

# Registration AY 2021-22

STUDENT'S USER MANUAL



## 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/1254/3253/Registration.html)
- Step-3. The following registration page will be opened for students. Needs to select the respective college from the drop down given in the form.
- Step-4. Click on "Proceed" button.

3 2-Student Registration x +		0	-	4		×
← → C 🔒 qahf,digialm.com/EForms/configuredHtml/1254/3253/Registration.html	Q	\$	e.	*	4	:
The University of Burdwan art for an at for a state of the Emancipation						
Registration Form						
Hote :       • Kindly use Internet Support/version 10 to 11.2 or Hotellin Erefaci/46 to 54) or Google Chromo(30 to 60) to fill in the Application Form.         Hote :       • Kindly use Internet Support/version 10 to 11.2 or Hotellin Erefaci/46 to 54) or Google Chromo(30 to 60) to fill in the Application Form.         Hit in the details and cick on inter to proceed.       • Rede markdury hoth * as mandatory.         • Researcher cache before fill up the Form. Steps to clear cache ->(Chr)+Shift+Balate)						
Registration						
College Dotails						
*College filem B0+50L50VM/LBU COLLEC ✓ College 52 104 →SREE+ SSP-SHANUSHA CHRISTIAN COLLEGE 255-SHANUSHA CHRISTIAN COLLEGE 255-SHANUSHACH SHANUSHAVE ANALOVALAYA (DOUT, ALDED) 34+-62710AL2 COLLEGE OF THISTOL SHOUTCOM						
Helpergy (Hyrstoll Ethe College Fox Worker)      Helpergy (Hyrstoll Ethe College Fox Worker)      Holpergy (Hyrstoll Ethe College      Lip-Hyrstoll Ether Ether College						
# ク Hi 🤮 📴 😼 📸 🔜 🗹 🌚 🛤	1	. 9m)	40) g	10:11 P	M 121	24
Figure 1: Registration first page						



- Step-5. Candidate needs to select correct college name, Student Name, Date of Birth, Gender, Caste category, Different Abled, email id, phone number, Nationality, Degree and stream fields. Only Honours student(s) will provide the obtained marks and the full marks in the time of registration form for eligibility verification. **Candidate unable edit all that field later**.
- Step-6. Along with the said information 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 SMS and e-mail in the provided number and email address.
- Step-7. Click on the "I agree" declaration text, provide the correct captcha text in the provided box.
- Step-8. Click on the "Register" button. One popup will be opened and just click "OK" on the dialog box. As per the below images.

C 2-Student Registration × +		0
← → C iii qahf.digialm.com/EForm	/configuredHtml/1254/3253/Registration.html	a 🛪 🕲 🌣 🖉
	College Loreans College Lorea	
	*Student Name (As specified in M.P./Equivalent Examinations Certificate)	
	*Opro of Birth 00:144*WY according to Active Cald Tapa Carefrone of ICR/bp.valeet brannation	
	**Gmit nAbid         Visu #         No         **Ggas Gaugey         **select         V           **Smit/D         **Gmit nabid	
	*tetionalin;Sakat V Declaration	
	I suremuly destare that if any of the statement in this application is found to be nut true. I incomplete / midleding an if it appears that, in the pation of the University, that I have in any way contravened the previous of the University Ordinances. Rules & Regulation relating to the aforesaid examination, my admission will be table to be consided by the University.	
	<mark>5 6 V C C f p</mark> で Type 2 citatorius II down in engin	
	Register	
- 0 H 🔿 🖿 💑		0:13 PM

Figure 2: Registration page 1

3 2-Student Registration × +						0	3		>
C 🛛 a qahf.digialm.com/EForms/c	onfiguredHtml/1254/3253	3/Registration.html#nogo				Q \$	67	* 4	4
	*Student Nam	qahf.digialm.com says Are you sure you want to Re	egister the form 7						
	"Taxe of Sr		OK	Cancel	~				
	*Differently Ables	Cartificate of MLRUEquivalant Examinatio	*Caste Caregory	060-8	~				
	*Email 10	e@pruil.com	* Confirm Ernal JD	#@gmail.com					
	*Nobis Number	8099776355	Runder	\$299776255					
	Course Details	Inden 😽							
		*Dogroa 👼 UG Degree 📿	Professional Course 🔿 UIT Degree	i.					
	*Stream	B.A. 🗸	#Core	Subject General	*				
	Declaration								
	I solemnly declare that opinion of the University aforesaid econtriction.	if any of the statement in this applicable, that I have in any way contraversed my edimention will be table to be centered	on is found to be not true / incomplete the provisions of the University Ordinar field by the University.	/ maleading or ₹ & a cas, Rules & Regulati	opeans that, in the one relating to the				
					and a region				
		5 6 Severp	v <b>c c f p</b> ठ ि						
			Register						
o = 📄 📄 📴						~ 9	• 40	0:17 PM	F

•Student Name	A4A			
	(As specified in M.P./Equivalent Examin	nations Certificate)		
* Date of Birth	02/11/2001	Gender	Female	~
*Ortferently Abled	🔘 Yes 📵 Na	*Caste Category	OBC-A	~
* Email 10	a@gmail.com	*Confirm Email 1D	a@gmail.com	
*Mobile Number	8888968888	*Confirm Mobile Number	8886688886	
*Nationality	Indian 🗸			
Documents				
				~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
	*Degree 🖲 UG Degree 🔿 Professio	onal Course		
* Stream	*Degree 🖲 UG Degree 🔿 Professk	onal Course *Core !	abject BENGALI	~
*Stream	*Degree 🖲 UG Degree 🔿 Professk B.A. Hons. 💙 rks Details	onal Course *Core 1	ubject BENGALI	~
* Stream • Higher Secondary Ma Total Marks Obtaned	*Degree 🖲 UG Degree 🔿 Professk B.A. Hons. 🗸 rks Details	onal Course *Core 1 Out Of Total Parks	abject BENGALI	~
* Stream • Higher Secondary Ma Total Marks Obtained Marks %	*Degree  UG Degree  Professe  R.A. Hons.  rks Details  600  75.00	Onal Course *Core 1 Out Of Total Marks	BENGALI 800	<b>•</b>
* Stream • Higher Secondary Ma Total Marks Obtained Marks % Declaration	*Degree  UG Degree  Professk  R.A. Hons.  rks Details  600  75.00	onal Course *Core 1 Out Of Total Marks	autject BENGALI	
* Stream • Higher Secondary Ma Total Marks Obtained Marks % Declaration I solemnly declare that opinion of the Universite aforesaid examination,		onal Course *Core I Dut Of Total Marks Dut Of Total Marks d to be not true / incomplete ons of the University Ordinan e University.	BENGALT BOO / misleading or if it appears res, Rules & Regulations ret	That, in the sting to Dre.

Figure 3: Registration page 2

Step-9. On successfully first stage registration the following screen will be displayed.

THE UNIVERSITY OF BURDWAN USER MANUAL FOR STUDENTS REGISTRATION CUM ENROLLMENT - 🗆 X 2-Student Registration x + o 🗧 🔶 🕐 📫 qahf.digiaim.com/EForms/loginAction.do?subAction=DisplayProfile&dormid=3253&eicuListing=false&encValues=ipK6NG8k6oRF/n7OsYL1d40qLyw%52BQOUwIDK... 🔍 🛠 😨 🌲 😩 🚦 The University of Burdwan diagental learning Lea distration Form 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. Please click on th e your registration Complete Registration Student Registration Details Application Sequence Number: 2021104176216 lication Status: Registered College Name BURDWAN RAJ COLLEGE College Code: 104 Student Name: RAJU ROY Date Of Birth: 04/Sep/2003 Genden Male Is Differently Abled?: No Caste Category: OBC-B Email ID: a@gmail.com Confirm Email ID( a@gmail.com Mobile Number: 8899776635 Mobile Number: 8899776655 Nationality: Indian Degree: UG Shearn B.A. ~ m (1) 9/22/ 2 🔚 🔯 🕥 🎯 🖽 🐗 = Ta I-

Figure 4: Stage 1 registration completion

Step-10. Please select "Complete Registration" button to make the detail registration.

<ul> <li>              C             a qahf.digialm.com/EForms/editApplication.do      </li> <li>             The University of Burdwan             arrBager ar Bayeret             tearning teads To Emancipation         </li> <li>             Registration Form         </li> </ul>	ę	4	6	* *	4
स्ट्रिकेट्रिके The University of Burdwan सा वित्या या जिन्मवनमें Learning Leads To Emancipation Registration Form					
Registration Form					
Note :       • • • • • • • • • • • • • • • • • • •					
College Details					
Calege Id: 104 Calege Idme: BURDWAN RAJ COLLEGE Check Eligibility Status					
*Daywe 🕥 UG Daynee 🔿 Professional Course 🔿 UIT Daynee					
* Care Subject General *Care Casegory Cec-8					
Heat					
Vursion 14.03.01					

#### Figure 5: Eligibility verification

- Step-11. Fill-up the required data and click on the next button of Check Eligibility to the courses.
  - a. For Hons. courses students need to provide the total marks obtained and full marks of the H.S. education along with the required honours subjects, to fulfill the University criteria.

USER MANUAL FOR STUDENTS REGISTRATION CUM ENROLLMENT

b. For general courses students need to select the proper information as per the image figure 5.

2-Student Registration × +		o - u
→ C a qahf.digialm.com/EForms	/editApplication.do	९ 🛠 💽 🌲 🛓
	Check Eligibility Status Bestc Details Couldifications Controlment	
	Student Profile	7
	"Student Name RADUROY	
	(As specified in N.P./Equivalent Examinations Certificate)	
	*Dalw of Birls #Cardiar (D6/36/2003 #Cardiar Maje *Cardiar Maje *Cardiar Maje	
	Markal Datus Single 💙 PDriverby Alace. 🗋 Yas 🍵 No	
	*Rutyton Hindu V NVD ID	
	4Nother's Name MRS. RDY 4Father's Name MRS. RDY	
	*Minatin Community O Yaz 🗋 No *Nacionality Cadam	
	Address for Correspondence	
	Butting/Mence 11.8dg conthe/Wage Ragian	
	20 Burdhan *Country India 🗸	
	*State West Bangla	
	Dig Burchan */Winder 713421	
	*onis p a@gnal.com Menuic IIu 7765998888	
	*Mulie Nucles 8899776655	
	Back Heat	3
	Versinn 14.82.01	<u>_</u>

Figure 6: Students basic details

Step-12. Candidate should fill-up all the fields marked with "\*" red asterisk mark. Then select "Next" button. The flowing pages will be displayed as qualification details tab.

	Madhyamik	~	Name of Board/Courci/University	WEST BENGAL BOARD OF 5	~
Country where the Board/Council/University stuated	India	*	State where the Board/Courci/Uriversity situated	Tripura	*
Year of Passing	2015	¥	Roll No	778899 ( In case Roll & No. are different, followed by one stace and then I	, enter Rol No.)
Total Marks Obtained	500		Out Of Total Marks	800	
Maries %	62,50		Registration No	667788 (If Narriculation(10th Level) Regi not available, put it as NA)	istration No
Registration Year	2014	4			
*Higher Secondary (12	In case the Registration se then please enter the later case. Th Level) Details	ession is live 2013-2014, r year, e.g., 2014 in this			
*Higher Secondary (12 Name of Examination	In case the Registration se then please enter the later case. Ith Level) Details Higher Secondary	ession is live 2013-2014, r year, e.g., 2014 in this	Name of Board/Courci/Univesity	WEST BENGAL COUNCIL OF	*
*Higher Secondary (12 Name of Examination Country where the Board Council University staated	In case the Registration se then please enter the later case. Ith Level) Details Higher Secondary India	ession is like 2013-2014, r year, e.g. 2014 in this	Name of Board/Counci/University State where the Board/Counci/University situated	WEST BENGAL COUNCIL OF	~
*Higher Secondary (12 Name of Examination Country where the Board/Council/University stuared Year of Passing	Trices the Registrations and then please arter the later case. Higher Secondary India 2018	ession is like 2013-2014, rysar, e.g., 2014 in this	Name of Board/Courcl/University State where the Board/Courcl/University struated Class/Divelon/Grade	WEST BENGAL COUNCIL OF West Bengal A Division 1, Division 2 and Divisio	▼ ▼ m 3 as Div
*Higher Secondary (12 Name of Examination Country where the Board Council University stuared Year of Passing Total Marke Obtained (Theory)	Truces the Registration as then plases enter the later case. Higher Secondary India 2018	ession is like 2013-2014, ryear, e.g., 2014 in this	Name of Board Courci (University State where the Board Courci (University Stated Class Division (Grade Out of Total Marks	WEST BENGAL COLINCIL OF West Bengal A Division 1, Division 2 and Divisio Div 2 and Divisio 3, Revision 2, and Divisio 1400	✓ Dn 3 as Dir C, D etc.)



tos ion

USER M.	ANUAL FOR STU	IDENTS REGISTRATI	ON CUM ENROLLM	MENT		
step-13.			ip nis/ner Mc	anyamik ana	I Higner se	condary related
	details in	the "Qualif	ication" tab.	. Then select n	ext buttor	i for next section.
		Check Eligibility St	atus 🕗 Basic Details	3 Qualifications 4 Enr	olment	
		*Enrolment Info				
		Admission Date	02/09/2021	T Session	2021-22	<b>v</b>
		Admission Challan Number	333667777			
		*Subjects				
		Core Subject	NA	Core Course -1	BENGALI	v
		Language-1		Core Course -2	GEOGRAPHY	<b>v</b>
		Ability Enhancement				
		Compulsory Course	ENVIRONMENTAL STODIES *			
		Upload Photo and Sign	ature			
		*Please upload scanned copie	of your recent passport size phot	ograph and signature here.		
		*Please upload the Madhyan	ik Admit Card here.			
		*Please upload the Nadhyan	ik Marksheet here.			
		*Please upload the Admit Ca	rd for Higher Secondary examinatio	on here.		
		*Please upload the markshee	t for Higher Secondary examinatio	n here.		
		*Please upload College admi	ssion challan/Confirmation certifica	ate/document/details from colleges her	e.	
		Registration Fees Paya	ble			
		Registration Fees	120			
		Enrollment Fees Sport Fees	50 70			
		Declaration	240			
		I solemnly declare that the University, that I ha	f any of the statement in this applicate in any way contravened the provision	ation is found to be not true / incomplete	/ msleading or if it appears th & Regulations relation to the a	iat, in the opinion of
		examination, my admiss	ion will be liable to be cancelled by t	the University.	a rage and rare and to the a	

Figure 8: Subject selection page

Step-14. Candidate needs to fill the Admission date, Session, Core subject correctly from drop down and select the upload option to upload photo, signature, MP admit card, MP marksheet, H.S. Admit card, H.S. marksheet and admission challan all document photo copy.

C Image: spin delta delta delta del del parte del del fati and a general del parte del	2-Student Registration × +			0		
Potential / Statute Usbald     Potential / Statute Intellian     Po	→ C	Application.do#nogo		Q p		+ (2)
-Subjects:         Conclusion: NA         Conclusion: Conconclusion: Conclusion: Conclusion: Conclusio:	Document / Image Upland Photograph Signature * Synotree	Choose File Bignolure for testing (pp : weekf Press wheth par spectra: was (2000) Fill and Phi foreing Bignature is uploaded accesses (IV). Code: This Mindow	Gijatik			
photo.png     Signature for testipng     Show all		Configuration Configuration And Configuration And Configuration Configurations Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configuration Configu	Carl Careto ( RECOLL V) Care Careto ( Carlos Careto )			
	🖹 phota.png 🧄 🖉 Signatur	Upload Photo and Signature  *Peace spload pearent calls of year instit paraport size photograph or  *Peace spload the transition to migra- beardery execution invo e for testipng ••	al signifier ( i.e.,		Sh	now all
■ ク田 CC 間 幅 F 圖 端 圖 金 ⑤ 図 和 Ø 函 ~ 👾 43 9/22/2021	। 🔎 म 🤶 🖿 🙀 🗾	🖹 🤹 🖄 🌀 🔝 🛷		~ 4	■ 印 10:4 9/22	1 PM /2021

THE UNIVERSITY OF BURDWAN USER MANUAL FOR STUDENTS REGISTRATION CUM ENROLLMENT

2-Student Registration X	+		ο -		×
$\rightarrow$ C $($ qahf.digialm.com	m/EForms/editApplication.do#nago	Q	* F	* 8	
Document /	Image Upload ×				
* 194	Soundary Mutated. Choose File Proto for testing, jog      Boundary     Australia Choose File Proto for testing, jog     Boundary     Australia Choose File Proto for testing, jog     Boundary     Australia Choose File Proto for testing, jog     Boundary     Australia Choose File Proto for testing, jog     Boundary     Australia Choose File Proto for testing, jog     Boundary     Australia     Choose File Window				
	-Subjects Cardians MA Cardians 1 SOUCHI V				
	-Subjects  Carchiere MA  Integrate: Platter  Pl				
photo.png	-Subjects  -Subjects  -Subjects  -Subjects  -Subjects  -Subjects  -Subjects  -Subjects  -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjects -Subjec			Show all	

Step-15. Candidate must be select preview button to preview their details. Then select captcha, check declaration's "I Agree" check box and select submit button accordingly.



tos ion

Step-16. Candidate must be select "OK" button to submit registration data.

Figure 12: Submission Page

Step-17. 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 13: Form Submitted preview



#### USER MANUAL FOR STUDENTS REGISTRATION CUM ENROLLMENT

### C. Student's portal

Student(s) can login in-to the following portal for further tracking. Step-1.

URL will be found in the University website.

#### (https://www.digialm.com:443//EForms/configuredHtml/1254/3253/login.html)

The login page will be displayed as per the following image. User can login Step-2. into the same by using the credential which are provided in the SMS and email.

A Webton Login	X Q Webton Lonin	X 0 2-Student Registration X 0 Candidate Logic X 4	<b>•</b> - •
$\epsilon \rightarrow C$ in qahf.	digialm.com/EForms/configuredHtml	1254/3253/login.html	9 x <b>F # 1</b>
		The University of Burdwan राविद्या या विमुक्तवे Learning Leads To Emancipation	
		LOGIN	
	Applicant's Log	n	
		*Usor Ed *Dassnard	
		Login Charge Password	
		Varion 13.01.01	
tdas18226@gmail.cor	<sup>m</sup> ^		Show all
오 터	🛤 🔯 🥫 📓	) 🎼 🔍 🎽 🔤 🖉	∧ E⊋ (0) 348 PM 9/23/2021

#### Figure 14: Student's Login Page

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



- Step-4. 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.
- Step-5. 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 University of Burdwan	सा विद्या या विमुक्तये Learning Leads To Emancipation
LOGIN		
Applicant's Login	*User Id *Password	
	Login Forgot Password? *Please enter your Application Id b v y g 5 t/ 0 Type 7 characters as shown in image (2)	
	Get Password J	
	Figure 16: Change password screen	
iĊN	END OF THE DOCUMENT	Page <b>10</b> of <b>10</b>