



Ref. No. : CN/15/2024

Date : 17.02.2024

### বিজ্ঞপ্তি

এতদ্বারা প্রথম সেমিস্টারের (3-Year Degree & 4-Year Honours Programme), session 2023-2024- এর সকল ছাত্রছাত্রীর উদ্দেশ্যে জানানো হচ্ছে যে, বর্ধমান বিশ্ববিদ্যালয়ের বিজ্ঞপ্তি নং RC/Regn. & Mign/Cir/23-24/63, dated 16.02.2024 অনুসারে, B.A. প্রথম সেমিস্টারের সকল ছাত্রছাত্রীকে Registration Cum Enrollment নিজেদেরকেই করতে হবে। নিম্নে উল্লিখিত লিংকের মাধ্যমে আগামী ১৯.০২.২০২৪ থেকে ০১.০৩.২০২৪ তারিখের মধ্যে Registration ও Enrollment করা যাবে। অত্যন্ত সতর্কতার সঙ্গে এই কাজ করতে হবে। একবার জমা হয়ে গেলে আর সংশোধন করা যাবে না। এই Form পূরণ করার আগে নিম্নে প্রদত্ত User Manual দেখে নেওয়ার জন্য নির্দেশ দেওয়া হচ্ছে। পূরণ করা Form -এর প্রিন্ট আউট ও অন্যান্য upload করা document -এর এক কপি প্রতিলিপি (Xerox) কলেজ অফিসে আগামী ০২.০৩.২০২৪ তারিখ বেলা ১টার মধ্যে জমা করতে হবে।

Registration Cum Enrollment Form পূরণ করার লিংকঃ

<https://www.digialm.com:443//EForms/configuredHtml/1254/86290/Registration.html>

Registration Cum Enrollment পর Form দেখার জন্য লিংকঃ

<https://www.digialm.com:443//EForms/configuredHtml/1254/86290/login.html>

#### বিদ্রঃ-

১. প্রত্যেক ছাত্র-ছাত্রীর ABC ID থাকা বাধ্যতামূলক।
২. “Student Unique Number” – এর জায়গায় প্রত্যেক ছাত্র-ছাত্রীকে অবশ্যই তার Aadhar No. উল্লেখ করতে হবে।
৩. প্রত্যেক ছাত্র-ছাত্রীকে ৩ মাসের Tuition Fee ও Sports Fee বাবদ (4-Year Honours- 675/- এবং 3-Year Degree - 600/- ) টাকা কলেজের Payment Portal ([www.bhatardhmc.in](http://www.bhatardhmc.in)) -এ জমা দিতে হবে। Admission -এর সময় যে User id ও Password ছিল সেটাই থাকবে।
৪. Major Subject-এর কোনো পরিবর্তন করা যাবে না।



৫. ছাত্র-ছাত্রীরা চাইলে তাদের Minor Subject পরিবর্তন করতে পারে। সেটা Registration-cum-Enrollment করার সময় সঠিকভাবে নথিভুক্ত করতে হবে।

৬. Multi/Interdisciplinary Course -এর ক্ষেত্রে ছাত্র/ছাত্রীকে আবশ্যিকভাবে Environmental Science নিতে হবে।

৭. AEC-এর ক্ষেত্রে বাংলা বা সংস্কৃত -এই দুটি বিষয়ের মধ্যে যেকোনো একটি বিষয় নিতে হবে।

৮. SEC-Major ও SEC-এর Subject একই হবে অর্থাৎ Major বিষয়ের SEC Paper নিতে হবে।

৯. VAC-এর ক্ষেত্রে আবশ্যিকভাবে Environmental Science/Education নিতে হবে।



আদেশানুসারে,

অধ্যক্ষ

Principal  
Dasarathi Hazra Memorial College  
Bhatar, Purba Bardhaman

**THE UNIVERSITY OF BURDWAN**



# Registration AY 2023-24

STUDENTS USER MANUAL

DOCUMENT VERSION 3.1



## **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 it can be sent 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 cum enrollment Form link  
(<https://www.digialm.com:443//EForms/configuredHtml/1254/86290/Registration.html>)
- Step-3. **Students need to be filled-up the valid email id and phone number. Students will receive a notification(s) with his/her user credential through SMS and email in the provided number and email address only.**
- Step-4. Need to check at check box and select correct captcha code also.
- Step-5. Click on "**Register**" button.

**Registration Form**

**Note :**

- Kindly use Microsoft Edge(97 to 120) or Mozilla(104 to 121) or Google chrome(94 to 117) 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)

**Registration**

**Student Profile**

\*Email ID

\*Confirm Email ID

\*Mobile Number

\*Confirm Mobile Number

**Declaration**

☐ I solemnly declare that I have passed Higher secondary or equivalent examination (10+2) in the year 2023/2022/2021/2020 from any recognized board/council/university and if any of the statement in this application is found not to be true / incomplete / misleading or if it appears 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 canceled by the University.

ic Sk61n

Type 7 characters as shown in image

**Register**

Figure 1: Registration first

page



**The University of Burdwan**  
सा विद्या या विमुक्तये  
Learning Leads To Emancipation

**Student Registration Form AY 2023-24**

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.  
Please click on the button below to complete your registration.

**Click to Proceed**

**Student Registration Details**

Application Sequence Number:

Application Status:

**Registered**

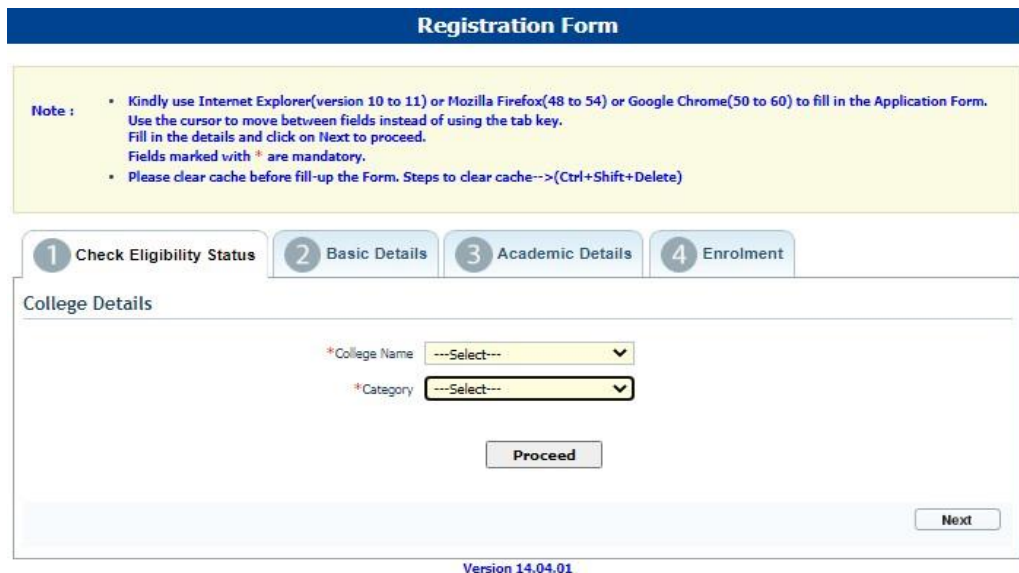
Email ID:

Mobile Number:

Figure 2: Registration second page

Step-6. Students need click on “**Click to 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

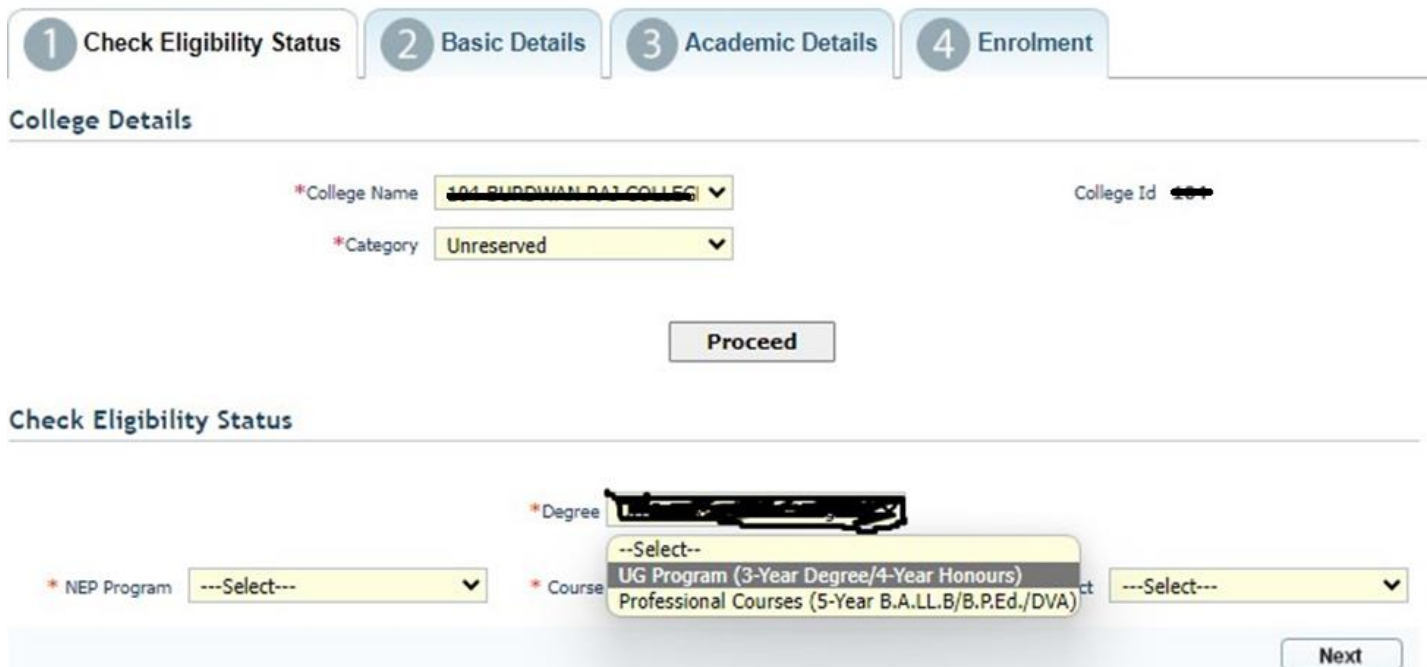
Version 14.04.01

*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 101 BURDWAN RAJ COLLEGE College Id 101

\*Category Unreserved

Proceed

Check Eligibility Status

\*Degree [REDACTED]

\*NEP Program ---Select---

\*Course [REDACTED]

UG Program (3-Year Degree/4-Year Honours)

Professional Courses (5-Year B.A.LL.B/B.P.Ed./DVA)

Next

*Figure 4 - Degree selection*

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

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

**College Details**

\*College Name [Redacted] College Id [Redacted]

\*Category [Redacted]

Proceed

**Check Eligibility Status**

\*Degree UG Program (3-Year Degree/

\*NEP Program ---Select--- \*Course ---Select--- \*Major Subject ---Select---

---Select---  
3-Year Degree Program under CCFUP  
4-Year Honours Program under CCFUP

Next

*Figure 5 - NEP program, course & Major subject selection*


**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.R./Equivalent Examination)

\*Gender

\*Marital Status

\*Differently Able: ☐ Yes ☒ No

\*Religion

\*ABC (Academic Bank of Credits) ID

\*Mother's Name

\*Father's Name

\*Student Unique Number

\*Nationality

\*Minority Community: ☐ Yes ☒ No

\*Economically Weaker Section: ☐ Yes ☒ No

**Address for Correspondence**

\*Building/Avenue

\*Locality/Village

\*PO

\*Country  India

\*State  West Bengal

\*District

\*City

\*Pin code

\*Email ID  ert@gmail.com

\*Alternate Phone No.

\*Mobile Number  9999999997

Back Next

Figure 6 – Student details page

- 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**

<p>Name of Examination <input type="text" value="Matriculation"/></p> <p>Country where the Board/Council/University situated <input type="text" value="India"/></p> <p>Year of Passing <input type="text" value="2019"/></p> <p>Total Marks Obtained <input type="text" value="555"/></p> <p>Marks % <input type="text" value="60.61"/></p> <p>Registration Year <input type="text" value="2019"/> <small>In case the Registration session is like 2013-2014, then please enter the later year, e.g., 2014 in this case.</small></p>	<p>Name of Board/Council/University <input type="text" value="WEST BENGAL BOARD OF"/></p> <p>State where the Board/Council/University situated <input type="text" value="West Bengal"/></p> <p>Roll No. <input type="text" value="11111 00"/> <small>( In case Roll &amp; No. are different, enter Roll followed by one space and then No.)</small></p> <p>Out of Full Marks <input type="text" value="900"/></p> <p>Registration No. <input type="text" value="60111111"/> <small>(If Matriculation(10th Level) Registration No. not available, put it as NA)</small></p>
--	--

**\*Higher Secondary (12th Level) Details**

<p>Name of Examination <input type="text" value="Higher Secondary"/></p> <p>Country where the Board/Council/University situated <input type="text" value="India"/></p> <p>Year of Passing <input type="text" value="2020"/></p> <p>Total Marks Obtained <input type="text" value="555"/></p> <p>Marks % <input type="text" value="60.61"/></p> <p>Registration No. <input type="text" value="1111111"/></p> <p>Registration Year <input type="text" value="2020"/></p>	<p>Name of Board/Council/University <input type="text" value="WEST BENGAL COUNCIL O"/></p> <p>State where the Board/Council/University situated <input type="text" value="West Bengal"/></p> <p>Class/Division/Grade <input type="text" value="12"/> <small>(Division 1, Division 2 and Division 3 as Div 1, Div 2 and Div 3.Grades as A, B, C, D etc.)</small></p> <p>Out Of Total Marks <input type="text" value="900"/></p> <p>Roll No. <input type="text" value="1111111"/> <small>( In case Roll &amp; No. are different, enter Roll followed by one space and then No.)</small></p>
--	---

*Figure 7 - Student academic details page*

- 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 (12<sup>th</sup> 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 has not any practical/oral/project division, then "0" need to be entered in marks obtained and full marks column.

**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 8 - Class 12 Marks details*

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

**\*Enrolment Info**

Admission Date: [Date Picker] Academic Year: 2023-24

Admission Challan Number: [Text Field]

**\*Subjects**

\*Major Subject: COMPUTER APPLICATIONS

\*Minor Subject: ---Select---

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

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

\*Skill Enhancement Course: COMPUTER APPLICATIONS

\*Ability Enhancement Course: ---Select---

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

*Figure 9 - Eligibility verification*

**Step-18.** Candidates need to select admission date, academic session and admission chalan no.

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

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

**\*Enrolment Info**

Admission Date: 01/02/2024 Academic Year: 2023-24

Admission Challan Number: 56262

**\*Subjects**

\*Major Subject: MATHEMATICS

\*Minor Subject: ---Select---

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

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

\*Skill Enhancement Course: MATHEMATICS

\*Ability Enhancement Course: ---Select---

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

Dropdown menu for Minor Subject:

- Select---
- ANTHROPOLOGY
- BOTANY
- CHEMISTRY
- COMPUTER SCIENCE
- ECONOMICS
- ELECTRONICS
- GEOGRAPHY
- PHYSICS
- ZOOLOGY

*Figure 10 - Minor 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 to be available to choose subject from, pertaining to their availability in the college in which student(s) have taken admission inn.

The screenshot shows the 'Enrolment Info' and 'Subjects' sections of a registration form. The 'Enrolment Info' section includes fields for 'Admission Date', 'Admission Challan Number', and 'Academic Year' (set to 2023-24). The 'Subjects' section includes fields for 'Major Subject', 'Minor Subject', 'Multi/Interdisciplinary Subject Group', 'Equivalent course from SWAYAM or other UGC recognized platform' (with Yes/No radio buttons), 'Skill Enhancement Course', 'Ability Enhancement Course', and 'VAC (Value Added Course)'. A dropdown menu for 'Multi/Interdisciplinary Subject' is open, showing a list of subjects: ANTHROPOLOGY, BOTANY, CHEMISTRY, ELECTRONICS, ENVIRONMENTAL SCIENCE, PHYSICS, and ZOOLOGY.

*Figure 11 - Multidisciplinary group and subject selection*

- 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, 10<sup>th</sup> and 12<sup>th</sup> admit card, marksheets. Admission chalan copy and caste certificate (if applicable)

The screenshot shows the 'Document / Image Upload' window with the 'Photograph' tab selected. It includes a 'Choose File' button, an 'Upload' button, and a 'Close This Window' button. A placeholder image of a person is shown with dimensions 30 mm by 45 mm. Below the upload area, it says 'Please upload your recent passport size photograph: max 30KB (Only JPEG and JPG formats)'.

*Figure 12: Photo upload part*

The screenshot shows a window titled "Document / Image Upload" with a close button (X) in the top right corner. Below the title bar, there are two tabs: "Photograph" and "Signature". The "Signature" tab is selected and highlighted with 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 the text, there is a diagram of a signature box with dimensions 80mm (width) and 35mm (height). The box contains a sample signature. 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 with the address bar displaying "qahf.digialm.com/EForms/editApplication.do#nogo". The main content area shows a form titled "Higher Secondary Marksheet". Below the title, there is a section for "Higher Secondary Marksheet" with a "Choose File" button and a "Photo for testing.jpg" label. Below this, there are instructions: "1. Please upload Self Attested copy of Higher Secondary Marksheet (Only jpg/jpeg or pdf documents of maximum 1MB size will be accepted). 2. After successful upload, If you browse and upload again here, it will overwrite your previously uploaded documents." Below the instructions, it says "Document Successfully Uploaded." and there is a "Close This Window" button. Below the instructions, there is a section for "Subjects" with dropdown menus for "Core Subject" (MA), "Language-1" (ENGLISH), "Core Course-1" (BENGALI), and "Core Course-2" (Select...). Below the subjects section, there is a section for "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 with various application icons and a system tray showing the time "10:42 PM" and date "9/22/2021".

*Figure 14 - Relevant documents upload part*

\*Please upload the Admit Card of Higher Secondary or equivalent (10+2) examination [here](#).

\*Please upload the Marksheet of Higher Secondary or equivalent (10+2) examination [here](#).

\*Please upload College admission challan/Confirmation certificate/document/details from colleges [here](#).

#### Registration and other Fees payable (in Rs.)

Registration Fee including Processing Fee	750
Examination Enrollment Fees	800
Sports Fee	150
Total Amount	950

#### Declaration

☐ I solemnly declare that I have passed Higher secondary or equivalent examination (10+2) in the year 2023/2022/2021/2020 from any recognized board/council/university and if any of the statement in this application is found not to be true / incomplete / misleading or if it appears 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 canceled by the University.



Preview Application

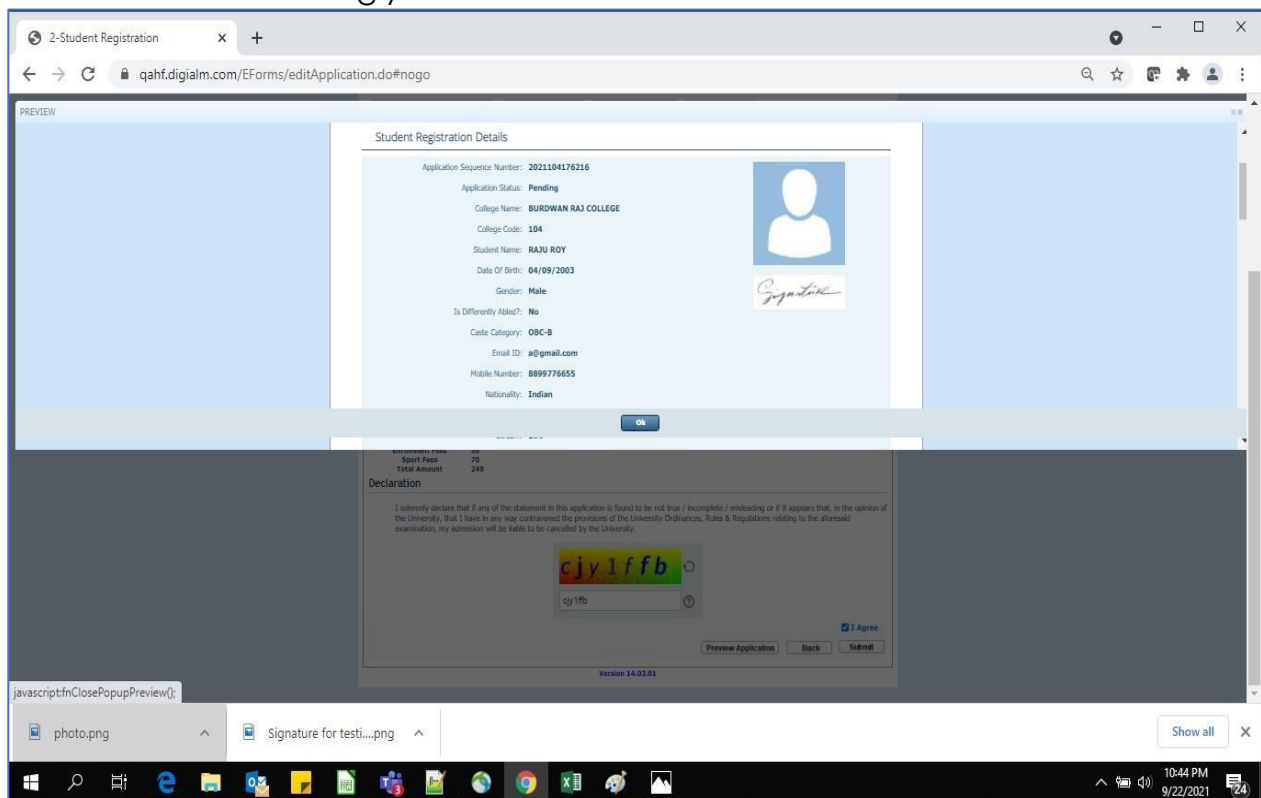
Back

Submit

Version 15.01.01

*Figure 15 - Final submission part*

**Step-23.** Students need to select a preview button to preview their details. Then select captcha code, check declaration's check box and select submit button accordingly.



*Figure 16 - Preview page*



**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.

The screenshot shows a web browser window displaying the 'Student Registration Form' submission preview page. The page header includes the University of Burdwan logo and the motto 'सा विद्या या विमुक्तये' (Learning Leads To Emancipation). The form details are as follows:

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

Below the form details, there is a section for 'Personal Details' which is partially visible. The browser window also shows a taskbar at the bottom with various application icons and a system clock indicating 10:47 PM on 9/22/2021.

*Figure 17 - Form Submitted preview*

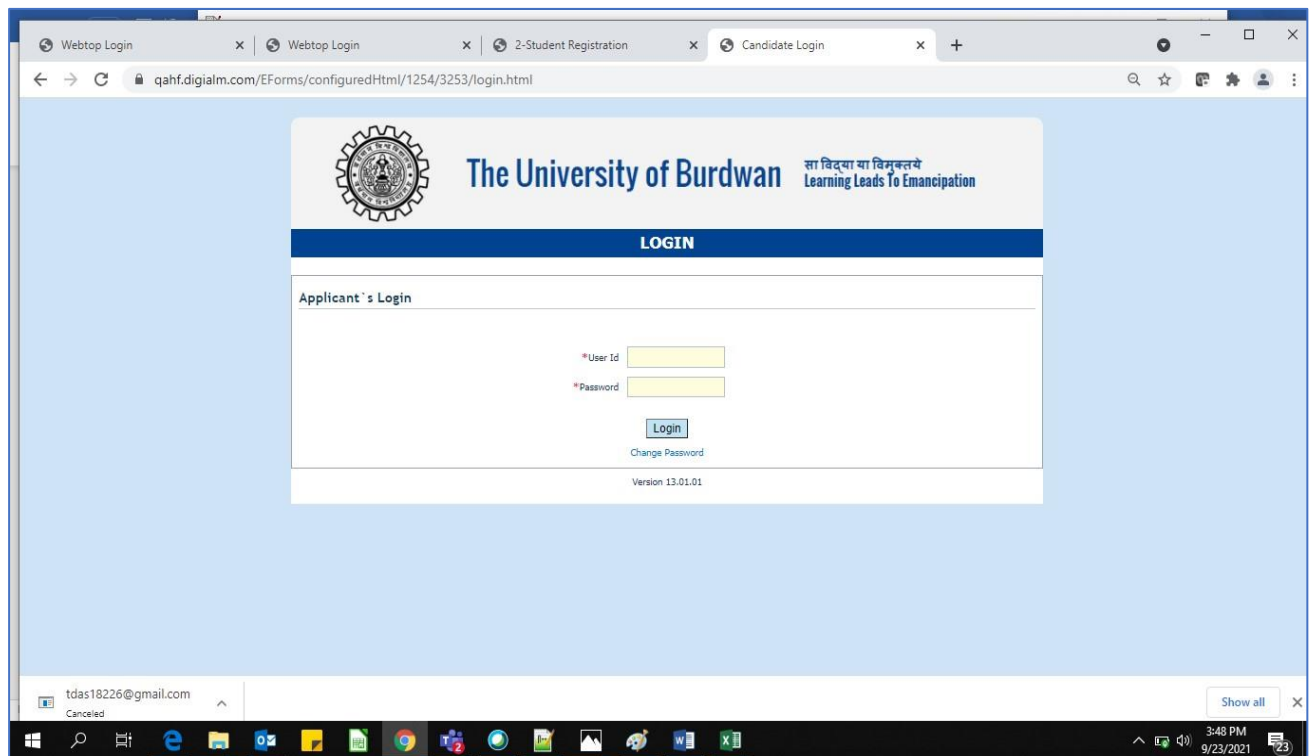
## **C. Student's portal**

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

URL will be found in the University website.

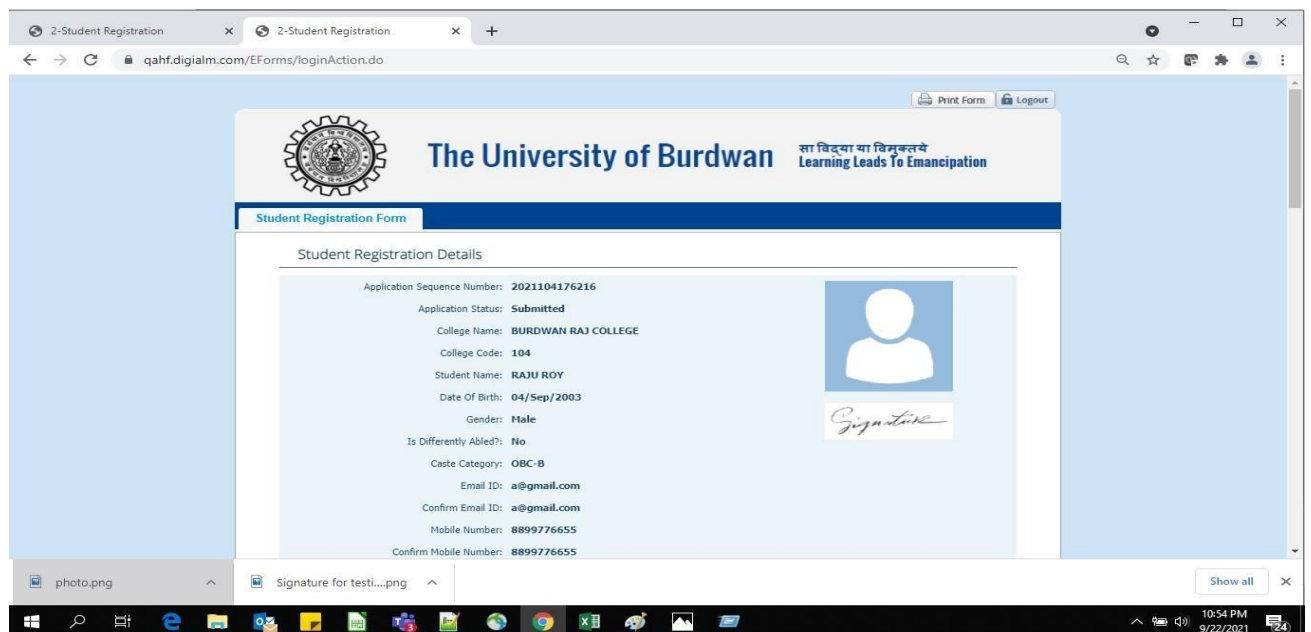
(<https://www.digialm.com:443//EForms/configuredHtml/1254/86290/login.html>)

**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 in the SMS and email.



*Figure 18: Student's Login Page*

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



*Figure 19 - Student's Portal*

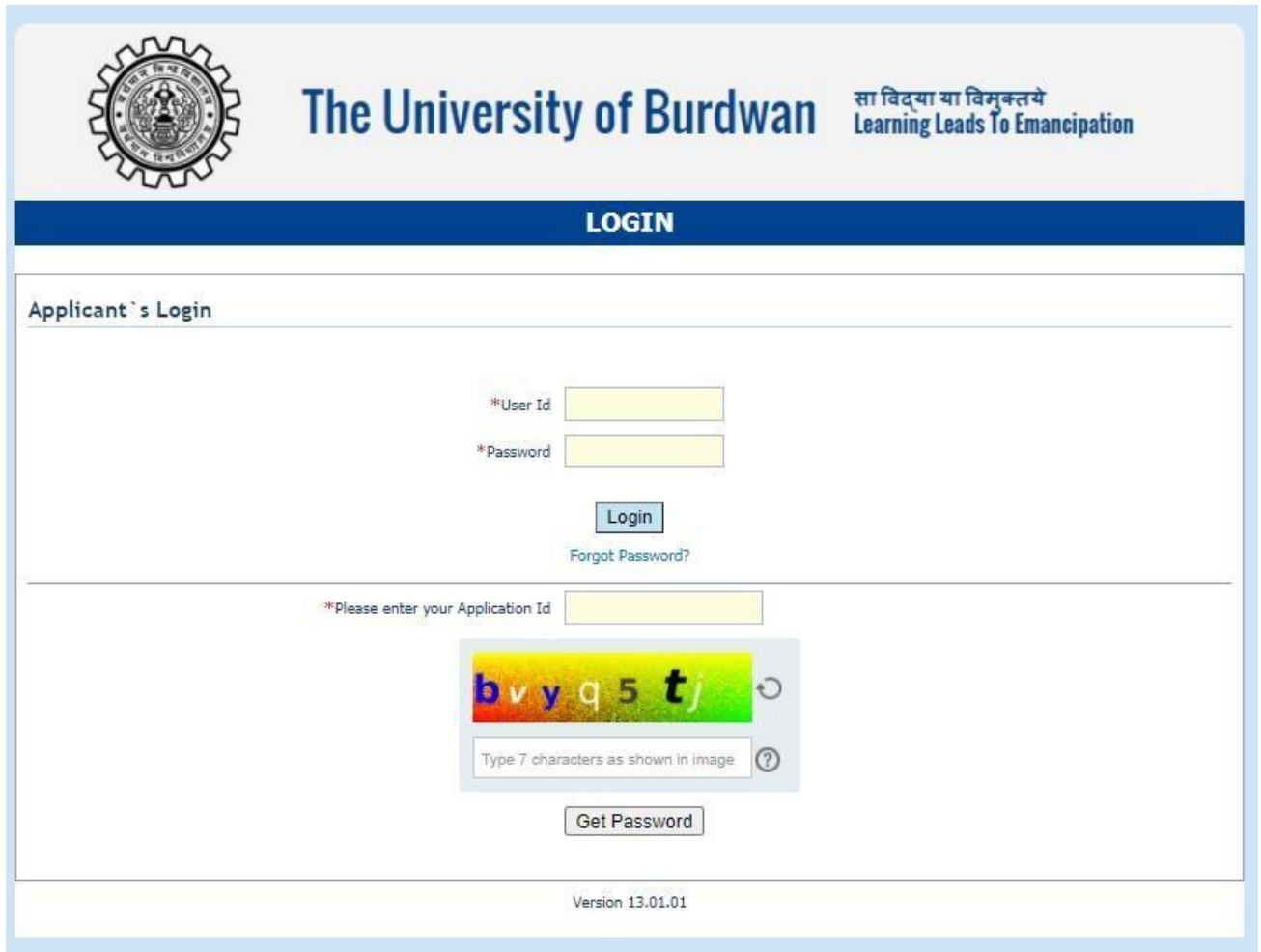
Step-4. Purpose of the student's login portal as follows:

- Students can view his/her submitted registration form.
- Take a printout for future references (if needed).

- c. Response to the queries from the respective colleges.
- d. Students will be required to connect with the colleges if any discrepancies identify in the submitted data.
- e. Tracking the status of the application.
- f. If colleges change status as “ask for correction” then one edit option will be available on the upper right side of login form.

**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 screenshot displays the login 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 section is titled "Applicant's Login" and contains two primary login options. The first option has fields for "\*User Id" and "\*Password", followed by a "Login" button and a "Forgot Password?" link. The second option, which is the focus of the figure, is for password recovery. It starts with a red asterisk and the text "\*Please enter your Application Id" followed by a text input field. Below this is a captcha image showing the characters "bvyq5tj" on a colorful background. Underneath the captcha is a text box with the instruction "Type 7 characters as shown in image" and a help icon. A "Get Password" button is located at the bottom of this section. The footer of the page indicates "Version 13.01.01".

*Figure 20 - Change password screen*

END OF THE DOCUMENT