

# SARAT CENTENARY COLLEGE



Dhaniakhali, Hooghly, WB, PIN-712302

Founded: 1976

Re-Accredited by NAAC (CGPA: 2.33) &amp; Recognised Under UGC 2F&amp;12B

WB Gov. Aided &amp; Affiliated to The University of Burdwan

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No. \_\_\_\_\_

Date: - 12.10.2022

## রেজিস্ট্রেশন সংক্রান্ত বিজ্ঞপ্তি

এতদ্বারা সকলকে জানানো যাইতেছে যে BA, B.Sc, B.Com (Hons. & Genl.) 1<sup>st</sup> SEM (২০২২-২০২৩) ছাত্র ছাত্রীরা নিম্নলিখিত নির্দেশানুসারে তাদের Registration Cum Enrollment (1<sup>st</sup> SEM CBCS) Burdwan University Online Registration Portal-এ Form fill-up করিবেন। Online Form fill-up করিবার তারিখ 17.10.2022 থেকে 28.10.2022  
Click on U.G. Student's Registration Application Form link

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

**\*\*Online Form পূরণ করার জন্য এক Copy Recent Colour Photograph(30mm X 45mm), M.P & H.S এর Admit, Marksheet, প্রথম বর্ষের ভর্তির রসিদ অবশ্যই সাথে নিয়ে যেতে হবে। Email ID, Aadhaar No. & Mobile No. অবশ্যই উল্লেখ করে দিতে হবে।**

**\*\*প্রত্যেক ছাত্র ছাত্রীরা Online-এ Form fill-up করার সময় Form টি Final Submit করার আগে পুনরায় সমস্ত তথ্য সঠিক ভাবে যাচাই করে তবেই Form টি Final Submit করবেন।**

**\*\*Online Form পূরণ করার পর ছাত্র ছাত্রীরা নিম্নলিখিত University Registration portal এ গিয়ে ID এবং Password দিয়ে log-in করে দেখে নিতে পারবেন**

[\(https://www.digialm.com:443//EForms/configuredHtml/1254/3253/login.html\)](https://www.digialm.com:443//EForms/configuredHtml/1254/3253/login.html)

**\*\*Online এ পূরণ করা Form-এর দুটি Print Out করে একটি কলেজ অফিসে জমা দেবে এবং অন্যটি ছাত্র/ছাত্রী নিজের কাছে রাখবে।**

**\*\*মাইগ্রেশন সার্টিফিকেট অন্যান্য বোর্ড/বিশ্ববিদ্যালয় থেকে পাস করা ছাত্র ছাত্রীদের জন্য প্রযোজ্য। Online Registration Form পূরণ করার পর যে সকল ছাত্র ছাত্রীদের জন্য মাইগ্রেশন সার্টিফিকেট প্রযোজ্য, তাদের কলেজ অফিসে ১০০ টাকা (Inward Migration Fee.) এবং মাইগ্রেশন ফর্ম জমা দিতে হবে।**

**\*\*Online-এ Form fill-up করার সময় কোনো সমস্যা দেখা দিলে কলেজ অফিসে যোগাযোগ করতে বলা হচ্ছে।**

**Online-এ Registration Form fill-up করার পর, সমস্ত ছাত্র ছাত্রীদের নিম্নলিখিত তারিখে (সময়: ১১ টা থেকে দুপুর ২টা পর্যন্ত) পূরণ করা Form-এর Print Out নিয়ে Institution Verification এর জন্য কলেজ অফিসে উপস্থিত হবার জন্য জানানো যাচ্ছে।**

1 <sup>st</sup> SEMESTER		
Class	Roll No.	Date
B.Sc & B.Com (Honours + General) ALL	ALL	18.10.2022
B.A. Honours ALL	ALL	19.10.2022
B.A. General	1 to 500	20.10.2022
B.A. General	501 to 1025	29.10.2022

যে সকল ছাত্রছাত্রী বর্ধমান বিশ্ববিদ্যালয়ের অন্তর্গত অন্যান্য ও এই কলেজে পূর্বে ভর্তি হয়েছিল এবং Registration করেছিল তাদের Registration এর original ও Xerox, College Admission Bill সহ আগামী 18.10.2022 তারিখ কলেজ অফিসে যোগাযোগ করতে হবে। অন্যথায় Registration Enrolment সম্পন্ন হবে না।



Dr. Sandip Kumar Basak

Principal &amp; Secretary

Principal &amp; Secretary



## 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.

The screenshot displays the online registration form for The University of Burdwan. The page features the university's logo and name at the top. Below this, a 'Registration Form' section contains a note about browser compatibility and instructions for filling out the form. The 'College Details' section includes a dropdown menu for selecting a college, with '104-BURDWAN RAJ COLLEGE' currently selected. The 'College Id' is displayed as '104'. The browser's address bar shows the URL: 'qahf.digialm.com/EForms/configuredHtml/1254/3253/Registration.html'.

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.

2-Student Registration

qahf.digialm.com/EForms/configuredHtml/1254/3253/Registration.html

College Name: 104-BURDWAN RAJ COLLEGE College Id: 104

Proceed

Student Profile

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

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

\*Gender: Select

\*Caste Category: Select

\*Differently Abled: Yes No

\*Email ID

\*Confirm Email ID

\*Mobile Number

\*Confirm Mobile Number

\*Nationality: Select

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

56Vccfp

Type 7 characters as shown in image

Register

*Figure 2: Registration page 1*

2-Student Registration

qahf.digialm.com/EForms/configuredHtml/1254/3253/Registration.html#nogo

\*Student Name: qahf.digialm.com says

Are you sure you want to Register the form?

OK Cancel

\*Date of Birth

\*Gender

\*Caste Category: OBC-B

\*Differently Abled: Yes No

\*Email ID: a@gmail.com

\*Confirm Email ID: a@gmail.com

\*Mobile Number: 8899776655

\*Confirm Mobile Number: 8899776655

\*Nationality: Indian

Course Details

\*Degree: UG Degree Professional Course UET Degree

\*Stream: B.A.

\*Core Subject: General

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

56Vccfp

Register

Proceed

Student Profile

\* Student Name

AAA

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

\* Date of Birth

02/11/2001

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

\* Gender

Female

\* Differently Abled

☐ Yes ☒ No

\* Email ID

a@gmail.com

\* Mobile Number

8888888888

\* Nationality

Indian

\* Caste Category

OBC-A

\* Confirm Email ID

a@gmail.com

\* Confirm Mobile Number

8888888888

Documents

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

Course Details

\* Degree

☒ UG Degree ☐ Professional Course

\* Stream

B.A. Hons.

\* Core Subject

BENGALI

Higher Secondary Marks Details

Total Marks Obtained

600

Out Of Total Marks

800

Marks %

75.00

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.

f1cfkvu

Figure 3: Registration page 2

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

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Page 3 of 10

The screenshot shows a web browser window with the URL [qahf.digialm.com/EForms/loginAction.do?subAction=DisplayProfile&formId=3253&eicListing=false&encValues=ipK6NG8k6oRFYn7OsYL1d40qlyw%2BQ0UwIDK...](http://qahf.digialm.com/EForms/loginAction.do?subAction=DisplayProfile&formId=3253&eicListing=false&encValues=ipK6NG8k6oRFYn7OsYL1d40qlyw%2BQ0UwIDK...). The page title is "2-Student Registration". The header features the University of Burdwan logo and the motto "सा विद्या या विमुक्तये" (Learning Leads To Emancipation). The main content area is titled "Student Registration Form" and contains a message: "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." Below this message is a "Complete Registration" button. The "Student Registration Details" section displays the following information: Application Sequence Number: 2021104176216, Application Status: Registered, College Name: BURDWAN RAJ COLLEGE, College Code: 104, Student Name: RAJU ROY, Date Of Birth: 04/Sep/2003, Gender: Male, Is Differently Aabled?: No, Caste Category: OBC-B, Email ID: a@gmail.com, Confirm Email ID: a@gmail.com, Mobile Number: 8899776655, Confirm Mobile Number: 8899776655, Nationality: Indian, Degree: UG, Stream: B.A., and Core Subject: General. The Windows taskbar at the bottom shows the time as 10:19 PM on 9/22/2021.

*Figure 4: Stage 1 registration completion*

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

The screenshot shows a web browser window with the URL [qahf.digialm.com/EForms/editApplication.do](http://qahf.digialm.com/EForms/editApplication.do). The page title is "2-Student Registration". The header features the University of Burdwan logo and the motto "सा विद्या या विमुक्तये" (Learning Leads To Emancipation). The main content area is titled "Registration Form" and contains a 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)". Below the note are four tabs: 1 Check Eligibility Status, 2 Basic Details, 3 Qualifications, and 4 Enrolment. The "Check Eligibility Status" tab is active, showing the "College Details" section with College Id: 104 and College Name: BURDWAN RAJ COLLEGE. Below this is the "Check Eligibility Status" section with radio buttons for Degree (selected), UG Degree, Professional Course, and UIT Degree. There are also input fields for Stream (B.A.), Core Subject (General), and Caste Category (OBC-B). A "Next" button is located at the bottom right of the form. The Windows taskbar at the bottom shows the time as 10:19 PM on 9/22/2021.

*Figure 5: Eligibility verification*

**Step-11.** Fill-up the required data and click on the next button of Check Eligibility to the courses.

- 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.

**2-Student Registration**  
qahf.digitalm.com/EForms/editApplication.do

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

**Student Profile**

\* Student Name: RAJU ROY  
(As specified in M.P./Equivalent Examinations Certificate)

\* Date of Birth: 04/09/2003 (DD/MM/YYYY according to Admit Card/Pass Certificate of M.P./Equivalent Examination)

\* Gender: Male

\* Marital Status: Single

\* Differently Abled: ☐ Yes ☒ No

\* Religion: Hindu

\* NAD ID:

\* Mother's Name: MRS. ROY

\* Father's Name: MR. ROY

\* Minority Community: ☐ Yes ☒ No

\* Nationality: Indian

**Address for Correspondence**

Building/Avenue: 11 Bldg

Locality/Village: Rajbari

PO: Burdwan

\* Country: India

\* State: West Bengal

\* District: Bardhaman

City: Burdwan

\* Pin code: 713421

\* Email ID: a@gmail.com

\* Mobile Number: 8899776655

Alternate No.: 7788998888

Back Next

Version 14.03.01

10:24 PM 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.

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

**\*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

Roll No: 778899  
(In case Roll & No. are different, enter Roll followed by one space and then No.)

Total Marks Obtained: 500

Out Of Total Marks: 800

Marks %: 62.50

Registration No: 667788  
(If Matriculation(10th Level) Registration No. not available, put it as NA)

Registration Year: 2014  
(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: 2018

Class/Division/Grade: A  
(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

Total Marks Obtained (Practical): 200

Out Of Total Marks (Practical): 400

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.

The screenshot shows the 'Enrolment Info' and 'Subjects' sections of the registration form. The 'Enrolment Info' section includes fields for Admission Date (02/09/2021), Admission Challan Number (333667777), and Session (2021-22). The 'Subjects' section includes fields for Core Subject (NA), Language-1 (ENGLISH), Ability Enhancement Compulsory Course (ENVIRONMENTAL STUDIES), Core Course-1 (BENGALI), and Core Course-2 (GEOGRAPHY). Below these sections is a 'Declaration' section with a text box for the candidate to declare the truthfulness of the information provided.

**\*Enrolment Info**

Admission Date: 02/09/2021 Session: 2021-22

Admission Challan Number: 333667777

**\*Subjects**

Core Subject: NA Core Course-1: BENGALI

Language-1: ENGLISH Core Course-2: GEOGRAPHY

Ability Enhancement Compulsory Course: ENVIRONMENTAL STUDIES

**Upload Photo and Signature**

\*Please upload scanned copies of your recent passport size photograph and signature here.

\*Please upload the Madhyamik Admit Card here.

\*Please upload the Madhyamik Marksheet here.

\*Please upload the Admit Card for Higher Secondary examination here.

\*Please upload the marksheet for Higher Secondary examination here.

\*Please upload College admission challan/Confirmation certificate/document/details from colleges here.

**Registration Fees Payable**

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

**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.

*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.

The screenshot shows the 'Photo & Signature Upload' page. A modal window titled 'Document / Image Upload' is open, showing the 'Signature' tab. The 'Signature' tab has a 'Choose File' button and an 'Upload' button. A message indicates that the signature has been uploaded successfully. The background shows the 'Subjects' section of the registration form, which is partially visible.

**Document / Image Upload**

**Signature**

\* Signature: Choose File Signature for testing.jpg Upload

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

Signature is uploaded successfully.

Close This Window

**Subjects**

Core Subject: NA Core Course-1: BENGALI

Language-1: ENGLISH Core Course-2: Select...

Ability Enhancement Compulsory Course: ENVIRONMENTAL STUDIES

**Upload Photo and Signature**

\*Please upload scanned copies of your recent passport size photograph and signature here.

\*Please upload the marksheet for Higher Secondary examination here.

*Figure 9: Photo & signature upload page*



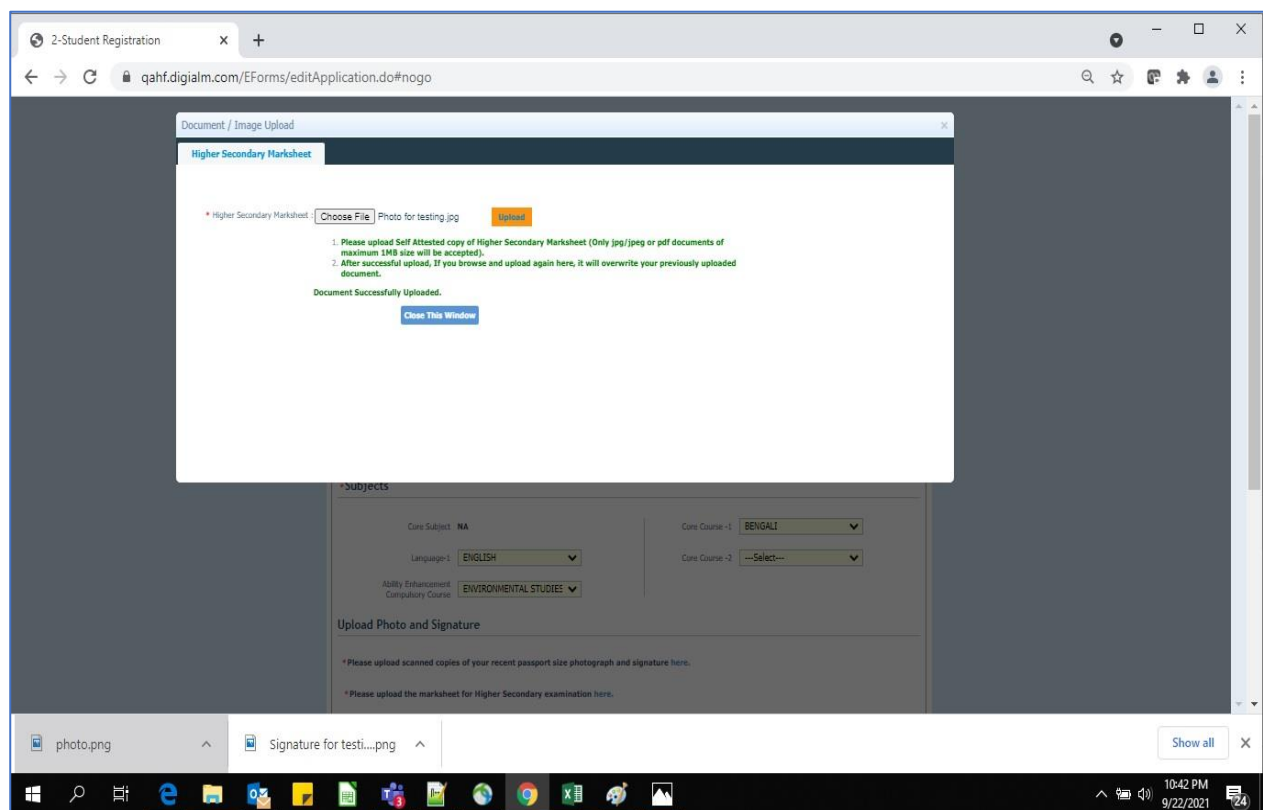


Figure 10: H.S. certificate upload page

**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.

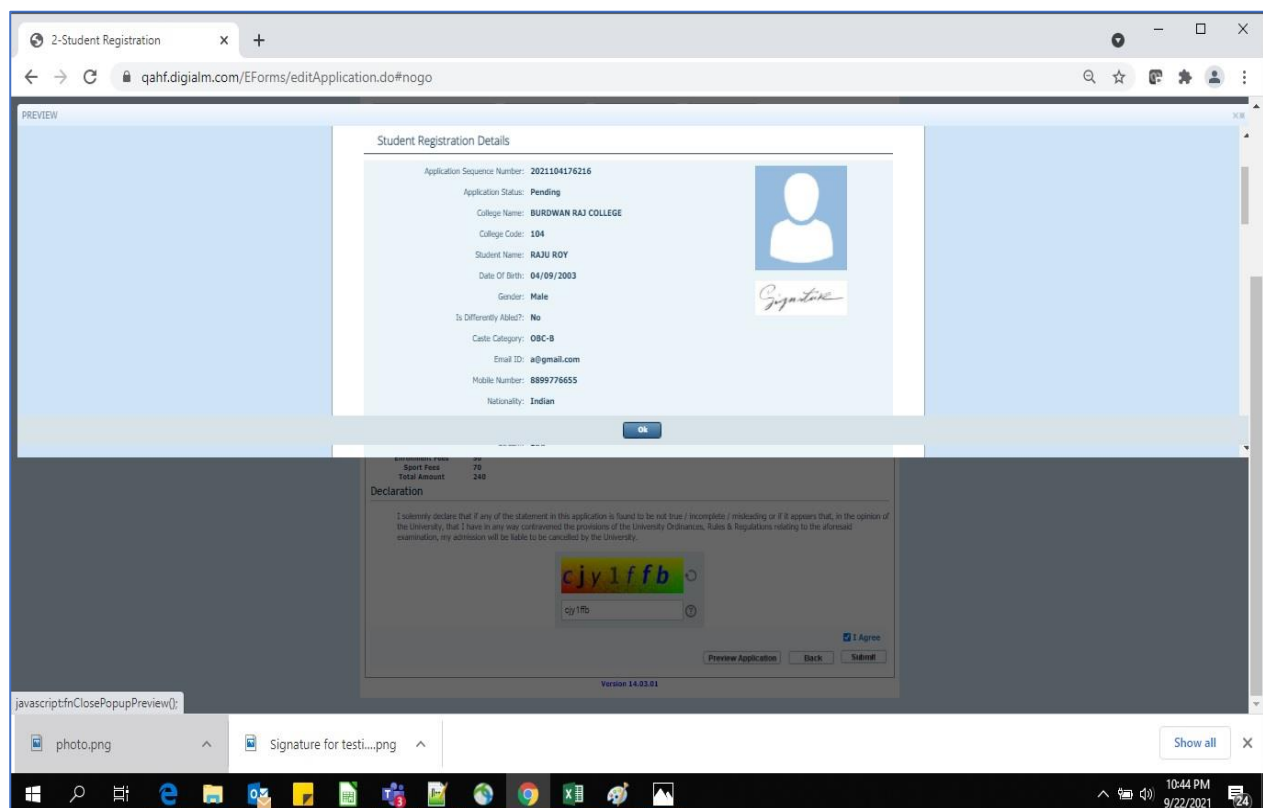


Figure 11: Preview page



**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**



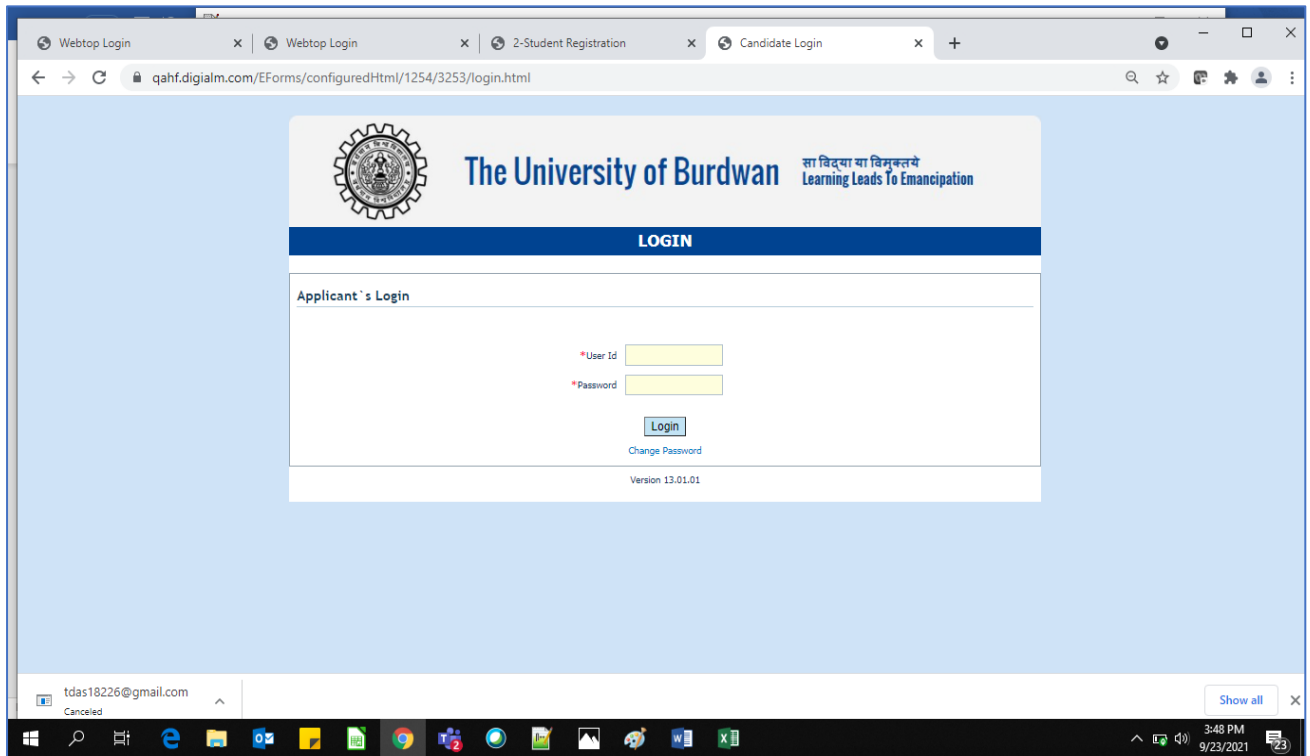
## C. Student's portal

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

URL will be found in the University website.

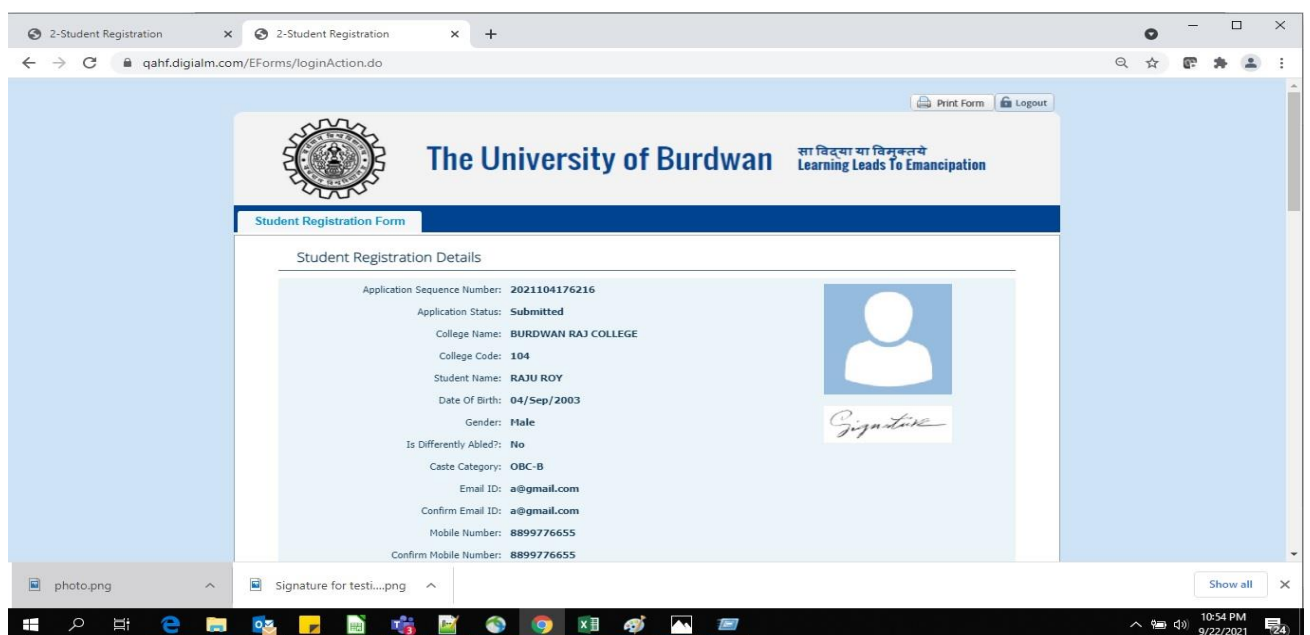
(<https://www.digialm.com:443//EForms/configuredHtml/1254/3253/login.html>)

**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 'The University of Burdwan' login 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 header is a blue 'LOGIN' bar. The main section is titled 'Applicant's Login' and contains two primary login methods. The first method involves entering a '\*User Id' and '\*Password' into yellow input fields, followed by a 'Login' button and a 'Forgot Password?' link. The second method, for password recovery, requires entering a '\*Please enter your Application Id' into a yellow field, followed by a CAPTCHA image showing the characters 'b v y q 5 t j'. Below the CAPTCHA is a text box with the instruction 'Type 7 characters as shown in image' and a 'Get Password' button. The footer of the page indicates 'Version 13.01.01'.

Figure 16: Change password screen