THE UNIVERSITY OF BURDWAN

Registration AY 2022-23

STUDENTS USER MANUAL

A. Introduction

The University of Burdwan, Registration cum Enrollment form is to be submitted by student concerned. Once the Application form is successfully submitted, students will receive a SMS and e-mail with their respective User ID and Password. The User ID and Password is to be used to login into the student's portal for filling up necessary details for registration. Students are to fill-up the form carefully with their correct details. After a student has submitted his/her details and submitted the form, the College Authority will be edit, verify and approve the details filled in by the respective student. The College Authority in case of any erroneous submission can request the student to re-submit the form / modify the submitted details (if required) and the student should response on the same for smooth registration.

B. Steps to online application Registration cum Enrollment Form

Step-1.   Click on U.G. Student's Registration Application Form link
(**https://www.digialm.com:443//EForms/configuredHtml/1254/3253/Registration.html**)

Step-2.   **Student needs to be fill up the valid email id and phone number. Student will receive a notification with his/her user credential through SMS and e-mail in the provided number and email address.**

Step-3.   Need to check at check box and select correct captcha code also.

Step-4.   Click on "**Register**" button.

Figure 1: Registration first page

Figure 2: Registration second page

Step-5. Student's need click on "**Complete Registration**" button. If complete Registration button do not display on this page, then student need to clear cache file of browser (Ctrl + Shift + Delete) and login once again.

Figure 3: Registration Check Eligibility Status Details

Step-6. Student's need to select correct college name and category name. Then click on "**Proceed**" button.

Figure 4: Registration College and Degree Details for Honours

Figure 5: Registration College and Degree Details for General

Step-7.   Students need to select correct Degree and stream fields. Only Honours student(s) will provide the obtained marks and the full marks in the check eligibility status tab for eligibility verification.

Step-8.   Click on the "Next" button to fill-up basic details.

Step-9.   Students need to select correct name, date of birth, gender, marital status, differently abled status, religion, nationality, father and mother name, community in student profile.

Step-10.   Students need to fill in / select correct address details and click on next button.

Step-11.   Student should fill-up all the fields marked with "*" red asterisk mark. Then select "Next" button. The flowing pages will be displayed as academic details tab.

Figure 6: Student Profile & Address Details

Step-12.   Students need to select correct qualification details on academic details

tab.

Step-13. Students need to select Madhyamik and equivalent details at Matriculation (10 level details) part.

Step-14. Students need to select Higher secondary and equivalent details at Higher secondary (12th level details) part.

Step-15. Students need to select Higher secondary Theory and Practical/Oral/Project details marks correctly.

Figure 7: Student Matriculation & Higher Secondary Details

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: Student Higher Secondary Marks (Theory and Practical/Oral/Project) Details

Step-16. Please select "**Next**" button to field the enrollment details and upload documents.

Figure 9: Students Enrollment, Subject & Upload Details

Step-17. Students need to select admission date, academic session and admission challan no.

Step-18. Students need to select Core subject correctly from drop down list.

Step-19. Finally, students need to upload photo, signature, 10th and 12th admit card, marksheets. Admission chalan copy and caste certificate (ifapplicable)
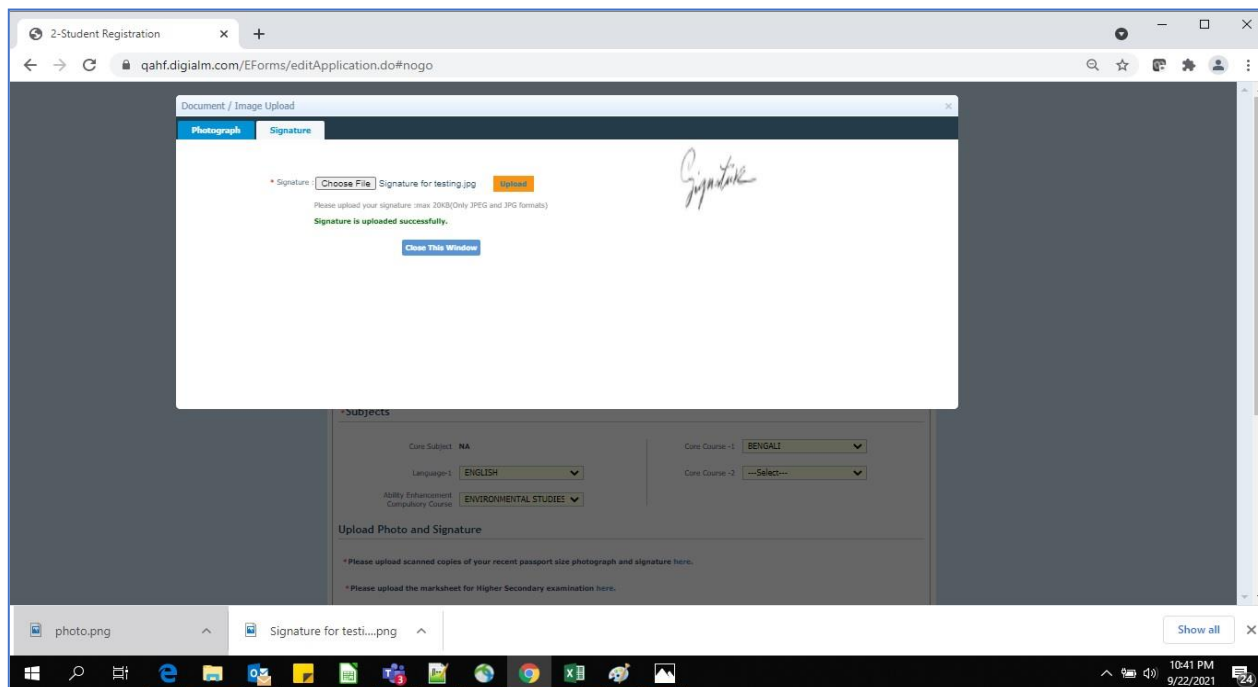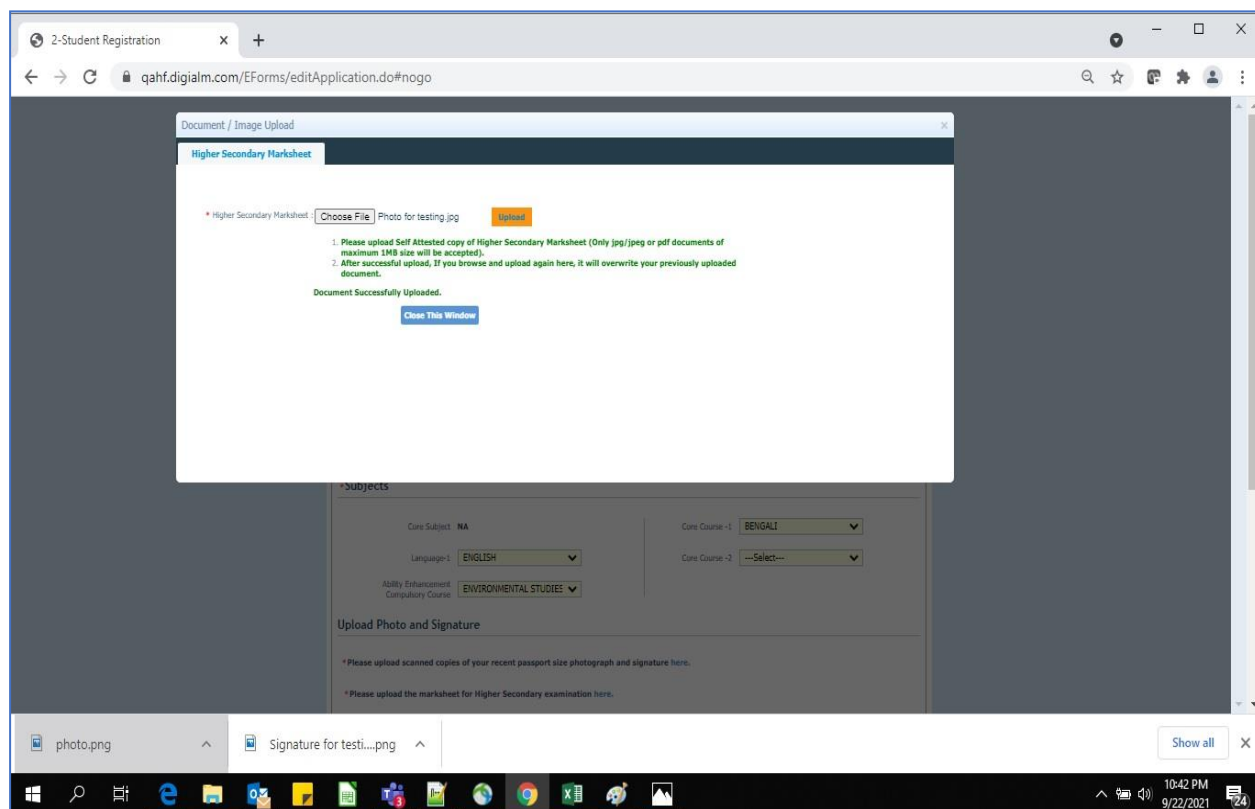

Figure 10: Photo & signature upload page

Figure 11: H.S. Marksheet upload page

Registration Fees Payable

Registration Fee	120
Examination Enrollment Fees (Sem I/ part I)	100
Sports Fee	70
Total Amount	290

Declaration

☐ I solemnly declare that I have passed Higher secondary or equivalent examination (10+2) and 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, my admission will be liable to be cancelled by the University.

Type 7 characters as shown in image

Preview Application   Back   Submit

Version 14.04.01

Figure 12: Registration fees Payable and Declaration Details

Step-20. Student need to select preview button to preview their details. Then select captcha code, check declaration's check box and select submit button to finally Submit their details.

Figure 13: Preview page

Step-21. Candidate must be select "OK" button to submit registration data.

Figure 14: Submission Page

Step-22. The following page will be displayed post successfully submission of the registration cum enrollment form. User can print the following page for future references.

C. **Student's portal**

Step-1. Student(s) can login in-to the following portal for further tracking. URL will be **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 were provided in the SMS and e-mail.

Figure 15: Student's Login Page

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

Figure 16: 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.

    f. If college change status as "ask for correction" then one edit option will be available upper right side of login form.

Step-5. If the Student forgets/wants to change his/herpassword, 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 17: Change Password Screen

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