



**THE UNIVERSITY OF BURDWAN**  
**Rajbati , Burdwan**

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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 Enrollment for students

<https://www.digialm.com:443/EFForms/configuredHtml/1254/3253/Registration.html>

2. Link for students login (after submission of Registration cum Enrollment form)

<https://www.digialm.com:443/EFForms/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](mailto:registration@buruniv.ac.in).



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8. The students, who passed their last qualifying examination from any Board / Council / University other than the Boards / Council / University specified by the University of Burdwan, must take a prior permission from the Registrar, The University of Burdwan and a scanned copy of that permission letter must be uploaded during submission of online registration cum enrollment form.
9. Migration Certificate is applicable for the candidates passed from other Board / University. These certificates are to be retained by the respective colleges for future reference, if necessary. There is no separate need for the same to be sent to the University.
10. No extra fees must be deposited to avoid future adjustment.
11. Fee Structure:

Registration Fee:	Rs. 120/-
Enrollment Fee:	Rs. 50/-
Sports Fee:	Rs. 70/- (one time)
Inward Migration Fee:	Rs. 100/- (wherever applicable)

12. In case of practical based subjects, the candidates shall have to secure the minimum qualifying marks in theory and practical separately as per norms. Furnishing of incomplete / erroneous / false and misleading information at the time of submission of registration form by a candidate shall be viewed seriously during verification and on detection of any such irregularity, registration of the candidate shall not be granted or shall be cancelled at any stage.
13. The College Authority must provide the details of the students, whose registration was already done in previous year(s) but admitted afresh in 2021 in Excel format (as available on the University website) both in hardcopy and softcopy to [ce@buruniv.ac.in](mailto:ce@buruniv.ac.in) / [registrar@buruniv.ac.in](mailto:registrar@buruniv.ac.in) / [ic@buruniv.ac.in](mailto:ic@buruniv.ac.in) / [registration@buruniv.ac.in](mailto:registration@buruniv.ac.in) and [examination@buruniv.ac.in](mailto:examination@buruniv.ac.in)

Respective College Authority will deduct Rs. 12/- (Rupees Twelve only) per student from registration fee towards honorarium to be paid to the non-teaching staff of their respective college, who are actually performing the online verification of Registration cum Enrollment forms.

The College Authority is to deposit the total collected fees through e-collect of the University of Burdwan lying with the State Bank of India using the menu 'Fee Collection through College' and subsequently send a statement (in duplicate) mentioning student wise breakup of fees.

Thanking You

Registrar (Officiating)



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Copy forwarded to:

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1. The Controller of examinations, BU
2. The Inspector of Colleges, BU
3. The Finance Officer, BU
4. The Joint Controller of Examinations, BU
5. The Joint Registrar, BU
6. The Secretary, Council for U.G. Studies in Arts, Science etc., BU
7. The System Manager, BU (requesting to upload on the University website)
8. The Sr. Secretary, Council of UG Studies in Arts, Science etc.
9. The Dy. Controller of Examinations, BU
10. The Assistant Registrar \_ II / III, BU
11. The Assistant Controller of Examination \_ I, BU
12. All the Principals / TICs of affiliated Colleges, BU
13. Sr. Supdt (Permission Section), BU
14. PS to VC, BU
15. PS to Pro VC, BU
16. Secretary to the Registrar, BU
17. Jr. Supdt (Regn and Migration Section), BU
18. Jr. Supdt (Registrars Secretariat), BU
19. Cash Section, Finance Deptt., BU
20. Sales & Information Unit, BU

Registrar (Officiating)