



Government of West Bengal  
Office of the Principal  
**GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE**  
PANCHANANTALA, KHUDRUN DIGHI, MANGALKOTE  
P.O. - MAJHIGRAM; BLOCK - MANGALKOTE; SUB DIVISION - KATWA  
DISTRICT - PURBA BARDHAMAN; WEST BENGAL; PIN CODE - 713132; INDIA  
Email: ggdc Mangalkote@gmail.com; Website: <http://mangalkotegovtcollege.org>

Notice No.: 22/24

Dated: 17/02/2024

All the concerned students who were admitted in to the 1<sup>st</sup> Semester of UG (3 Year Degree & 4 Year Honours Programme) in the Academic Session 2023-2024 are required to be registered themselves through online mode under the University of Burdwan according to the university guidelines.

The students are advised to go through the Students' User Manual which will be made available in the University Portal before filling up the form **and Enrolment will be made available from 19/02/2024 to 01/03/2024.**

**University notification and User Manual for Students are attached herewith for ready reference.**



**Officer-In-Charge  
GGDC, Mangalkote**

*Dr. Pradipta Kumar Basu*  
OFFICER IN CHARGE, W.B.E.S.  
Government General Degree College, Mangalkote  
Dt. Purba Bardhaman, West Bengal- 713132



THE UNIVERSITY OF BURDWAN  
Rajbati, Burdwan

No.: RC/Regn. & Mign/Cir/23-24/63

Date: 16-02-2024

From: The Registrar  
The University of Burdwan

To: All the Principals / TICs  
of the Degree Colleges affiliated to The University of Burdwan

**Sub: Registration cum Enrollment of the students admitted to the 1st Semester of UG(3-Year Degree & 4- Year Honours Programme) & 1<sup>st</sup> Year Professional courses (5-Year LLB/DVA/B.P.Ed) for the session 2023-2024**

Sir / Madam,

You are already aware that Registration of students admitted to the 1st Semester of **UG (3-Year Degree & 4-Year Honours Programmes) & 1<sup>st</sup> Year Professional courses (5-Year LLB/DVA/B.P.Ed) for the session 2023-2024** will be done through online mode. In this context I would like to intimate you to follow the guidelines mentioned hereunder:

1. A system generated confirmation regarding login id & password will be communicated at the valid registered email id & mobile number, with the help of which (i.e., login id & password) the respective student shall login and complete the registration process through the link
  - A. Online Student Registration link: <https://www.digialm.com:443//EForms/configuredHtml/1254/86290/Registration.html>
  - B. Online Student Login Link: <https://www.digialm.com:443//EForms/configuredHtml/1254/86290/login.html>
2. After successful submission of Registration cum Enrolment Form by the applicant, the respective College Authority will edit/check/verify/approve the same and from **19-02-2024 and end on 02-03-2024.**
  - A. Online College Login Link: <https://q21.tcsion.com/SMBPortal/Login>
3. Online Registration cum Enrolment process will start on and from **19-02-2024 and end on 01-03-2024.**
4. For any further query / information college may contact Help Desk No. at 9735625209 and/or send email to [Registration@buruniv.ac.in](mailto:Registration@buruniv.ac.in).
5. The students who passed (10+2) or equivalent Examination in the year 2023/2022/2021/2020 from any recognized Board/Council/University, which is not mentioned in the list of Board/Council/University duly approved by the compliant Authority, BU, must take a prior permission from the Registrar, The University of Burdwan and a scanned copy of that permission letter must be uploaded during submission of the online Registration cum Enrolment Form.
6. All students must mention 'ABC ID' in the Registration cum Enrolment form (mandatory from this year).
7. AADHAAR NO. be mentioned against "STUDENT UNIQUE NUMBER" field (mandatory)
8. Migration Certificate is applicable for the candidates passed from other Board /Council/ University. These certificates are to be retained by the respective colleges for future use, if necessary. There is no separate need for the same to be sent to the University.
9. No extra fees should be deposited for future adjustment.
10. Fee Structure:

Registration Fee:	Rs. 120/-
Enrolment Fee:	Rs. 100/- (for UG 3-year Degree & 4-year Honours Programmes)
Sports Fee:	Rs. 130/- (one time)
Inward Migration Fee:	Rs. 100/- (wherever applicable)



THE UNIVERSITY OF BURDWAN  
Rajbati , Burdwan

Respective college Authority will deduct Rs. 12/- (Twelve) only per student from Registration fee (collected from the student) towards honorarium to be paid to the non teaching staff of their respective College, who are actually performing the works of online Registration cum Enrolment Forms. Thereafter, the College will deposit the rest amount of the collected fees through e-collect of the University of Burdwan mentioned with the State Bank of India using the menu 'Fees Collection' and subsequently submit a statement (in duplicate) mentioning student wise breakup of fees along with course wise students' details to the Registration & Migration Section, Registrar Department, Golden Jubilee Building, B.U . The circular is issued in continuation of the U.G. Admission notification for the year 2023-2024 bearing notification No. R-C/UG-Perm/Adm/2 dated 16.06.2023.

Thanking You

  
Registrar

No.: RC/Regn. & Mign/Cir/23-24/63(100)/1  
Copy forwarded to:

Date: 16-02-2024

1. The Controller of examinations, BU
2. The Inspector of Colleges, BU
3. The Finance Officer, BU
4. The Joint Controller of Examinations, BU
5. The Joint Registrar, BU
6. The Secretary, Council for U.G. Studies in Arts, Science etc., BU
7. The System Manager, BU (requesting to upload on the University website)
8. The Sr. Secretary, Council of UG Studies in Arts, Science etc.
9. The Dy. Controller of Examinations, BU
10. The Assistant Registrar \_ II / III, BU
11. The Assistant Controller of Examination \_ I / II, BU
12. All the Principals / TICs of affiliated Colleges, BU
13. Sr. Supdt (Permission Section), BU
14. Jr. Supdt (Regn and Migration Section), BU
15. Jr. Supdt (Registrars Secretariat), BU
16. Cash Section, Finance Deptt., BU
17. Sales & InformationUnit, BU

  
Registrar

**THE UNIVERSITY OF BURDWAN**



# Registration AY 2023-24

STUDENTS 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 it can be sent 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 cum enrollment Form link  
(<https://www.digialm.com:443//EForms/configuredHtml/1254/86290/Registration.html>)
- Step-3. **Students need to be filled-up the valid email id and phone number. Students will receive a notification(s) with his/her user credential through SMS and email in the provided number and email address only.**
- 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 Microsoft Edge(97 to 120) or Mozilla(104 to 121) or Google chrome(94 to 117) 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) in the year 2023/2022/2021/2020 from any recognized board/council/university and if any of the statement in this application is found not to be true / incomplete / misleading or if it appears 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 canceled by the University.



Register

Figure 1: Registration first

page



# The University of Burdwan

सा विद्या या विमुक्तये  
Learning Leads To Emancipation

### Student Registration Form AY 2023-24

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 the button below to complete your registration.

Click to Proceed

#### Student Registration Details

Application Sequence Number: **9678901234**

Application Status: **Registered**

Email ID: **9678901234**

Mobile Number: **9678901234**

Figure 2: Registration second page

Step-6. Students need click on “**Click to 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 RAJ COLLEGE College Id

\*Category Unreserved

Proceed

Check Eligibility Status

\*Degree

\* NEP Program ---Select---

\* Course

--Select--

UG Program (3-Year Degree/4-Year Honours)

Professional Courses (5-Year B.A.LL.B/B.P.Ed./DVA)

Next

Figure 4 - Degree selection

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

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

**College Details**

\*College Name [Redacted] College Id [Redacted]

\*Category [Redacted]

Proceed

**Check Eligibility Status**

\*Degree UG Program (3-Year Degree/

\*NEP Program ---Select--- \* Course ---Select--- \* Major Subject ---Select---

---Select---  
3-Year Degree Program under CCFUP  
4-Year Honours Program under CCFUP

Next

*Figure 5 - NEP program, course & Major subject selection*

**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.R./Equivalent Examination)

\*Gender

\*Marital Status

\*Differently Able:  Yes  No

\*Religion

\*ABC (Academic Bank of Credits) ID

\*Mother's Name

\*Father's Name

\*Student Unique Number

\*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

\*Alternate Phone No.

\*Mobile Number

Figure 6 – Student details page

- 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	██████████	▼	Name of Board/Council/University	WEST BENGAL BOARD OF	▼
Country where the Board/Council/University situated	India	▼	State where the Board/Council/University situated	West Bengal	▼
Year of Passing	2019	▼	Roll No.	██████████	
Total Marks Obtained	██████████		( In case Roll & No. are different, enter Roll followed by one space and then No.)		
Marks %	██████████		Out of Full Marks	██████████	
Registration Year	2	▼	Registration No.	60██████████	
	In case the Registration session is like 2013-2014, then please enter the later year, e.g., 2014 in this case.				

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

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

*Figure 7 - Student academic details page*

**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 (12<sup>th</sup> 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 has not any practical/oral/project division, then “0” need to be entered in marks obtained and full marks column.

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

*Figure 8 - Class 12 Marks details*

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

The screenshot shows the 'Enrolment Info' and 'Subjects' sections of a registration form. In the 'Enrolment Info' section, there are input fields for 'Admission Date' (with a calendar icon), 'Admission Challan Number', and a dropdown for 'Academic Year' set to '2023-24'. The 'Subjects' section includes fields for 'Major Subject' (COMPUTER APPLICATIONS), 'Minor Subject' (---Select---), 'Multi/Interdisciplinary Subject Group' (---Select---), 'Equivalent course from SWAYAM or other UGC recognized platform' (Yes/No radio buttons), 'Skill Enhancement Course' (COMPUTER APPLICATIONS), 'Ability Enhancement Course' (---Select---), and 'VAC (Value Added Course)' (---Select---).

Figure 9 - Eligibility verification

Step-18. Candidates need to select admission date, academic session and admission chalan no.

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


This screenshot shows the same registration form as Figure 9, but with the 'Minor Subject' dropdown menu open. The 'Enrolment Info' section now has 'Admission Date' set to '01/02/2024' and 'Admission Challan Number' set to '56262'. The 'Major Subject' is 'MATHEMATICS' and the 'Skill Enhancement Course' is also 'MATHEMATICS'. The 'Minor Subject' dropdown menu is open, showing a list of subjects: ANTHROPOLOGY, BOTANY, CHEMISTRY, COMPUTER SCIENCE, ECONOMICS, ELECTRONICS, GEOGRAPHY, PHYSICS, and ZOOLOGY. The 'Multi/Interdisciplinary Subject Group' dropdown is also visible.

Figure 10 - Minor 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 to be available to choose subject from, pertaining to their availability in the college in which student(s) have taken admission inn.

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

**\*Enrolment Info**

Admission Date        Academic Year

Admission Challan Number

**\*Subjects**

\*Major Subject

\*Minor Subject

\*Multi/Interdisciplinary Subject Group

\*Multi/Interdisciplinary Subject

\*Ability Enhancement Course

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

\*Skill Enhancement Course

\*VAC (Value Added Course)

**Upload Photo, Signature and Testimonials**

Figure 11 - Multidisciplinary group and subject selection

- 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, 10<sup>th</sup> and 12<sup>th</sup> admit card, marksheets. Admission chalan copy and caste certificate (if applicable)

Document / Image Upload

**Photograph**    Signature

\* Photograph :  No file chosen   

Please upload your recent passport size photograph: max 30KB(Only JPEG and JPG formats)




Figure 12: Photo upload part

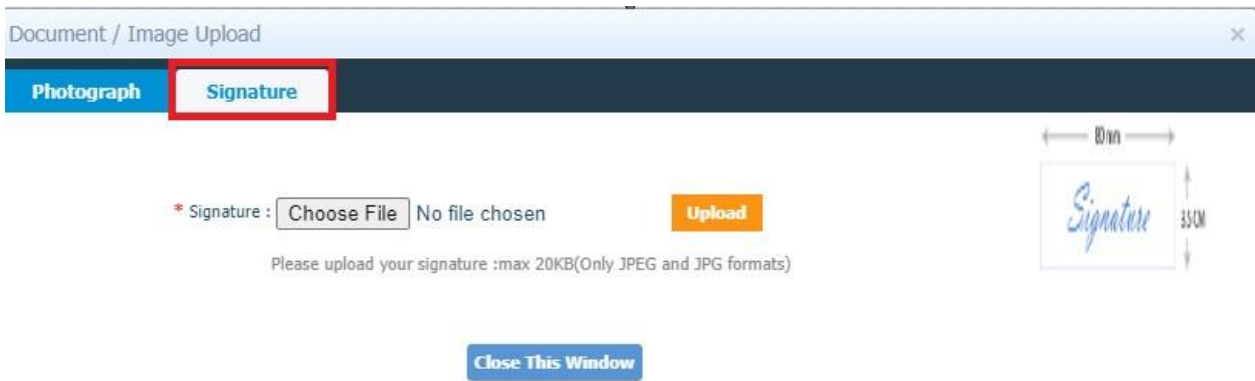


Figure 13 - Signature Upload part

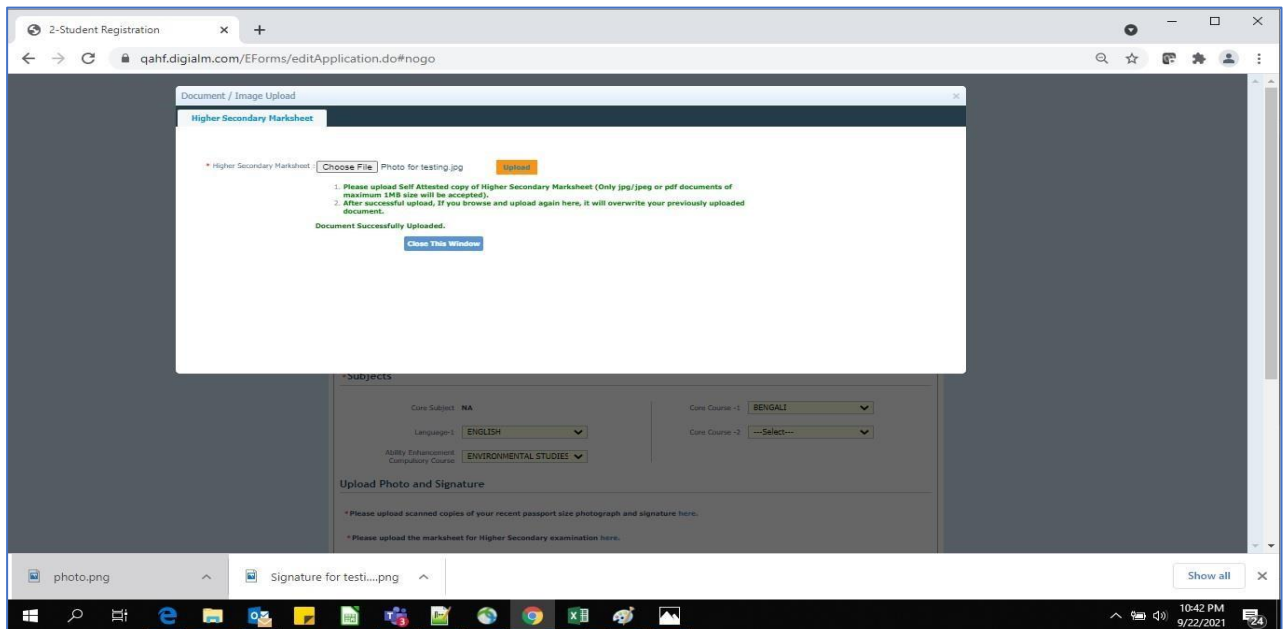


Figure 14 - Relevant documents upload part

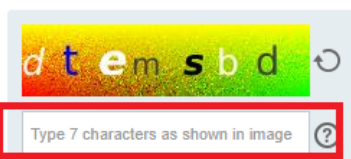
- \*Please upload the Admit Card of Higher Secondary or equivalent (10+2) examination [here](#).
- \*Please upload the Marksheet of Higher Secondary or equivalent (10+2) examination [here](#).
- \*Please upload College admission challan/Confirmation certificate/document/details from colleges [here](#).

### Registration and other Fees payable (in Rs.)

Registration Fee including Processing Fee	750
Examination Enrollment Fees	800
Sports Fee	130
Total Amount	990

### Declaration

I solemnly declare that I have passed Higher secondary or equivalent examination (10+2) in the year 2023/2022/2021/2020 from any recognized board/council/university and if any of the statement in this application is found not to be true / incomplete / misleading or if it appears 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 canceled by the University.



Preview Application

Back

Submit

Version 15.01.01

Figure 15 - Final submission part

Step-23. Students need to select a preview button to preview their details. Then select captcha code, check declaration's check box and select submit button accordingly.

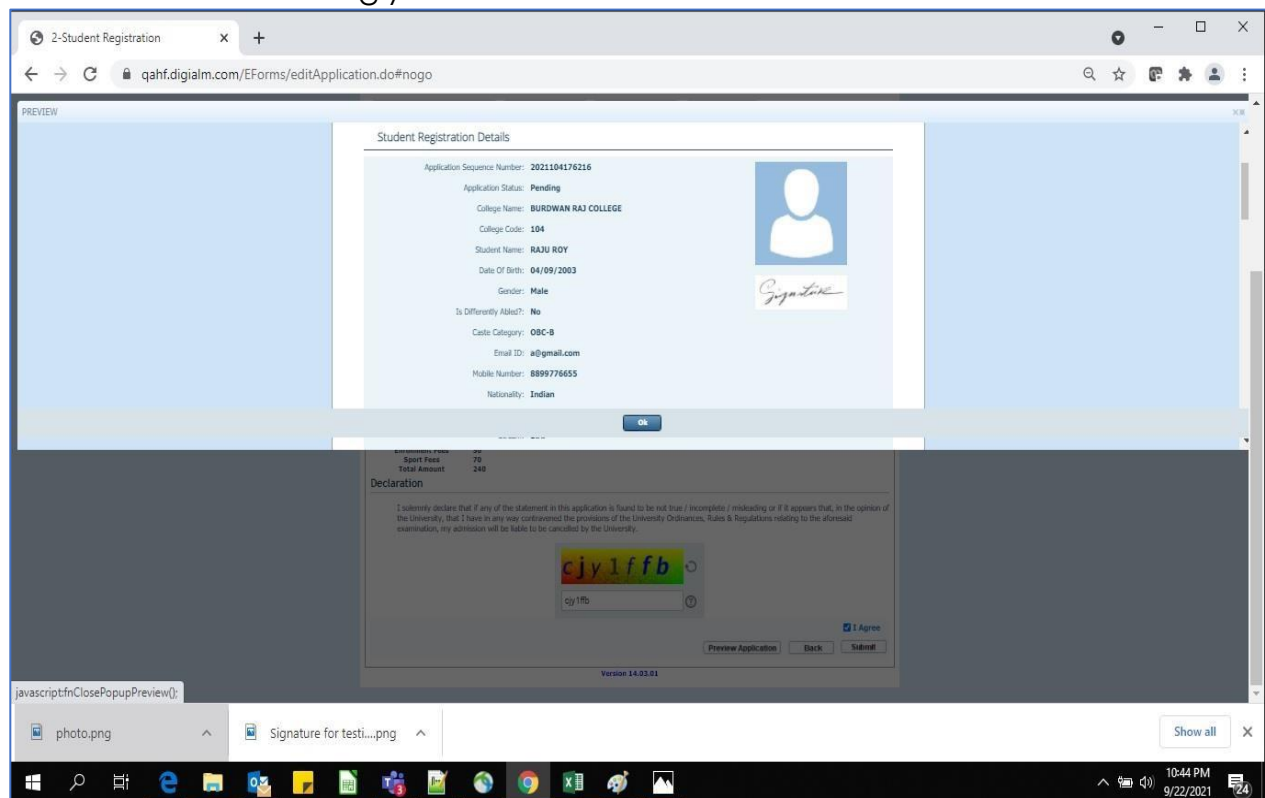
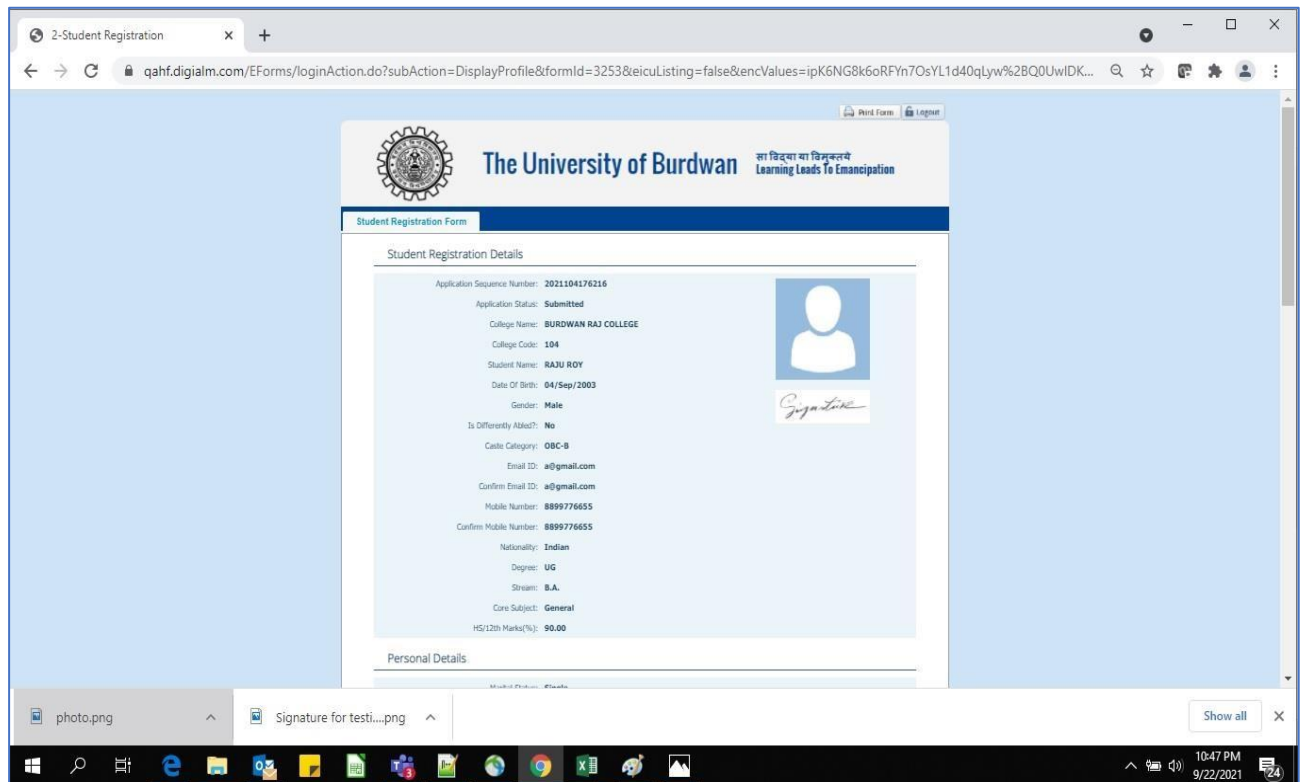


Figure 16 - Preview page

**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 17 - Form Submitted preview*

### **C. Student's portal**

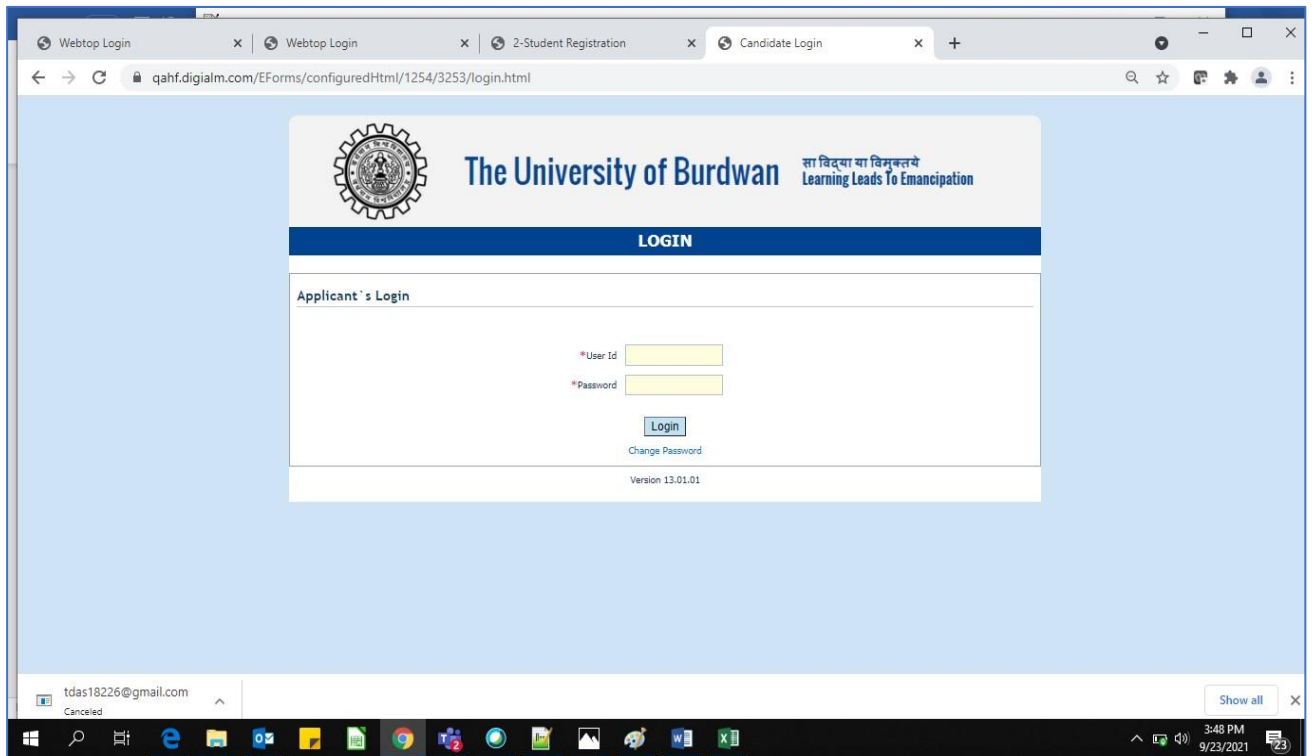
**Step-1.** Student(s) can login in-to the following portal for further tracking.

URL will be found in the University website.

**(<https://www.digialm.com:443//EForms/configuredHtml/1254/86290/login.html>)**

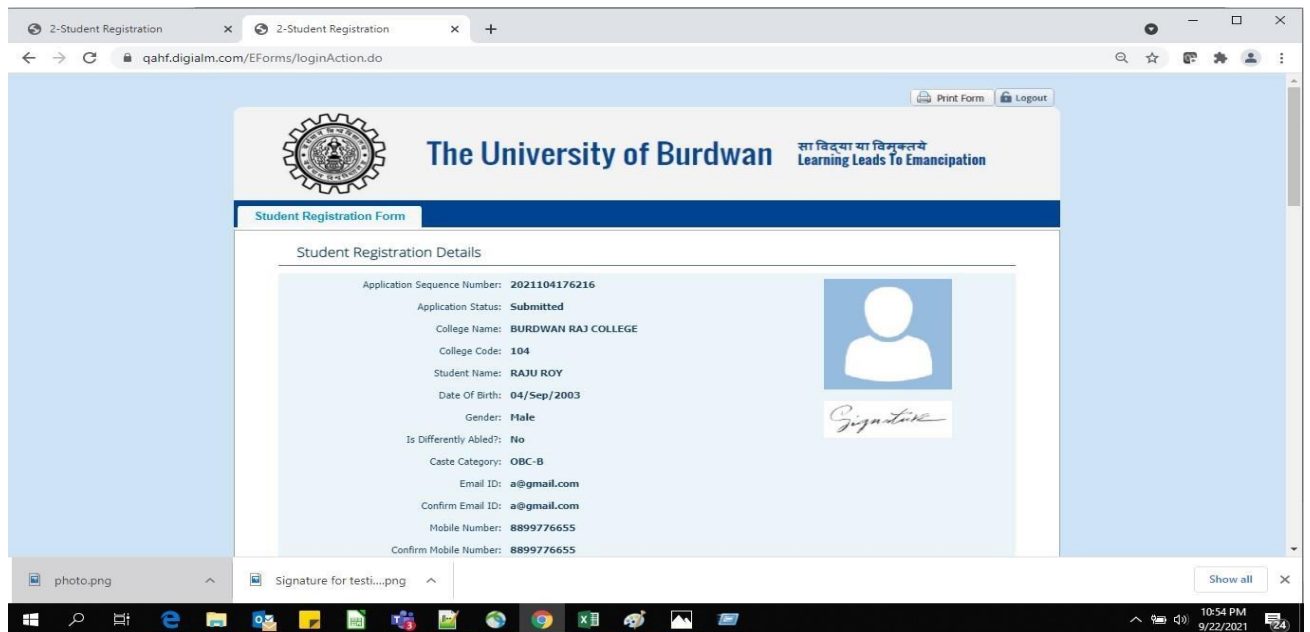
**Step-2.** The login page will be displayed as per the following image. User can login into the same by using the credential which are provided in the SMS and email.





*Figure 18: Student's Login Page*

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



*Figure 19 - Student's Portal*

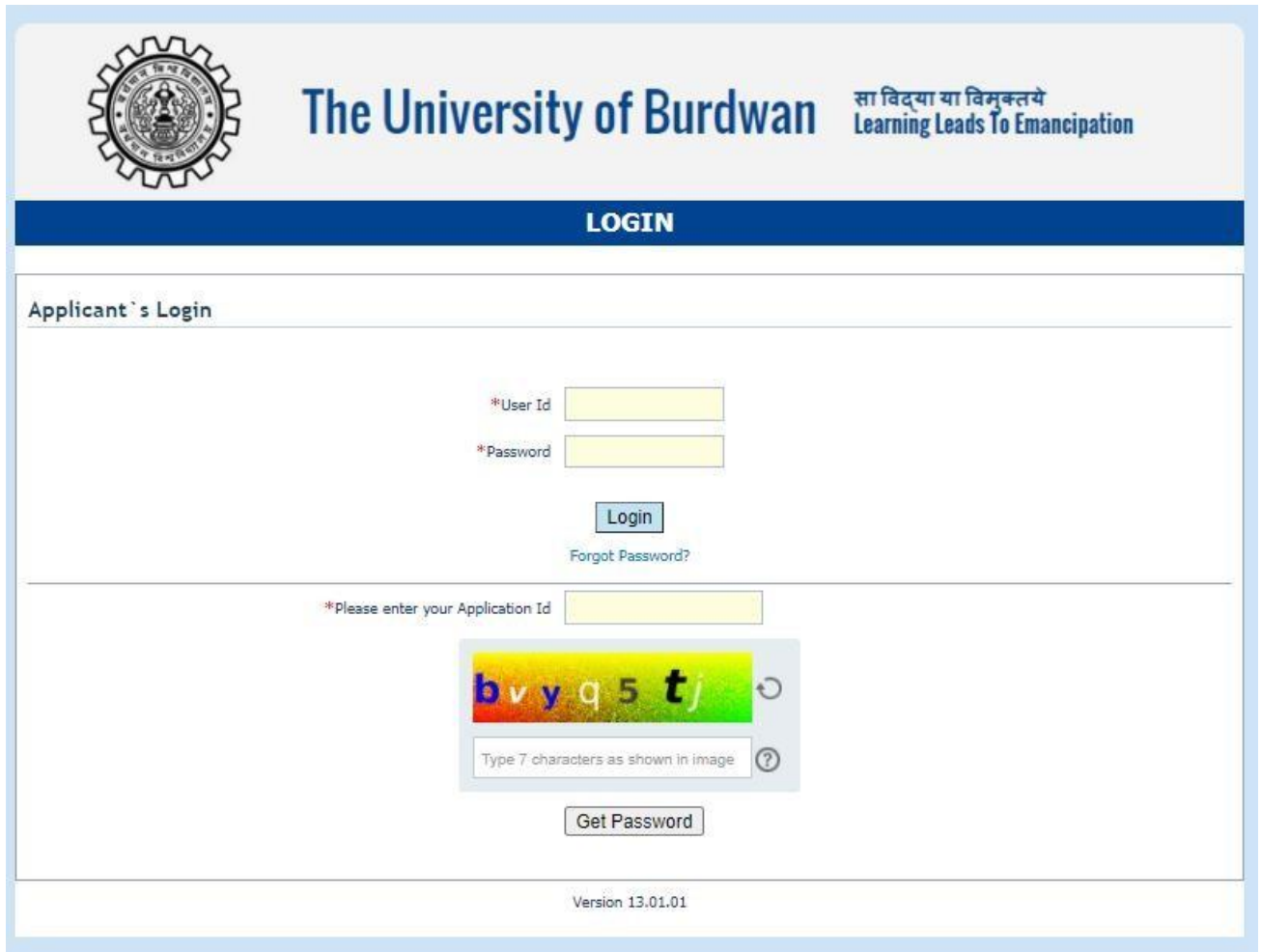
Step-4. Purpose of the student's login portal as follows:

- a. Students 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. Students will be required to connect with the colleges if any discrepancies identify in the submitted data.
- e. Tracking the status of the application.
- f. If colleges change status as “ask for correction” then one edit option will be available on the upper right side of login form.

**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 screenshot displays the login interface of The University of Burdwan. At the top left is the university's logo, and to its right is the name 'The University of Burdwan' and the motto 'सा विद्या या विमुक्तये Learning Leads To Emancipation'. Below this is a blue 'LOGIN' header. The main content area is titled 'Applicant's Login'. It contains two input fields: '\*User Id' and '\*Password', both with yellow backgrounds. Below these is a 'Login' button and a 'Forgot Password?' link. A horizontal line separates this from the 'Forgot Password' section, which starts with '\*Please enter your Application Id' and a yellow input field. Below that is a captcha image showing the characters 'bvyq5tj' on a colorful background, with a 'Type 7 characters as shown in image' prompt and a question mark icon. A 'Get Password' button is located below the captcha. At the bottom center, the text 'Version 13.01.01' is visible.

*Figure 20 - Change password screen*

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