



গুসকরা মহাবিদ্যালয়

গুসকরা, পূর্ব বর্ধমান

তারিখ: ০৮.১১.২০২৫

প্রথম সেমেস্টার (২০২৫-২৬) ছাত্রছাত্রীদের রেজিস্ট্রেশন-কাম-এনরোলমেন্ট সংক্রান্ত বিজ্ঞপ্তি

এতদ্বারা বিএ/বিএসসি/বিকম প্রথম সেমেস্টার (২০২৫-২৬)-এ ভর্তি হওয়া ছাত্রছাত্রীদের জানানো হচ্ছে যে, আজ ০৮.১১.২০২৫ থেকে ৩০.১১.২০২৫ তারিখের মধ্যে অনলাইনে রেজিস্ট্রেশন-কাম-এনরোলমেন্ট ফর্ম পূরণ করতে হবে এবং যেদিন রেজিস্ট্রেশন ফর্ম পূরণ করবে তার পরদিনই পূরণ করা ফর্মের কপি ও বিশ্ববিদ্যালয়ের নির্দেশনুযায়ী অনাদায়ী অতিরিক্ত ১১০ টাকা কলেজে জমা দিতে হবে। প্রত্যেক ছাত্রছাত্রীকে নিজের ABC ID, মোবাইল নম্বর ও ই-মেল দিয়ে নাম রেজিস্ট্রেশন-কাম-এনরোলমেন্ট করতে হবে, অন্যের মোবাইল নং ও ই-মেল আই ডি ব্যবহার করবে না, এখনও পর্যন্ত যদি কারও ABC ID না হয়ে থাকে তাহলে প্রথমে ABC ID তৈরী করে তারপর রেজিস্ট্রেশন ফর্ম পূরণ করতে হবে। Student Unique Number-এর জায়গায় Aadhaar No. দিতে হবে। এতদসংক্রান্ত বিশ্ববিদ্যালয় প্রদত্ত User Manual নিম্নে দেওয়া হলো, তা অনুসরণ করতে হবে। একজন ছাত্র বা ছাত্রী কেবলমাত্র একবারই নাম রেজিস্ট্রেশন করবে। কোন ভুল বা অসুবিধা হলে কলেজে যোগাযোগ করতে হবে। একই নাম বারবার রেজিস্ট্রেশন করবে না, তাহলে তার সব রেজিস্ট্রেশনই বাতিল হয়ে যাবে।

যে সমস্ত ছাত্রছাত্রী বিগত বছরে রেজিস্ট্রেশন-কাম-এনরোলমেন্ট পূরণ করেছেন এবং এবছর প্রথম সেমেস্টারে পুনরায় ভর্তি হয়েছে তাদেরকেও উক্ত তারিখের মধ্যে আসল রেজিস্ট্রেশন সার্টিফিকেট, আবেদনপত্র ও মাধ্যমিক, উচ্চমাধ্যমিক পরীক্ষার Admit, Marksheet, Caste Certificate(if any), School Leave Certificate-এর কপি সহ কলেজে জমা দিতে হবে।

Students Registration Link:

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

Students Login Link:

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

User manual for students:

https://drive.google.com/file/d/1HuNEt4wSBBTOew7PPCng98QbFGMR_3Rm/view?usp=sharing




অধ্যক্ষ

গুসকরা মহাবিদ্যালয়
অধ্যক্ষ
গুসকরা মহাবিদ্যালয়

THE UNIVERSITY OF BURDWAN



Registration AY 2025-26

STUDENTS USER MANUAL

DOCUMENT VERSION 3.4

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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.

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)

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) 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.

etv7e7y

Type 7 characters as shown in image

Register

Figure 1: Registration first page

Figure 2: Registration second page

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

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



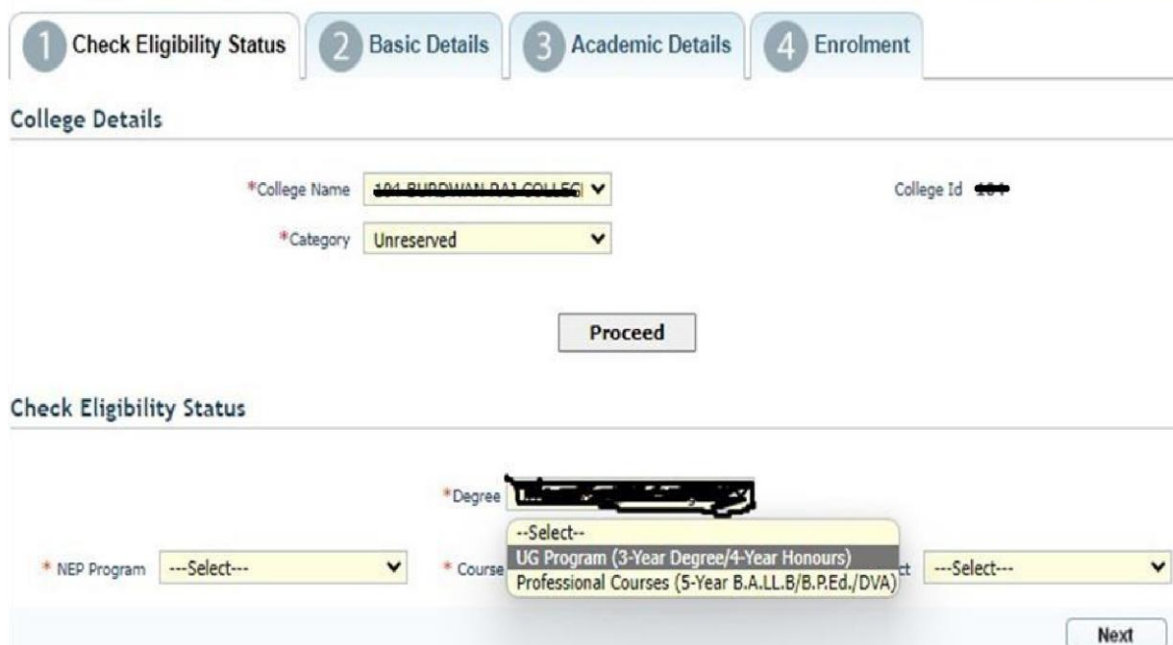
The image shows the 'Registration Form' with a blue header. Below the header is a yellow note box with instructions. The main form has four tabs: '1 Check Eligibility Status', '2 Basic Details', '3 Academic Details', and '4 Enrolment'. The 'College Details' section is active, showing two dropdown menus: '*College Name' and '*Category', both with '---Select---' options. A 'Proceed' button is centered below the dropdowns, and a 'Next' button is at the bottom right. The version number 'Version 14.04.01' is at the bottom center.

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)



The image shows the 'Registration Form' with the same four tabs as Figure 3. The 'Check Eligibility Status' tab is active. The 'College Details' section is filled with '104 BURDWAN DAL COLLEGE' for College Name and 'Unreserved' for Category. Below this is the 'Check Eligibility Status' section, which has three dropdown menus: '*Degree' (with a redacted selection), '*NEP Program' (with '---Select---'), and '*Course' (with a dropdown menu open showing 'UG Program (3-Year Degree/4-Year Honours)' and 'Professional Courses (5-Year B.A.LL.B/B.P.Ed./DVA)'. A 'Next' button is at the bottom right.

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.

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 <input type="text" value="Matriculation"/>	Name of Board/Council/University <input type="text" value="WEST BENGAL BOARD OF"/>
Country where the Board/Council/University situated <input type="text" value="India"/>	State where the Board/Council/University situated <input type="text" value="West Bengal"/>
Year of Passing <input type="text" value="2020"/>	Roll No. <input type="text" value="2020000000"/> <small>(In case Roll & No. are different, enter Roll followed by one space and then No.)</small>
Total Marks Obtained <input type="text" value="600"/>	Out of Full Marks <input type="text" value="600"/>
Marks % <input type="text" value="100"/>	Registration No. <input type="text" value="6000000000"/> <small>(If Matriculation(10th Level) Registration No. not available, put it as NA)</small>
Registration Year <input type="text" value="2020"/> <small>In case the Registration session is like 2013-2014, then please enter the later year, e.g., 2014 in this case.</small>	

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

Name of Examination <input type="text" value="Higher Secondary"/>	Name of Board/Council/University <input type="text" value="WEST BENGAL COUNCIL OF"/>
Country where the Board/Council/University situated <input type="text" value="India"/>	State where the Board/Council/University situated <input type="text" value="West Bengal"/>
Year of Passing <input type="text" value="2020"/>	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>
Total Marks Obtained <input type="text" value="300"/>	Out Of Total Marks <input type="text" value="300"/>
Marks % <input type="text" value="100"/>	Roll No. <input type="text" value="2020000000"/> <small>(In case Roll & No. are different, enter Roll followed by one space and then No.)</small>
Registration No. <input type="text" value="2020000000"/>	
Registration Year <input type="text" value="2020"/>	

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	<input type="text"/>	Full Marks (Theory)	<input type="text"/>
Marks Obtained (Theory)	<input type="text"/>	Full Marks (Practical/Oral/Project)	<input type="text"/>
Marks Obtained (Practical/ Oral/ Project)	<input type="text"/>	Practical Marks %	<input type="text"/>
Theory Marks %	<input type="text"/>		
Total Marks (Theory + Practical)	<input type="text"/>		
Second Language	<input type="text"/>	Full Marks (Theory)	<input type="text"/>
Marks Obtained (Theory)	<input type="text"/>	Full Marks (Practical/Oral/Project)	<input type="text"/>
Marks Obtained (Practical/ Oral/ Project)	<input type="text"/>	Practical Marks %	<input type="text"/>
Theory Marks %	<input type="text"/>		
Total Marks (Theory + Practical)	<input type="text"/>		
Elective Subject 1	<input type="text"/>	Full Marks (Theory)	<input type="text"/>
Marks Obtained (Theory)	<input type="text"/>	Full Marks (Practical/Oral/Project)	<input type="text"/>
Marks Obtained (Practical/ Oral/ Project)	<input type="text"/>	Practical Marks %	<input type="text"/>
Theory Marks %	<input type="text"/>		
Total Marks (Theory + Practical)	<input type="text"/>		
Elective Subject 2	<input type="text"/>	Full Marks (Theory)	<input type="text"/>
Marks Obtained (Theory)	<input type="text"/>	Full Marks (Practical/Oral/Project)	<input type="text"/>
Marks Obtained (Practical/ Oral/ Project)	<input type="text"/>	Practical Marks %	<input type="text"/>
Theory Marks %	<input type="text"/>		
Total Marks (Theory + Practical)	<input type="text"/>		
Elective Subject 3	<input type="text"/>		

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: BENGALI

*Minor Subject:

*Multi/Interdisciplinary Subject Group:

Multi/Interdisciplinary Subject:

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

*Skill Enhancement Course: BENGALI

*Ability Enhancement Course:

*VAC (Value Added Course):

Upload Photo, Signature and Testimonials

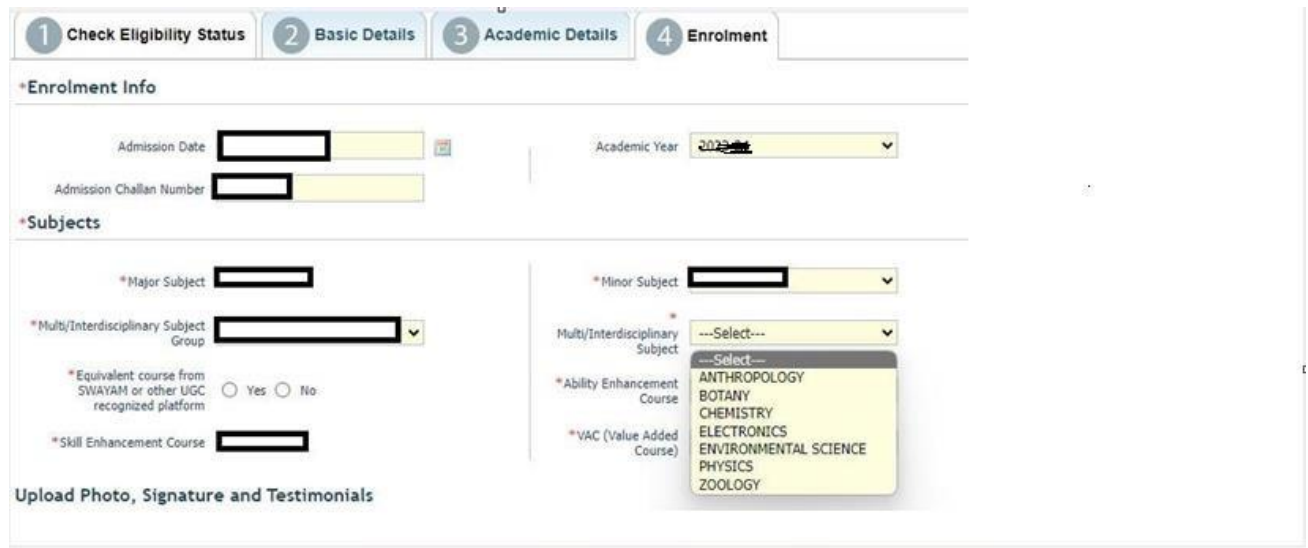
*Please upload scanned copies of your recent passport size photograph and signature here.

*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 a web form with four tabs: 1. Check Eligibility Status, 2. Basic Details, 3. Academic Details, and 4. Enrolment. The 'Enrolment Info' section includes fields for Admission Date, Admission Challan Number, and Academic Year (set to 2023-24). The 'Subjects' section contains several dropdown menus: Major Subject, Multi/Interdisciplinary Subject Group, Minor Subject, and Multi/Interdisciplinary Subject. 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 radio buttons for 'Equivalent course from SWAYAM or other UGC recognized platform' (Yes/No) and a field for 'Skill Enhancement Course'. At the bottom, there is a section for 'Upload Photo, Signature and Testimonials'.

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 a 'Document / Image Upload' interface. It has two tabs: 'Photograph' (highlighted with a red border) and 'Signature'. Below the tabs, there is a 'Choose File' button, a 'No file chosen' status, and an 'Upload' button. A small thumbnail of a person's face is shown with dimensions of 30 mm width and 45 mm height. Below the thumbnail, there is a note: 'Please upload your recent passport size photograph: max 30KB (Only JPEG and JPG formats)'. At the bottom, there is a 'Close This Window' button.

Figure 12: Photo upload part



Figure 13 - Signature Upload part

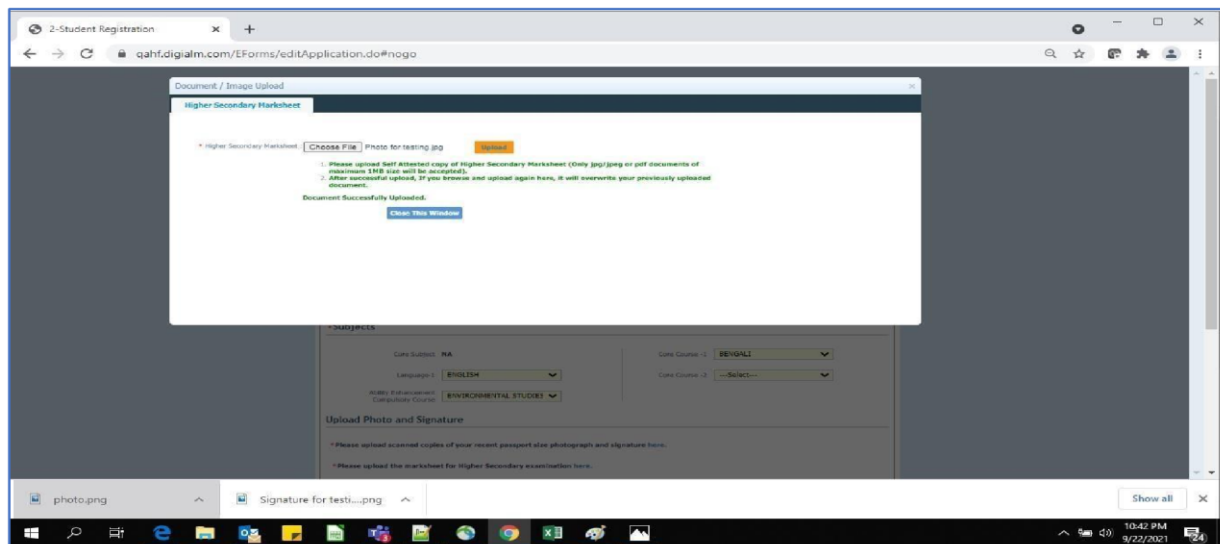


Figure 14 - Relevant documents upload part

Registration Fees Payable

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

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.

pesffrz

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

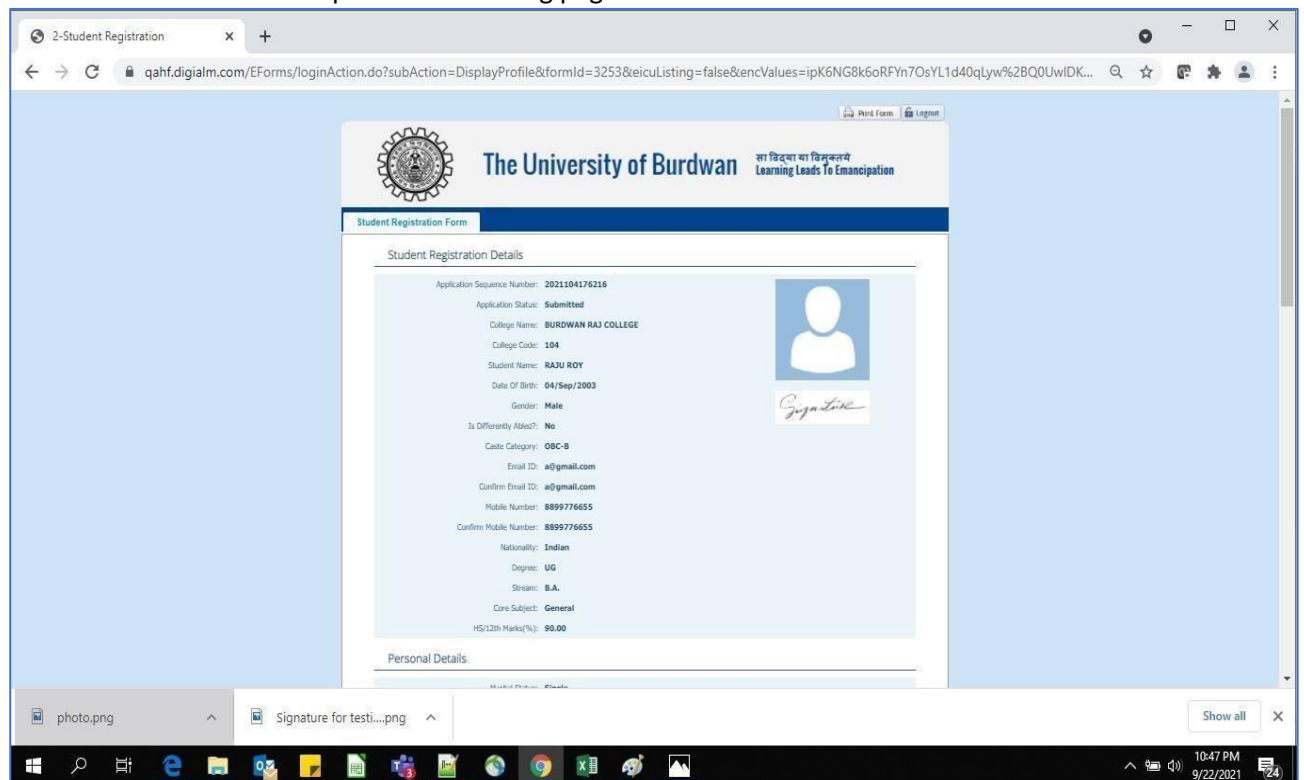


Figure 11: Preview page

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/EFForms/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.

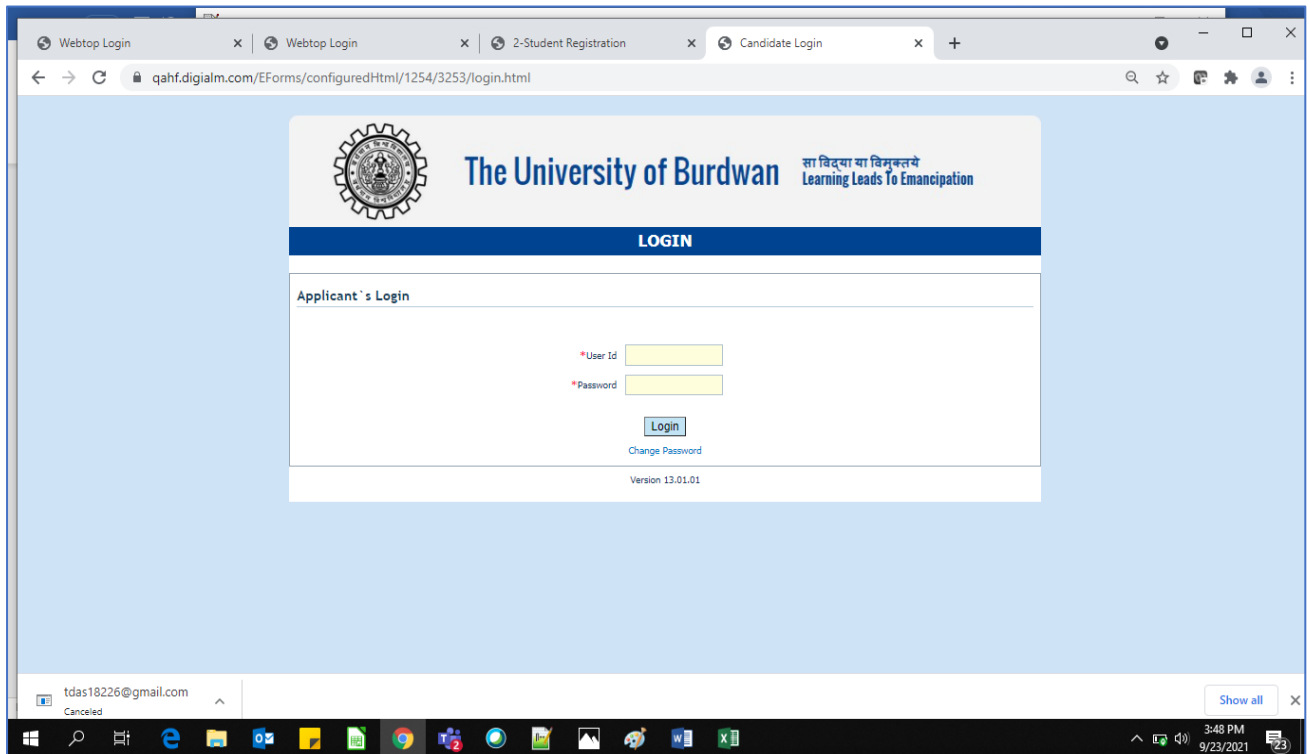


Figure 14: Student's Login Page

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

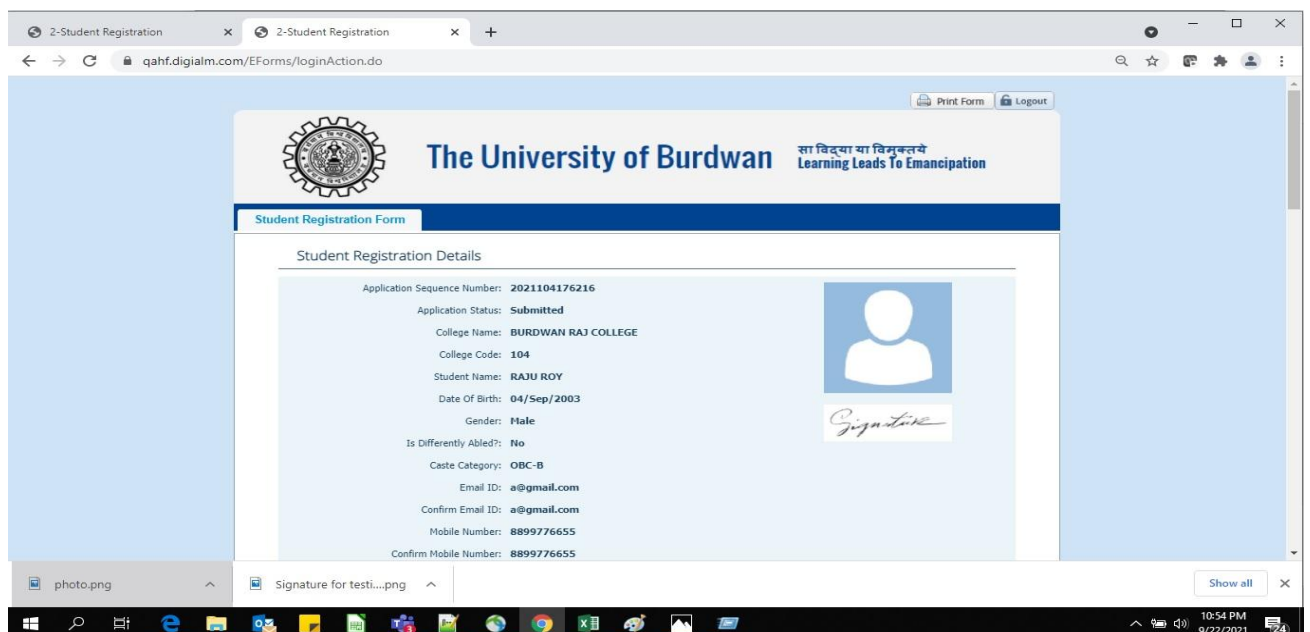


Figure 15: Student's Portal

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 shows the 'Applicant's Login' section of the University of Burdwan portal. It includes a 'Forgot Password?' link, a form for entering 'User Id' and 'Password', and a 'Login' button. Below this, there is a section for 'Forgot Password?' which requires the user to enter their 'Application Id' and solve a captcha (bv y q 5 t j) to receive a new password. A 'Get Password' button is provided for this step. The version number 'Version 13.01.01' is visible at the bottom of the form area.

Figure 16: Change password screen

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