VIVEKANANDA MAHAVIDYALAYA

HARIPAL * HOOGHLY* PIN – 712405
WEST BENGAL
(*NAAC Reaccredited Institution*)

Dr. A. Bhattacharyya
Teacher-In-Charge

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 <u>দুটি পর্যায়ে</u> সম্পন্ন হবে।

প্রথম পর্যায় ঃ

যে সকল ছাত্রছাত্রী বিবেকানন্দ মহাবিদ্যালয়ে ২০২৩-২৪ শিক্ষাবর্ষে ভর্তির পক্রিয়া 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 নিদিষ্ট 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. ব্যতিত অন্য সকল BOARD এর ছাত্রছাত্রীদের ORIGINAL MIGRATION CERTIFICATE এবং অতিরিক্ত ১০০ টাকা জমা দিতে হবে অনলাইনের মাধ্যমে।
9) AADHHAR 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 I)

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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.

Figure 1: Registration first

page

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

Vivekananda Mahavidyalaya, Haripal

*College Name 101-BURDWAN RAJ COLLEG College Id 101-416

*Category Unreserved

Proceed

Check Eligibility Status

*Degree

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

* NEP Program ---Select---   * Course   ct ---Select---

Next

Figure 4 - Degree selection

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

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.

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.

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 (12th 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.

Figure 8 - Class 12 Marks details

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

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.

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	---Select---
*Equivalent course from SWAYAM or other UGC recognized platform	○ Yes ○ No	*Ability Enhancement Course	
*Skill Enhancement Course		*VAC (Value Added Course)	

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

Upload Photo, Signature and Testimonials

Figure 11 - Multidisciplinary group and subject selection

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

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Document / Image Upload   ×

| **Photograph** | **Signature** |

* Signature : [Choose File] No file chosen   **Upload**

Please upload your signature :max 20KB(Only JPEG and JPG formats)

Close This Window

Figure 13 - Signature Upload part

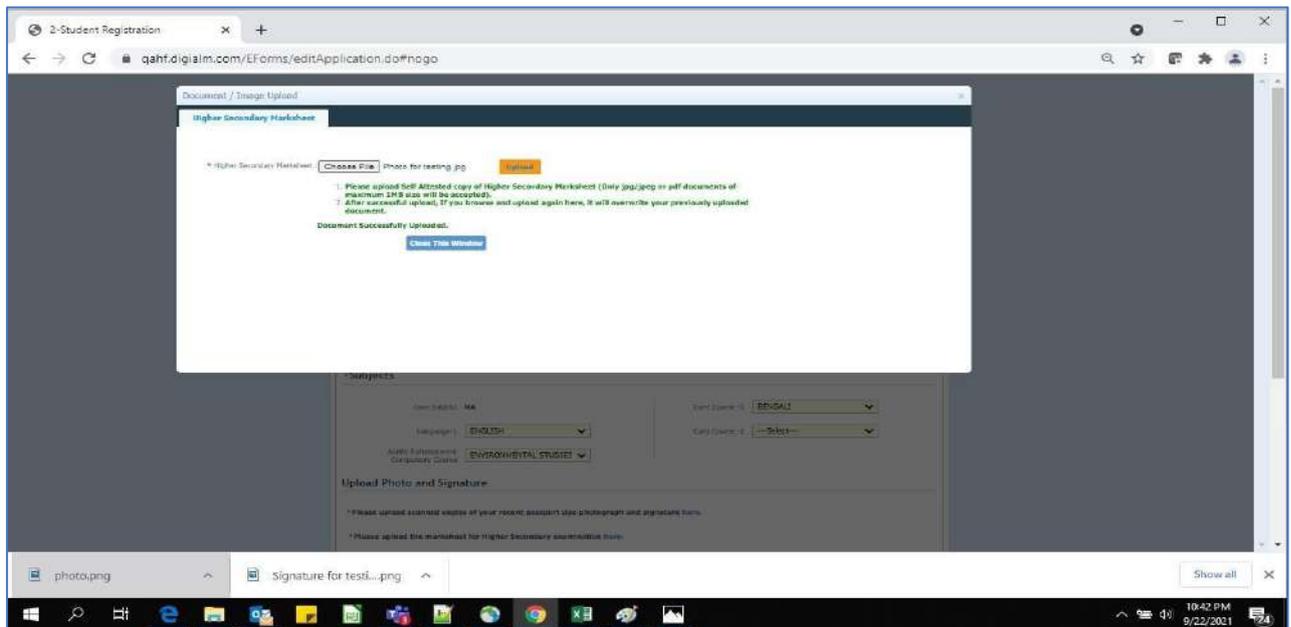*Figure 14 - Relevant documents upload part*

*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
Examination Enrollment Fees
Sports Fee
Total Amount

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.

[Type 7 characters as shown in image ⑦]

[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.
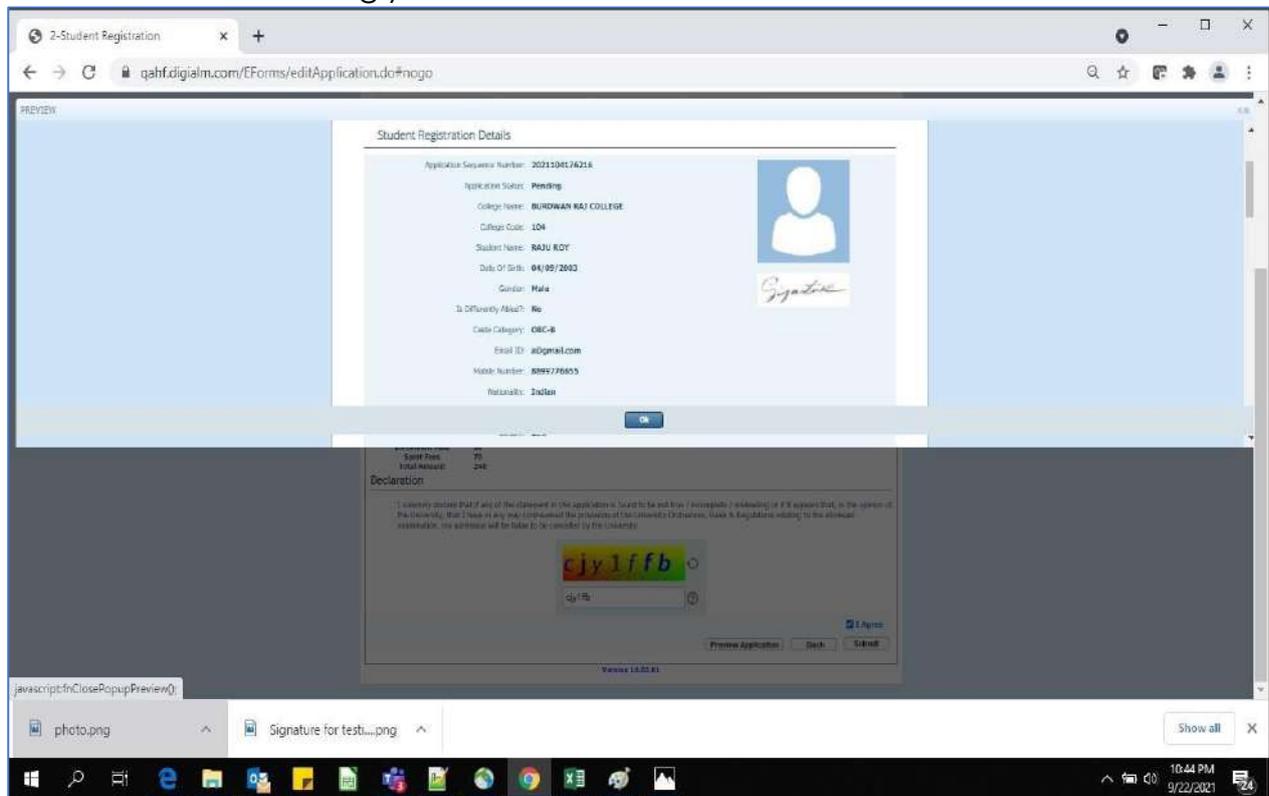

Figure 16 - Preview page

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.
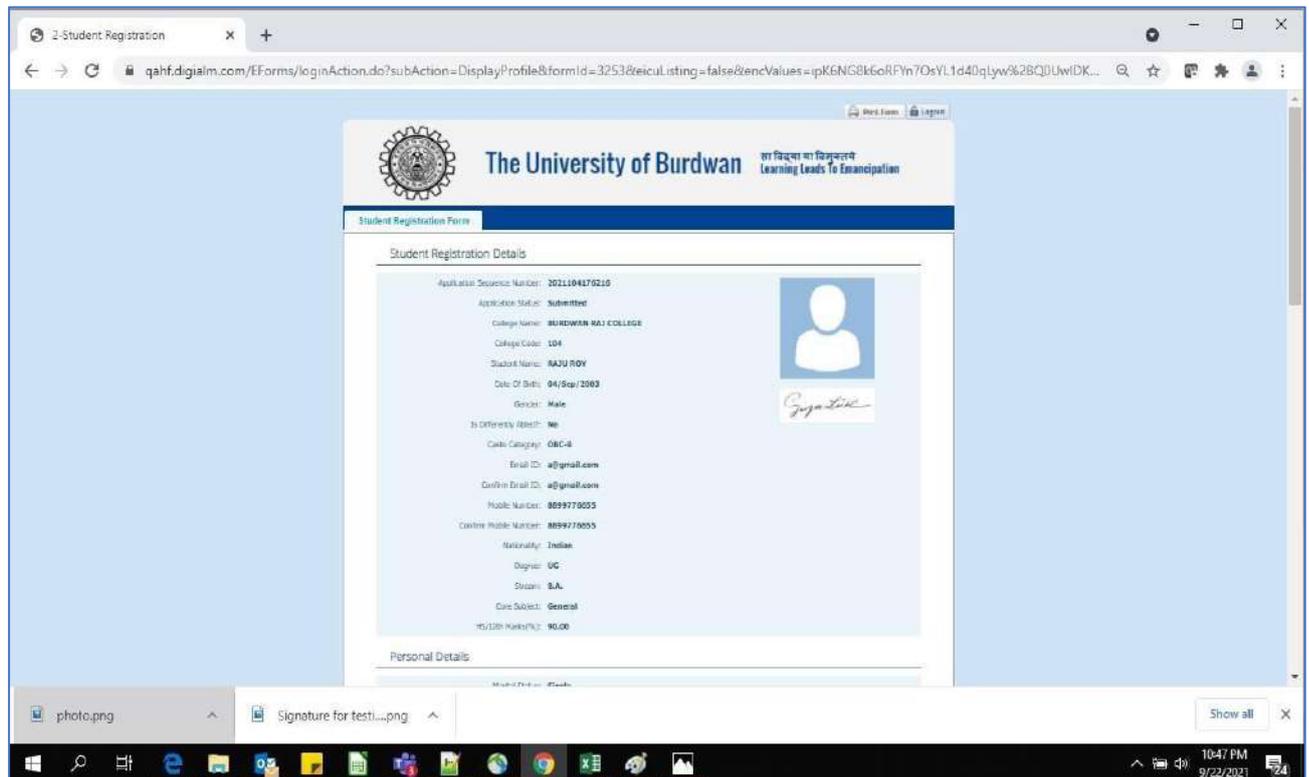

Figure 17 - Form Submitted preview

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.
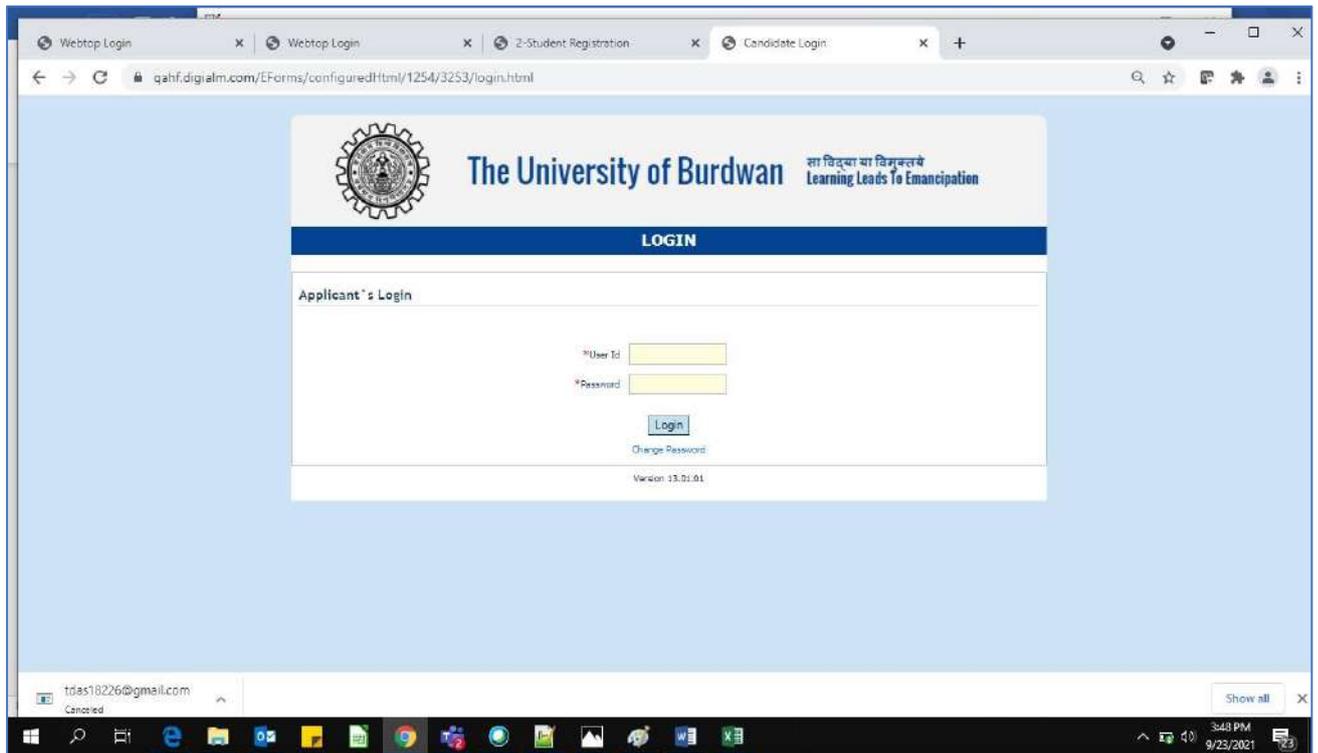
Figure 18: Student's Login Page

Step-3.   Below page will be displayed post successfully login of the student(s).
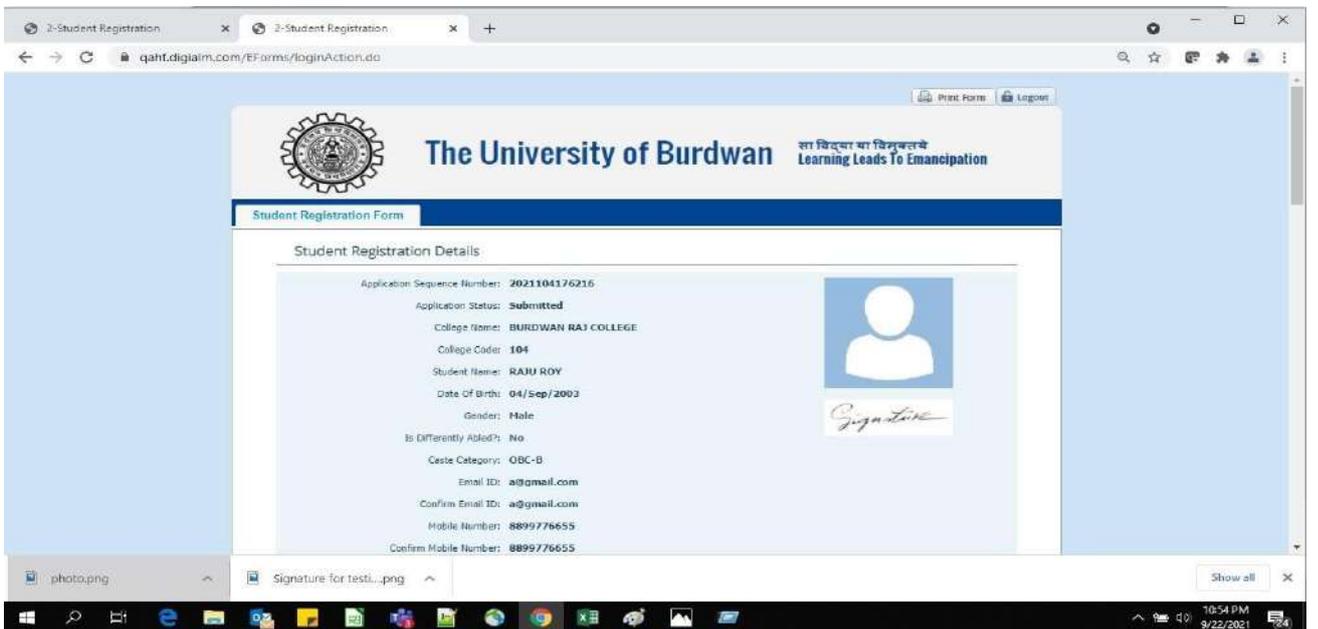
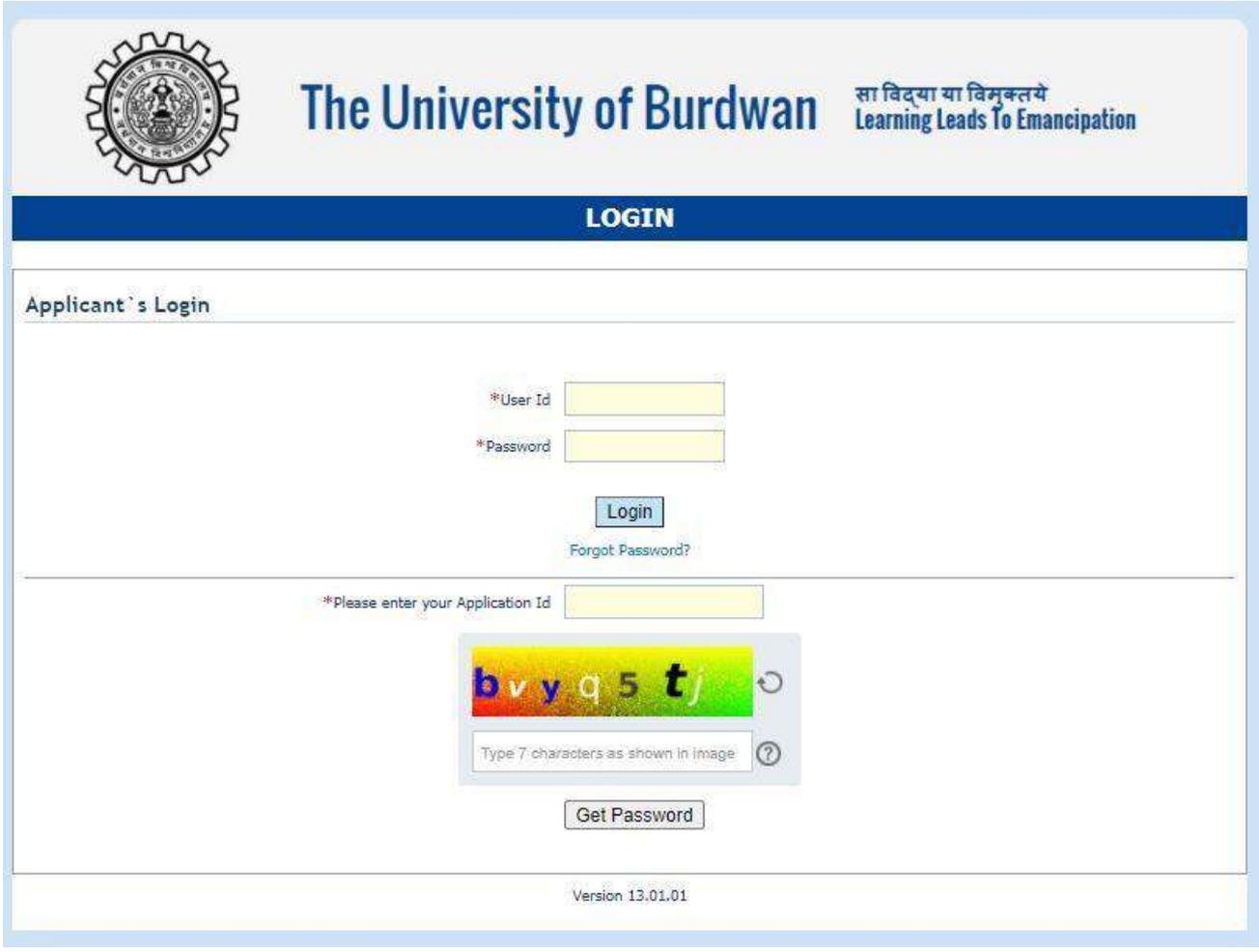
Figure 19 - Student's Portal

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.

Figure 20 - Change password screen

END OF THE DOCUMENT