

SARAT CENTENARY COLLEGE



Dhaniakhali, Hooghly, WB, PIN-712302

Founded: 1976

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

WB Gov. Aided & Affiliated to The University of Burdwan

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No. _____

Date: - 20.11.2021

রেজিস্ট্রেশন সংক্রান্ত বিজ্ঞপ্তি

এতদ্বারা সকলকে জানানো যাইতেছে যে BA, B.Sc, B.Com (Hons. & Genl.) 1st SEM (২০২১-২০২২) ছাত্র ছাত্রীরা নিম্নলিখিত নির্দেশানুসারে তাদের Registration Cum Enrollment (1st SEM CBCS) Burdwan University Online Registration Portal-এ Form fill-up করিবে। Online Form fill-up করিবার তারিখ 22.11.2021 থেকে 28.11.2021 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 1Copy 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 পূরণায় সমস্ত তথ্য সঠিক ভাবে যাচাই করে তবেই Form টি Final Submit করবে।**

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

(<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।**

****যে সকল ছাত্র ছাত্রীরা বিষয় (Subject) পরিবর্তন করবে, তাদের Online Form পূরণ করার আগে কলেজ অফিসে এসে যোগাযোগ করতে বলা হচ্ছে।**

****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 st SEMESTER		
Class	Roll No.	Date
B.Sc & B.Com (Honours + General) All	ALL	29.11.2021
B.A. Honours (PHILOSOPHY & POLITICAL SCIENCE)	ALL	30.11.2021
B.A. Honours (BENGALI, ENGLISH, HISTORY, GEOGRAPHY)	ALL	30.11.2021
B.A. General	1 to 250	01.12.2021
B.A. General	251 to 515	02.12.2021
B.A. General	516 to 750	03.12.2021
B.A. General	751 to 1000	04.12.2021
B.A. General	1001 to 1270	06.12.2021

Sd/-

Dr. Sandip Kumar Basak
Principal & Secretary



THE UNIVERSITY OF BURDWAN



Registration AY 2021-22

STUDENT'S USER MANUAL

DOCUMENT VERSION 2.0

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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.

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.

The screenshot shows a web browser window with the URL qahf.digialm.com/EForms/configuredHtml/1254/3253/Registration.html. The form is titled "2-Student Registration". It includes a "College Details" section with "College Name" set to "104-BURDWAN RAJ COLLEGE" and "College Id" set to "104". Below this is the "Student Profile" section with fields for "Student Name", "Date of Birth", "Gender", "Caste Category", "Differently Abled" (Yes/No), "Email ID", "Mobile Number", and "Nationality". A "Declaration" section contains a checkbox labeled "I Agree" and a captcha image showing the text "56Vccfp". A "Register" button is located at the bottom of the form.

Figure 2: Registration page 1

The screenshot shows the same registration form as Figure 2, but with a dialog box open. The dialog box contains the text "qahf.digialm.com says Are you sure you want to Register the form ?" and has "OK" and "Cancel" buttons. The form fields are partially visible behind the dialog box. The "Register" button is at the bottom.

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.

f1 c f k v u o

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 University of Burdwan
सा विद्या या विमुक्तये
Learning Leads To Emancipation

Student Registration Form

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.

Complete Registration

Student Registration Details

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.

Core Subject: General

Figure 4: Stage 1 registration completion

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

The University of Burdwan
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Learning Leads To Emancipation

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 Qualifications 4 Enrolment

College Details

College Id: 104 College Name: BURDWAN RAJ COLLEGE

Check Eligibility Status

*Degree: ☒ UG Degree ☐ Professional Course ☐ UIT Degree

*Stream: B.A.

*Core Subject: General

*Caste Category: OBC-B

Next

Version 14.03.01

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

Alternate No. 7788998888

* Mobile Number 8899776655

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 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
Admission Challan Number: 333667777
Session: 2021-22

***Subjects**

Core Subject: NA
Language-1: ENGLISH
Ability Enhancement Compulsory Course: ENVIRONMENTAL STUDIES
Core Course-1: BENGALI
Core Course-2: GEOGRAPHY

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.

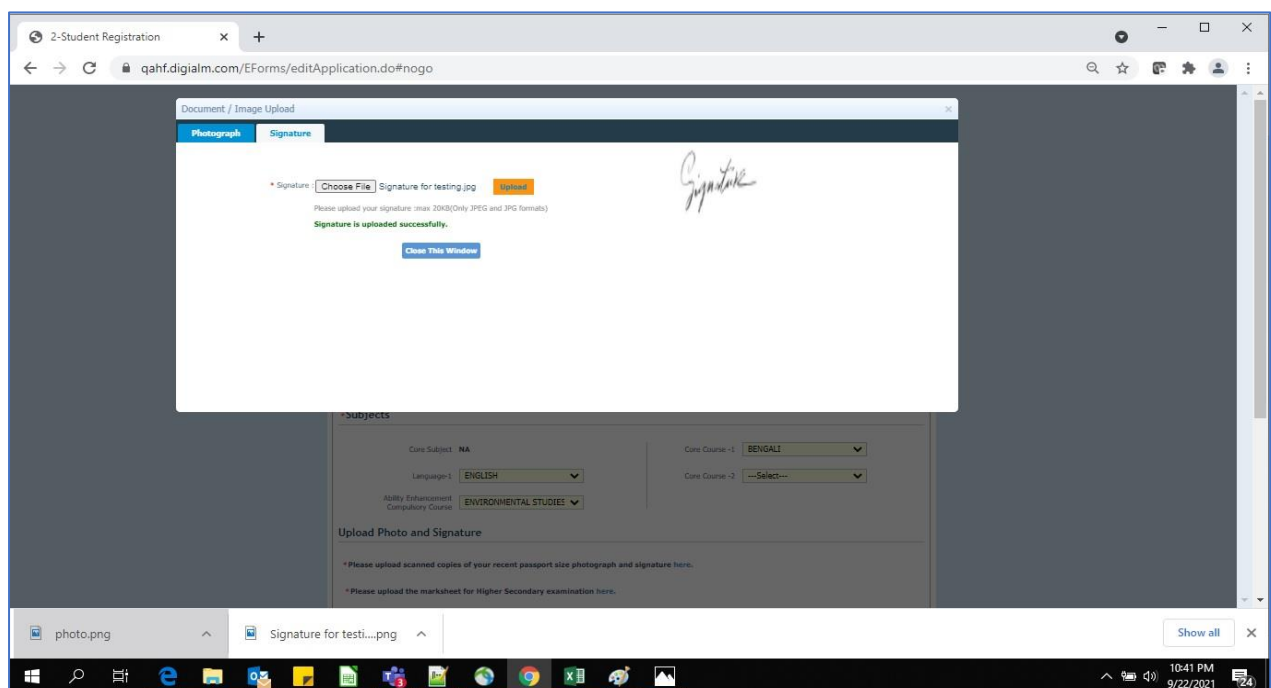


Figure 9: Photo & signature upload page

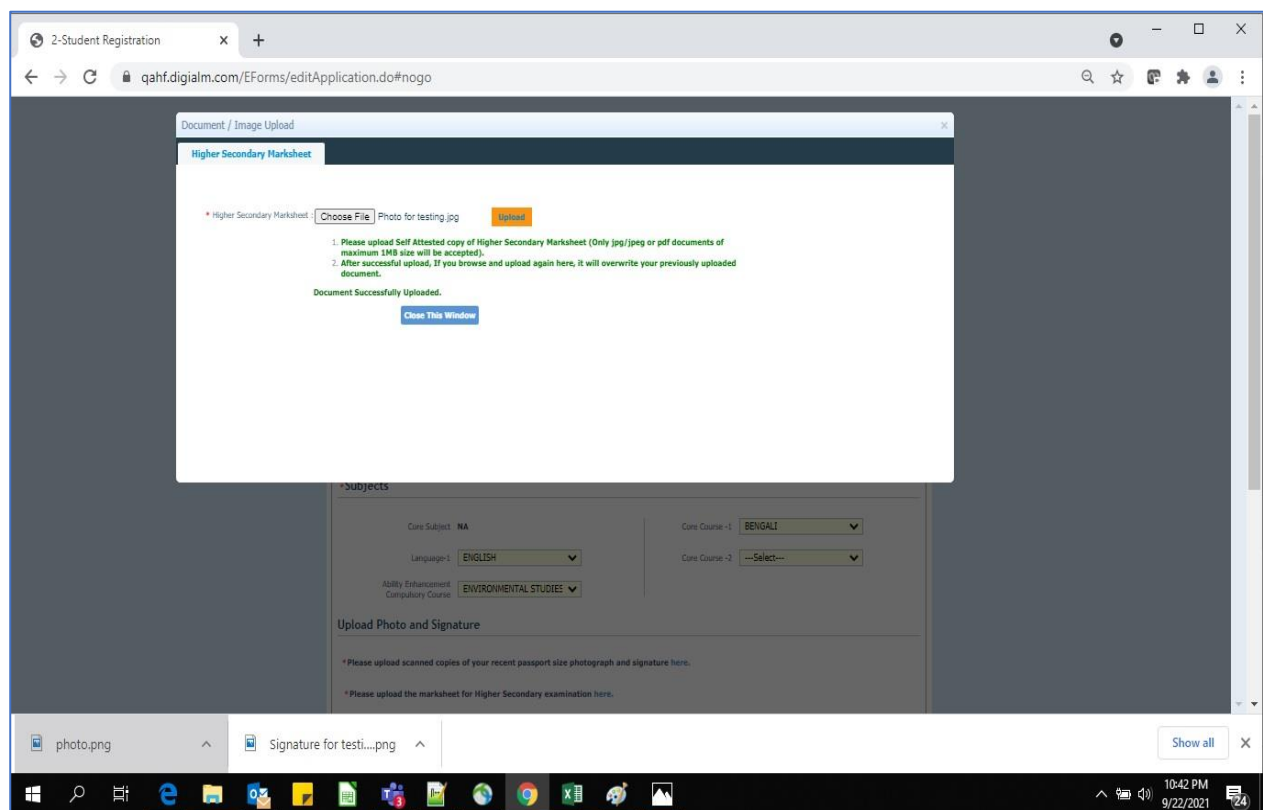


Figure 10: H.S. certificate upload page

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.

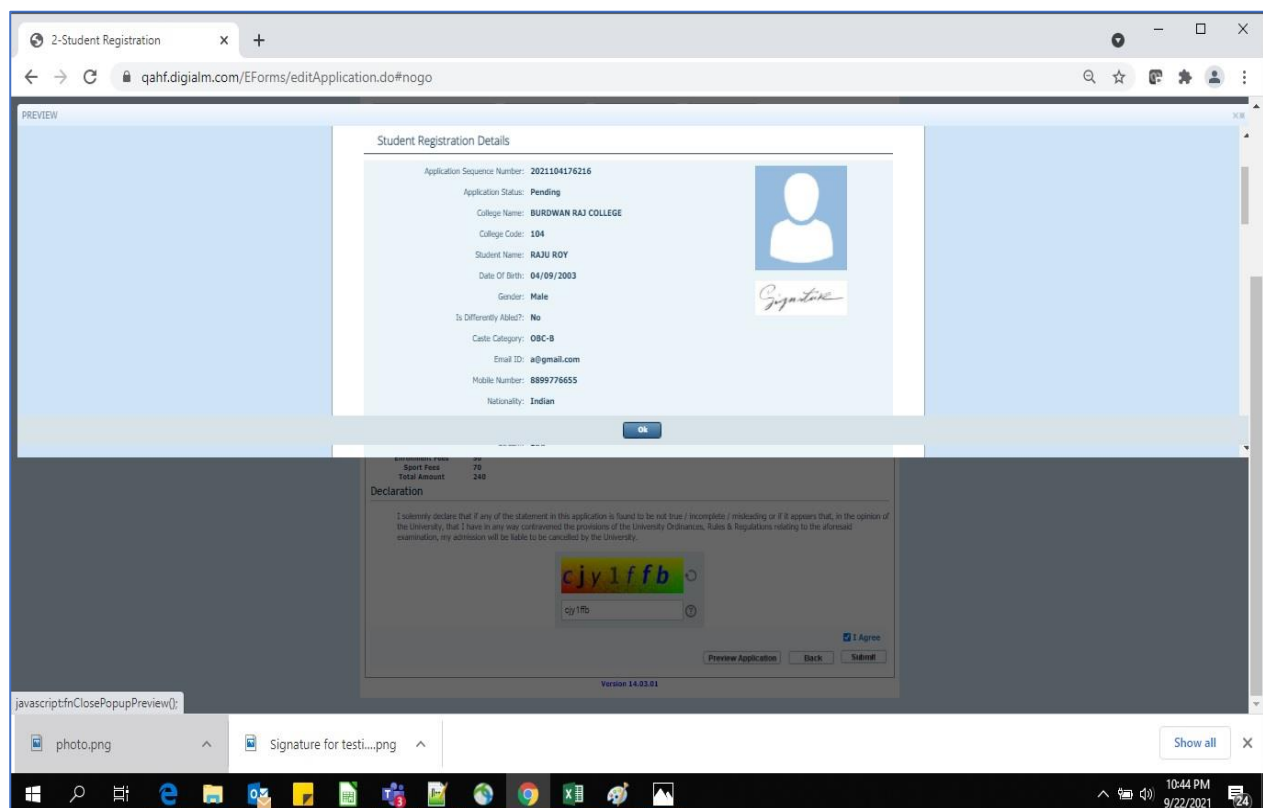


Figure 11: Preview page

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.

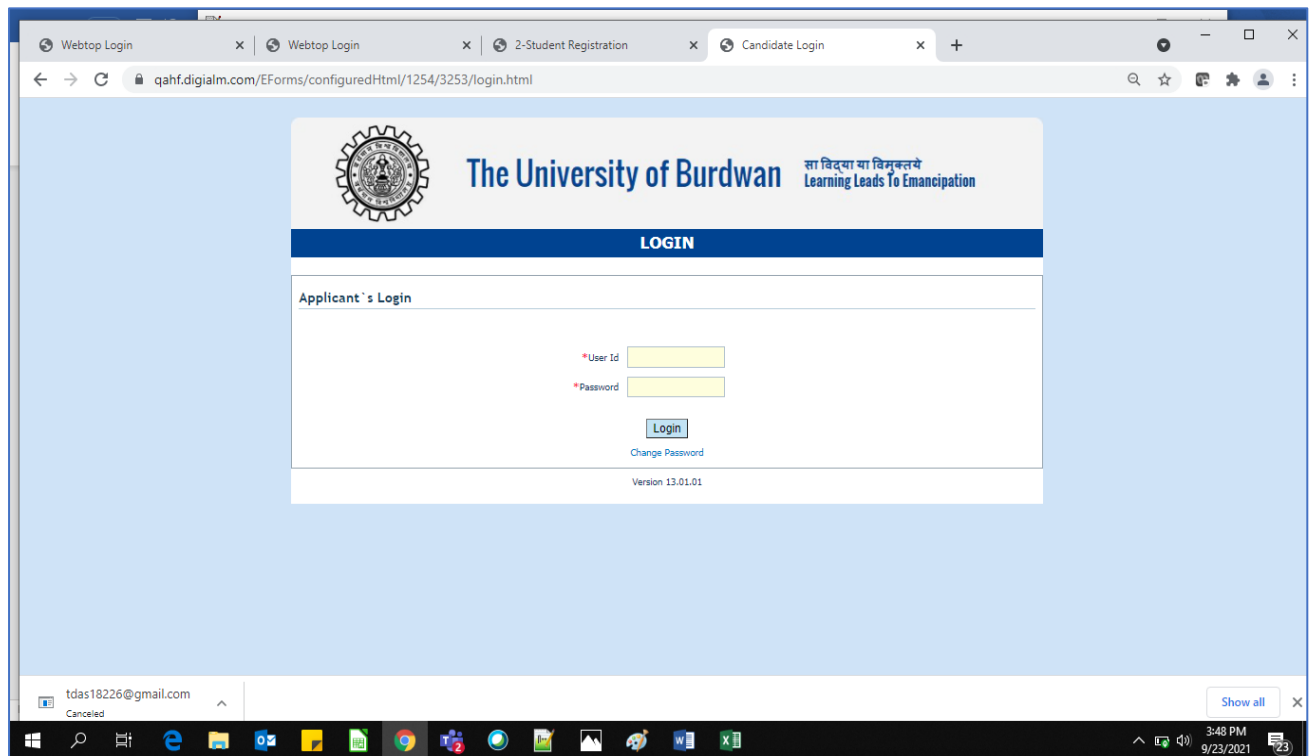


Figure 14: Student's Login Page

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

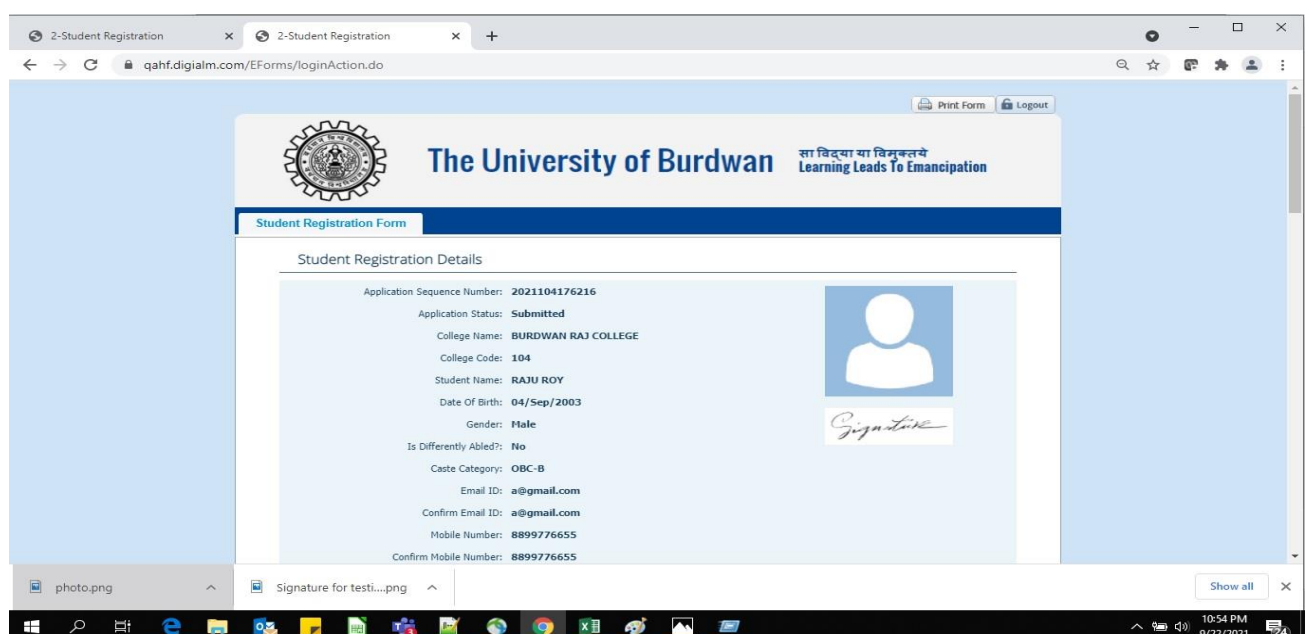


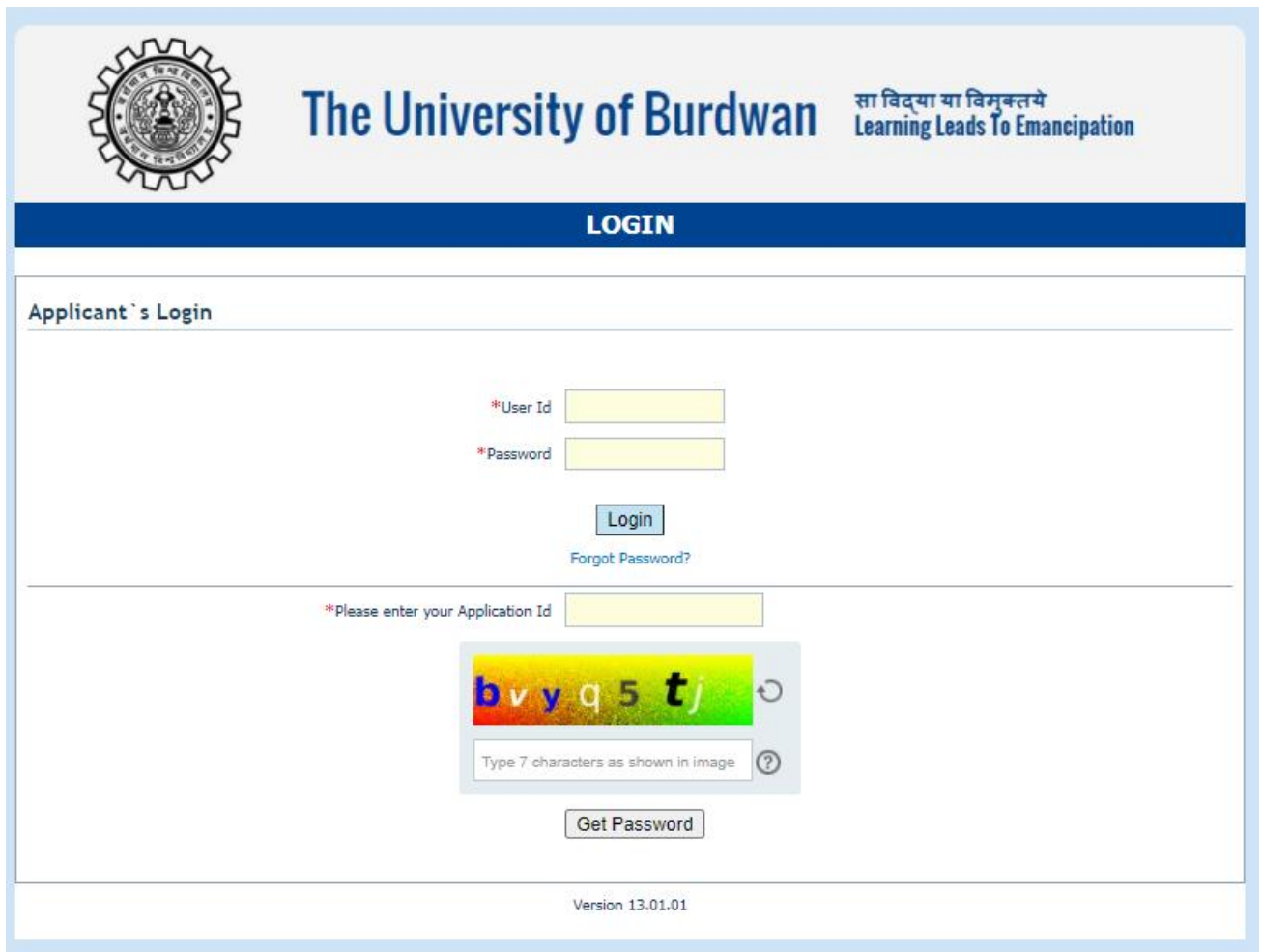
Figure 15: Student's Portal

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 and forgot password 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 header with the word 'LOGIN'. The main content area is titled 'Applicant's Login'. It contains two sections: the first for user login with fields for '*User Id' and '*Password', a 'Login' button, and a 'Forgot Password?' link; the second for password recovery with a field for '*Please enter your Application Id', a captcha image showing the characters 'b v y q 5 t j', a text prompt 'Type 7 characters as shown in image', and a 'Get Password' button. The version number 'Version 13.01.01' is at the bottom.

Figure 16: Change password screen