Sport Fees 70 Total Amount 240	
I solemnly declare that 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. mwadmission will be liable to be cancelled by the University.			Declaration	
A SAME AND A SAME			I solemnly declare that 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 accounciled by the University.	

Figure 8: Subject selection page

Step-14. Candidate needs to fill the Admission date, Session, Core subject correctly from drop down and select the upload option to upload photo, signature, MP admit card, MP marksheet, H.S. Admit card, H.S. marksheet and admission challan all document photo copy.

3 2-Student Registration × +		o
<ul> <li> <sup>2</sup> C          <sup>2</sup> qahf.digialm.com/EForms/editApplication.do#nogo         Document / Image Upload         <sup>2</sup> Signature         <sup>2</sup> Signature         <sup>2</sup> Signature         <sup>2</sup> Signature         <sup>2</sup> Signature for testing jog         <sup>2</sup> Document         <sup>2</sup> Signature         <sup>2</sup> Signature for testing jog         <sup>2</sup> Document         <sup>2</sup> Signature is uploaded successfully.         <sup>2</sup> Signature is uploaded successfully.         <sup>2</sup> Case This Window         <sup>2</sup> <sup></sup></li></ul>	× Gipatak	Q 🛧 🕼 🇯
Care Subjects     Care Subject NA     Larguage 1     ENGLISH     V     Adamy Enhancement     Computery Care Developmental Studies v     Upload Photo and Signature	Gre Danie -1 EENGALE V Core Danie -2Select V	
Please uplead scanned copies at your recent passport size photograph     Please uplead the marksheet for Higher Secondary examination here     please uplead the marksheet for Higher Secondary examination here     Singeshurg for testic page.	and alignmure hore.	Show all
	si 🔼	へ 雪 d» 10:41 PM
Figure 9: Photo 8	<u>&amp; signature upload page</u>	3/22/20C1

Page 6 of 10

THE UNIVERSITY OF BURDWAN USER MANUAL FOR STUDENTS REGISTRATION CUM ENROLLMENT

	ation × +		• -		Х
- > C 🕯	qahf.digialm.com/EForms/editApplication.do#nogo	Q	¢ 🖻	* 4	) :
	Document / Image Upload				^
	Higher Secondary Marksheet				L
					L
	regine securicary Hansled: <u>Choose File</u> Photo for testing jpg     Uplace      Presex uplace Self Attacked capy of Higher Secondary Marksheet (Only jpg/jpeg or pdf documents of				L
	maximum 19% size wire be accepted). 2. After successful upload, If you browse and upload again here, it will overwrite your previously uploaded document.				
	Document Successfully Uploaded.				L
					L
					L
					l
					L
	*Subjects				l
	-Subjects Care Subject NA Care Cause -t EENGALI				l
	Care Subjects     Care Subject NA     Core Course -2     EBNGALI     V     Core Course -2     Select     V				
	*Subjects Care Subject NA Core Course -1 BENGALI V Language-1 ENGLISH V Care Course -2Select				
	*Subjects  Care Subject NA  Care Source -1  EENGALI  Language 1  ENGLISH  Care Counce -2  —Select  Upload Photo and Signature				
	*Subjects  Gare Subject MA  Gare Subject MA  Language: ENGLISH  Core Counter: EENGALI  Core Counter: EENGALI  Upload Photo and Signature  *Please upload the markubast for Higher Secondary examination here.  *Please upload the markubast for Higher Secondary examination here.				
photo.png	Subjects     Core Subject     Core			Show all	] :
€ phota.png	*Subjects	~	(∰) (1) (∰) (1)	Show all 0:42 PM	5

Step-15. Candidate must be select preview button to preview their details. Then select captcha, check declaration's "I Agree" check box and select submit button accordingly.



tcs iON

Step-16. Candidate must be select "OK" button to submit registration data.

plication.do#nogo	थ 🖈 🕼 🗯 🛓
Image: Subject Na       Image:	
g Layree Preview Application Back Solam Vorsion 14.02.01	

Figure 12: Submission Page

Step-17. The following page will be displayed post successfully submission of the registration cum enrollment form. User can print the following page for future references.



Figure 13: Form Submitted preview

tcs iON

#### USER MANUAL FOR STUDENTS REGISTRATION CUM ENROLLMENT

### C. 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/1254/3253/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 in the SMS and e-mail.

_				EN																	 		_			_
	3 W	ebtop Logi	n		×   (	3 Webto	Login		×	0	2-Studen	nt Registra	ation	×	🕲 Car	ndidate L	.ogin		×	+			•	-		×
	$\leftrightarrow$	C	a qah	f.digialm	n.com/E	Forms/co	nfigured	tml/12	54/3253/	login.ht	ml											Q	☆	<b>6</b> 2	* 4	:
							×.		3 1	[he	Uni	vers	ity o	f Bu	rdwa	an	सा विद्य Learning	ा या विमु (Leads To	म्लये ) Emanc	ipation						
													LO	GIN												
						App	icant`s	Login													-					
												*User	r Id													
												* Passw	ord	ogin												
													Change	e Password												
													Version	n 13.01.01												
		das182260 anceled	@gmail.co	om 🦯																					show all	×
E		ρ ⊑	i e		0		Ħ	9	12	0	<u>.</u>		ø	w	×I							^	<b>L</b> o (1	) 3:48 9/23	PM /2021	23

Figure 14: Student's Login Page

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



- Step-4. 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.
- Step-5. 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 University of Burdwan	सा विद्या या विमुक्तये Learning Leads To Emancipation
LOGIN		
Applicant`s Login		
	*User Id *Password Login Forgot Password?	
	*Please enter your Application Id	
	Version 13.01.01	
Figure 16: Change password screen		
iĊN	END OF THE DOCUMENT	Page <b>10</b> of <b>10</b>