

# MUC WOMEN'S COLLEGE, BURDWAN

DATE:-24.10.2024

## **Subject: Registration cum Enrollment for Semester-1 students (2024-25)**

As per notification of the University of Burdwan, all students of Semester-1 (2024-25) are hereby informed that the online portal for UG Registration cum Enrollment (2024-25) shall remain active from 25.10.2024. All students of 1<sup>st</sup> Semester are instructed to fill up the form from 25.10.2024.

It is further informed that College will start **Verification and authentication of Registration form from 05.11.2024.** Subject wise verification date will be notified very soon.

Sd/-  
Teacher-In-Charge  
MUC Women's College

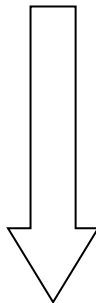
**Student Registration link:**

<https://www.digialm.com:443//EForms/configuredHtml/1254/86290/Registration.html>

**Student Login Link:**

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

## **Students User Manual**



# THE UNIVERSITY OF BURDWAN



# Registration AY 2024-25

## 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.

*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.


**Student Registration Details**

---

Application Sequence Number: 

Application Status: **Registered**

Email ID: 

Mobile Number: 

*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 101 BURDWAN RAJ COLLEGE College Id 101

\*Category Unreserved

Proceed

Check Eligibility Status

\*Degree [Redacted]

\* NEP Program ---Select---

\* Course UG Program (3-Year Degree/4-Year Honours) Professional Courses (5-Year B.A.LL.B/B.P.Ed./DVA) ---Select---

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  India 

\*State  West Bengal 

\*District  

\*City

\*Pin code

\*Email ID  ert@gmail.com

\*Alternate Phone No.

\*Mobile Number  9999999997

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**

<p>Name of Examination <input type="text" value="Matriculation"/></p> <p>Country where the Board/Council/University situated <input type="text" value="India"/></p> <p>Year of Passing <input type="text" value="2020"/></p> <p>Total Marks Obtained <input type="text" value="550"/></p> <p>Marks % <input type="text" value="83.33"/></p> <p>Registration Year <input type="text" value="2020"/></p> <p style="font-size: small;">In case the Registration session is like 2013-2014, then please enter the later year, e.g., 2014 in this case.</p>	<p>Name of Board/Council/University <input type="text" value="WEST BENGAL BOARD OF"/></p> <p>State where the Board/Council/University situated <input type="text" value="West Bengal"/></p> <p>Roll No. <input type="text" value="20200000"/></p> <p style="font-size: small;">( In case Roll &amp; No. are different, enter Roll followed by one space and then No.)</p> <p>Out of Full Marks <input type="text" value="660"/></p> <p>Registration No. <input type="text" value="60000000"/></p> <p style="font-size: small;">(If Matriculation(10th Level) Registration No. not available, put it as NA)</p>
--	--

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

<p>Name of Examination <input type="text" value="Higher Secondary"/></p> <p>Country where the Board/Council/University situated <input type="text" value="India"/></p> <p>Year of Passing <input type="text" value="2020"/></p> <p>Total Marks Obtained <input type="text" value="300"/></p> <p>Marks % <input type="text" value="50.00"/></p> <p>Registration No. <input type="text" value="20200000"/></p> <p>Registration Year <input type="text" value="2020"/></p>	<p>Name of Board/Council/University <input type="text" value="WEST BENGAL COUNCIL O"/></p> <p>State where the Board/Council/University situated <input type="text" value="West Bengal"/></p> <p>Class/Division/Grade <input type="text" value=""/></p> <p style="font-size: small;">(Division 1, Division 2 and Division 3 as Div 1, Div 2 and Div 3.Grades as A, B, C, D etc.)</p> <p>Out Of Total Marks <input type="text" value="600"/></p> <p>Roll No. <input type="text" value="20200000"/></p> <p style="font-size: small;">( In case Roll &amp; No. are different, enter Roll followed by one space and then No.)</p>
---	--

*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"/>		

8 - Class 12 Marks details

Figure

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

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

**\*Enrolment Info**

Admission Date  Academic Year

Admission Challan Number

**\*Subjects**

\*Major Subject BENGALI

\*Minor Subject

\*Multi/Interdisciplinary Subject Group

\*Multi/Interdisciplinary Subject

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

\*Ability Enhancement Course

\*Skill Enhancement Course BENGALI

\*VAC (Value Added Course)

**Upload Photo, Signature and Testimonials**

\*Please upload scanned copies of your recent passport size photograph and signature [here](#).

\*Please upload the Madhyamik/Secondary Admit Card [here](#).

*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.

**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

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

\*Ability Enhancement Course

\*Skill Enhancement Course

\*VAC (Value Added Course)

**Upload Photo, Signature and Testimonials**

- Select---
- ANTHROPOLOGY
- BOTANY
- CHEMISTRY
- ELECTRONICS
- ENVIRONMENTAL SCIENCE
- PHYSICS
- ZOOLOGY

*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.

*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, marksheet. Admission chalan copy and caste certificate (if applicable)



Figure 12: Photo upload part



Figure 13 - Signature Upload part

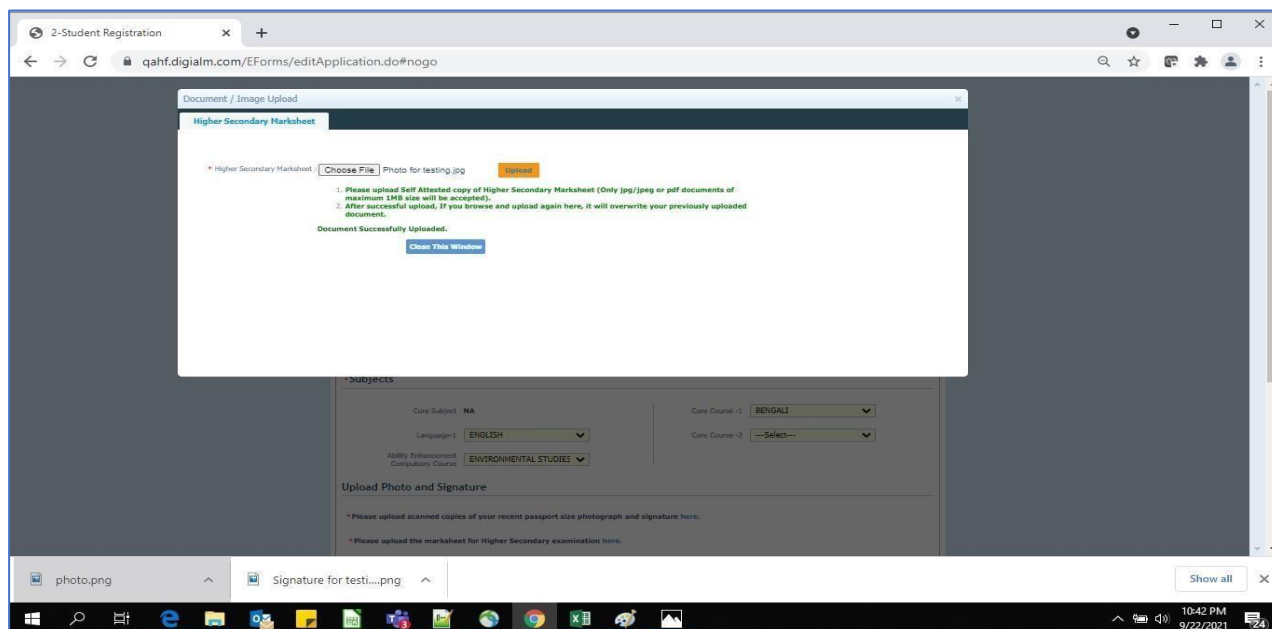


Figure 14 - Relevant documents upload part

\*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	₹ 100
<b>Total Amount</b>	<b>₹ 1650</b>

---

**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.



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.

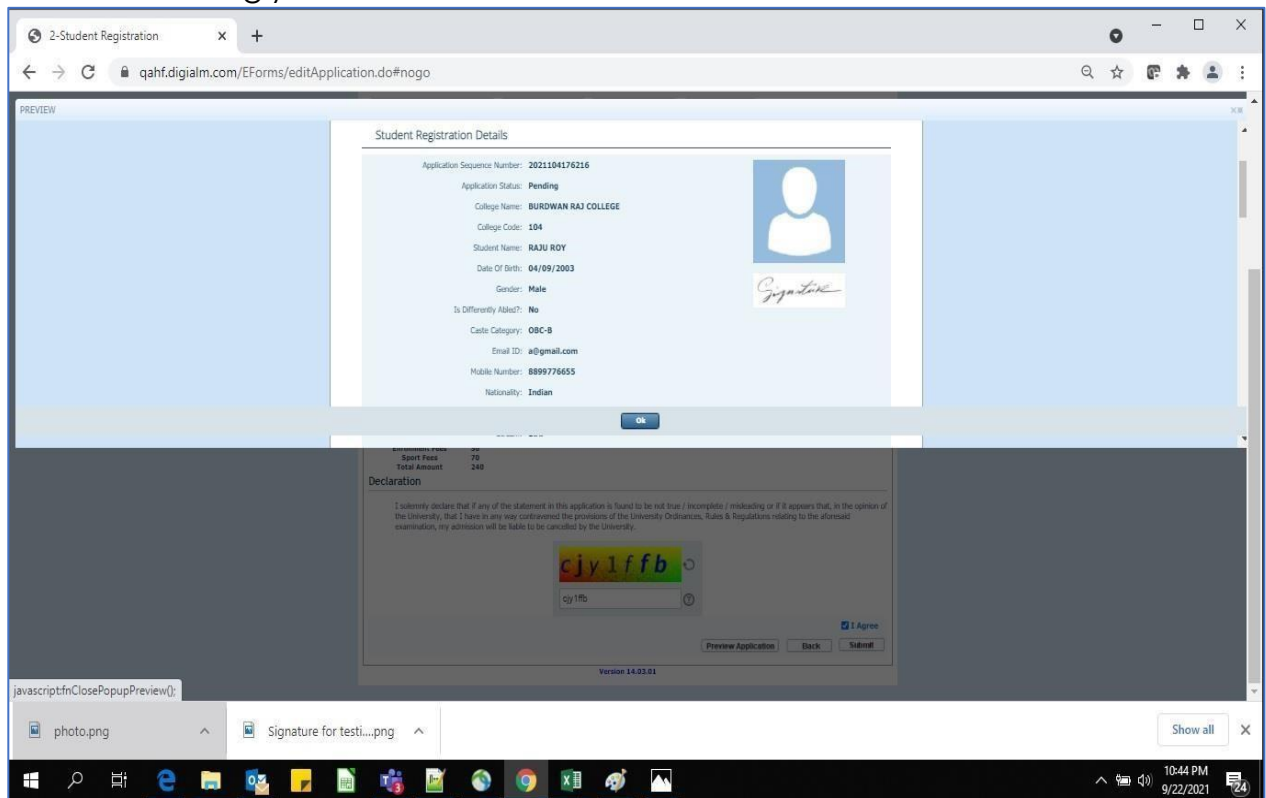


Figure 16 - Preview page

**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.

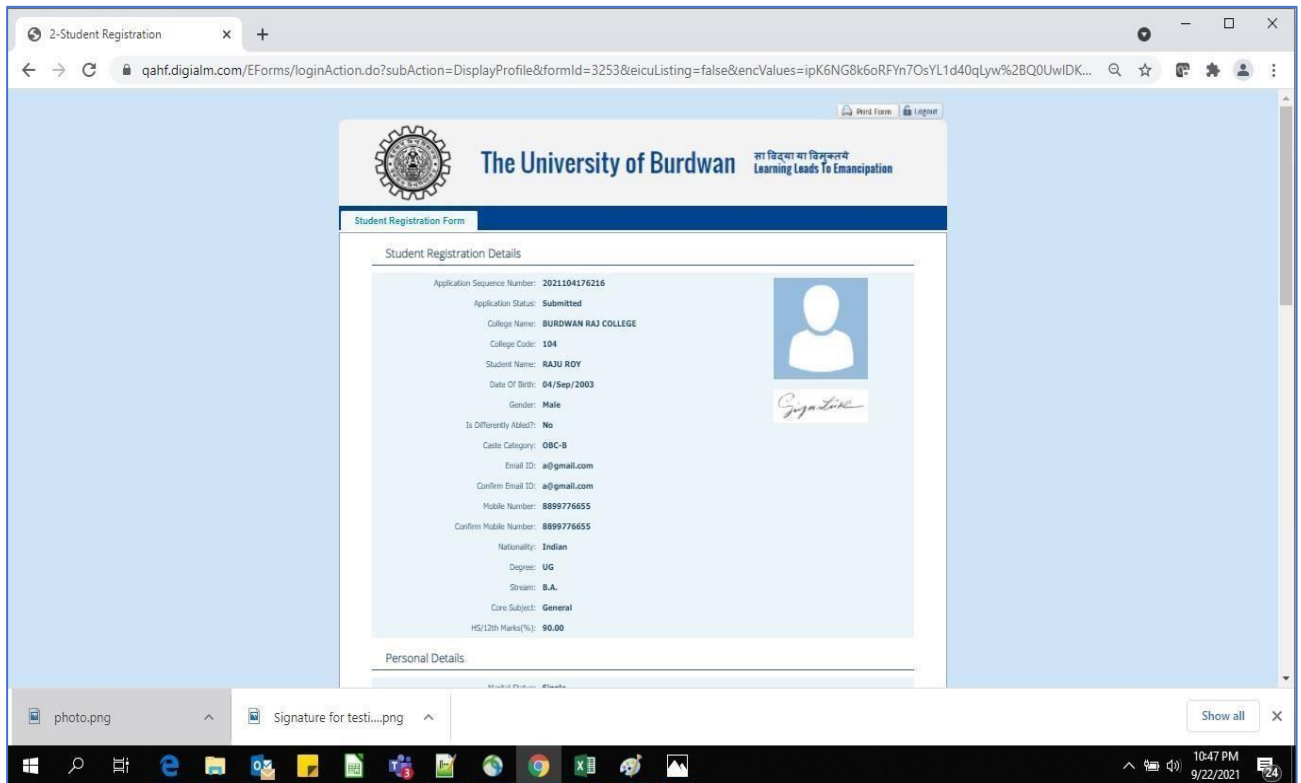


Figure 17 - Form Submitted preview

### 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 by the SMS and email.



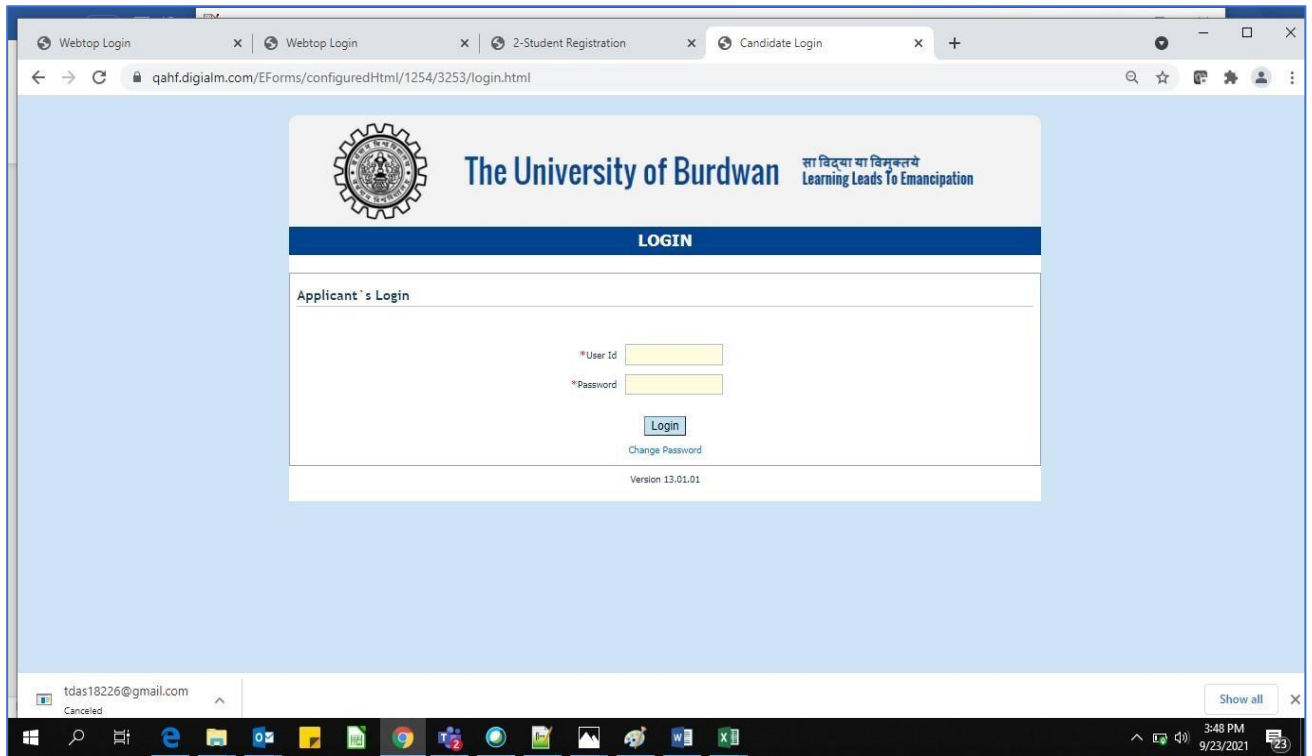


Figure 18: Student's Login Page

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

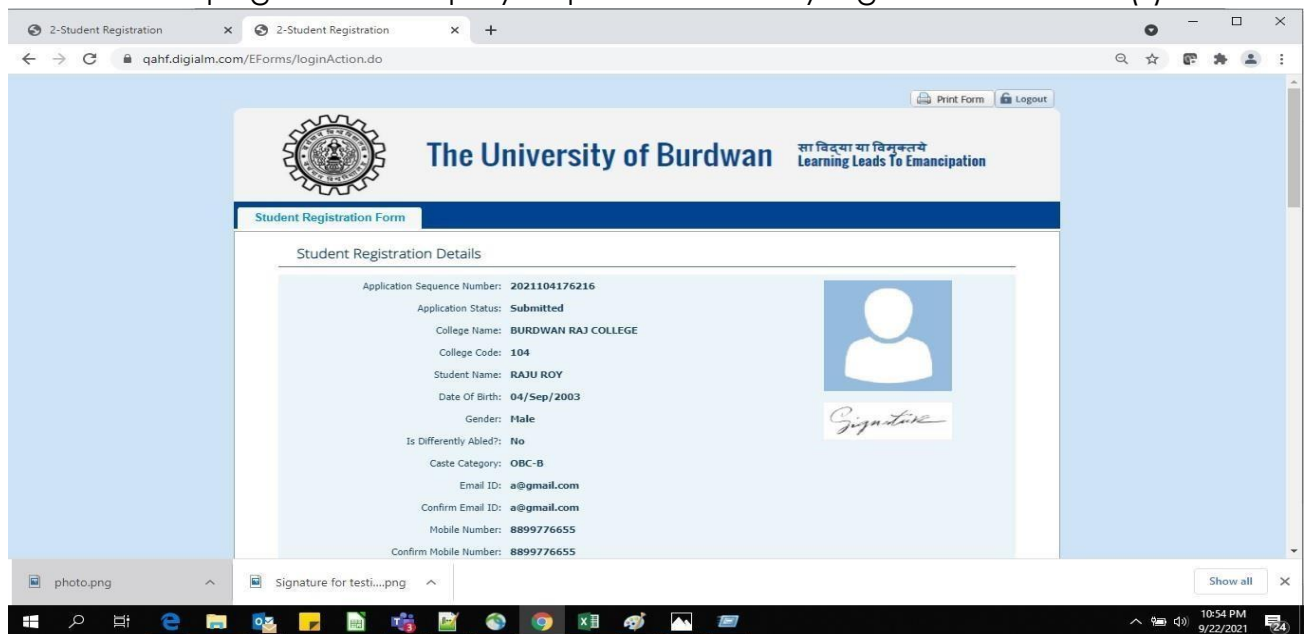


Figure 19 - Student's Portal

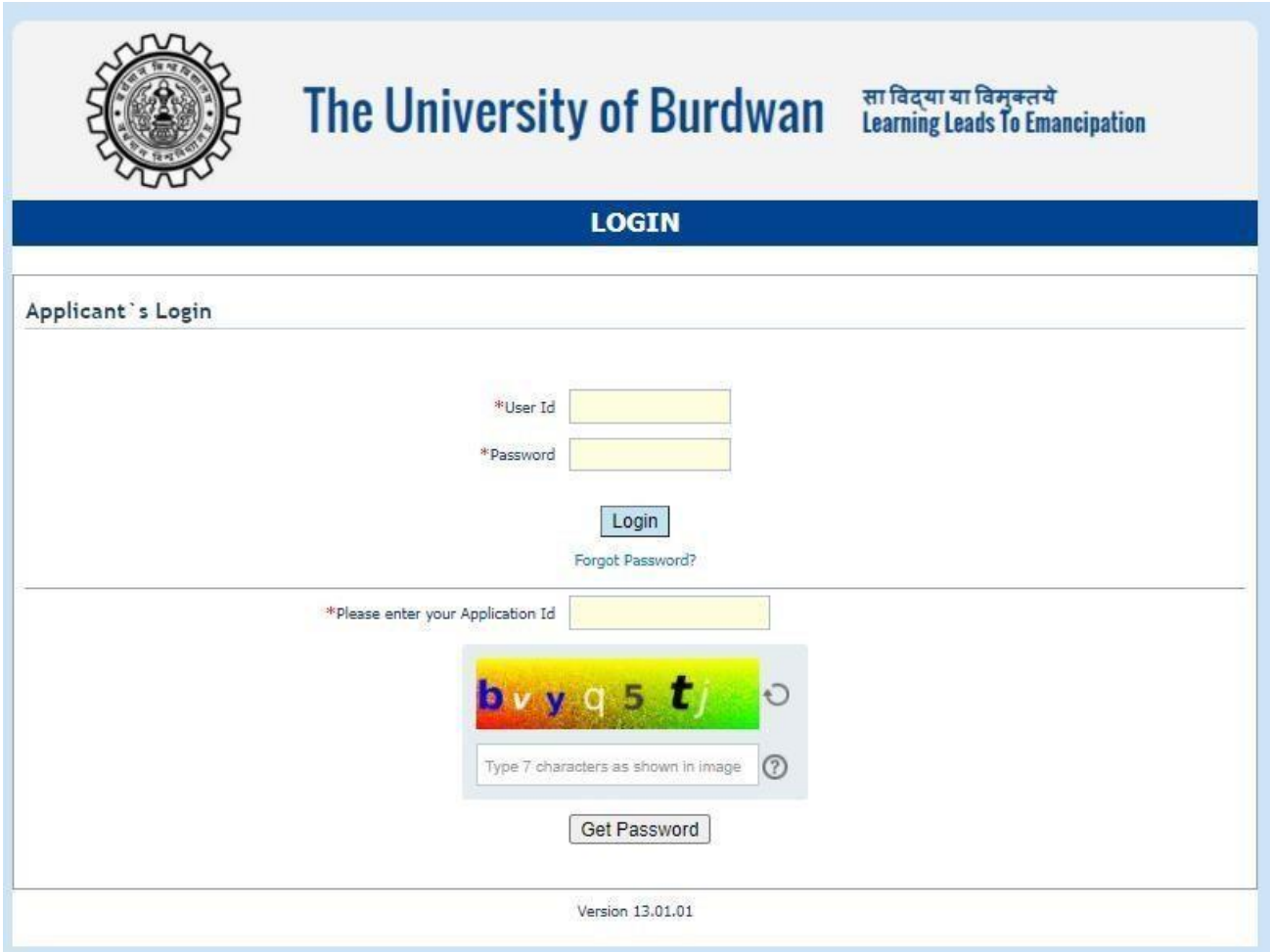
Step-4. Purpose of the student's login portal as follows:

- 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 'Applicant's Login' section of the University of Burdwan website. It features a header with the university's logo and name, along with the motto 'सा विद्या या विमुक्तये' and 'Learning Leads To Emancipation'. Below the header is a blue 'LOGIN' bar. The main content area is divided into two sections. The first section, titled 'Applicant's Login', contains input fields for '\*User Id' and '\*Password', a 'Login' button, and a 'Forgot Password?' link. The second section, separated by a horizontal line, contains an input field for '\*Please enter your Application Id', a captcha image showing the characters 'bvyq5tj', a text box for 'Type 7 characters as shown in image', and a 'Get Password' button. At the bottom of the page, the version number 'Version 13.01.01' is displayed.

*Figure 20 - Change password screen*

END OF THE DOCUMENT