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KANANDA MAHAVIDYALAYA

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

Dr. A. Bhattacharvva

Principal & Secretary

Date. 10.11.2025 Ref. No.



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 ১০.১১.২০২৫ থেকে ২৭.১১.২০২৫ তারিখ পর্যন্ত বর্ধমান বিশ্ববিদ্যালয়ের নির্দেশিকা অনুযায়ী Registration-cum-Enrolment অনলাইনের মাধ্যমে সম্পুন্ন হবে।

প্রথম পর্যায় ঃ

যে সকল ছাত্রছাত্রী বিবেকানন্দ মহাবিদ্যালয়ে ২০২৫-২৬ শিক্ষাবর্ষে ভর্ত্তির পক্রিয়া সম্পূর্ণ করেছে. শুধুমাত্র সেই সকল ছাত্রছাত্রীদের জানানো যাচ্ছে যে, নিম্নের দেওয়া লিঙ্কে (Know Your Details) ক্লিক করে নিজের সাবজেক্ট দেখে সঠিক সাবজেক্ট নির্বাচন করতে হবে Registration-cum-Enrolment এর আবেদন পত্র পূরণ করার সময়। 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 Registrationcum-Enrolment বাতিল বলে গণ্য হবে। সঠিকভাবে অনলাইনের মাধ্যমে তথ্য প্রদান না করলে পরবর্তীতে REGISTRATION CERTIFICATE এ ওই ভুলই 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।

- 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 (xerox)
- ৩. উচ্চমাধ্যমিক বা সমতুল্য পরীক্ষার ADMIT CARD ও MARK SHEET এর ফটোকপি (xerox)
- 8. মহাবিদ্যালয়ে ভর্ত্তি হওয়া (Admission Application Form / Admission Pay Slip) এর ফটোকপি (xerox)
- ৫. SC/ST/OBC-A/OBC-B Certificate এর ফটোকপি (xerox)
- ৬. W.B.C.H.S.E. ব্যাতিত অন্য সকল BOARD এর ছাত্রছাত্রীদের ORIGINAL MIGRATION CERTIFICATE এবং অতিরিক্ত ১০০/- টাকা জমা দিতে হবে কলেজ অফিসে।
- ৭. AADHHAR CARD এর ফটোকপি (xerox)
- ৮. ABC ID এর ফটোকপি (xerox)





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কলেজ অফিসে REGISTRATION cum ENROLMENT এর আবেদন পত্র জমা দেওয়ার নির্ঘন্টঃ কলেজ অফিসে জমা দেওয়ার সময় সকাল ১১টা ৩০মিনিট থেকে দুপুর ২টো ৩০মিনিট পর্যন্ত।

Date	STREAM / SUBJECT
25.11.2025	B.A.(4Year) - All, B.Com (4Year) - All, B.Sc. (4Year) - All
26.11.2025	BCA (4Year) – All, B.Com (3Year) – All, B.Sc. (3Year) – All & Bengali, English (3Year) – All
27.11.2025	Education, History, Philosophy, Physical Education & Sports, Political Science, Sanskrit (3Year) - All
28.11.2025	কলেজ অফিসে REGISTRATION cum ENROLMENT এর আবেদন পত্র জমা দেওয়া ছাত্রছাত্রীদের চেক লিস্ট প্রকাশিত হবে অনলাইনের মাধ্যমে কলেজ ওয়েবসাইটে।
29.11.2025	প্রকাশিত চেক লিস্টে কোনোরকম তথ্য ভুল অথবা নাম না থাকলে অতি অবশ্যই কলেজ অফিসে যোগাযোগ করতে হবে।

ড. অজয় ভট্টাচার্য ভারপ্রাপ্ত অধ্যক্ষ

THE UNIVERSITY OF BURDWAN



Registration AY 2025-26

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 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/1254/86290/Registration.html
- Step-3. 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 e-mail in the provided number and email address.
- Step-4. Need to check at check box and select correct captcha code also.
- Step-5. Click on "Register" button.

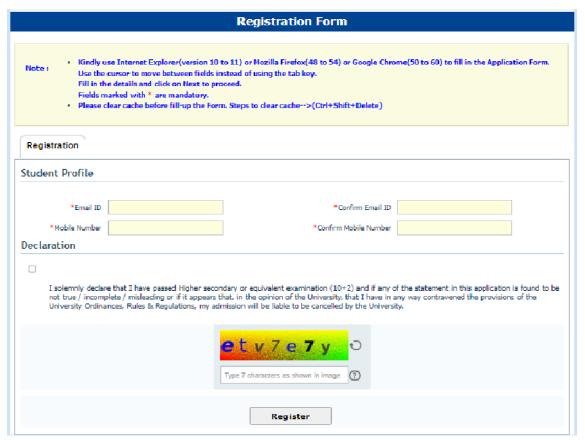




Figure 1: Registration first page

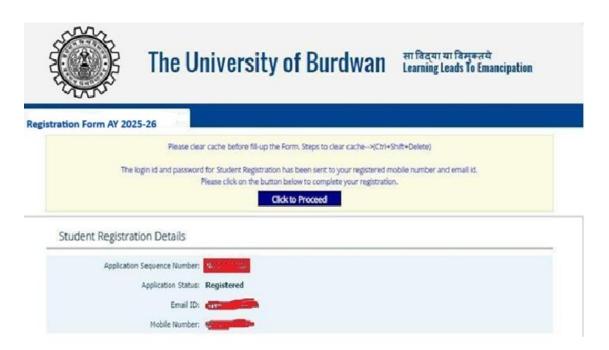
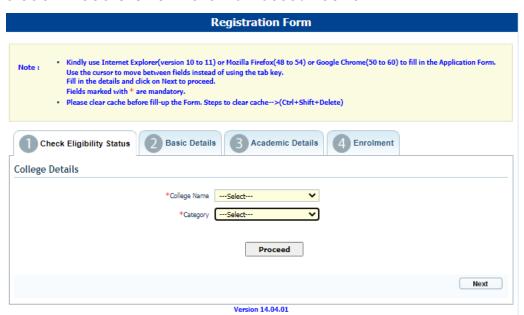


Figure 2: Registration second page

Step-6. Student need click on "Click to Proceed" button



Step-7. Candidate needs to select correct college name and category name. Then click on "**Proceed**" button.

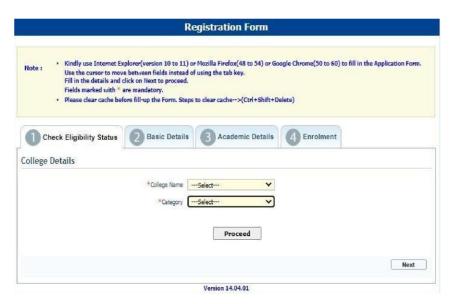


Figure 3 - College details

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)

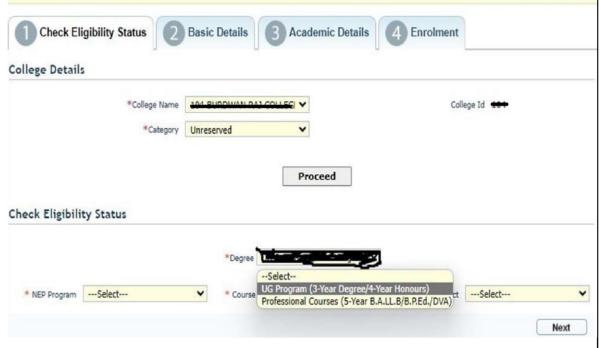


Figure 4 - Degree selection

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

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.

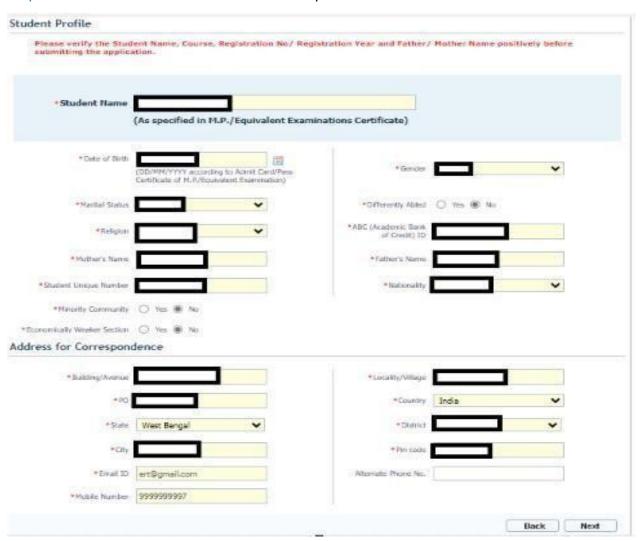


Figure 2: Registration page 1

- 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.





- 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

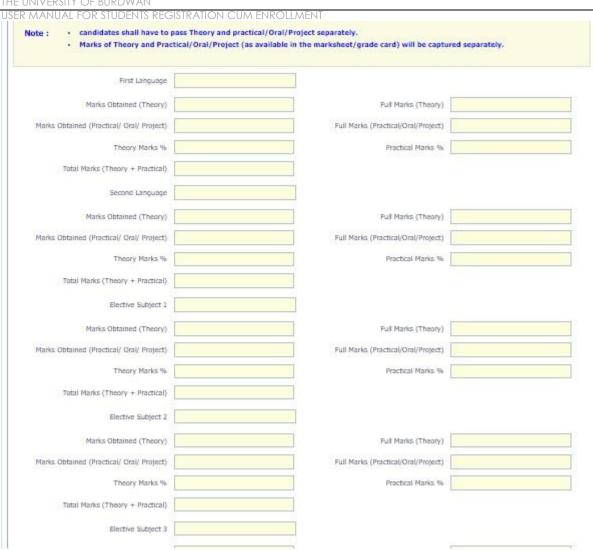


Figure 4: Stage 1 registration completion

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

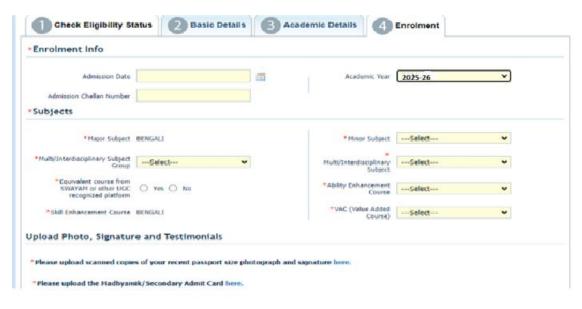


Figure 5: Eligibility verification

Step-18. Candidates need to select admission date, academic session and admission chalan no. Then need to select Core subject correctly from drop down list.



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

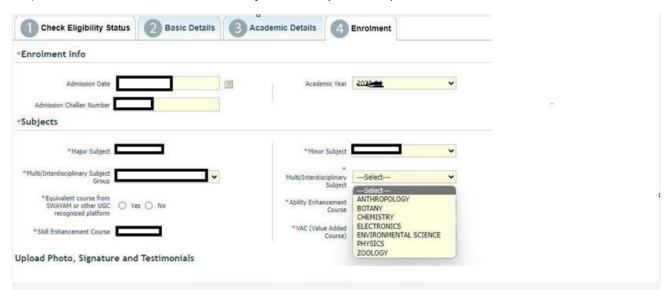


Figure 11 - Multidisciplinary group and subject selection

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.

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, 10th and 12th admit card, marksheets. Admission chalan copy and caste certificate (if applicable)



Figure 12: Photo upload part





Figure 13 - Signature Upload part

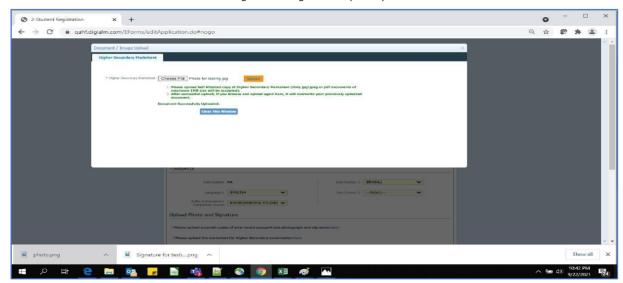
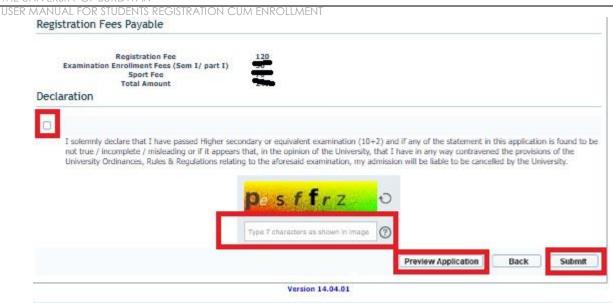


Figure 14 - Relevant documents upload part



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.

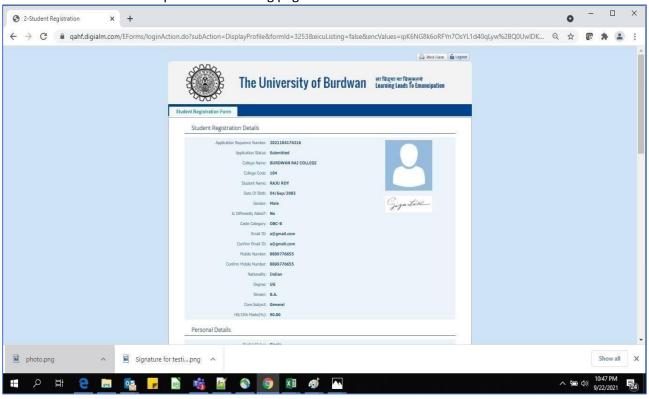


Figure 11: Preview page

1. Student's portal



USER MANUAL FOR STUDENTS REGISTRATION CUM ENROLLMENT

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.

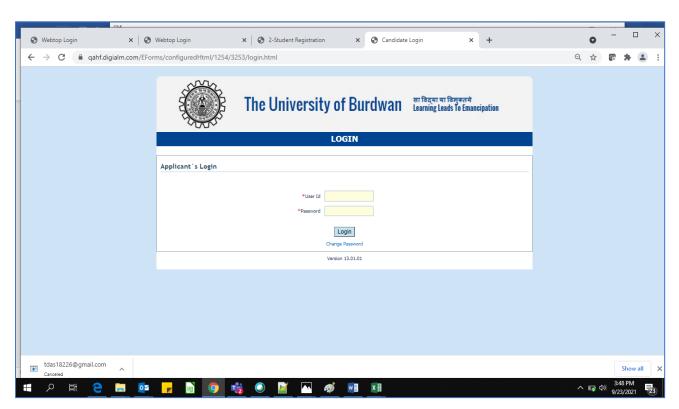


Figure 14: Student's Login Page

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

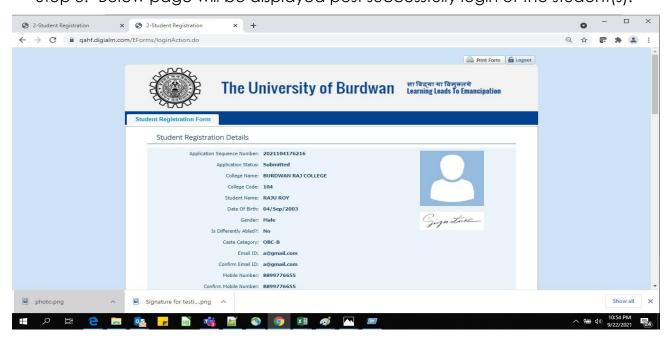


Figure 15: Student's Portal



Step-1. 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.
- f. If college change status as "ask for correction" then one edit option will be available upper right side of login form.
- Step-2. 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.

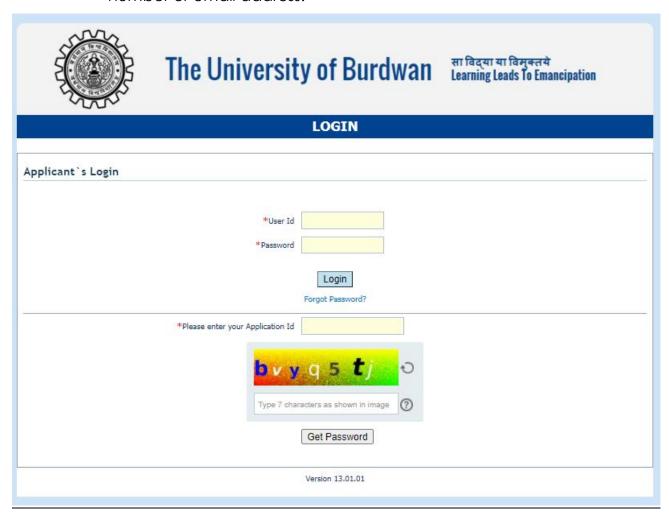


Figure 16: Change password screen

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