THE UNIVERSITY OF BURDWAN

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.
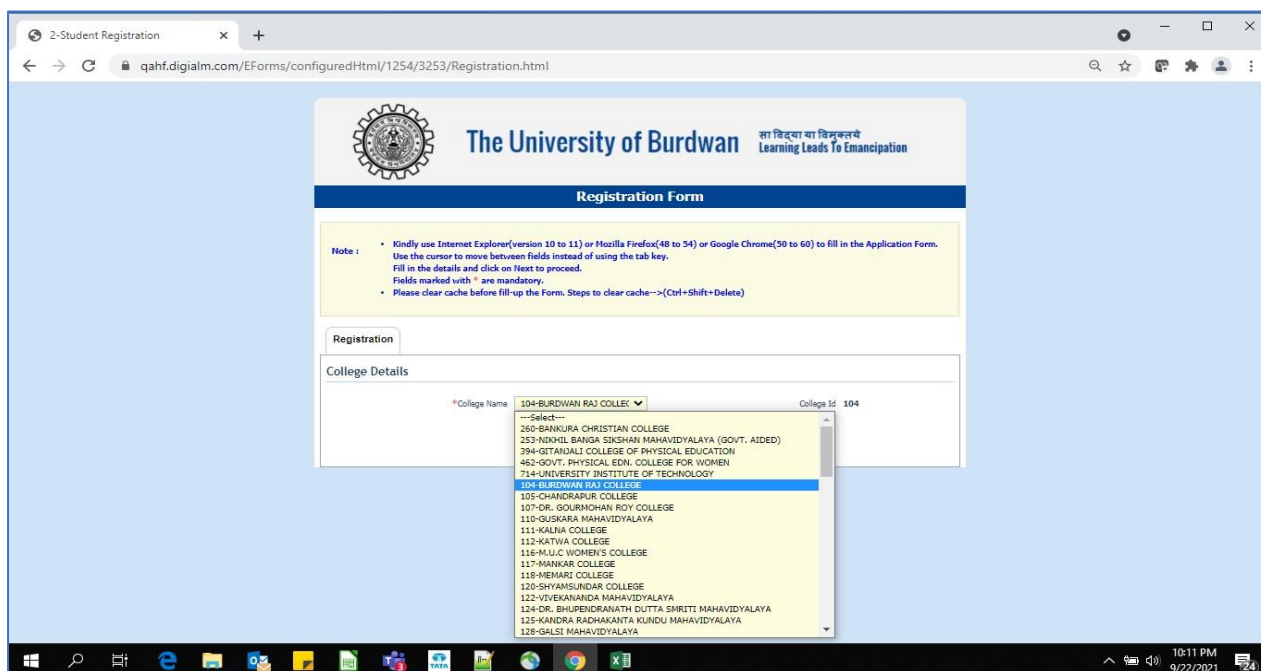
Step-4. Click on "Proceed" button.

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.
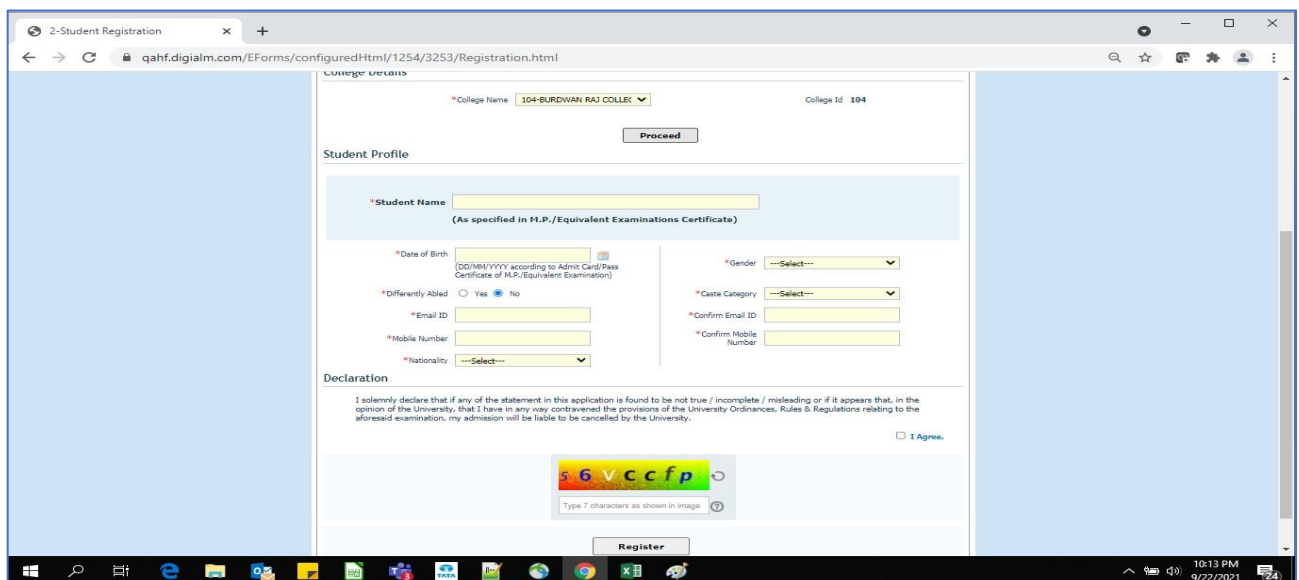
Figure 2: Registration page 1

Figure 3: Registration page 2

Step-9.   On successfully first stage registration the following screen will be displayed.
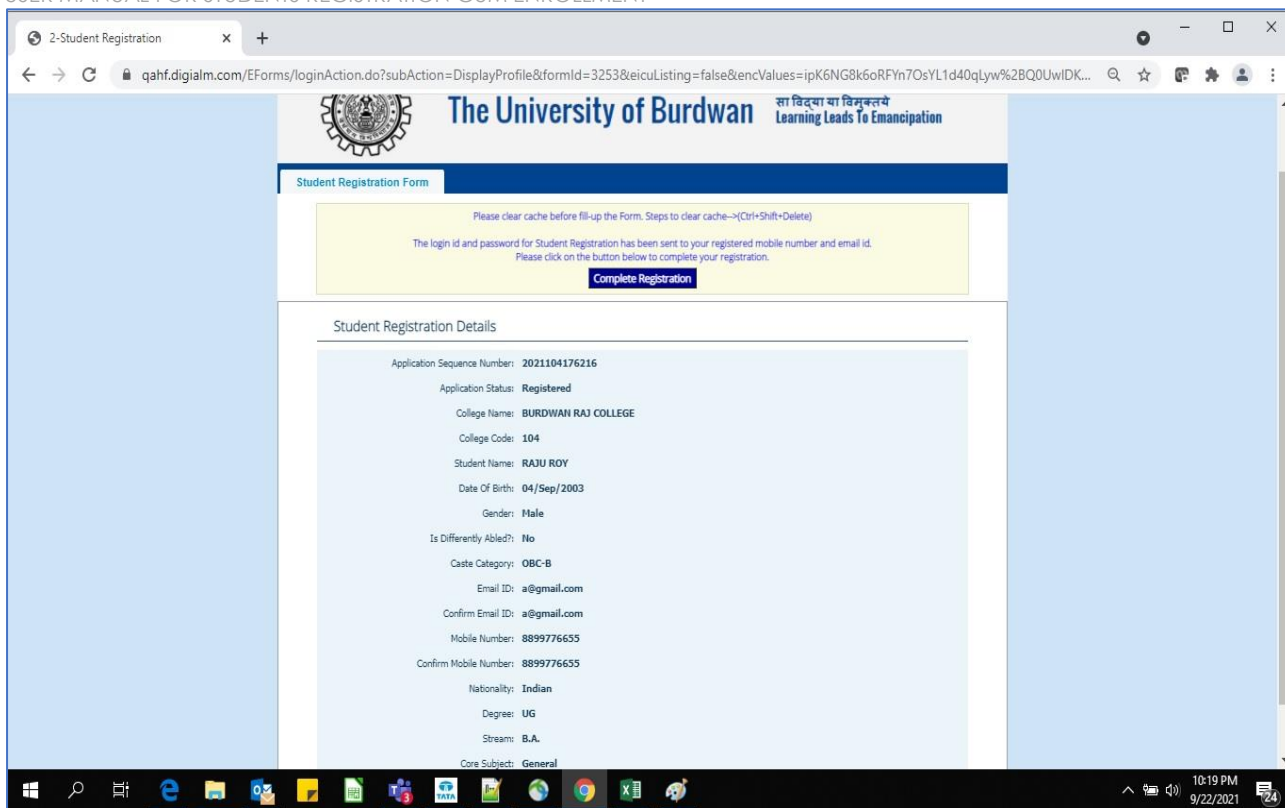
Figure 4: Stage 1 registration completion

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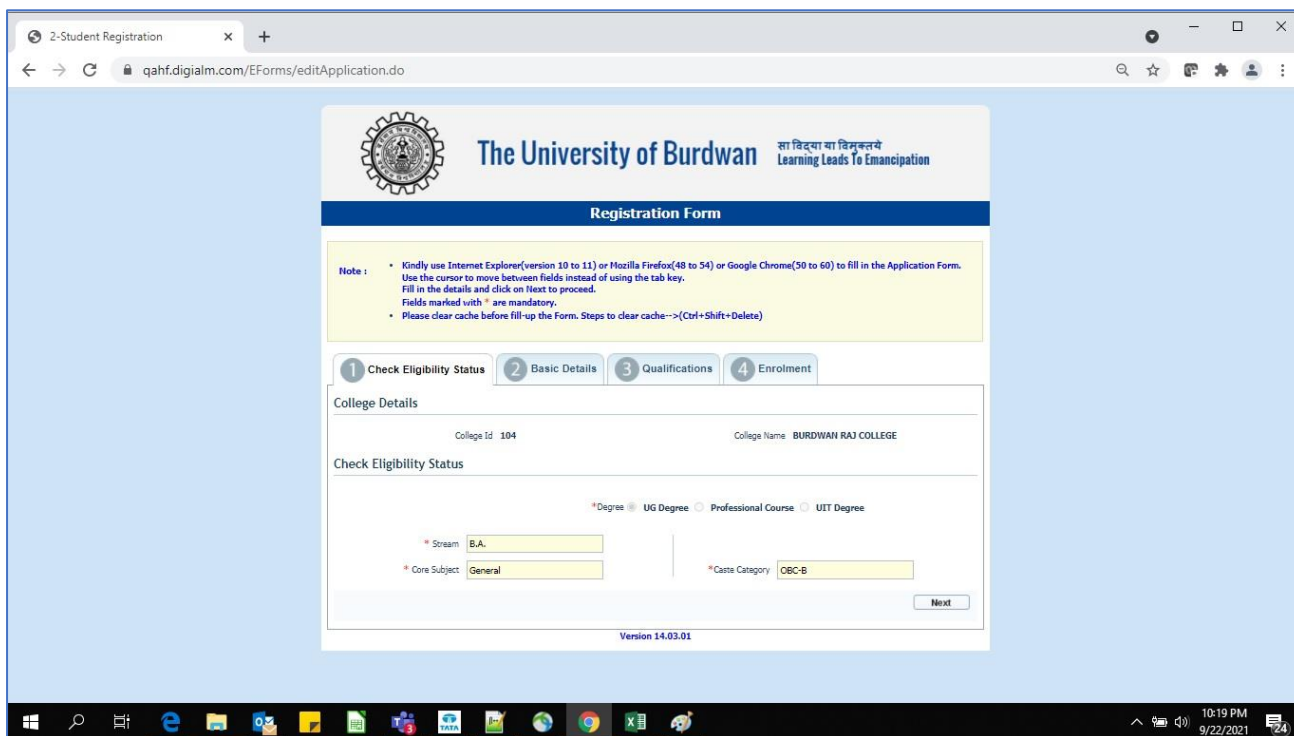

Figure 5: Eligibility verification

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.

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

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.

Figure 7: Students qualification details

Step-13. Candidate must fill-up his/her Madhyamik and Higher secondary related details in the "Qualification" tab. Then select next button for next section.

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.
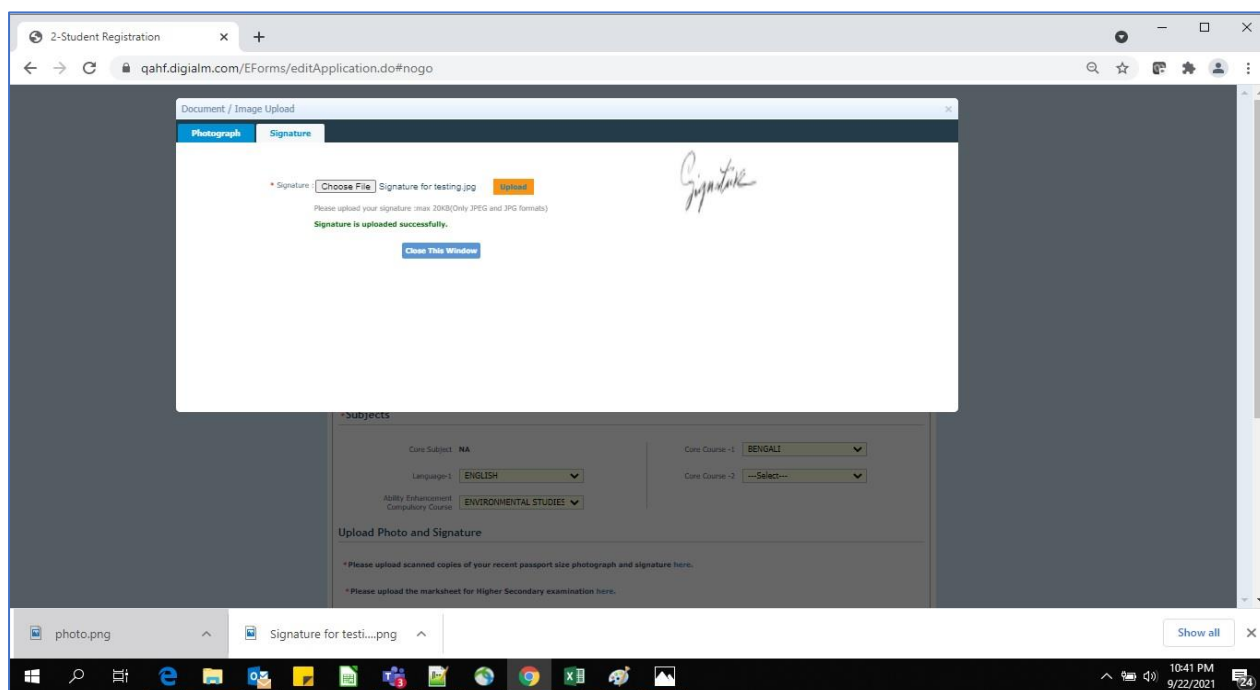

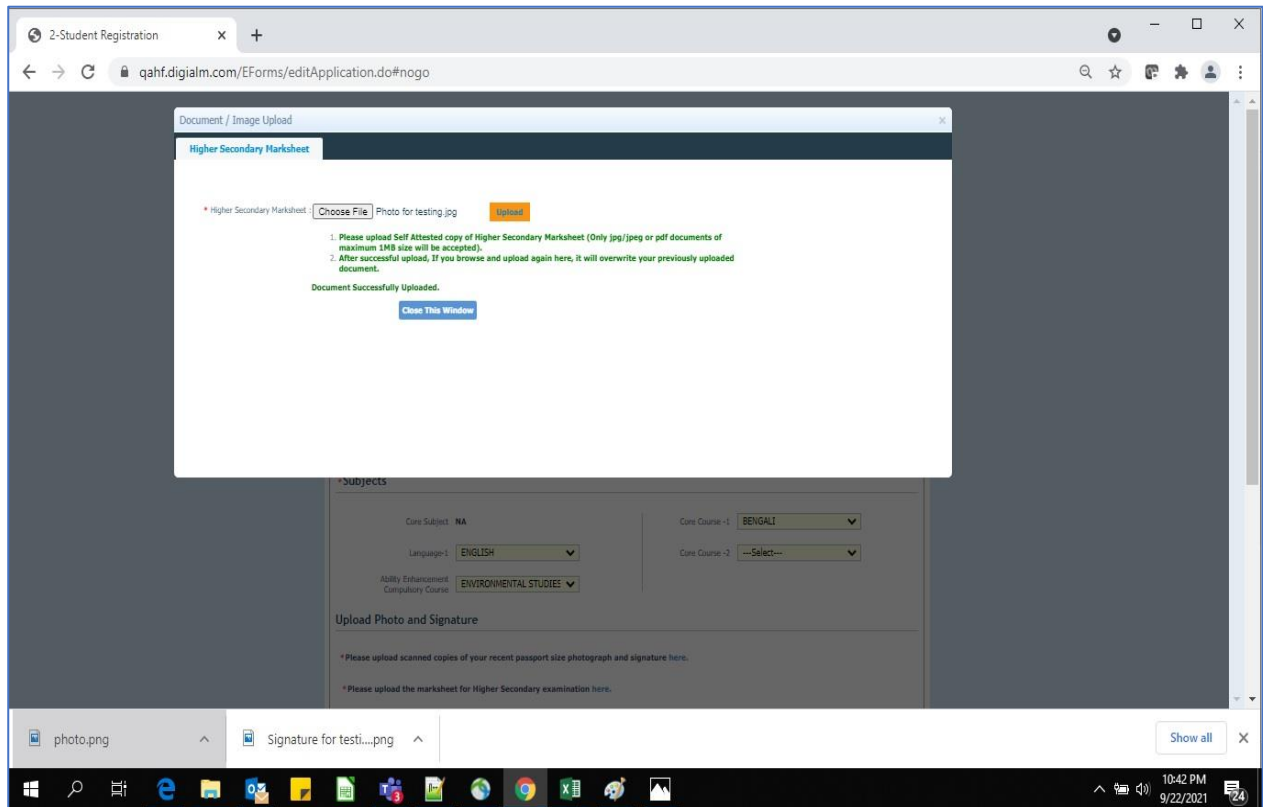
Figure 9: Photo & signature upload page

Figure 10: H.S. certificate upload page

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.
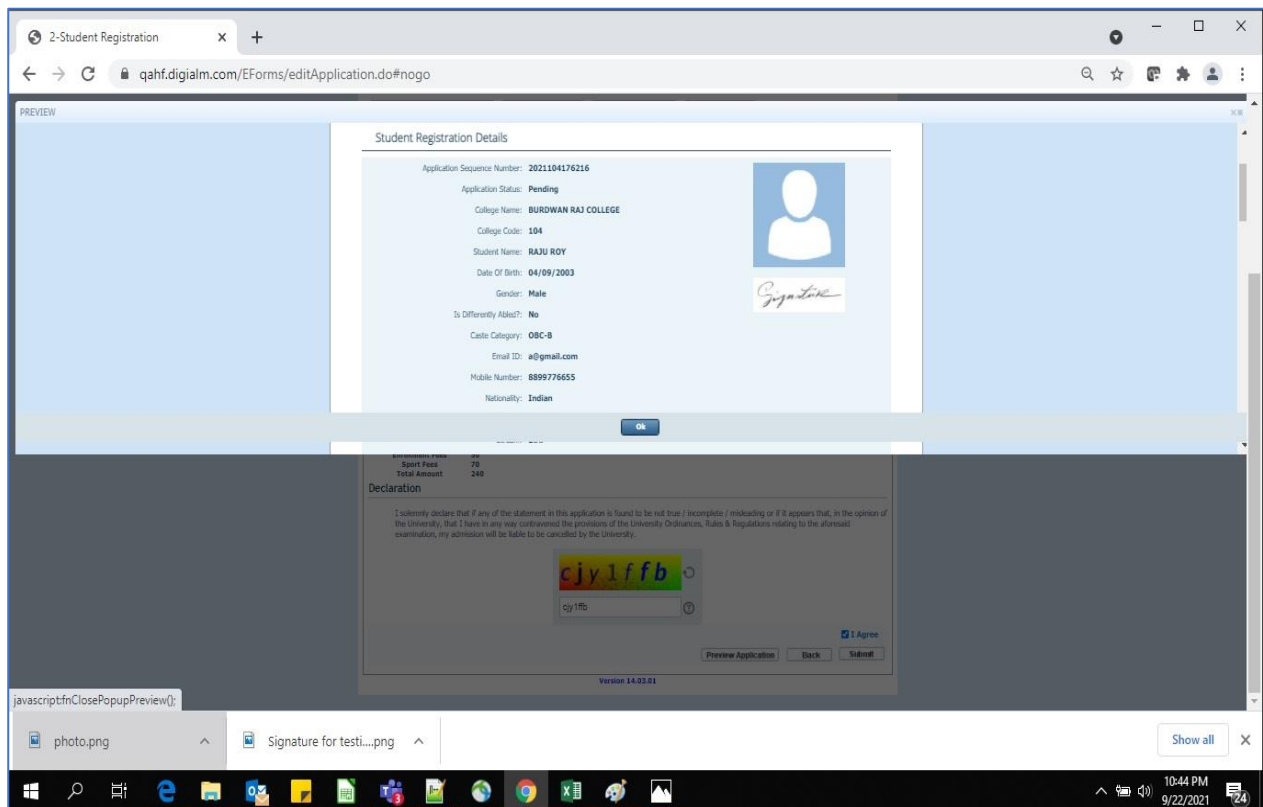

Figure 11: Preview page

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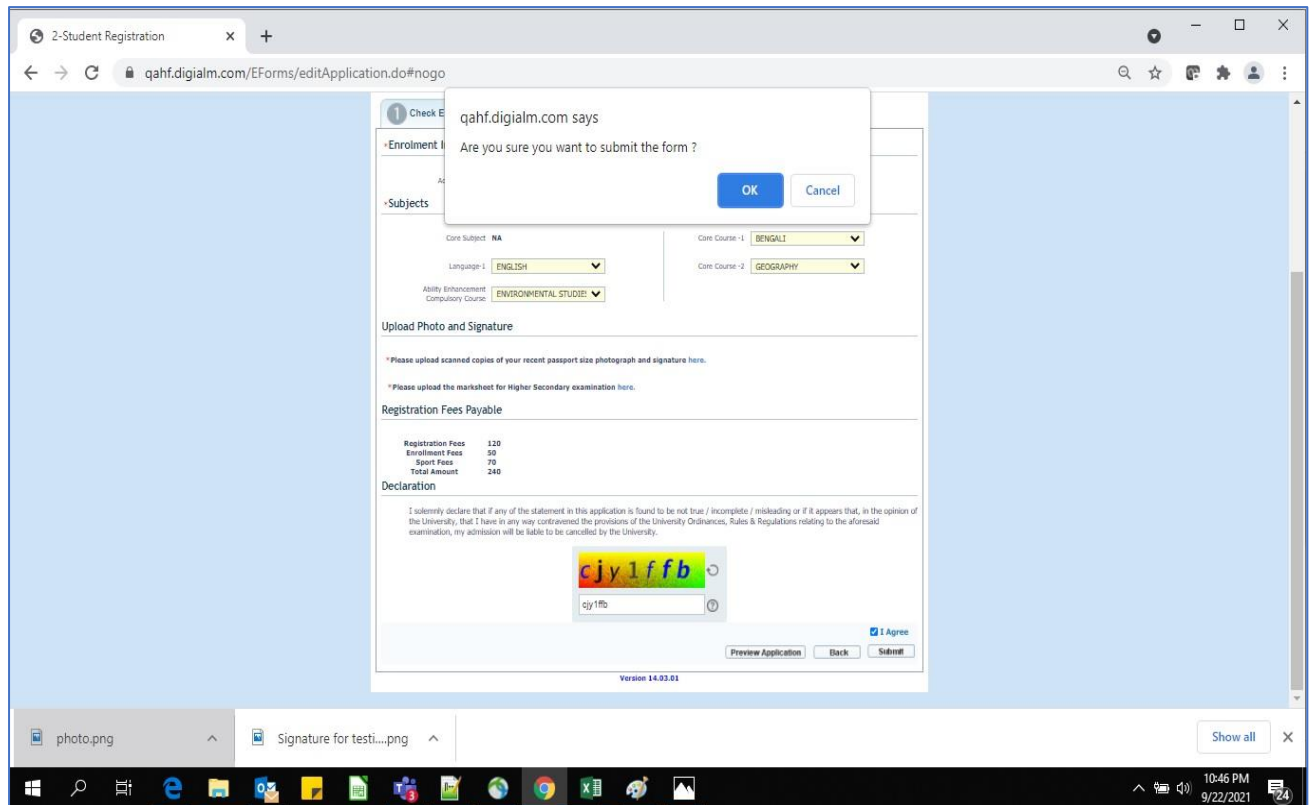

Figure 12: Submission Page

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.
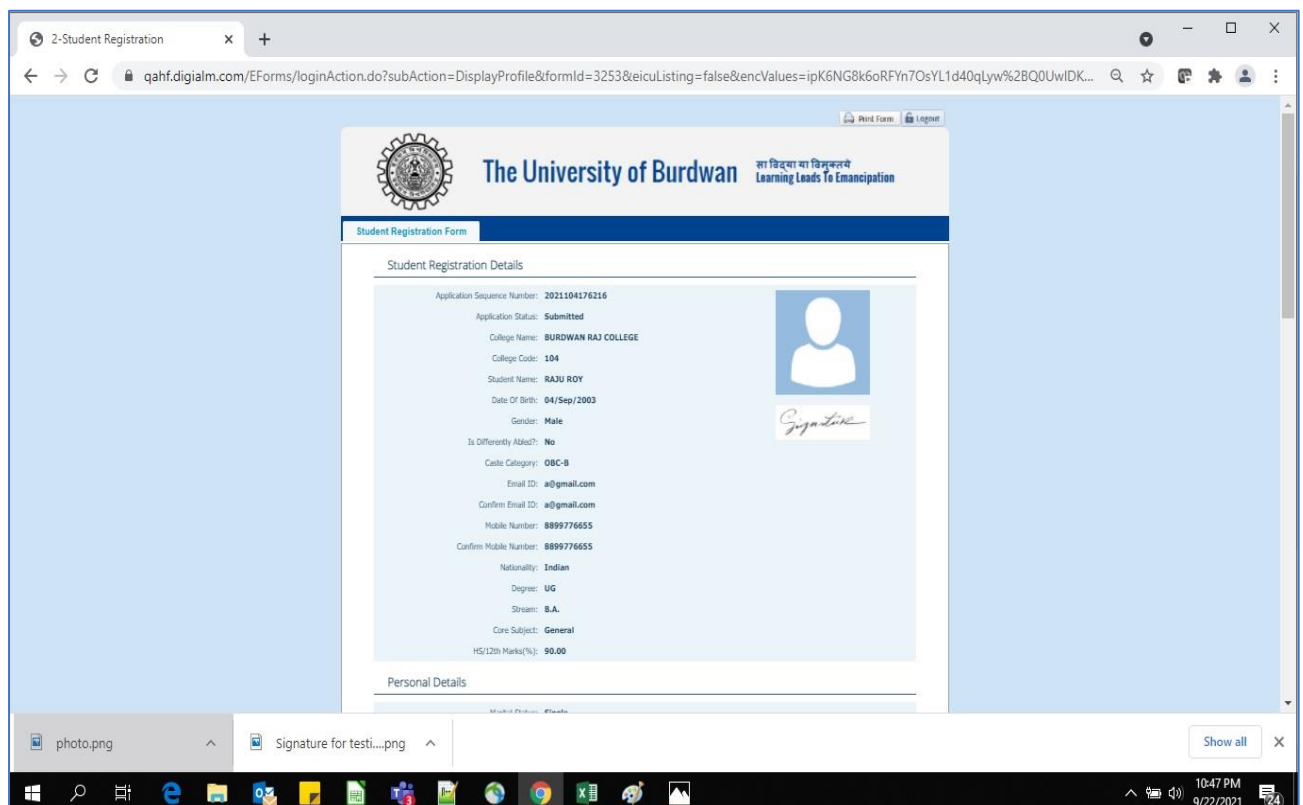

Figure 13: Form Submitted preview

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.
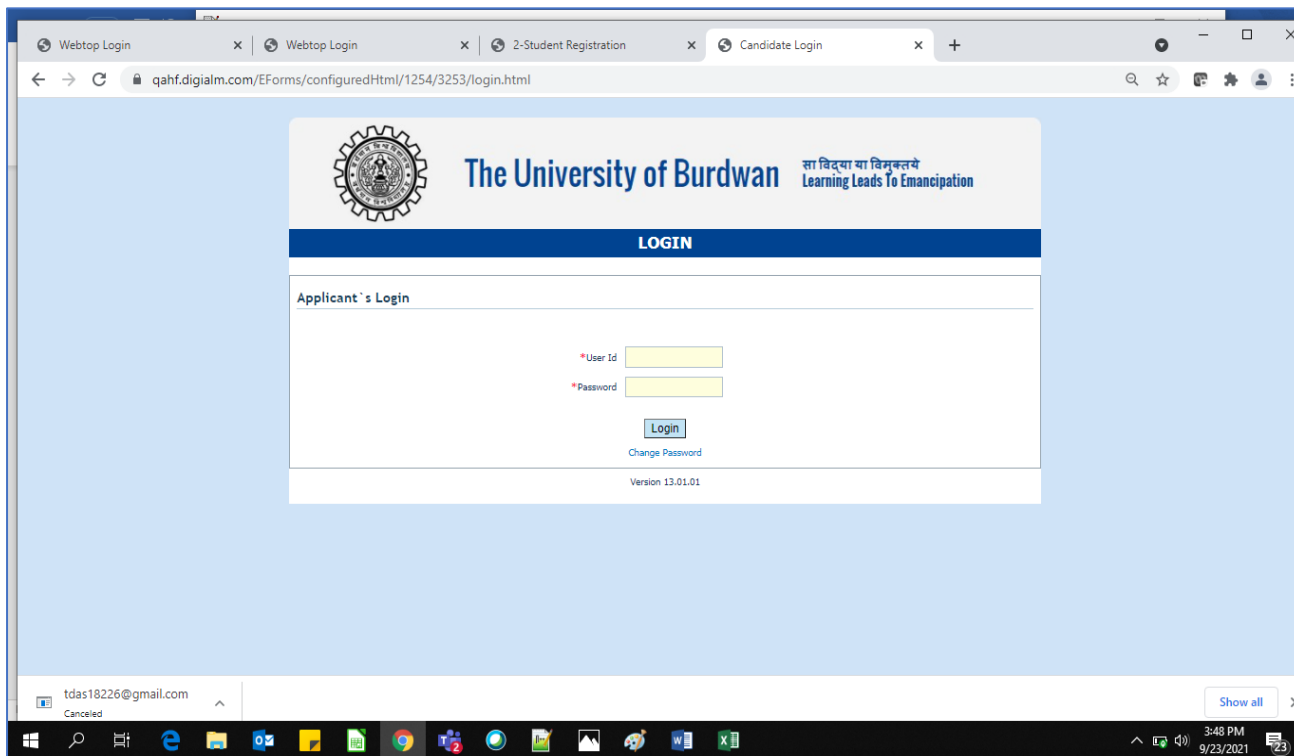

Figure 14: Student's Login Page

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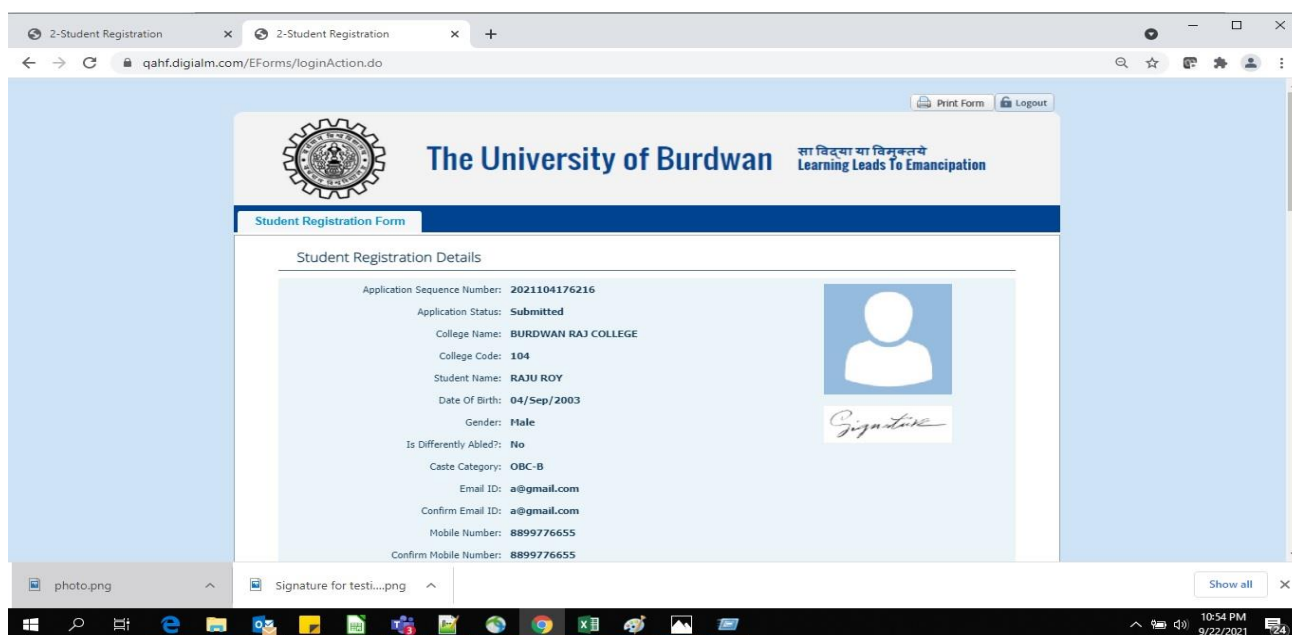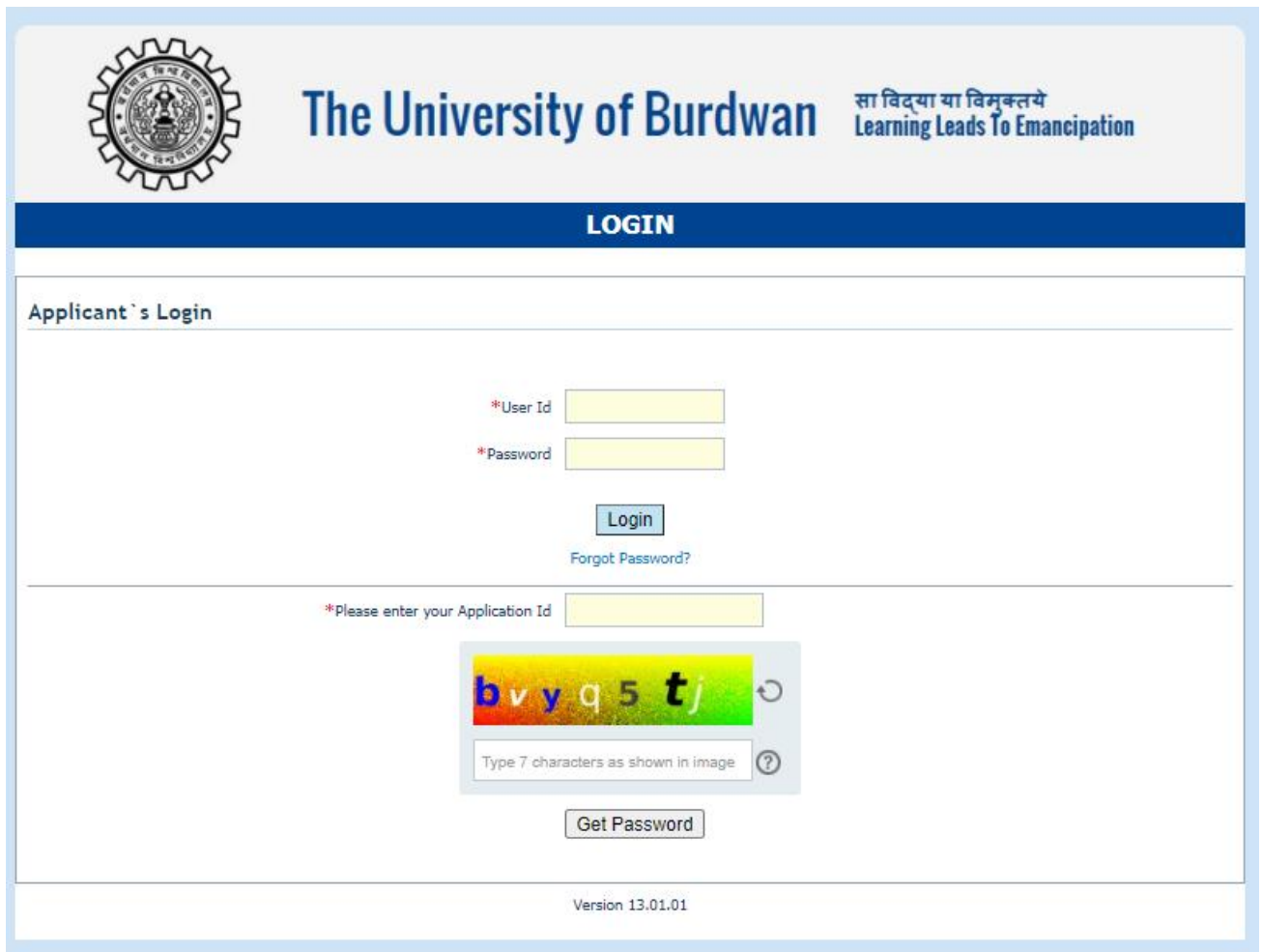

Figure 15: Student's Portal

Step-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.

Figure 16: Change password screen

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