

THE UNIVERSITY OF BURDWAN



Registration AY 2025-26

STUDENTS USER MANUAL

DOCUMENT VERSION 3.4

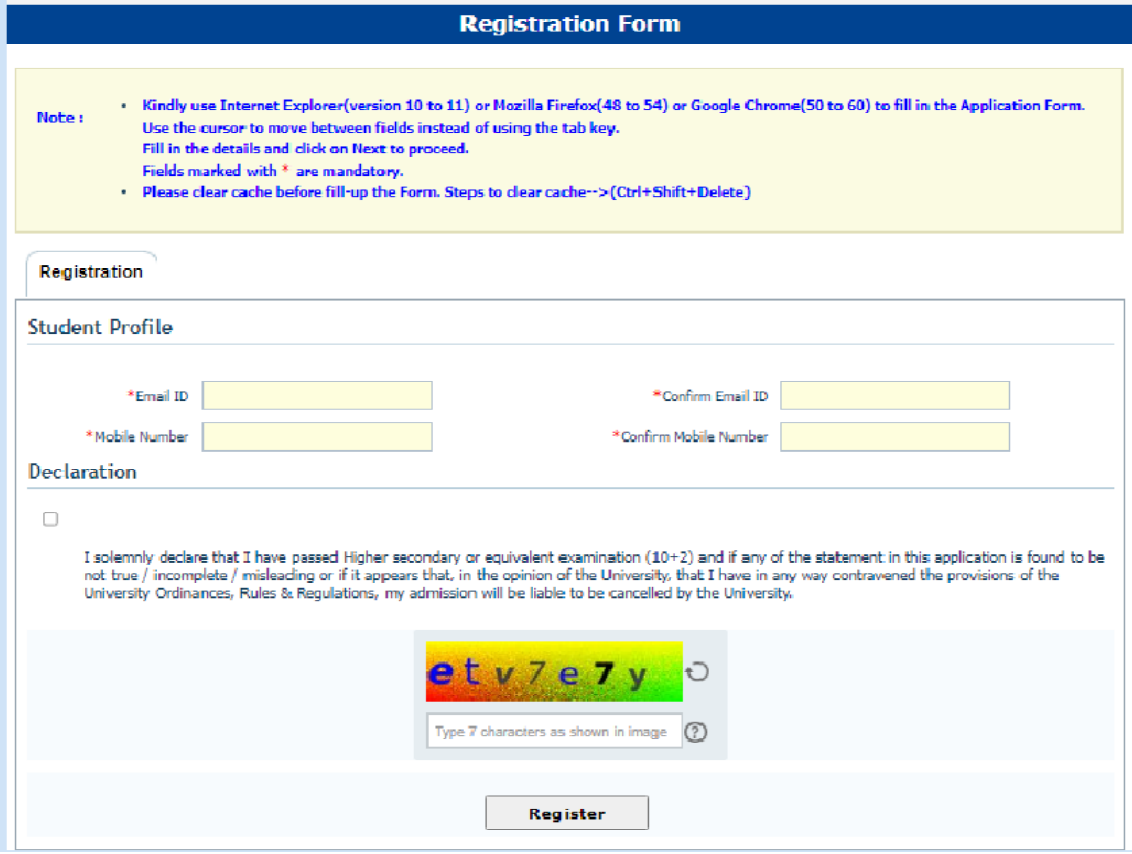
tcs iON

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.

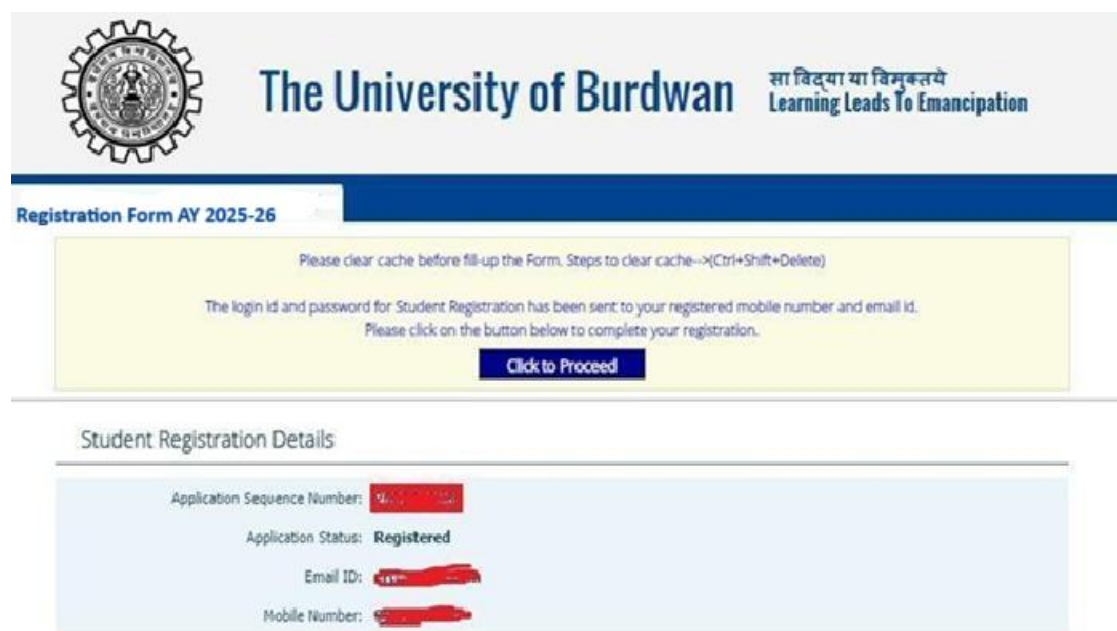
B. Steps to online application Registration cum Enrollment Form

- 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/1254/86290/Registration.html>)
- Step-3. **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 e-mail in the provided number and email address.**
- Step-4. Need to check at check box and select correct captcha code also.
- Step-5. Click on “**Register**” button.



The screenshot displays the 'Registration Form' interface. At the top, a blue header contains the title 'Registration Form'. Below this, a yellow box with a 'Note' provides instructions: users should use Internet Explorer (version 10 to 11), Mozilla Firefox (48 to 54), or Google Chrome (50 to 60); they should use the cursor to move between fields and click 'Next' to proceed; fields marked with an asterisk (*) are mandatory; and they should clear the cache before filling the form (Ctrl+Shift+Delete). The form is divided into sections: 'Registration' (with a sub-section 'Student Profile'), 'Declaration', and a captcha section. The 'Student Profile' section contains four input fields: '*Email ID', '*Confirm Email ID', '*Mobile Number', and '*Confirm Mobile Number'. The 'Declaration' section has a checkbox and a text block stating: '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.' Below the declaration is a captcha image showing the characters 'etv7e7y' and a text box labeled 'Type 7 characters as shown in Image'. At the bottom center is a 'Register' button.

Figure 1: Registration first page



The image shows the first page of the registration form for The University of Burdwan. At the top, there is a header with the university's logo on the left, the name 'The University of Burdwan' in the center, and the motto 'सा विद्या या विमुक्तये' and 'Learning Leads To Emancipation' on the right. Below the header, a blue bar contains the text 'Registration Form AY 2025-26'. The main content area is a yellow box with the following text: '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.', and 'Please click on the button below to complete your registration.' Below this text is a blue button labeled 'Click to Proceed'. Below the yellow box, there is a section titled 'Student Registration Details' which contains a light blue box with the following information: 'Application Sequence Number: 14070000000000000000', 'Application Status: Registered', 'Email ID: 14070000000000000000', and 'Mobile Number: 9876543210'.

Figure 2: Registration second page

Step-6. Student need click on “**Click to Proceed**” button



The image shows the second page of the registration form. At the top, there is a blue bar with the text 'Registration Form'. Below this bar, there is a yellow box with the following text: '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.', and 'Please clear cache before fill-up the Form. Steps to clear cache-->(Ctrl+Shift+Delete)'. Below the yellow box, there is a section titled 'College Details' which contains two dropdown menus: '*College Name' and '*Category'. Below these dropdowns is a button labeled 'Proceed'. At the bottom right of the form, there is a button labeled 'Next'. The version number 'Version 14.04.01' is displayed at the bottom center of the page.

Step-7. Candidate needs to select correct college name and category name. Then click on “**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

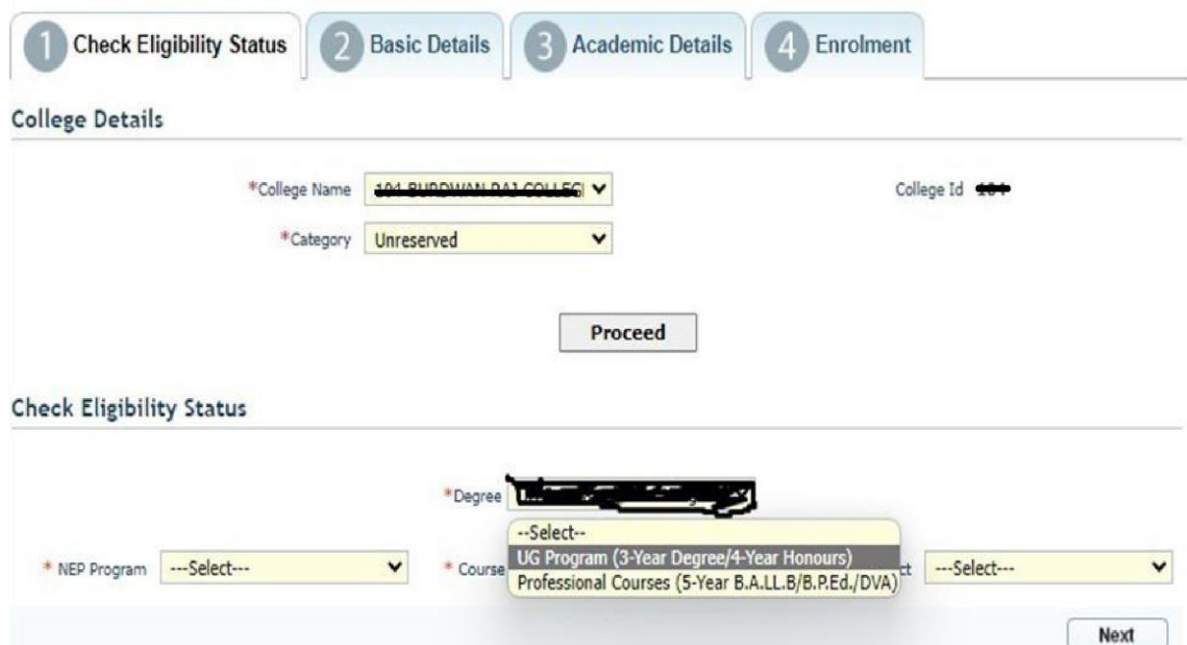
Version 14.04.01

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 104 BURDWAN DAJ COLLEGE College Id 001

*Category Unreserved

Proceed

Check Eligibility Status

*Degree --Select--

*NEP Program ---Select---

*Course UG Program (3-Year Degree/4-Year Honours) Professional Courses (5-Year B.A.,LL.B/B.P.Ed./DVA) ---Select---

Next

Figure 4 - Degree selection

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

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.P./Equivalent Examination)

*Gender

*Marital Status

*Religion

*Mother's Name

*Student Unique Number

*Differently Abled ☐ Yes ☒ No

*ABC (Academic Bank of Credits) ID

*Father's Name

*Nationality

*Minority Community ☐ Yes ☒ No

*Economically Weaker Section ☐ Yes ☒ No

Address for Correspondence

*Building/Avenue

*Locality/Village

*PO

*Country

*State

*District

*City

*Pin code

*Email ID

*Mobile Number

Alternate Phone No.

Figure 2: Registration page 1

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**

Name of Examination Matriculation Country where the Board/Council/University situated India Year of Passing 2020 Total Marks Obtained 333 Marks % 88.33 Registration Year 2020 In case the Registration session is like 2013-2014, then please enter the later year, e.g., 2014 in this case.	Name of Board/Council/University WEST BENGAL BOARD OF State where the Board/Council/University situated West Bengal Roll No. 00000000 (In case Roll & No. are different, enter Roll followed by one space and then No.) Out of Full Marks 375 Registration No. 60000000 (If Matriculation(10th Level) Registration No. not available, put it as NA)
--	--

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

Name of Examination Higher Secondary Country where the Board/Council/University situated India Year of Passing 2020 Total Marks Obtained 333 Marks % 88.33 Registration No. 00000000 Registration Year 2020	Name of Board/Council/University WEST BENGAL COUNCIL OF State where the Board/Council/University situated West Bengal Class/Division/Grade Division 1 (Division 1, Division 2 and Division 3 as Div 1, Div 2 and Div 3.Grades as A, B, C, D etc.) Out Of Total Marks 375 Roll No. 00000000 (In case Roll & No. are different, enter Roll followed by one space and then No.)
---	---

- 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 (12th 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

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 4: Stage 1 registration completion

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

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

***Enrolment Info**

Admission Date Academic Year

Admission Chalan Number

***Subjects**

*Major Subject

*Minor Subject

*Multi/Interdisciplinary Subject Group

*Multi/Interdisciplinary Subject

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

*Ability Enhancement Course

*Skill Enhancement Course

*VAC (Value Added Course)

Upload Photo, Signature and Testimonials

*Please upload scanned copies of your recent passport size photograph and signature [here](#).

*Please upload the Madhyamik/Secondary Admit Card [here](#).

Figure 5: Eligibility verification

Step-18. Candidates need to select admission date, academic session and admission chalan no. Then need to select Core subject correctly from drop down list.

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

The screenshot shows the 'Enrolment Info' section of a registration form. It includes fields for Admission Date, Admission Challan Number, and Academic Year (set to 2023). Under the '*Subjects' section, there are dropdown menus for Major Subject, Minor Subject, and Multi/Interdisciplinary Subject Group. A dropdown menu for the Minor Subject is open, showing a list of subjects: ANTHROPOLOGY, BOTANY, CHEMISTRY, ELECTRONICS, ENVIRONMENTAL SCIENCE, PHYSICS, and ZOOLOGY. There are also checkboxes for 'Equivalent course from SWAYAM or other UGC recognized platform' (Yes/No) and 'Skill Enhancement Course'.

Figure 11 - Multidisciplinary group and 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 be available to choose subject from, pertaining to their availability in the college in which student(s) have taken admission inn.

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, 10th and 12th admit card, marksheets. Admission chalan copy and caste certificate (if applicable)

The screenshot shows the 'Document / Image Upload' section. It has two tabs: 'Photograph' (selected) and 'Signature'. Below the 'Photograph' tab, there is a 'Choose File' button, a 'No file chosen' status, and an 'Upload' button. A message below states: 'Please upload your recent passport size photograph: max 30KB(Only JPEG and JPG formats)'. To the right, there is a placeholder image of a person with dimensions 30 mm by 45 mm indicated. At the bottom, there is a 'Close This Window' button.

Figure 12: Photo upload part

The screenshot shows a web browser window titled "Document / Image Upload". At the top, there are two tabs: "Photograph" and "Signature", with the "Signature" tab selected and highlighted by 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 small image of a signature with dimensions "80px" and "150px" indicated. At the bottom of the window, there is a blue button labeled "Close This Window".

Figure 13 - Signature Upload part

The screenshot shows a web browser window titled "2-Student Registration" with the URL "qaht.digitalm.com/EForms/editApplication.do#nogo". The main content area is titled "Higher Secondary Marksheet" and contains a "Choose File" button, a "Photo for testing .jpg" button, and an "Upload" button. Below these buttons, there are instructions: "1. Please upload Self Attached copy of Higher Secondary Marksheet (Only jpg/png or pdf documents of maximum 1MB size will be accepted). 2. After successful upload, If you know and upload again here, it will overwrite your previously uploaded document." Below the instructions, it says "Document Successfully Uploaded." and "Close This Window". Below the main content area, there are dropdown menus for "Core Subject" (set to "NA"), "Core Course-1" (set to "BENGALI"), "Language" (set to "ENGLISH"), and "Core Course-2" (set to "Select..."). Below these dropdowns, there is a section titled "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 showing "photo.png" and "Signature for testi...png" files.

Figure 14 - Relevant documents upload part

Registration Fees Payable

Registration Fee	120
Examination Enrollment Fees (Sem I/ part I)	00
Sport Fee	00
Total Amount	120

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 relating to the aforesaid examination, 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

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 successful submission of the registration cum enrollment form. User can print the following page for future references.

2-Student Registration

qahf.digialm.com/EForms/loginAction.do?subAction=DisplayProfile&formId=3253&eicuListing=false&encValues=ipK6NG8k6oRFYn7OsYL1d40qLyw%2BQ0UwIDK...

The University of Burdwan

स विद्या या विमुक्तये
Learning Leads To Emancipation

Student Registration Form

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

Personal Details

photo.png

Signature for testi....png

Show all

10:47 PM
9/22/2021

Figure 11: Preview page

1. 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 by the SMS and email.

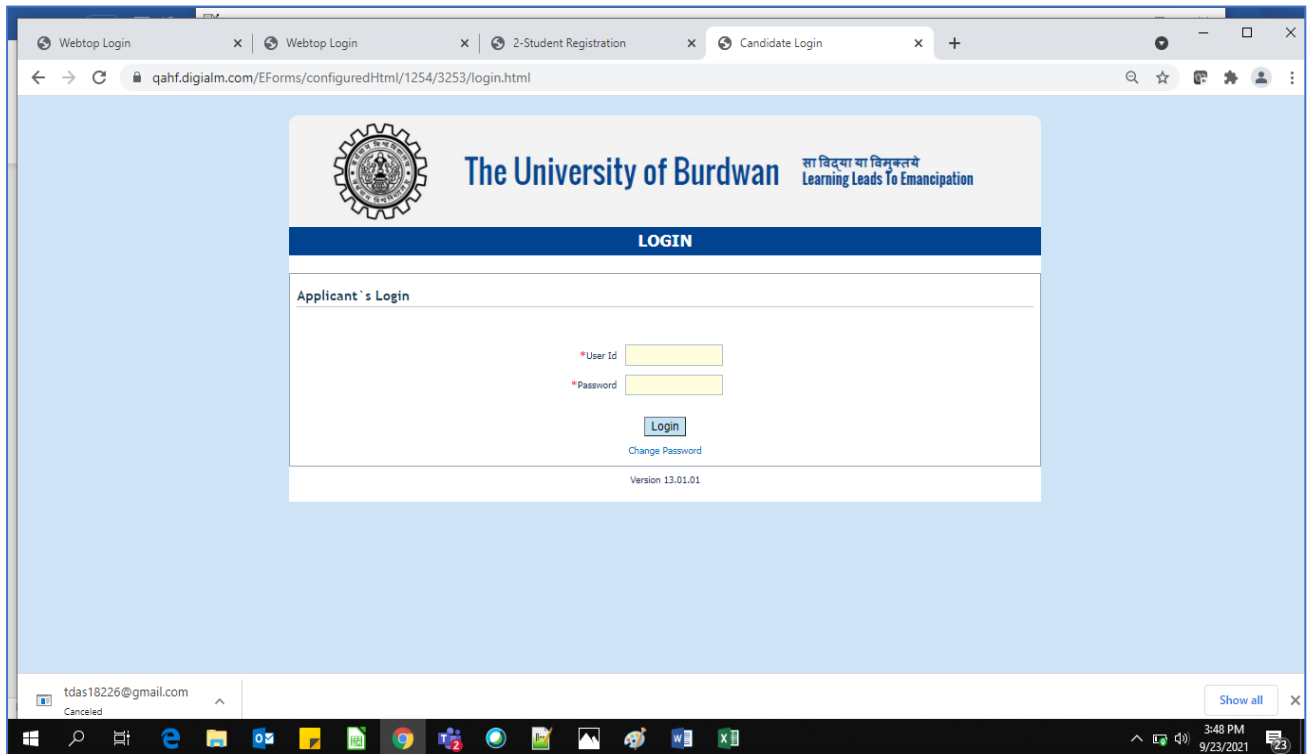


Figure 14: Student's Login Page

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

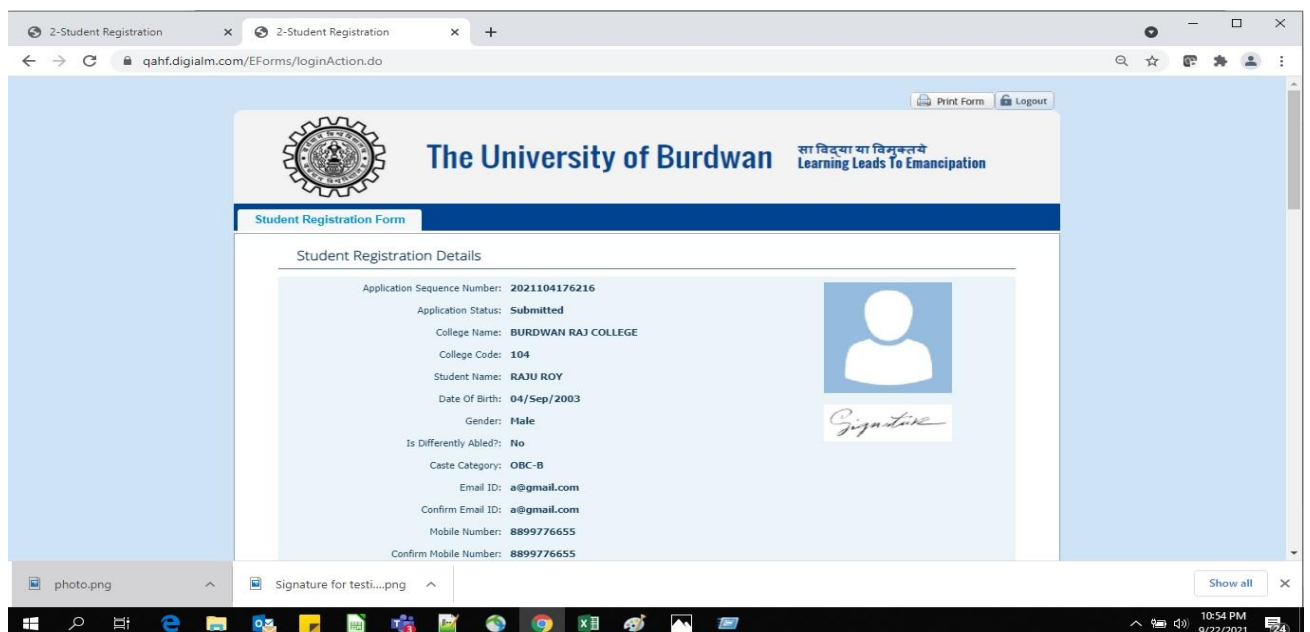


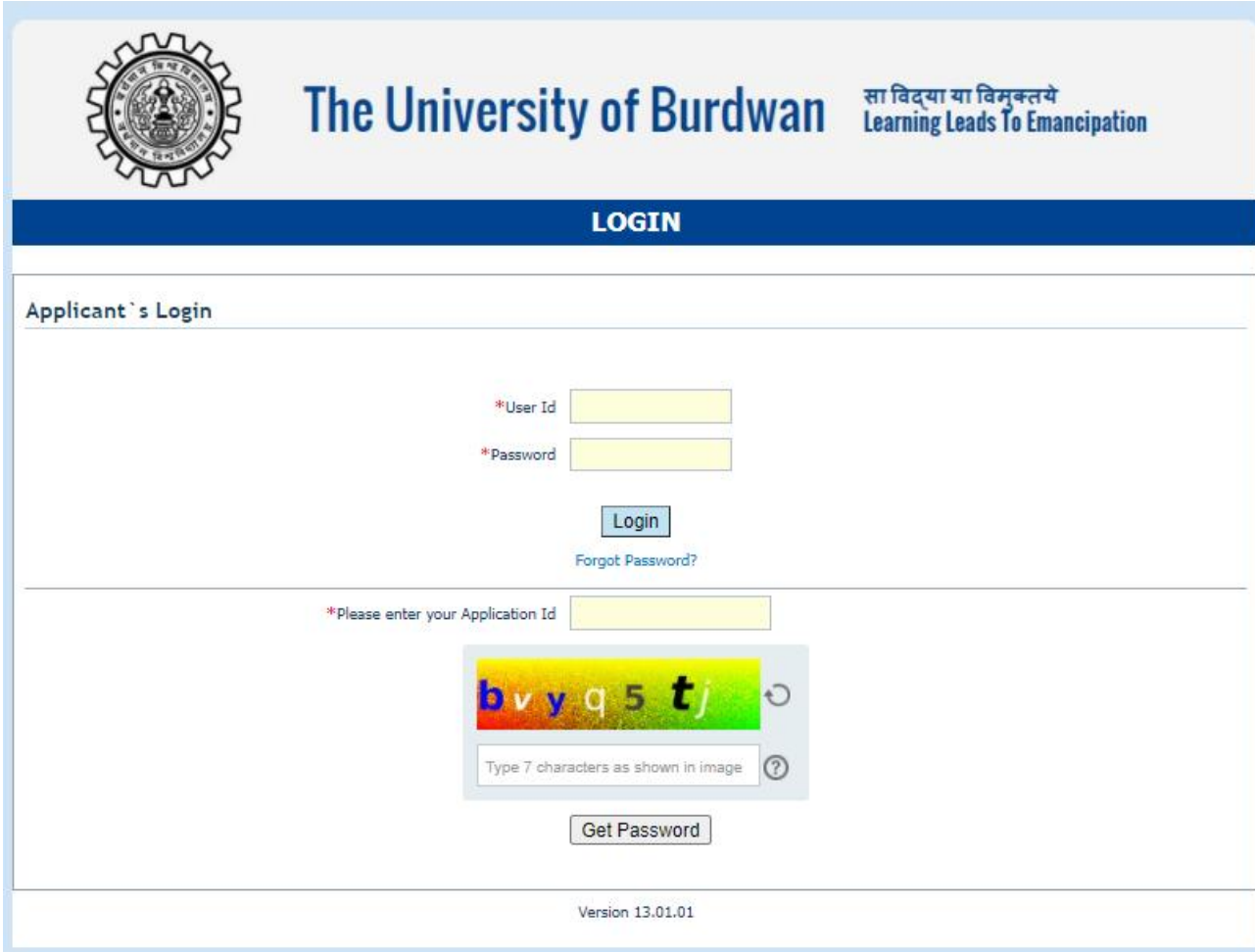
Figure 15: Student's Portal

Step-1. 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-2. 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 content area is titled "Applicant's Login". It contains two input fields: "*User Id" and "*Password", both with yellow backgrounds. Below these fields is a blue "Login" button and a link for "Forgot Password?". A horizontal line separates the login section from the forgot password section. In the forgot password section, there is a label "*Please enter your Application Id" followed by a yellow input field. Below this is a captcha image showing the characters "b v y q 5 t j" in a colorful, distorted font. Underneath the captcha is a text box with the instruction "Type 7 characters as shown in image" and a question mark icon. A "Get Password" button is located at the bottom of this section. The footer of the page indicates "Version 13.01.01".

Figure 16: Change password screen

END OF THE DOCUMENT