



# VIVEKANANDA MAHAVIDYALAYA

HARIPAL \* HOOGHLY\* PIN – 712405  
WEST BENGAL

Dr. A. Bhattacharyya  
Teacher-In-Charge

(NAAC Reaccredited Institution)

Ref. No. ....

Date. 19.02.2024

## নোটিশ

প্রথম বর্ষ **B.A./B.Com./B.Sc. & BCA (4 Year Honours & 3 Years Degree Course)** এর সকল ছাত্র-ছাত্রীদের উদ্দেশ্যে জানানো হচ্ছে যে, আগামী **২০.০২.২০২৪** থেকে **২৯.০২.২০২৪** তারিখ পর্যন্ত বর্ধমান বিশ্ববিদ্যালয়ের নির্দেশিকা অনুযায়ী **Registration-cum-Enrolment** অনলাইনের মাধ্যমে দুটি পর্যায়ে সম্পন্ন হবে।

### প্রথম পর্যায় :

যে সকল ছাত্রছাত্রী বিবেকানন্দ মহাবিদ্যালয়ে ২০২৩-২৪ শিক্ষাবর্ষে ভর্তির পত্রিয়া সম্পূর্ণ করেছে, শুধুমাত্র সেই সকল ছাত্রছাত্রীদের অনলাইনের মাধ্যমে মহাবিদ্যালয়ের **website - www.vmharipal.ac.in** এ **student login** করে **payment\*** করতে হবে। তারপর নিম্নের দেওয়া **Registration** লিঙ্কে ক্লিক করে **Registration-cum-Enrolment** আবেদন পত্র পূরণ করবে **STUDENT USER MANUAL** (যেটি ৩ থেকে ১৮ নম্বর পৃষ্ঠায়) নির্দেশ অনুযায়ী। অন্যথায় **Registration-cum-Enrolment** বাতিল বলে গণ্য হবে। সঠিকভাবে অনলাইনের মাধ্যমে তথ্য প্রদান না করলে পরবর্তীতে **REGISTRATION CERTIFICATE** এ ওই ভুল থেকে যাবে।

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

### দ্বিতীয় পর্যায় :

অনলাইনের মাধ্যমে পূরণ করা **Registration-cum-Enrolment** এর আবেদন পত্রের ফটোকপি নিম্নে উল্লেখিত নির্দিষ্ট তারিখ অনুযায়ী কলেজ অফিসে সকাল ১১.৩০ থেকে দুপুর ২.৩০ পর্যন্ত নিম্নের দেওয়া ক্রমিক সংখ্যা অনুযায়ী সাজিয়ে জমা দিতে হবে বাধ্যতামূলক।

- 1) Online এর মাধ্যমে **payment** করা রসিদ এর ফটোকপি।
- 2) Online এর মাধ্যমে পূরণ করা **REGISTRATION cum ENROLLMENT** এর আবেদন পত্রের ফটোকপি (Print out)
- 3) মাধ্যমিক বা সমতুল্য পরীক্ষার ADMIT CARD ও MARK SHEET এর ফটোকপি (xerox)
- 4) উচ্চ-মাধ্যমিক বা সমতুল্য পরীক্ষার ADMIT CARD ও MARK SHEET এর ফটোকপি (xerox)
- 5) কলেজে ভর্তির রসিদ (Admission Application Form & Admission Pay Slip)
- 6) SC/ST/OBC-A/OBC-B Certificate এর ফটোকপি (xerox)
- 7) একটি A4 সাইজের সাদা কাগজে নিজের CURRENT PASSPORT SIZE PHOTO এবং নিজের স্বাক্ষর জমা দিতে হবে।
- 8) W.B.C.H.S.E. ব্যতীত অন্য সকল BOARD এর ছাত্রছাত্রীদের ORIGINAL MIGRATION CERTIFICATE এবং অতিরিক্ত ১০০ টাকা জমা দিতে হবে অনলাইনের মাধ্যমে।
- 9) AADHAR CARD এর ফটোকপি (xerox)
- 10) ABC ID এর ফটোকপি (xerox)

\* বিঃদ্রঃ- (বিশ্ববিদ্যালয় Registration Fee বৃদ্ধি করায় অতিরিক্ত ৭০টাকা, এবং West Bengal Board ছাড়া অন্যান্য ছাত্র-ছাত্রীদের Inward Migration ১০০টাকা।)



Ph. – (03212) 242-235  
Website : vmharipal.ac.in  
E-mail : vmharipal@gmail.com

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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
22.02.2024	Bengali, Geography (4 Years & 3 Years)
23.02.2024	Education, BCA (4 Years & 3 Years)
24.02.2024	English, History (4 Years & 3 Years)
27.02.2024	Philosophy, Physical Education, Botany (4 Years & 3 Years)
28.02.2024	Accountancy, Chemistry, Computer Science, Electronics, Mathematics, Nutrition, Physics, Zoology (4 Years & 3 Years)
29.02.2024	Political Science, Sanskrit, Santali (4 Years & 3 Years)

  
Teacher-In-Charge  
Dr. Ajay Bhattacharyya  
Teacher-In-Charge  
Vivekananda Mahavidyalaya  
Haripal, Hooghly

প্রত্যেক ছাত্র-ছাত্রীর ABC ID থাকা বাধ্যতামূলক

ABC ID Creation Google Form for Student : <https://forms.gle/Smi6vryHkUkCJ4NJ6>

Download ABC ID : <http://tinyurl.com/2afeysyb>

Know Your ABC ID ( as created under BU) : <http://tinyurl.com/26tnr4g7>

কলেজ কোড :- 416, Vivekananda Mahavidyalaya, Haripal

# 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:

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 Vivekananda Mahavidyalaya, Haripal College Id 416

\*Category Unreserved

Proceed

Check Eligibility Status

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

\*NEP Program ---Select---

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

Next

Figure 4 - Degree selection

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

The screenshot displays a web-based registration form for students. At the top, there are four numbered tabs: 1. Check Eligibility Status (active), 2. Basic Details, 3. Academic Details, and 4. Enrolment. The form is divided into two main sections. The first section, 'College Details', contains a dropdown menu for '\*College Name', a text field for 'College Id', and another dropdown menu for '\*Category'. A 'Proceed' button is positioned below these fields. The second section, 'Check Eligibility Status', features a dropdown menu for '\*Degree' (currently set to 'UG Program (3-Year Degree)'), and three dropdown menus for '\*NEP Program', '\*Course', and '\*Major Subject'. A 'Next' button is located at the bottom right of this section. A dropdown menu for '\*NEP Program' is open, showing two options: '3-Year Degree Program under CCFUP' and '4-Year Honours Program under CCFUP'.

*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/Res. Certificate of M.P./Equivalent Examination)

\*Gender

\*Marital Status

\*Religion

\*Mother's Name

\*Student Unique Number

\*Minority Community  Yes  No

\*Economically Weaker Section  Yes  No

\*Differently Able  Yes  No

\*ABC (Academic Bank of Credits) ID

\*Father's Name

\*Nationality

**ABC Id না থাকলে সর্বপ্রথম ABC Id তৈরী করতে হবে।**

**Student Unique Number এ Aadhar Number লিখতে হবে**

**Address for Correspondence**

\*Building/Avenue

\*PO

\*State  West Bengal

\*City

\*Email ID  em@gmail.com

\*Mobile Number  9999999997

\*Locality/Village

\*Country  India

\*District

\*Pin code

\*Alternate Phone No.

Back Next

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	West Bengal Board of	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.	19191919 ( In case Roll & No. are different, enter Roll followed by one space and then No.)
Total Marks Obtained	550	Out of Full Marks	600
Marks %	91.67	Registration No.	60191919 (If Matriculation(10th Level) Registration No. not available, put it as NA)
Registration Year	2019		

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 of
Country where the Board/Council/University situated	India	State where the Board/Council/University situated	West Bengal
Year of Passing	2019	Class/Division/Grade	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	550	Out of Total Marks	600
Marks %	91.67	Roll No.	19191919 ( In case Roll & No. are different, enter Roll followed by one space and then No.)
Registration No.	60191919		
Registration Year	2020		

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: 2023-24

Admission Challan Number:

**\*Subjects**

\*Major Subject:

\*Minor Subject:

\*Multi/Interdisciplinary Subject Group:

\*Multi/Interdisciplinary Subject:

\*Ability Enhancement Course:

\*VAC (Value Added Course):

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

\*Skill Enhancement Course:

Upload Photo, Signature and Testimonials

Figure 11 - Multidisciplinary group and subject selection

Course Name	Multi / Interdisciplinary Group Name	Multi / Interdisciplinary
Bengali (4Yrs/3Yrs/Day)	Natural and Physical Sciences	Botany
History (4Yrs/3Yrs/Day)		Botany
Philosophy (4Yrs/3Yrs/Day)		Botany
Physical Education (4Yrs/3Yrs/Day)		Botany
Sanskrit (4Yrs/3Yrs/Day)		Botany
BCA (Self-financing)	Commerce and Management	Commerce
Education (4Yrs/3Yrs/Morning)	Mathematics, Statistics, Computer Sc. and Computer Applications:	Computer Science
English (4Yrs/3Yrs/Morning)		Computer Science
Geography (4Yrs/3Yrs/Morning)		Computer Science
Political Science (4Yrs/3Yrs/Morning)		Computer Science
Santali (4Yrs/3Yrs/Morning)		Computer Science
Botany (4Yrs/3Yrs)	Humanities and Social Sciences	Geography
Zoology (4Yrs/3Yrs)		Geography
Nutrition (4Yrs/3Yrs)		Geography
Commerce (4Yrs/3Yrs)		Physical Education
Chemistry (4Yrs/3Yrs)		Political Science
Computer Science (4Yrs/3Yrs)		Political Science
Physics (4Yrs/3Yrs)		Political Science
Electronics (4Yrs/3Yrs)		Political Science
Mathematics (4Yrs/3Yrs)		Political Science





Figure 13 - Signature Upload part

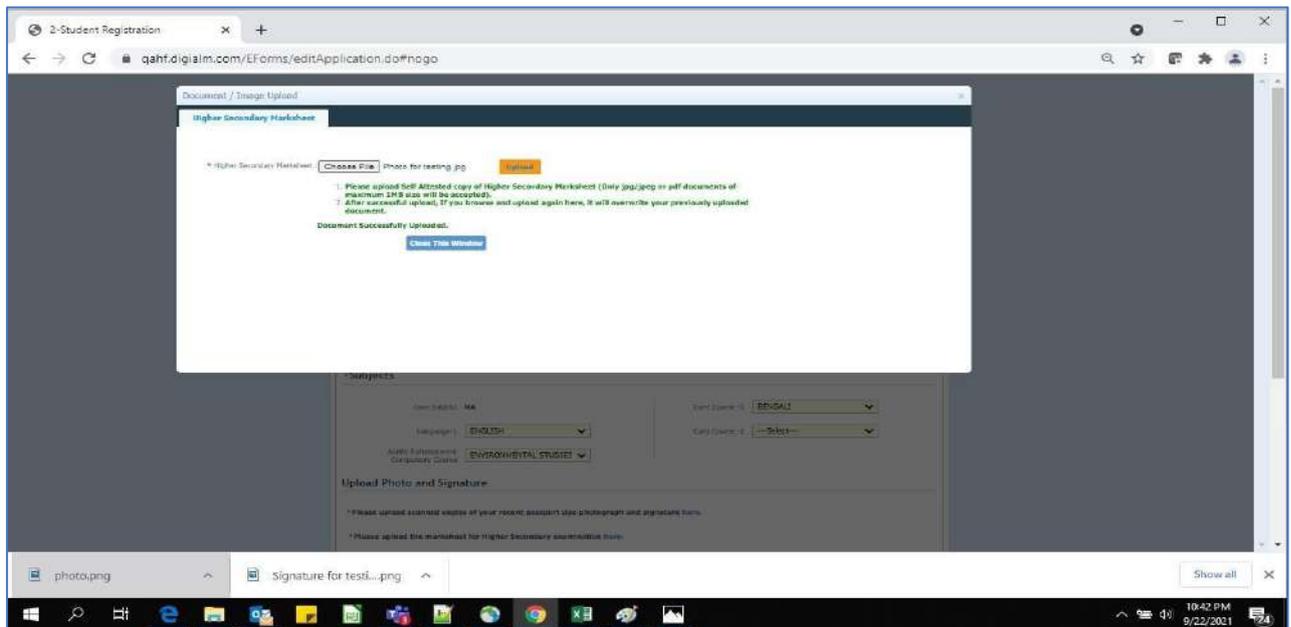


Figure 14 - Relevant documents upload part

\*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](#).

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

Registration Fee including Processing Fee	750
Examination Enrollment Fees	800
Sports Fee	100
Total Amount	1650

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**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.

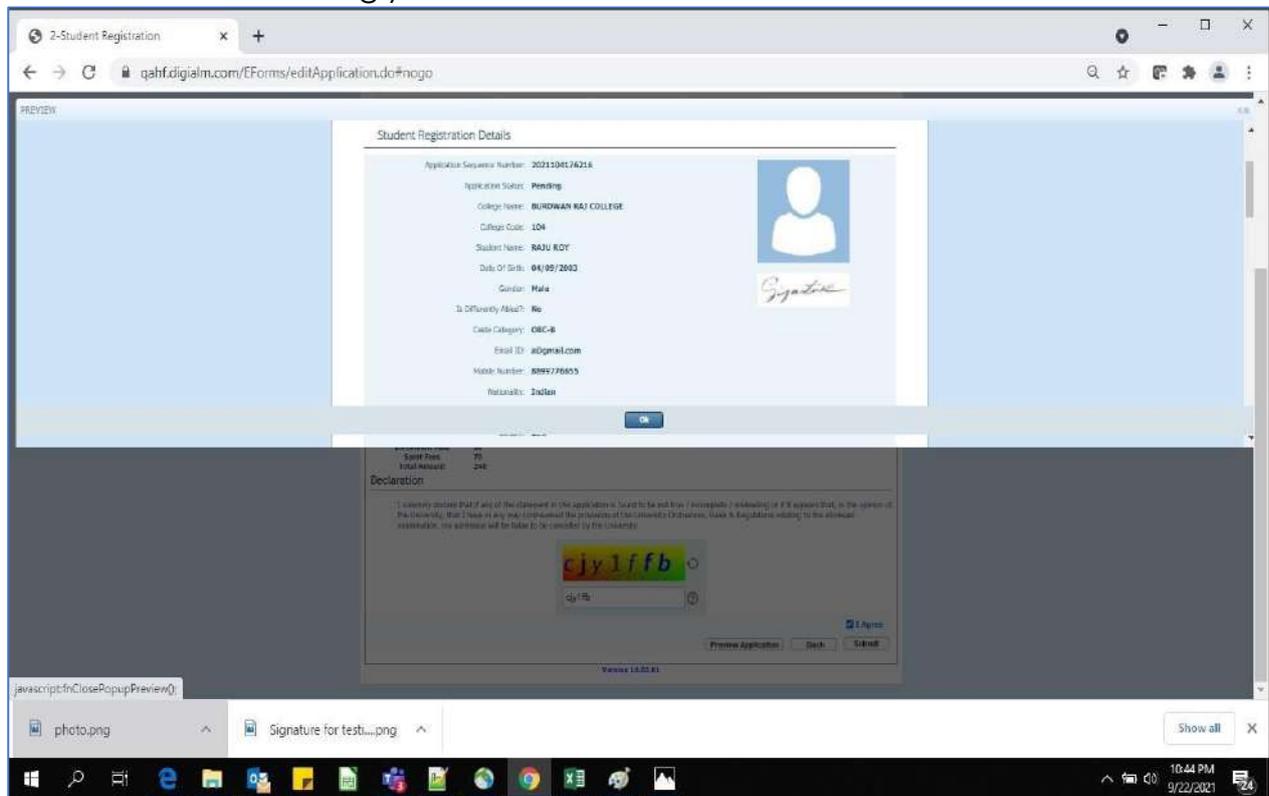
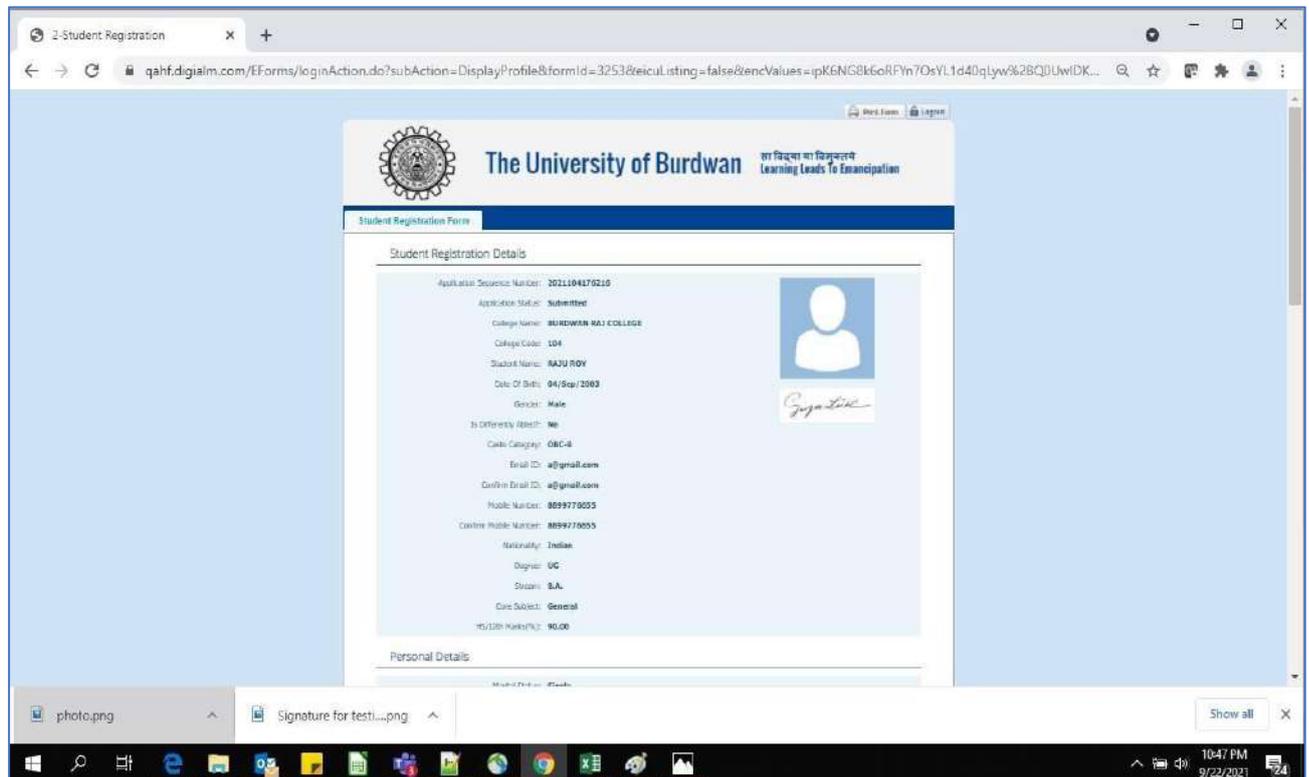


Figure 16 - Preview page

**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*

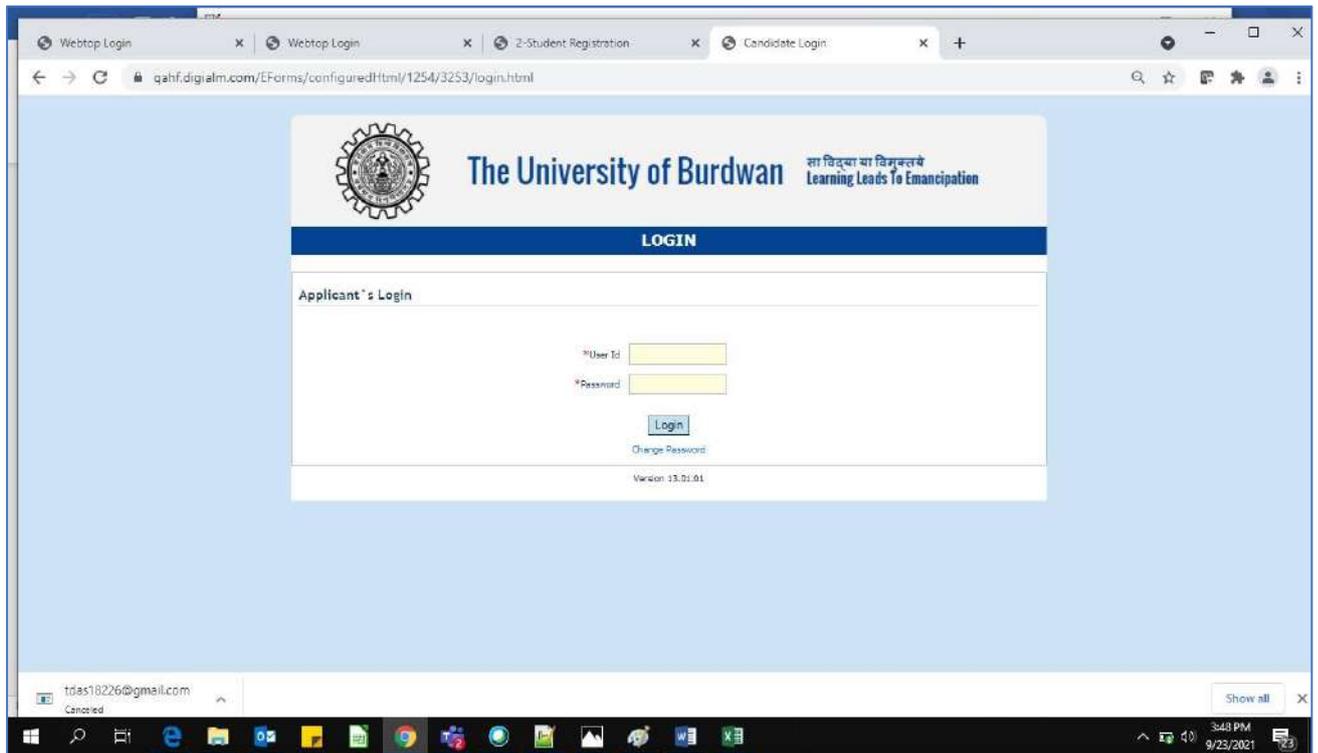
### **C. Student's portal**

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

URL will be found in the University website.

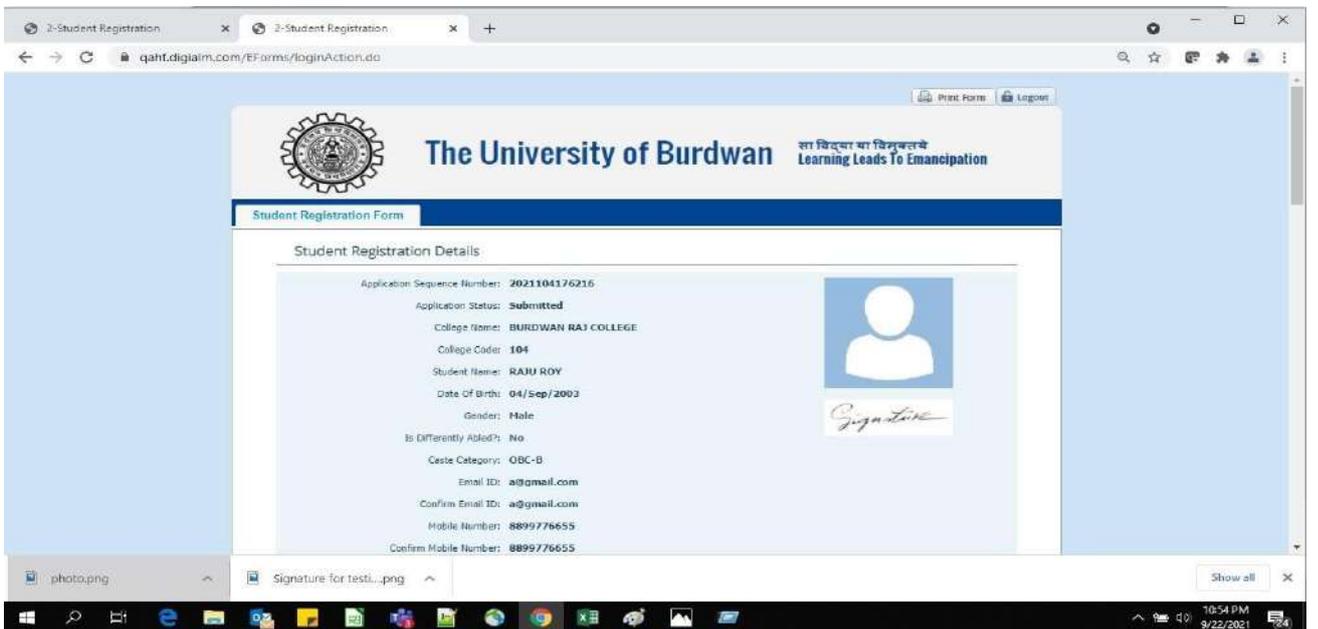
**(<https://www.digialm.com:443//EForms/configuredHtml/1254/86290/login.html>)**

**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 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*

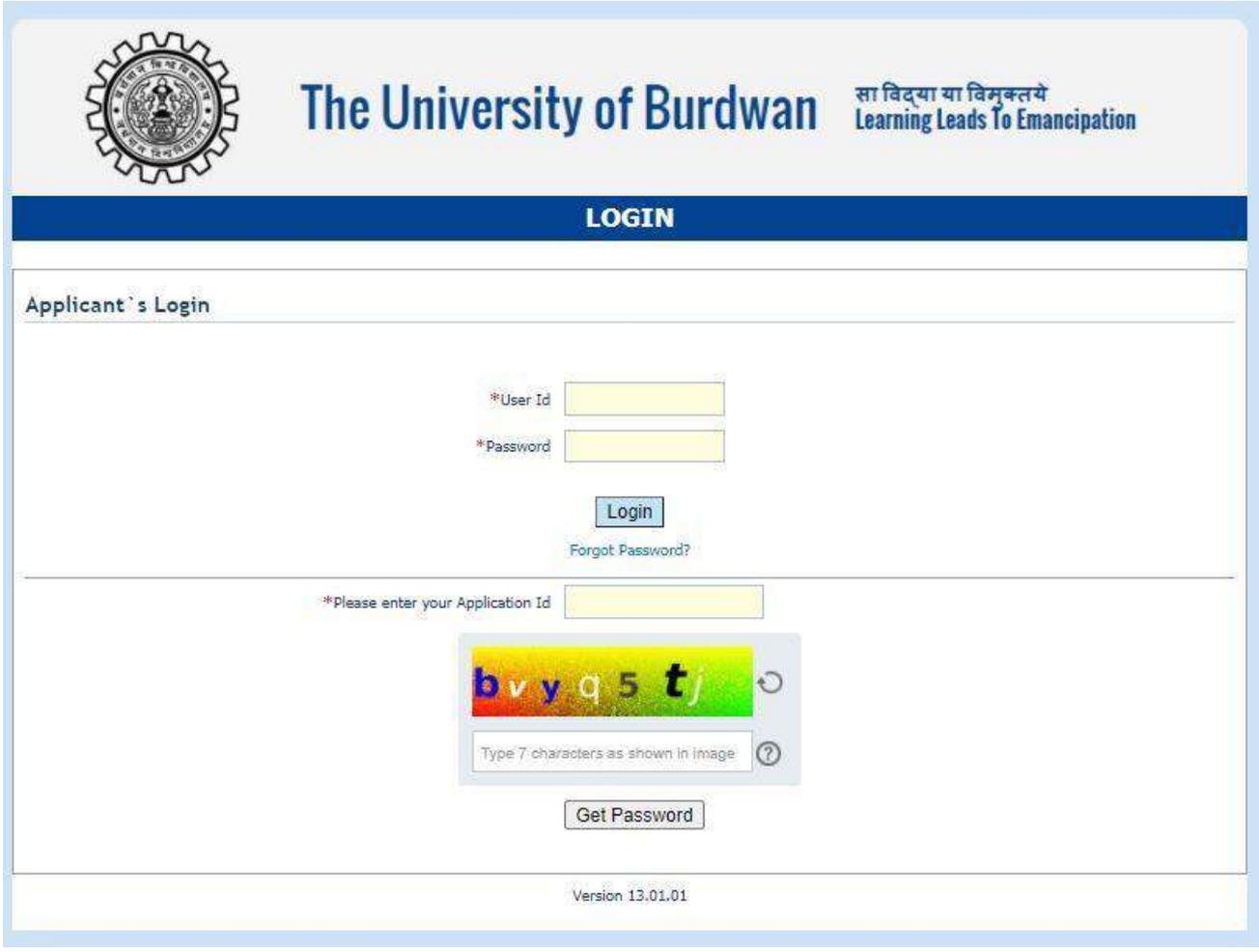
Step-4. Purpose of the student's login portal as follows:

- 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 'The University of Burdwan' login interface. 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 this is a blue 'LOGIN' header. The main content area is titled 'Applicant's Login' and contains two sections. The first section has input fields for '\*User Id' and '\*Password', a 'Login' button, and a 'Forgot Password?' link. The second section, which is the focus of the 'Change password screen', has a label '\*Please enter your Application Id' with an input field, a captcha image showing the characters 'bvyq5tj', a text box 'Type 7 characters as shown in image', and a 'Get Password' button. At the bottom, the version number 'Version 13.01.01' is displayed.

*Figure 20 - Change password screen*

END OF THE DOCUMENT