



VIVEKANANDA MAHAVIDYALAYA

HARIPAL * HOOGHLY* PIN – 712405
WEST BENGAL

(NAAC Reaccredited Institution)

Dr. A. K. Samanta
Principal & Secretary

Ref. No.

Date..30.09.2022...

নোটিশ

প্রথম বর্ষ B.A./B.Com./B.Sc. & BCA (Honours & General) এর সকল ছাত্র-ছাত্রীদের জানানো হচ্ছে যে, আগামী ১৭.১০.২০২২ থেকে ২৯.১০.২০২২ তারিখ পর্যন্ত বর্ধমান বিশ্ববিদ্যালয়ের নির্দেশ (RC/Regn. & Mign/Cir/21/155 Dated-27.09.2022) অনুযায়ী Registration-cum-Enrolment অনলাইনের মাধ্যমে হবে।

Registration-cum-Enrolment দুটি পর্যায়ে সম্পন্ন হবে-

প্রথম পর্যায় :

যে সকল ছাত্রছাত্রী আমাদের কলেজে ভর্তির পত্রিয়া সম্পূর্ণ করেছে, শুধুমাত্র সেইসকল ছাত্রছাত্রীকে **STUDENT USER MANUAL** (যেটি ৪ পৃষ্ঠায় দেওয়া আছে) টি প্রথম থেকে শেষ পর্যন্ত ভালোভাবে পড়তে হবে এবং নির্দিষ্ট নির্দেশ অনুযায়ী সঠিকভাবে অনলাইনের মাধ্যমে আবেদন পত্র পূরণ করতে হবে। অন্যথায়, তার **REGISTRATION cum ENROLMENT** বাতিল বলে গণ্য হবে। সঠিকভাবে সকল তথ্য প্রদান করে আবেদন পত্র পূরণ না করলে পরবর্তী সময়ে **REGISTRATION CERTIFICATE** এ ওই ভুলই থেকে যাবে, সে ক্ষেত্রে কলেজ কর্তৃপক্ষ কোনো প্রকার দায়ী থাকবে না।

দ্বিতীয় পর্যায় :

অনলাইনের মাধ্যমে পূরণ করা আবেদন পত্রের ফটোকপি নিম্নে উল্লেখিত তারিখ অনুযায়ী কলেজ অফিসে নির্দিষ্ট DOCUMENTS সহ জমা দিতে হবে। উক্ত আবেদন পত্র জমা দেওয়ার জন্য নির্দিষ্ট DOCUMENTS ক্রমিক সংখ্যা অনুযায়ী সাজিয়ে আনতে হবে।

- ১) Online এর মাধ্যমে পূরণ করা **REGISTRATION cum ENROLLMENT** এর আবেদন পত্রের ফটোকপি (Print out)
- ২) মাধ্যমিক বা সমতুল্য পরীক্ষার ADMIT CARD ও MARK SHEET এর ফটোকপি (X-Ray)
- ৩) উচ্চ-মাধ্যমিক বা সমতুল্য পরীক্ষার ADMIT CARD ও MARK SHEET এর ফটোকপি (X-Ray)
- ৪) কলেজে ভর্তির রসিদ (Admission Application Form & Admission Pay Slip)
- ৫) SC/ST/OBC-A/OBC-B Certificate এর ফটোকপি (X-Ray)
- ৬) একটি A4 সাইজের সাদা কাগজে নিজের CURRENT PASSPORT SIZE PHOTO এবং নিজের স্বাক্ষর জমা দিতে হবে।
- ৭) W.B.C.H.S.E. ব্যাতিত অন্য সকল **BOARD** এর ছাত্রছাত্রীদের ORIGINAL MIGRATION CERTIFICATE এবং অতিরিক্ত ১০০ টাকা জমা দিতে হবে।
- ৮) AADHAR CARD এর ফটোকপি (X-Ray)



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কলেজ অফিসে জমা দেওয়ার সময় – সকাল ১১টা থেকে দুপুর ২.৩০ মিনিট পর্যন্ত।

কলেজ অফিসে REGISTRATION cum ENROLMENT এর আবেদন পত্র জমা দেওয়ার তারিখ –

Date	STREAM / SUBJECT	Name Intials / Click & View
18.10.2022	BNGH, EDCH, ENGH, GEOH, HISH, PHIH, PLSH, SNSH, BCA,	ALL
19.10.2022	ACYH, B.Com(G), BOTH, CEMH, COSH, MTMH, NUTH, PSHH, ZOOH, B.Sc.(BIO Gen.), B.Sc(PURE Gen.)	ALL
20.10.2022	B.A. General	A - J
21.10.2022	B.A. General	K - P
22.10.2022	B.A. General	R - Sh
29.10.2022	B.A. General	Si - Y

- ❖ যে সকল ছাত্রছাত্রীরা পূর্বে বর্ধমান বিশ্ববিদ্যালয়ের অন্তর্গত যেকোনো কলেজে ভর্তি হয়েছিলে ও REGISTRATION করেছিলে তাদের REGISTRATION এর ORIGINAL ও Xerox, College Admission Bill সহ আগামী ১৩.১০.২০২২ থেকে ১৮.১০.২০২২ তারিখের মধ্যে কলেজ অফিসে যোগাযোগ করতে হবে। অন্যথায় Registrtrtion Enrolment সম্পন্ন হবে না।
- ❖ যে সকল ছাত্র-ছাত্রী Subject Change করতে আগ্রহী, তাদের উদ্দেশ্যে জানানো হচ্ছে যে পৃষ্ঠায় দেওয়া Subject Change Form এর মাধ্যমে আবেদন পত্র এবং Admission Voucher জমা দিতে হবে আগামী ১৬.১০.২০২২ তারিখে মধ্যে কলেজে অফিসে।


Dr. A. K. Samanta
Principal
Vivekananda Mahavidyalaya
Haripal, Hooghly

অধ্যক্ষ

ড. অসীম কুমার সামন্ত

Registrtrtion Link : <https://www.digialm.com:443//EForms/configuredHtml/1254/3253/Registration.html>

কলেজ কোড :- 416, Vivekananda Mahavidyalaya, Haripal



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Subject Change Form

Student Application No :

Student Name :

Subject Structure : (for B.A. & B.Sc. Honours Students)

Core Course (Honours Subject Name)

Generic Elective (Tick any One)

- Bengali
- Geography
- History
- Political Science
- Chemistry
- Physics
- Electronics

Ability Enhancement Compulsory Courses (AECC) : Environmental Studies

Subject Structure : (for B.A. General Students)

Core Course -1
(Tick any One)

- Bengali
- Geography (Only Day Students)
- History
- Political Science
- Physical Education

Core Course -2
(Tick any One)

- Education
- English (Only Day Students)
- Philosophy
- Sanskrit
- Santali (Only Morning Students)

Language : English

Ability Enhancement Compulsory Courses (AECC) : Environmental Studies

Subject Structure : (for B.Sc. General Students)

Core Course -1
(Tick any One)

- Zoology
- Physics
- Computer Science

Core Course -2
(Tick any One)

- Chemistry
- Mathematics

Core Course -3
(Tick any One)

- Botany
- Chemistry
- Electronics

Ability Enhancement Compulsory Courses (AECC) : Environmental Studies

THE UNIVERSITY OF BURDWAN



Registration AY 2022-23

STUDENT'S USER MANUAL

DOCUMENT VERSION 2.0

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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/1254/3253/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.

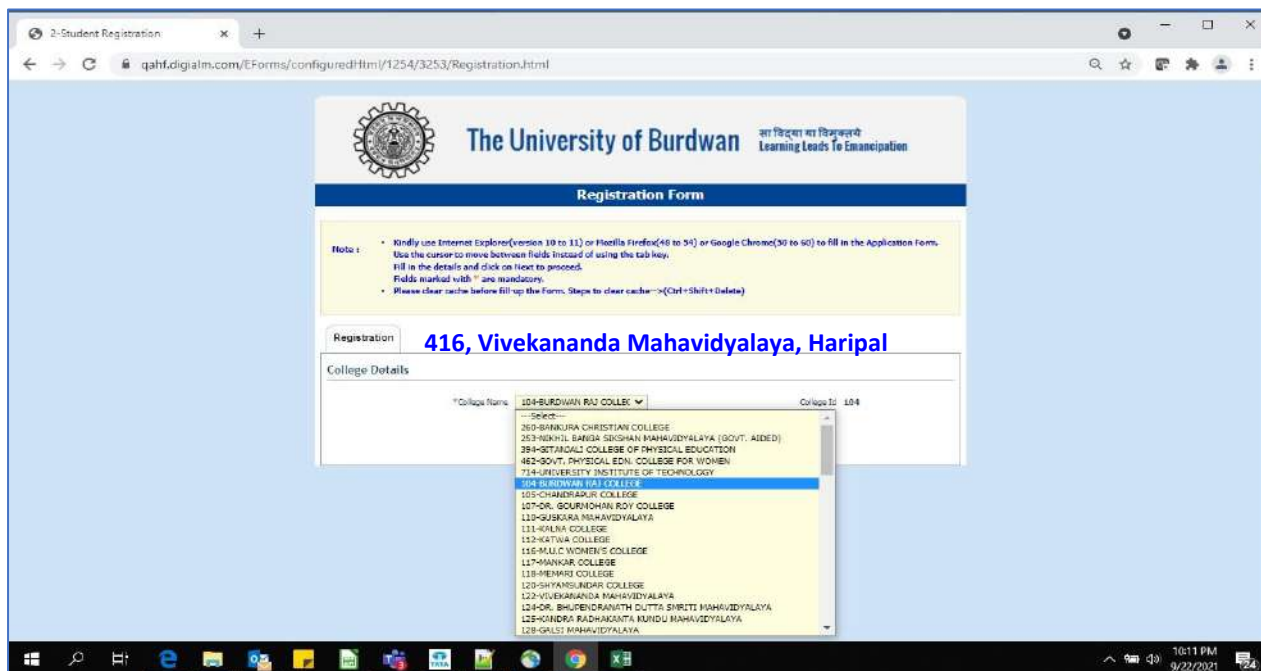


Figure 1: Registration first page

- 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.

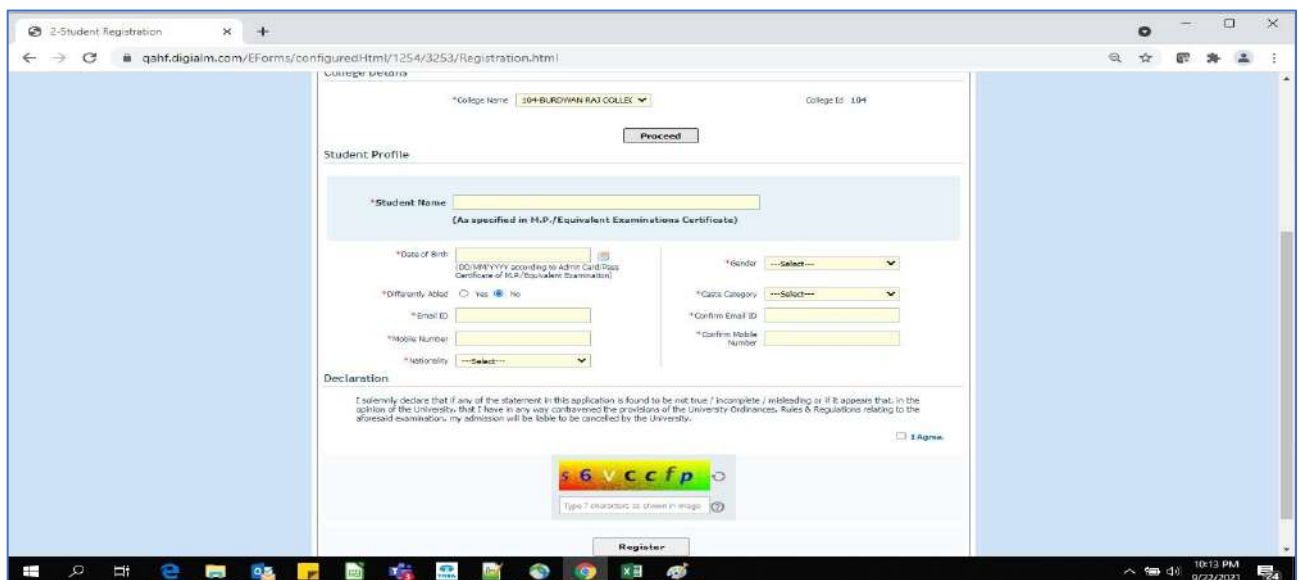
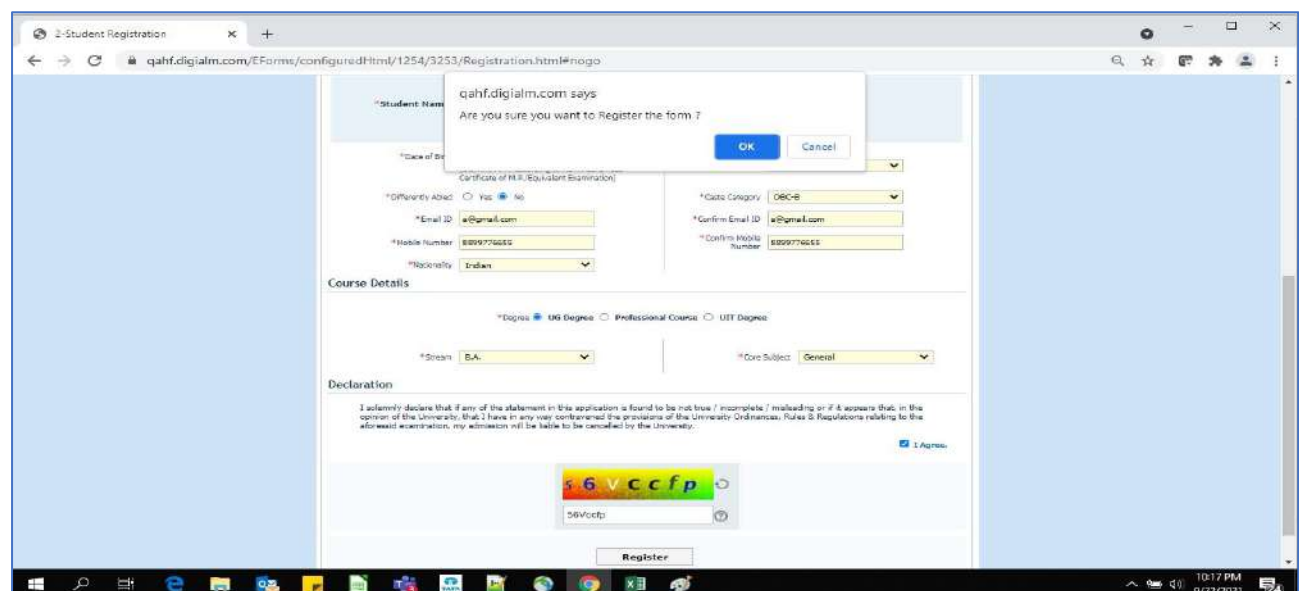


Figure 2: Registration page 1



Proceed

Student Profile

*** Student Name**
(As specified in M.P./Equivalent Examinations Certificate)

*** Date of Birth**
(DD/MM/YYYY according to Admit Card/Pass Certificate of M.P./Equivalent Examination)

*** Gender**

*** Differently Abled** Yes No

*** Caste Category**

*** Email ID**

*** Confirm Email ID**

*** Mobile Number**

*** Confirm Mobile Number**

*** Nationality**

Documents

*** Please upload the Caste Category Certificate [here](#).**

Course Details

*** Degree** UG Degree Professional Course

*** Stream**
*** Core Subject**

* Higher Secondary Marks Details

Total Marks Obtained **Out Of Total Marks**

Marks %

Declaration

I solemnly declare that 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.

I Agree.




Figure 3: Registration page 2

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

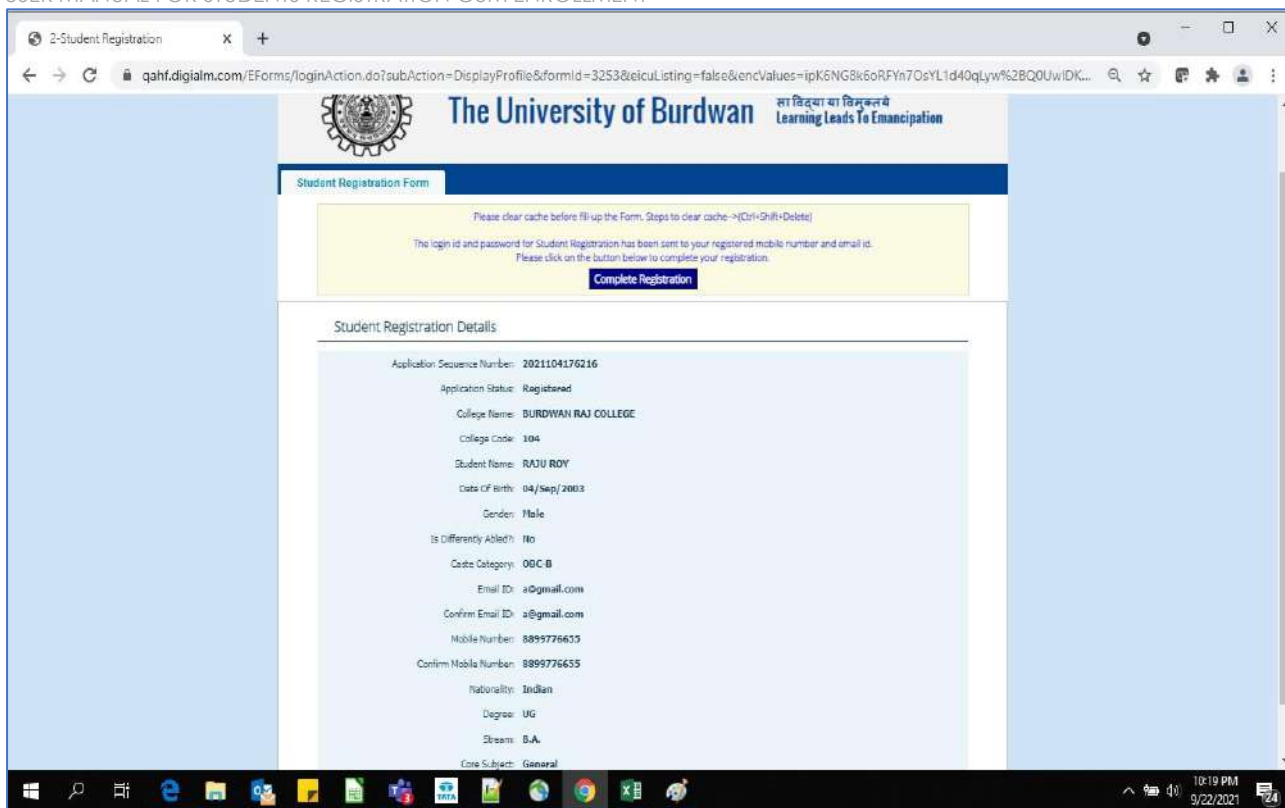


Figure 4: Stage 1 registration completion

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

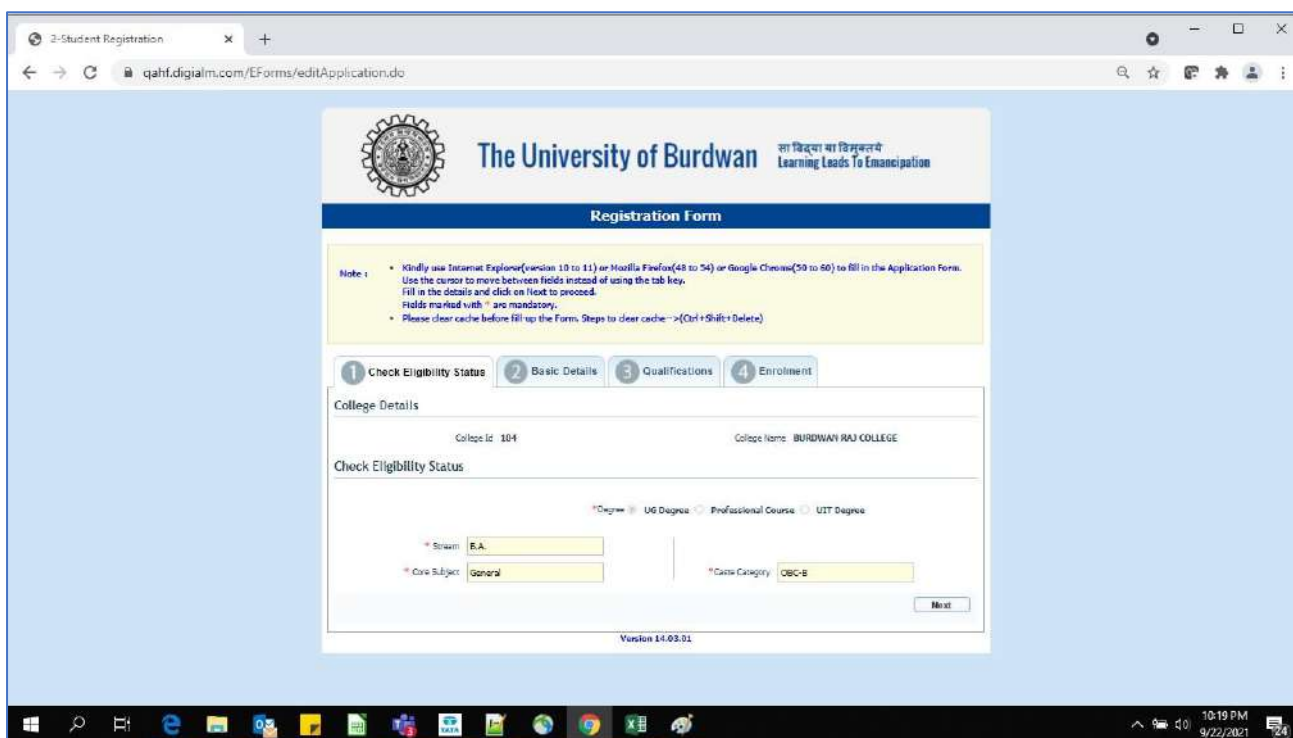


Figure 5: Eligibility verification

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.

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

The screenshot shows a web browser window with the URL 'qahf.digitalm.com/EForms/editApplication.do'. The page title is '2-Student Registration'. The form is titled 'Student Profile' and has four tabs: '1 Check Eligibility Status', '2 Basic Details', '3 Qualifications', and '4 Enrolment'. The 'Basic Details' tab is active. The form contains the following fields:

- *Student Name: RAJU ROY (As specified in H.P./Equivalent Examinations Certificate)
- *Date of Birth: 04/09/2002 (DOB/YYMMYY according to Admit Card/Pass Certificate of M.F./Equivalent Examination)
- *Gender: Male
- *Marital Status: Single
- *Religion: Hindu
- *Father's Name: MR. ROY
- *Disability Aged: Yes/No (No selected)
- *MNO ID: [Empty]
- *Father's Name: MR. ROY
- *Nationality: Indian
- *Priority Community: Yes/No (No selected)

The 'Address for Correspondence' section includes:

- Building/Village: IL Bdg
- Locality/Village: Rajpara
- Country: India
- State: West Bengal
- District: Bardhaman
- City: Burdwan
- Pin code: 712421
- *Email ID: e@gmail.com
- Mobile No.: 8898776555
- Mentor No.: 778898888

Buttons for 'Back' and 'Next' are at the bottom right. The version number 'Version 1.0.02.01' is at the bottom center. The Windows taskbar at the bottom shows the time as 10:24 PM on 9/22/2021.

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.

The screenshot shows the 'Qualifications' tab of the registration form. It is divided into two sections:

- *Matriculation (10th Level) Details:**
 - Name of Examination: Madhyamik
 - Name of Board/Council/University: WEST BENGAL BOARD OF S
 - Country where the Board/Council/University situated: India
 - State where the Board/Council/University situated: Tripura
 - Year of Passing: 2015
 - Total Marks Obtained: 500
 - Marks %: 62.50
 - Registration Year: 2014 (Note: In case the Registration session is like 2013-2014 then please enter the later year, e.g., 2014 in this case.)
 - Roll No: 778899 (Note: In case Roll No. are different, enter Roll followed by one space and then No.)
 - Out Of Total Marks: 800
 - Registration No: 667788 (Note: If Matriculation (10th Level) Registration No. not available, put it as NA)
- *Higher Secondary (12th Level) Details:**
 - Name of Examination: Higher Secondary
 - Name of Board/Council/University: WEST BENGAL COUNCIL OF
 - Country where the Board/Council/University situated: India
 - State where the Board/Council/University situated: West Bengal
 - Year of Passing: 2018
 - Class/Division/Grade: A (Note: Division 1, Division 2 and Division 3 as Div 1, Div 2 and Div 3. Grades as A, B, C, D etc.)
 - Total Marks Obtained (Theory): 200
 - Out Of Total Marks (Theory): 400
 - Out Of Total Marks: [Empty]

Buttons for 'Back' and 'Next' are at the bottom right. The version number 'Version 1.0.02.01' is at the bottom center.

Figure 7: Students qualification details

Step-13. Candidate must fill-up his/her Madhyamik and Higher secondary related details in the "Qualification" tab. Then select next button for next section.

Registration Fees	120
Enrollment Fees	50
Sport Fees	70
Total Amount	240

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.

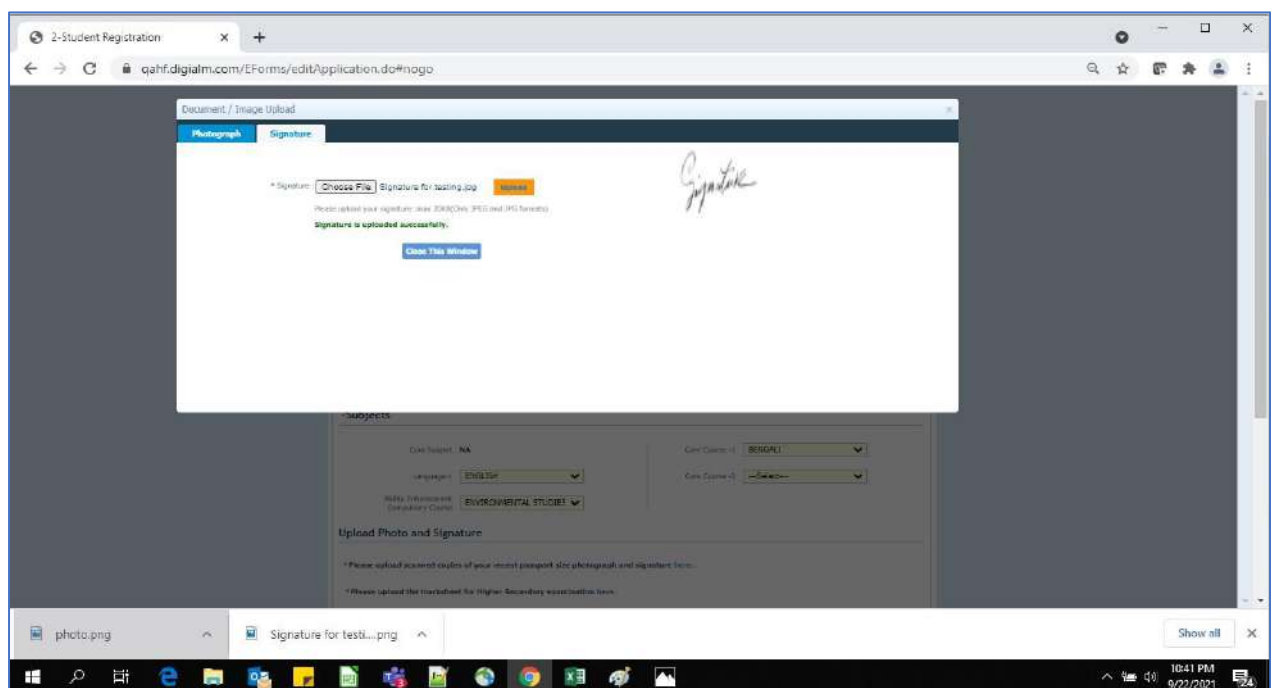


Figure 9: Photo & signature upload page

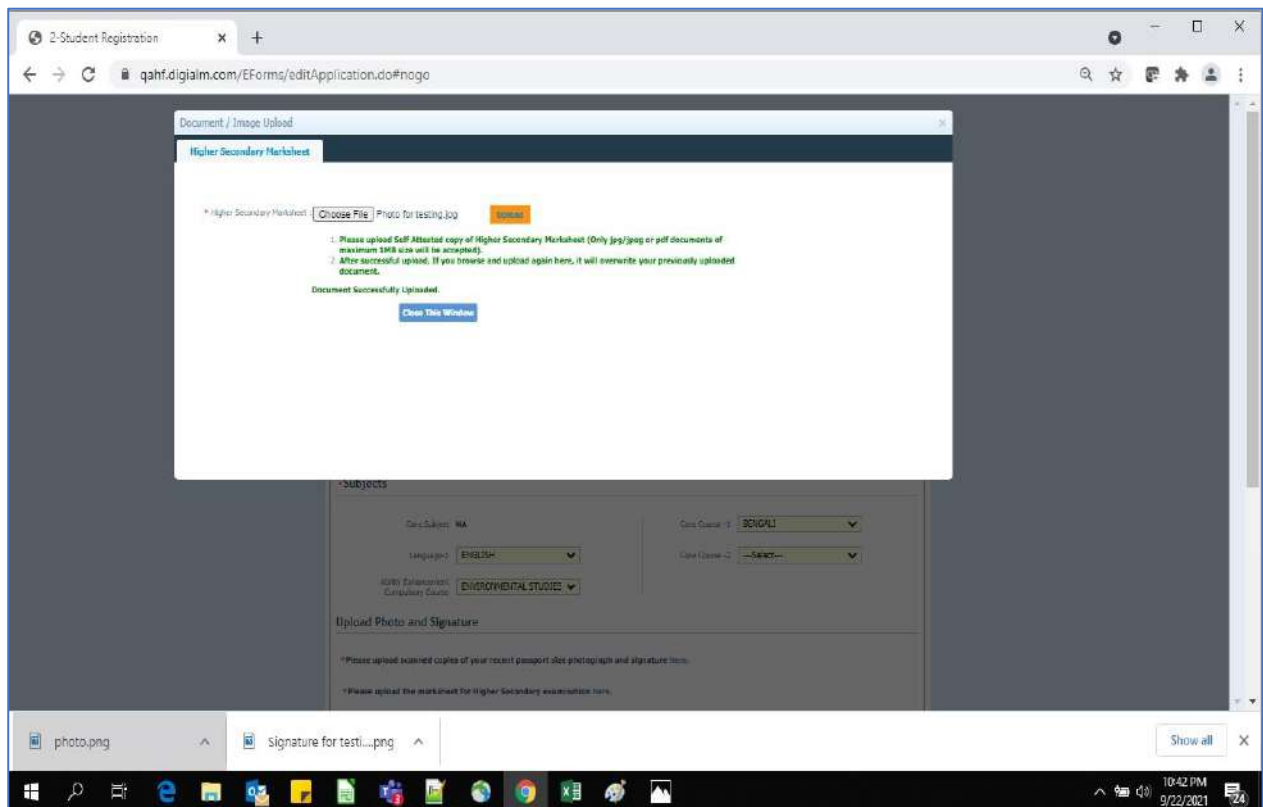


Figure 10: H.S. certificate upload page

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.

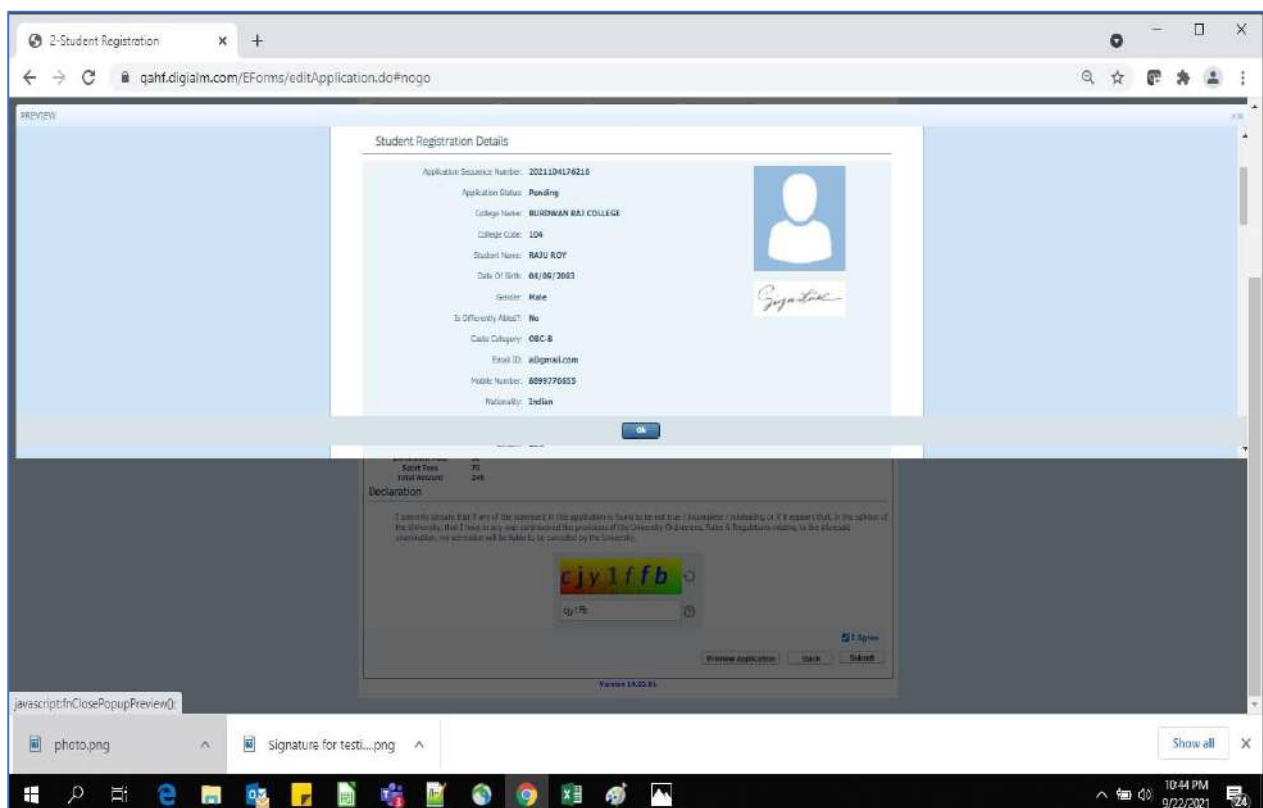


Figure 11: Preview page

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

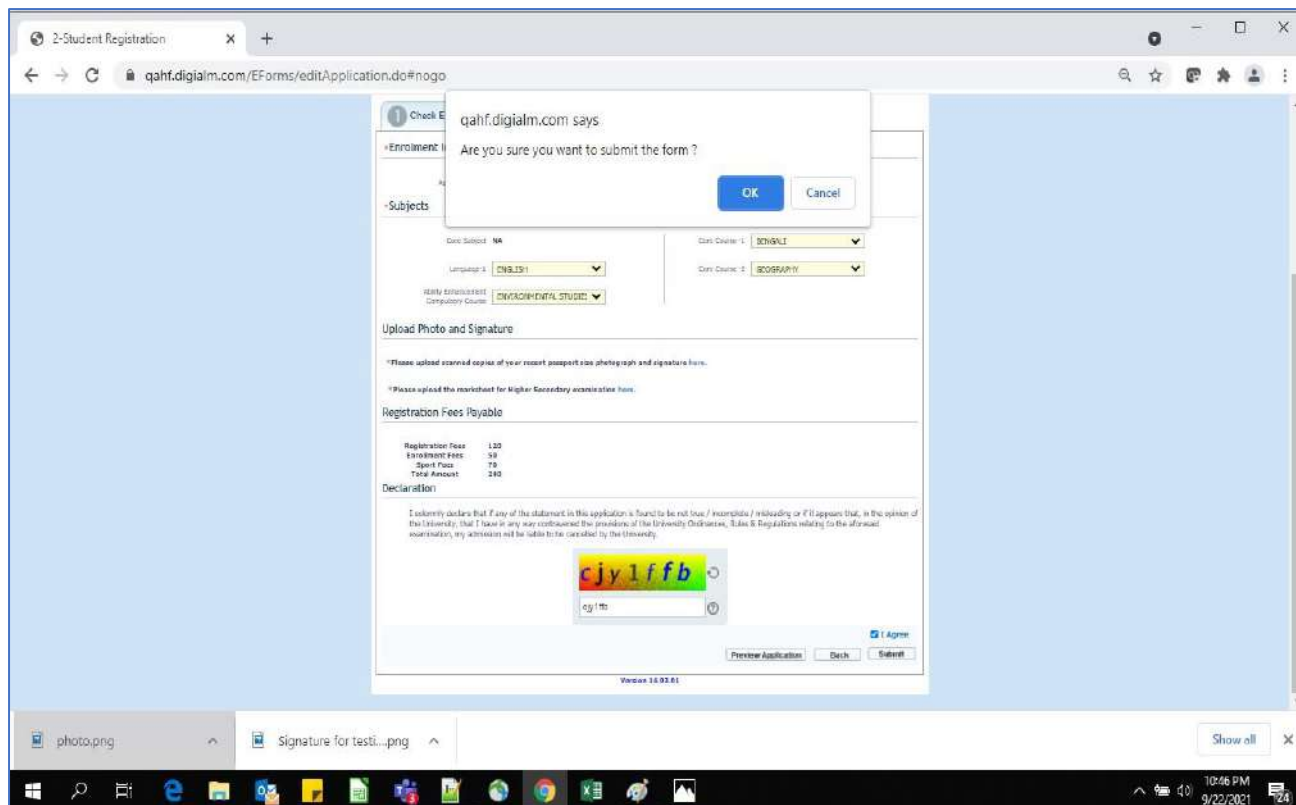


Figure 12: Submission Page

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.

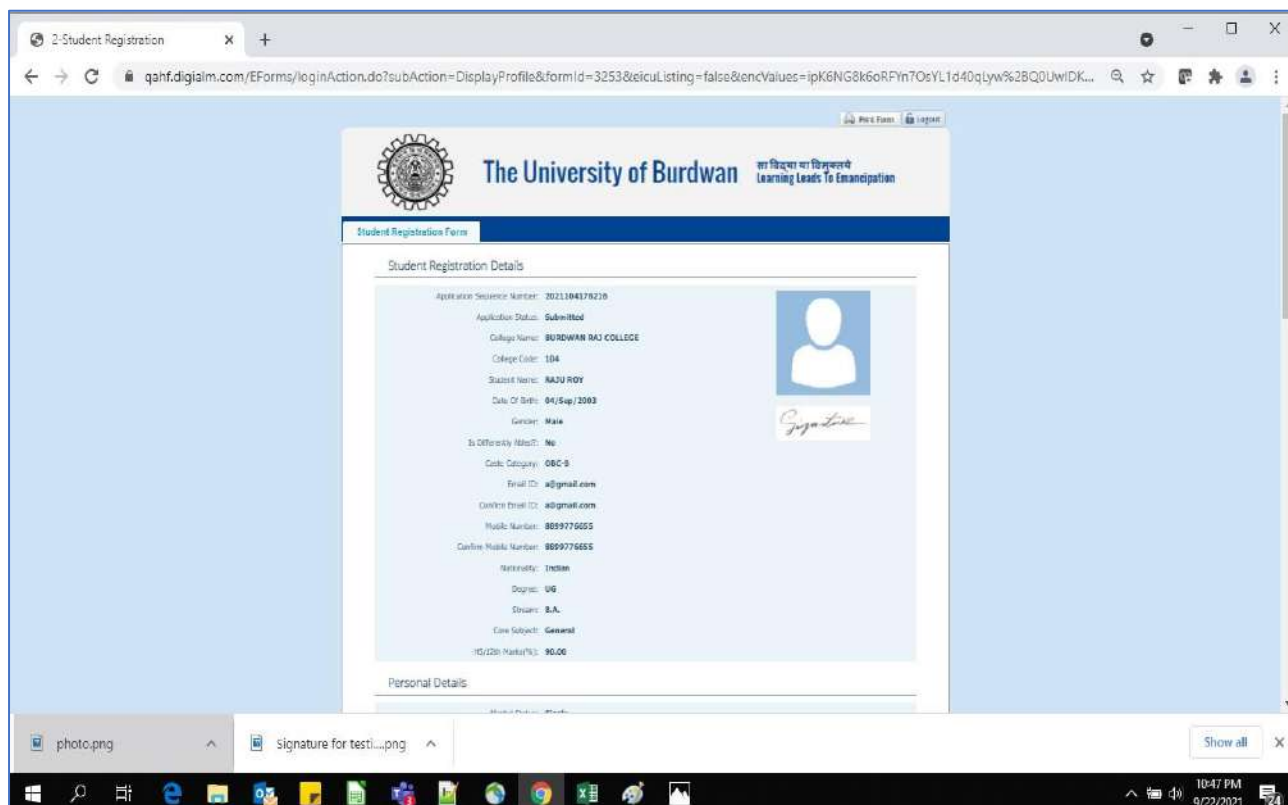


Figure 13: Form Submitted preview

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/1254/3253/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 e-mail.

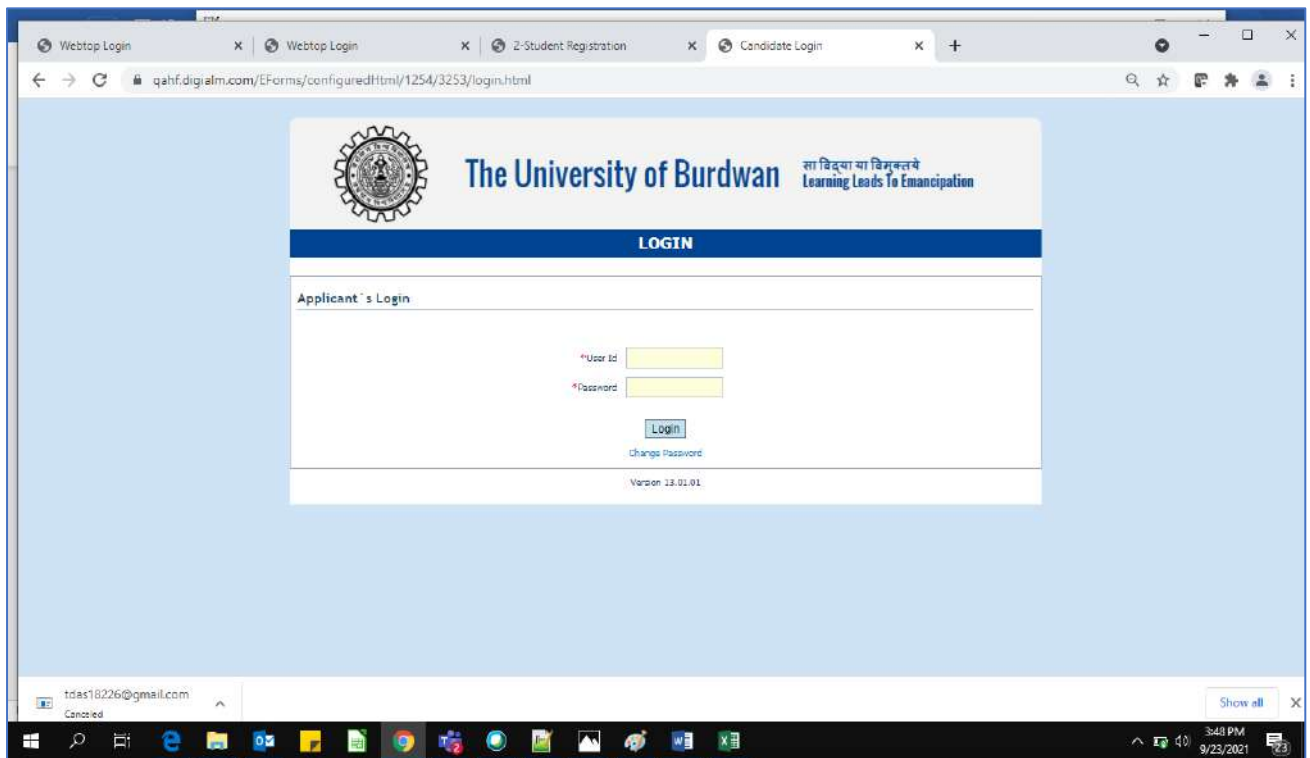


Figure 14: Student's Login Page

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

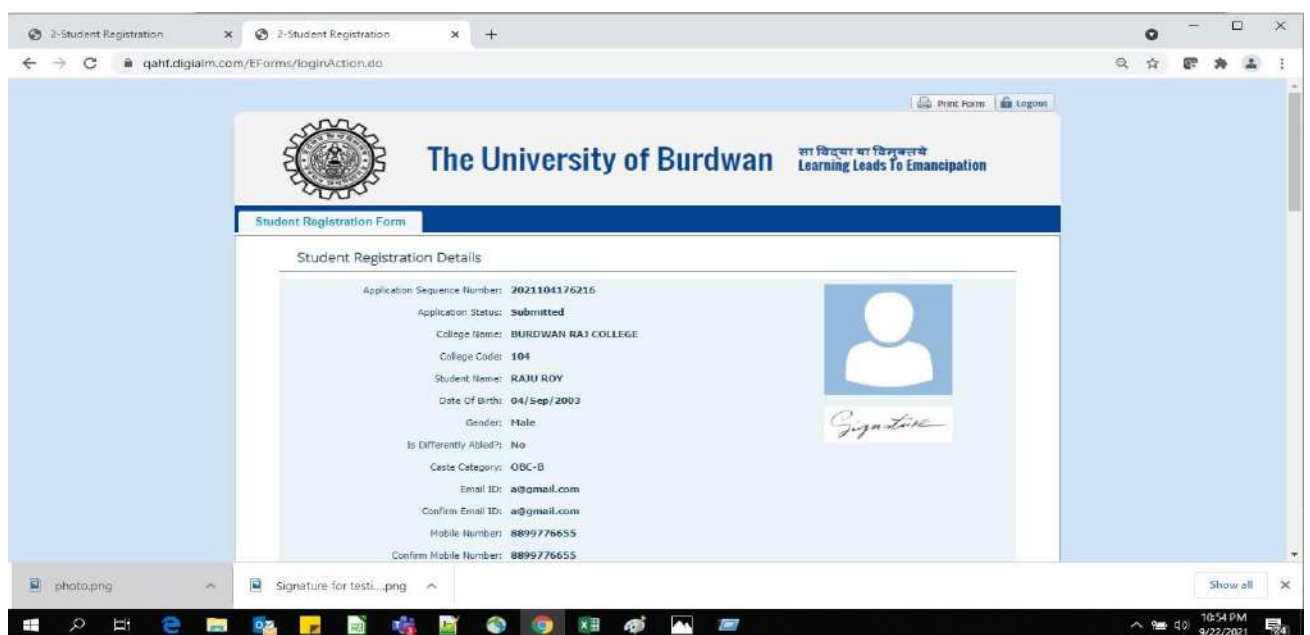



Figure 15: Student's Portal

Step-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 screenshot displays the 'Applicant's Login' section of the University of Burdwan portal. At the top, the university's logo and name are visible, along with the motto 'सा विद्या या विमुक्तये' and 'Learning Leads To Emancipation'. Below the 'LOGIN' header, there are two main sections. The first section contains fields for '*User Id' and '*Password', a 'Login' button, and a 'Forgot Password?' link. The second section, which is highlighted, contains a field for '*Please enter your Application Id', a captcha image with the characters 'bvyq5tj', a text input field for the captcha, and a 'Get Password' button. The version number 'Version 13.01.01' is displayed at the bottom of the page.

Figure 16: Change password screen