



The University of Burdwan

User Manual for Student Self Service Portal (University Campus Student)

Version 1.2



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LOG IN:

Step 1:

1. Open the below URL to access the student self-service portal:
https://q01.tcsion.com//per/q01/pub/1254/SelfServices/templates/login_page21092021011323/Login%20Page521092021011353.html
2. Login page will be displayed as follows:

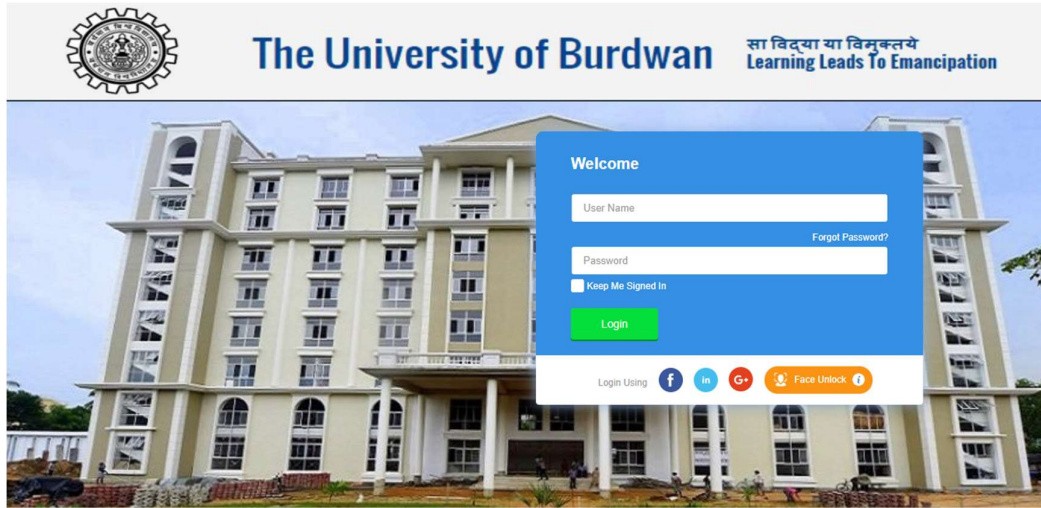


Fig 1: Login page

Step 2:

1. After first time login user will get following page for changing their default password and they need to set their own password
2. "Current Password" will be the default password
3. User need to confirm new password to login into the student self-service portal

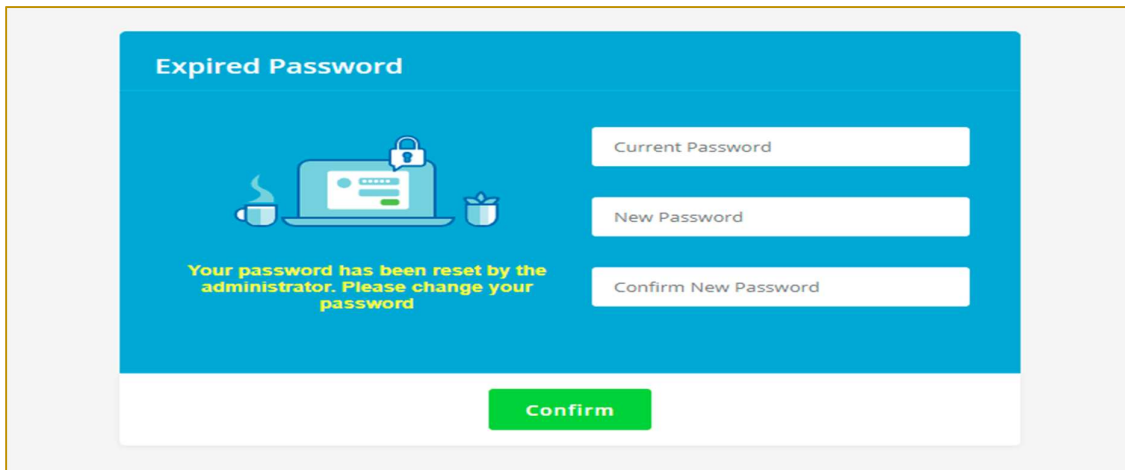


Fig 2: Change password page

Step 3:

1. Post successfully login the following page will be displayed:

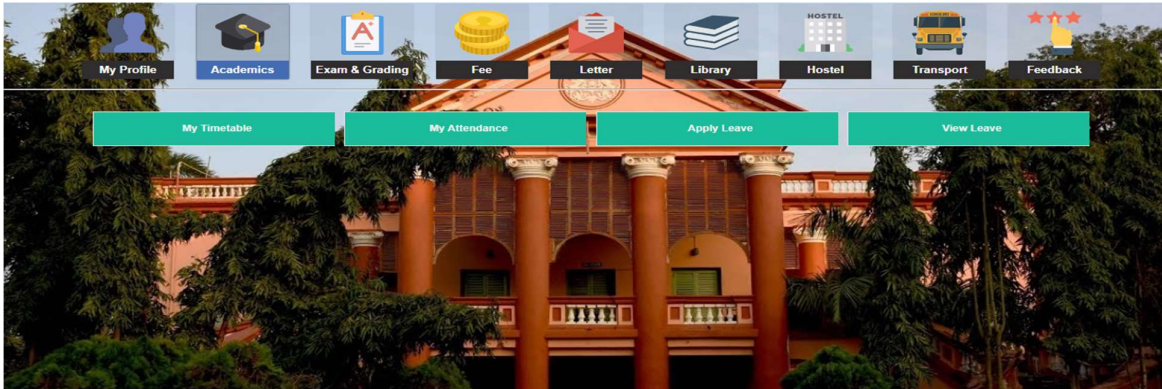


Fig 3: Landing page

STUDENT PROFILE:

Step 4:

1. Click on the "My Profile".
2. User will find the below screen for select the required filters.

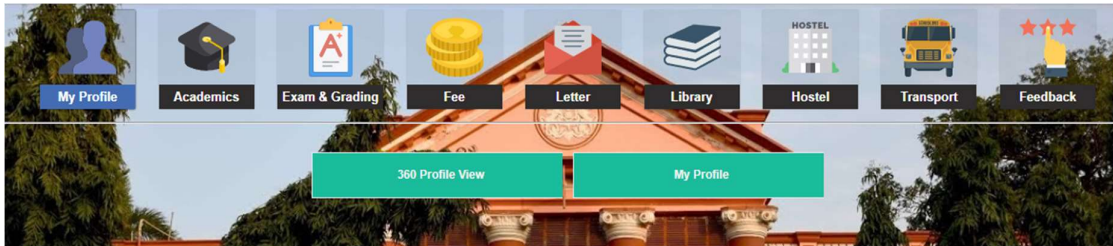


Fig 4: Filter selection page

Step 4.1:

1. After click on "My Profile" user will find the below screen where user get to see their Academic details, Personal details, Photo & Signature

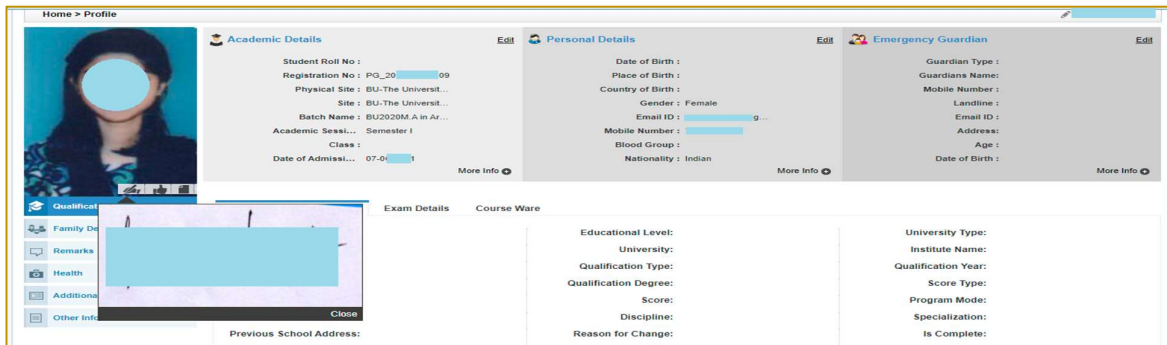


Fig 4.1: Profile view page

Step 4.2:

1. After click on "360 Profile View" user will find the below screen

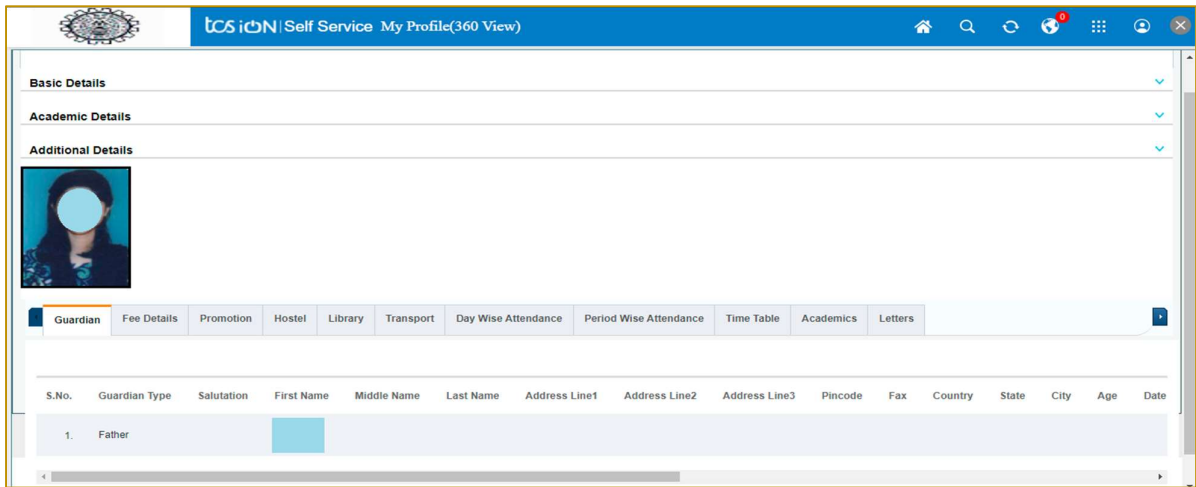


Fig 4.2: 360 Profile view page

2. By click on "Subjects" user can view enrolled subject details for respective program

S.No.	Batch	Session	Type	Subject Group	Subject	Enrollment Date	DE-Enrollment Date	Is Default	Logged Date	Change Reason
1.	BU2020M.A in ArabicNo ShiftNo Group	Semester I	COMPULSARY	RMAPM5818629121	Translation: Theory and Practice	25-06-2021		N	25-06-2021	Subject Enrollment
2.	BU2020M.A in ArabicNo ShiftNo Group	Semester I	COMPULSARY	RMAPM5818629121	Arabic Text and Applied Grammar	25-06-2021		N	25-06-2021	Subject Enrollment
3.	BU2020M.A in ArabicNo ShiftNo Group	Semester I	COMPULSARY	RMAPM5818629121	Linguistics	25-06-2021		N	25-06-2021	Subject Enrollment
4.	BU2020M.A in ArabicNo ShiftNo Group	Semester I	COMPULSARY	RMAPM5818629121	Arabic Literature During Islamic Period	25-06-2021		N	25-06-2021	Subject Enrollment
5.	BU2020M.A in ArabicNo ShiftNo Group	Semester I	COMPULSARY	RMAPM5818629121	Pre-Islamic Arabic Literature	25-06-2021		N	25-06-2021	Subject Enrollment

Fig 4.2.1: 360 profile view page

EXAM & GRADING:

Step 5:

1. Click on the "Exam & Grading"
2. User will find the below screen

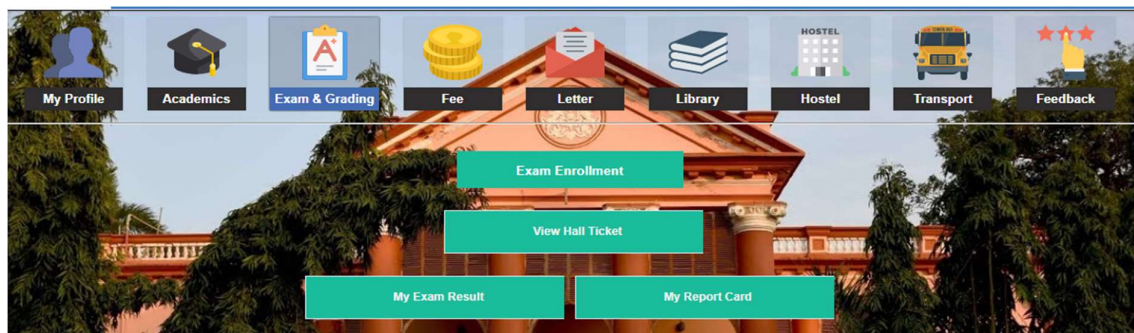


Fig 5: Exam enrollment page

EXAM ENROLLMENT

Step 5.1:

1. After click on "Exam Enrollment", one new window will open where student can able to apply for exam enrolment form for upcoming examinations



Fig 5.1.1: Exam enrollment page

2. Again need to click on "Exam Enrolment" button and user will find the below screen where all the details (Personal/Subjects/Fee) of user will reflect

Exam Details

Exam Session: PG Even 2021_Sem2 of 2021 Academic Year: 2020

Student Details

College Name THE UNIVERSITY OF BURDWAN	Program Name M.Sc. in Biotechnology	Student's Roll No [Redacted]
Student's Enrollment No [Redacted]	Student's Name [Redacted]	Course Name [Redacted]
Session Semester II	Gender Male	Age 21
Social Category OBC-A	Mobile Number [Redacted]	Email ID [Redacted]

Fig 5.1.2: Exam enrollment form view page

Subject Enrolment Details

Regular Enrollment

Form Status: Pending

Semester II

S.No.	Subject Type	Subject Name	Subject Code
1	COMPULSORY	Unit I - Immunology (Th), Unit II - Genetics (Th)	MSBT201
2	COMPULSORY	Unit I - Microbiology & Industrial Applications (Th), Unit II - Genetic Engineering (Th)	MSBT202
3	COMPULSORY	Bioinformatics (Th)	MSBT203
4	COMPULSORY	Unit I - IPR & Biosafety (Th), Unit II - Bioentrepreneurship (Th)	MSBT204
5	COMPULSORY	Unit I - Immunology (Prac), Unit II - Genetics (Prac)	MSBT205
6	COMPULSORY	Unit I - Microbiology & Industrial Applications (Prac), Unit II - Genetic Engineering (Prac), Unit III - Bioinformatics (Prac)	MSBT206

Fee Details

Regular Enrollment

Semester II

Total Fee to be paid for Semester II: 0

Grand Fee to be paid(in Rupees): 0

Submit

Fig 5.1.3: Exam enrollment form view page

3. User needs to click on "Submit" to submit the exam enrolment form
4. After clicking the same one pop-up will display

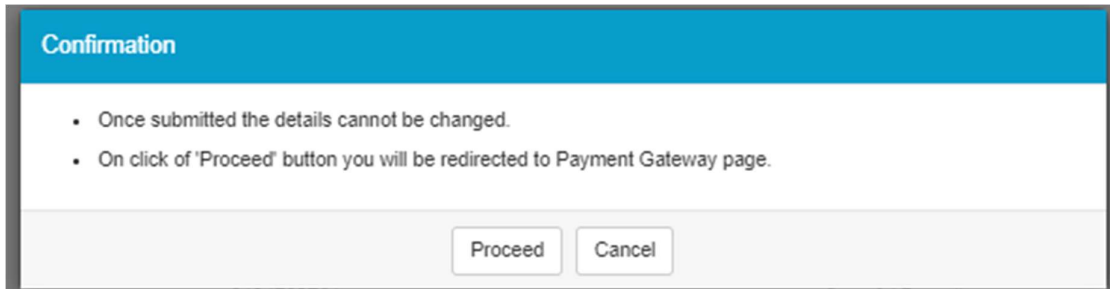


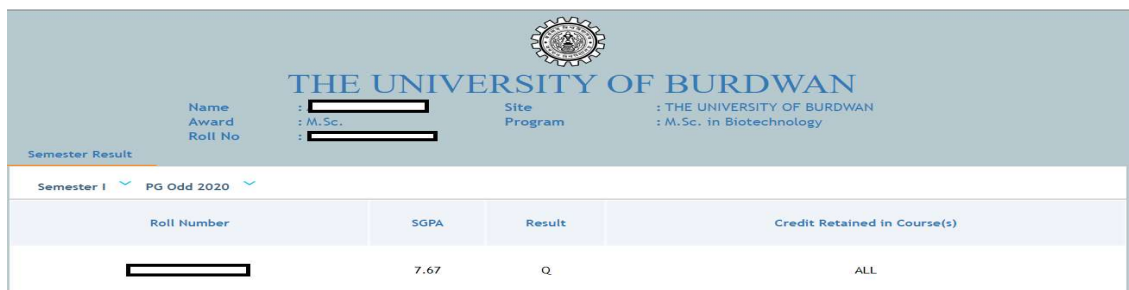
Fig 5.1.4: Exam enrollment form submit page

5. Click on "Proceed" to final submit the form.

MY EXAM RESULT

Step 5.2:

1. After click on "My Exam Result", one new window will open where student can able to view their result



The image shows a screenshot of the student result view page. At the top, there is the logo of The University of Burdwan and the text "THE UNIVERSITY OF BURDWAN". Below this, there are fields for Name, Award, Roll No, Site, and Program. The award is "M.Sc." and the program is "M.Sc. in Biotechnology". Below this, there is a section for "Semester Result" with dropdown menus for "Semester I" and "PG Odd 2020". Below this is a table with columns for Roll Number, SGPA, Result, and Credit Retained in Course(s).

Roll Number	SGPA	Result	Credit Retained in Course(s)
[Redacted]	7.67	Q	ALL

Fig 5.2: Student result view page

VIEW HALL TICKET

Step 5.3:

1. After click on "View Hall Ticket", one new window will open where student can able to view their current exam hall ticket
2. Click one the "Action" button to download of their own

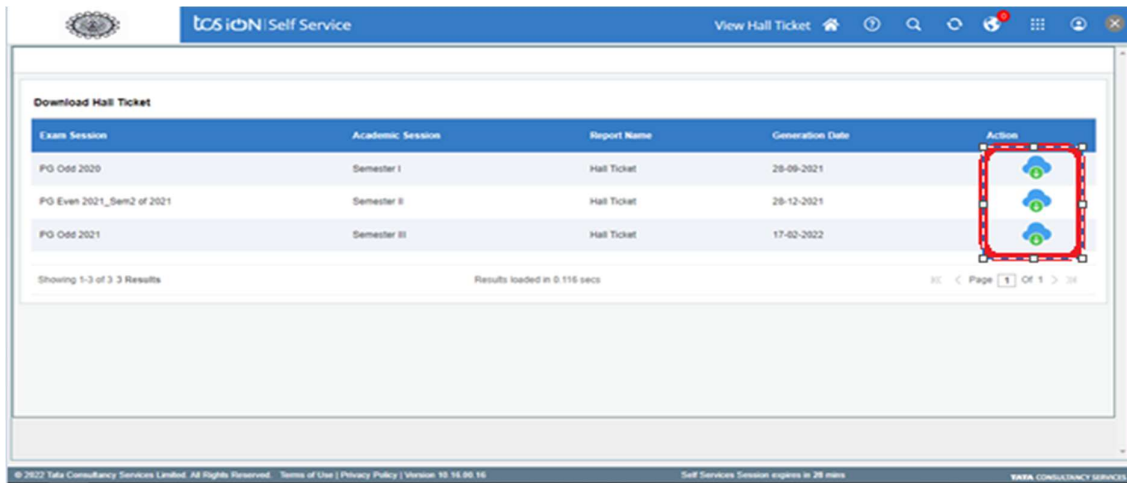


Fig 5.3.1: Student hall ticket view page

3. Click on the "Download" button in right side corner to download of their own

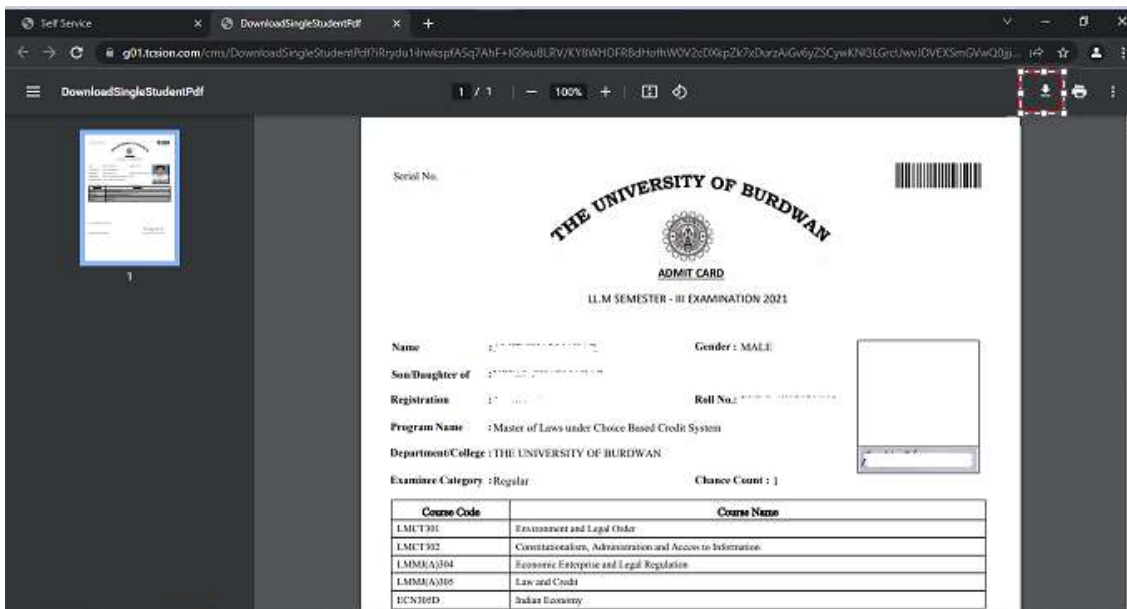


Fig 5.3.1: Student hall ticket download page

ACADEMICS:

Step 6:

1. Click on the "Academics"
2. User will find the below screen



Fig 6: Student Minor Elective Section View page

STUDENT MINOR ELECTIVE SELECTIVE

Step 6.1:

1. After click on "Student Minor Elective Selection View", one new window will open where student can able to select "Student Selection Tab"
2. Click on "Student Selection" Tab



Fig 6.1.1 enrollment page

3. After click on "Student Selection" tab, below screen will be available
4. Click on "Apply"

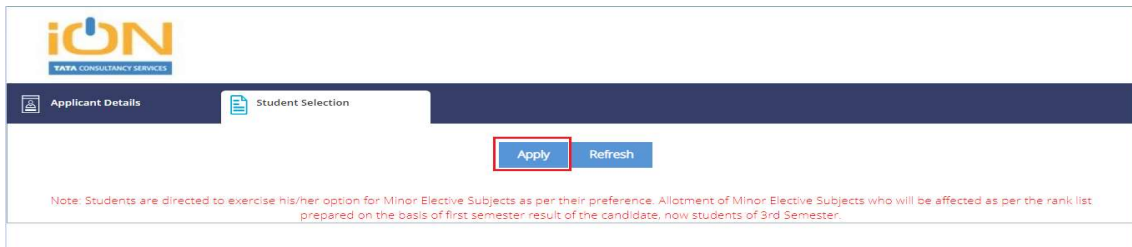


Fig 6.1.2 Student Selection page

5. After click on "Apply", below screen will be available
6. Student needs to select "Purpose" as Minor Elective from drop down and click on "Submit"

The screenshot shows the 'Student Selection' page. At the top right, a green notification bar says 'Session logs out in 27m 52s'. The 'Personal Details' section contains the following information:

Student Registration Number PG_201701031935	Student Name MINHAZUDDIN	Program M.A. in Arabic	Semester/Year Semester II
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The 'Capture Request Information' section features a 'Purpose' dropdown menu with 'Minor Elective' selected, and a 'Submit' button.

Fig 6.1.3 Student Selection page

7. After click on "Submit", below screen will be available where students need to select available subjects preference-wise from drop down
8. After select the preference click on "Submit"

This screenshot shows the 'Student Selection' page after the initial submission. The 'Personal Details' section remains the same. The 'Capture Request Information' section now displays 19 preference dropdown menus, labeled 'Preference 1' through 'Preference 19'. The 'Preference 1' dropdown is highlighted with a red box. A 'Submit' button is located at the bottom right of the form.

Fig 6.1.4 Student Selection page

9. After click on "Submit", Students will get below screen where all preference-wise selected subjects will be available
10. Students can also change the preference till the date form is close by the "Click here to edit the application" button

The screenshot displays a web interface for student selection. At the top right, there is a link: [Click Here To Edit The Application](#). The main content is divided into two sections: **Personal Details** and **Preference Details**. The **Personal Details** section contains a table with the following information:

Application Seq No.	Student Registration Number	Student Name	Award
2	PG_201701031935	MINHAZUDDIN	M.A.
Program	Semester/Year		
M.A. in Arabic	Semester II		

The **Preference Details** section is highlighted with a red box and lists the following preferences:

- Purpose: **Minor Elective**
- Preference 1: **Commerce**
- Preference 2: **Bengali**
- Preference 3: **Economics**

Fig 6.1.5 Student Selection page