



The University of Burdwan

User Manual for Student Self Service Portal (Affiliated College Student)

Version 1.1



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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:

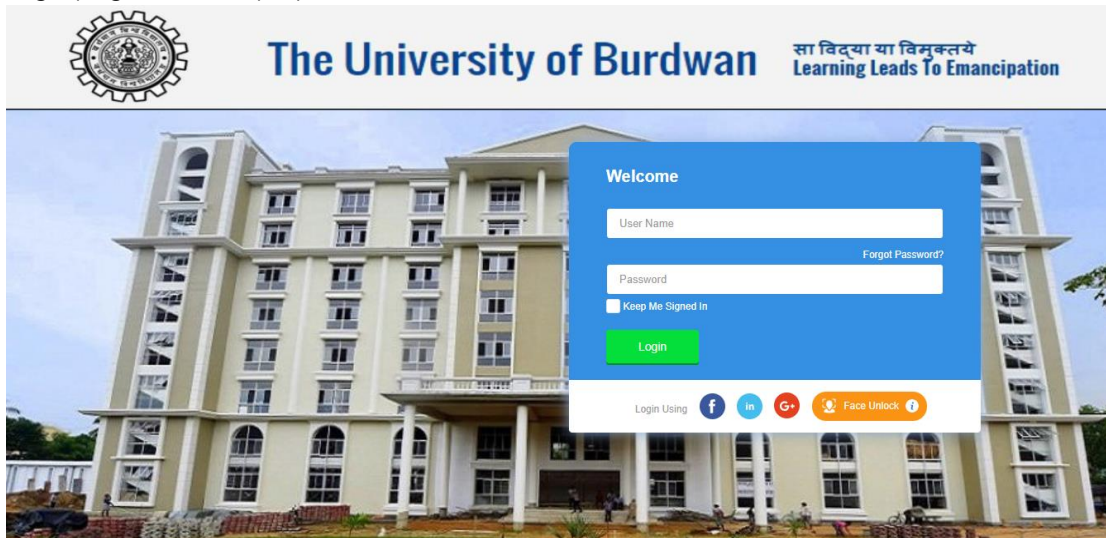


Fig 1: Login page

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

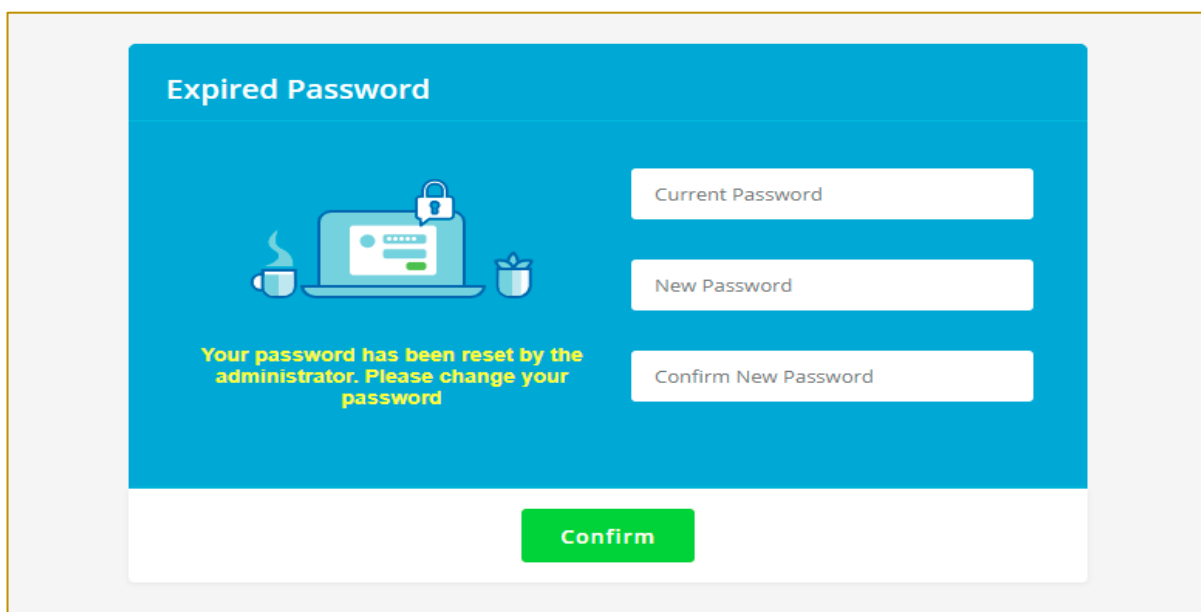


Fig 2: Change password page

Step 3:

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



Fig 3: Landing page

STUDENT PROFILE:

Step 4:

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

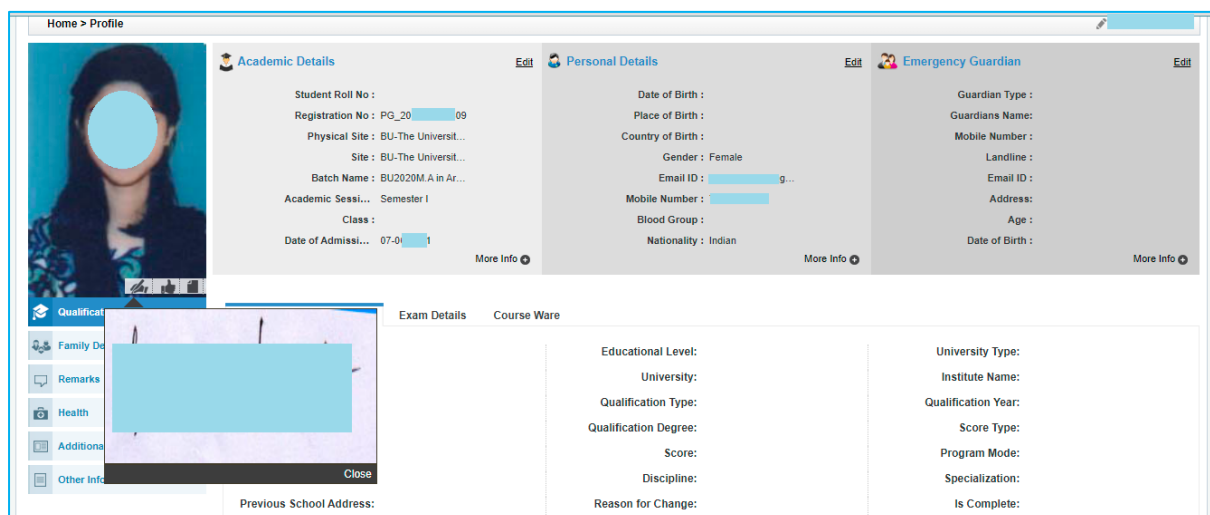


Fig 4: Student profile page

SUBJECT ENROLLMENT DETAILS:

Step 5:

1. Click on the “**Enrollment Details**”.
2. After click on “Enrollment Details” user will find the below screen

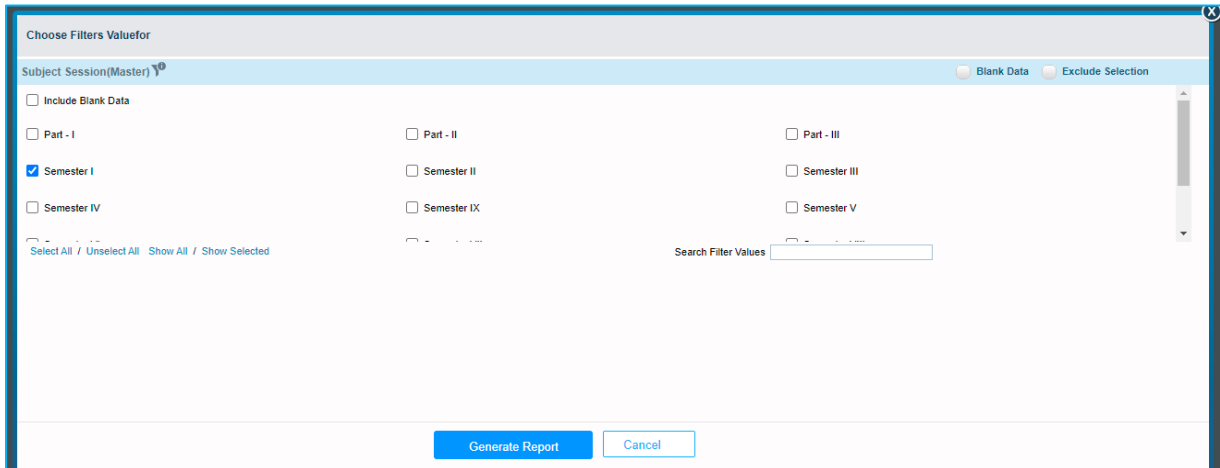


Fig 5.1: Exam enrolment subjects details page

3. User need to select “Semester I”
4. Then click on the “Generate Report” to view the subject details for respective program

Site Code	Site Name	Program Name	Student Name	Student Registration Number	Subject Session Name	Primary Subject Type	Subject Code	Subject Name
M_199	Padmaja Naidu College of Music	M.A. in Rabindra Sangeet	A[REDACTED]U	PG_2[REDACTED]0	Semester I	COMPULSARY	RSPG101	Biography of Tagore the music composer (1st half up to Gitanjali)
M_199	Padmaja Naidu College of Music	M.A. in Rabindra Sangeet	A[REDACTED]DU	PG_2[REDACTED]	Semester I	COMPULSARY	RSPG102	Biography of Tagore the music composer (2nd half after Gitanjali to 1941)
M_199	Padmaja Naidu College of Music	M.A. in Rabindra Sangeet	A[REDACTED]U	PG_20[REDACTED]	Semester I	COMPULSARY	RSPG103	Experiment of Rhythm and Tala
M_199	Padmaja Naidu College of Music	M.A. in Rabindra Sangeet	A[REDACTED]U	PG_2[REDACTED]	Semester I	COMPULSARY	RSPG104	The original songs from which Tagore adopted the line and songs of others members of Tagore's family

Fig 5.2: Enrollment details page

5. In right side corner one export button will be there
6. After click on export button user will find the below screen
7. Again user need to click on export if need to download enrollment details in excel format

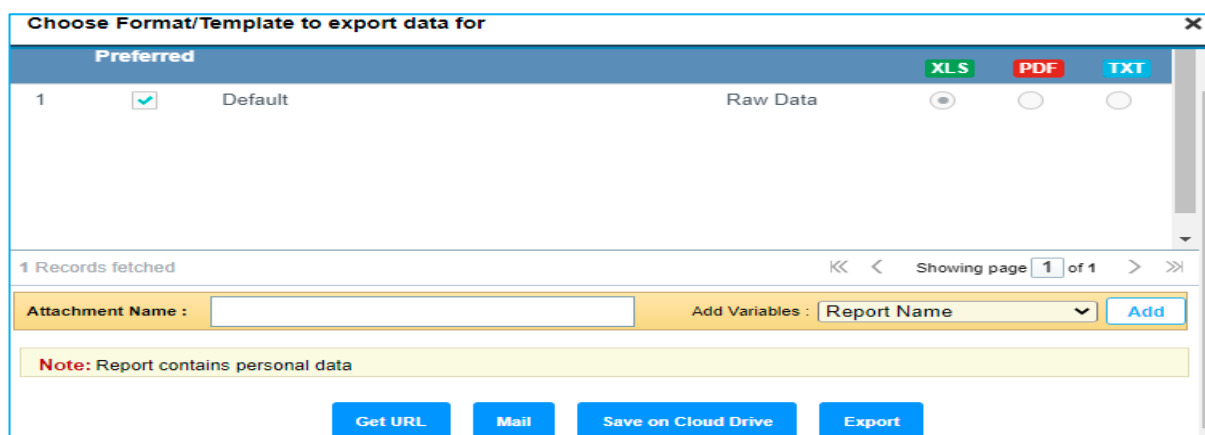


Fig 5.3: Data export page

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

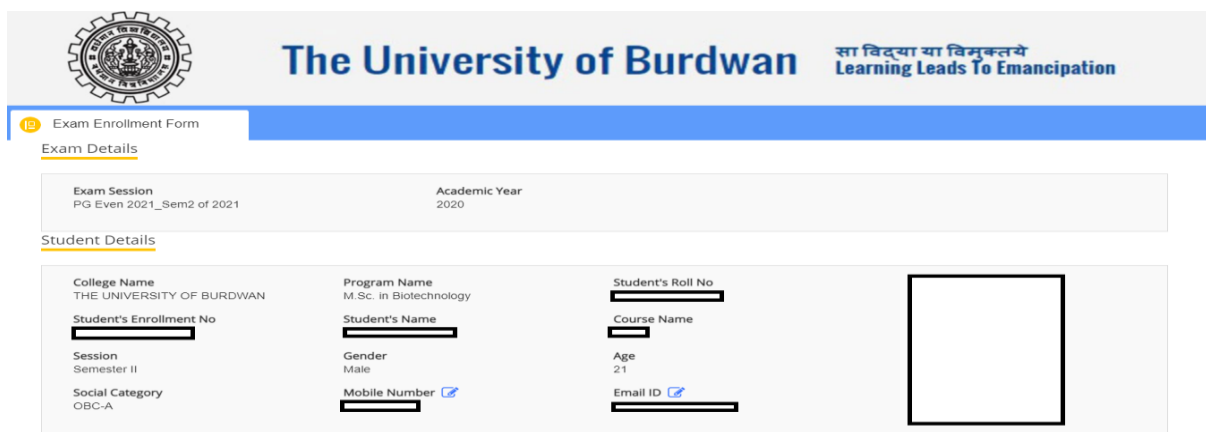


Fig 5.1.2: Exam enrollment form view page

Subject Details

Regular Enrollment

Semester II

Serial NO.	Subject Type	Subject Name	Subject Code
1.	COMPULSORY	History of Bengali literature (16-18th Century) & Linguistics	MABENG201
2.	COMPULSORY	Poetry of Medieval & Modern age	MABENG202
3.	COMPULSORY	Tagore's Fiction & Modern Short-stories	MABENG203
4.	COMPULSORY	Drama & Fiction	MABENG204
5.	COMPULSORY	Aesthetics, Critical Theory & Essay-literature	MABENG205

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

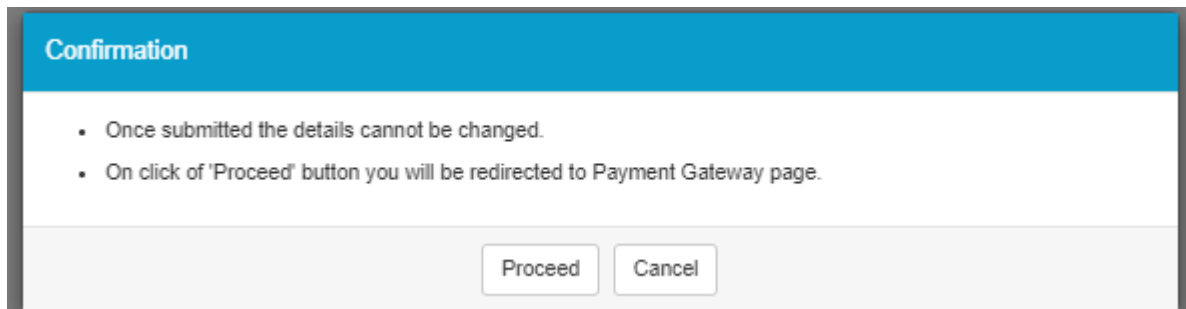


Fig 5.1.4: Exam enrollment form submit page

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

MY EXAM RESULT

Step 5.2:

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

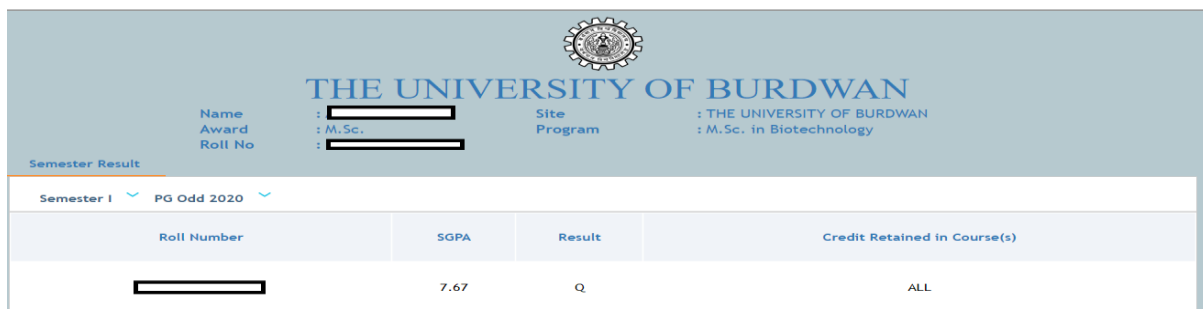


Fig 5.2.1: Student result view page