



DASARATHI HAZRA MEMORIAL COLLEGE

BHATAR, PURBA BARDHAMAN, PIN-713125, WEST BENGAL

College Code - 134

ESTD.-2013

Mobile No.-9434867892

8167305526

E-mail id - bhatarcollege@gmail.com

Web Site :- bhatarcollege.in

Ref. No. : CN/71/2021

Date : 22.11.2021

বিজ্ঞপ্তি

এতদ্বারা প্রথম সেমিস্টারের সকল ছাত্রছাত্রীর উদ্দেশ্যে জানানো হচ্ছে যে, বর্ধমান বিশ্ববিদ্যালয়ের বিজ্ঞপ্তি নং RC/Regn. & Mign/Cir/21-22/245 Date: 19.11.2021 অনুসারে, B.A. প্রথম সেমিস্টারের সকল ছাত্রছাত্রীকে Registration Cum Enrollment নিজেদেরকেই করতে হবে। নিম্নে উল্লিখিত লিঙ্কের মাধ্যমে আগামী ২২.১১.২০২১ থেকে ০৬.১২.২০২১ তারিখের মধ্যে Registration ও Enrollment করা যাবে। অত্যন্ত সতর্কতার সঙ্গে এই কাজ করতে হবে। একবার জমা হয়ে গেলে আর সংশোধন করা যাবে না। এই Form পূরণ করার আগে নিম্নে প্রদত্ত User Manual দেখে নেওয়ার জন্য নির্দেশ দেওয়া হচ্ছে। পূরণ করা Form -এর প্রিন্ট আউট ও অন্যান্য upload করা document -এর এক কপি প্রতিলিপি (Xerox) কলেজ অফিসে আগামী ০৭.১২.২০২১ তারিখ বেলা ১টার মধ্যে জমা করতে হবে।

Registration Cum Enrollment Form পূরণ করার লিঙ্ক :

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

Registration Cum Enrollment এর পর Form দেখার জন্য লিঙ্ক :

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



আদেশানুসারে,

অধ্যক্ষ

Principal

Dasarathi Hazra Memorial College
Bhatar, Purba Bardhaman, West Bengal

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.

The screenshot shows a web browser window with the URL <https://www.digialm.com:443//EForms/configuredHtml/1254/3253/Registration.html>. The page is titled "The University of Burdwan" and "Registration Form". It includes a note about using Internet Explorer or Mozilla Firefox/Google Chrome. The "College Details" section has a dropdown menu for "College Name" and a text field for "College Id". The dropdown menu is open, showing a list of colleges. The "College Id" field contains the value "104".

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 Name" dropdown set to "104-BURDWAN RAJ COLLEGE" and a "College Id" field with "104". Below this is a "Proceed" button. The "Student Profile" section contains fields for "Student Name", "Date of Birth" (DD/MM/YYYY), "Gender" (dropdown), "Caste Category" (dropdown), "Differently Abled" (radio buttons for Yes/No), "Email ID", "Mobile Number", and "Nationality" (dropdown). A "Declaration" section has a checkbox for "I Agree" and a captcha box with the text "56Vccfp". A "Register" button is at the bottom.

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

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

*Differently Abled ☐ Yes ☒ No

*Email ID

*Mobile Number

*Nationality

*Gender

*Caste Category

*Confirm Email ID

*Confirm Mobile Number

Documents

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

Course Details

*Degree ☒ UG Degree ☐ Professional Course

*Stream

*Core Subject

Higher Secondary Marks Details

Total Marks Obtained

Out Of Total Marks

Marks %

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.




Figure 3: Registration page 2

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

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.

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

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 the 'Upload Photo and Signature' section, which contains instructions for uploading scanned copies of recent passport size photograph and signature, Madhyamik Admit Card, Madhyamik Marksheet, Admit Card for Higher Secondary examination, Marksheet for Higher Secondary examination, and College admission challan/Confirmation certificate/document/details from colleges. The 'Registration Fees Payable' section shows a table with fees: Registration Fees (120), Enrollment Fees (50), Sport Fees (70), and Total Amount (240). The 'Declaration' section contains a statement of declaration.

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

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. The 'Signature' tab is active, and a signature has been successfully uploaded. The 'Upload' button is highlighted. Below the signature upload section, the 'Subjects' section is visible, showing the same subject selections as in Figure 8. The 'Upload Photo and Signature' section contains instructions for uploading scanned copies of recent passport size photograph and signature, Madhyamik Admit Card, Madhyamik Marksheet, Admit Card for Higher Secondary examination, Marksheet for Higher Secondary examination, and College admission challan/Confirmation certificate/document/details from colleges.

Figure 9: Photo & signature upload page

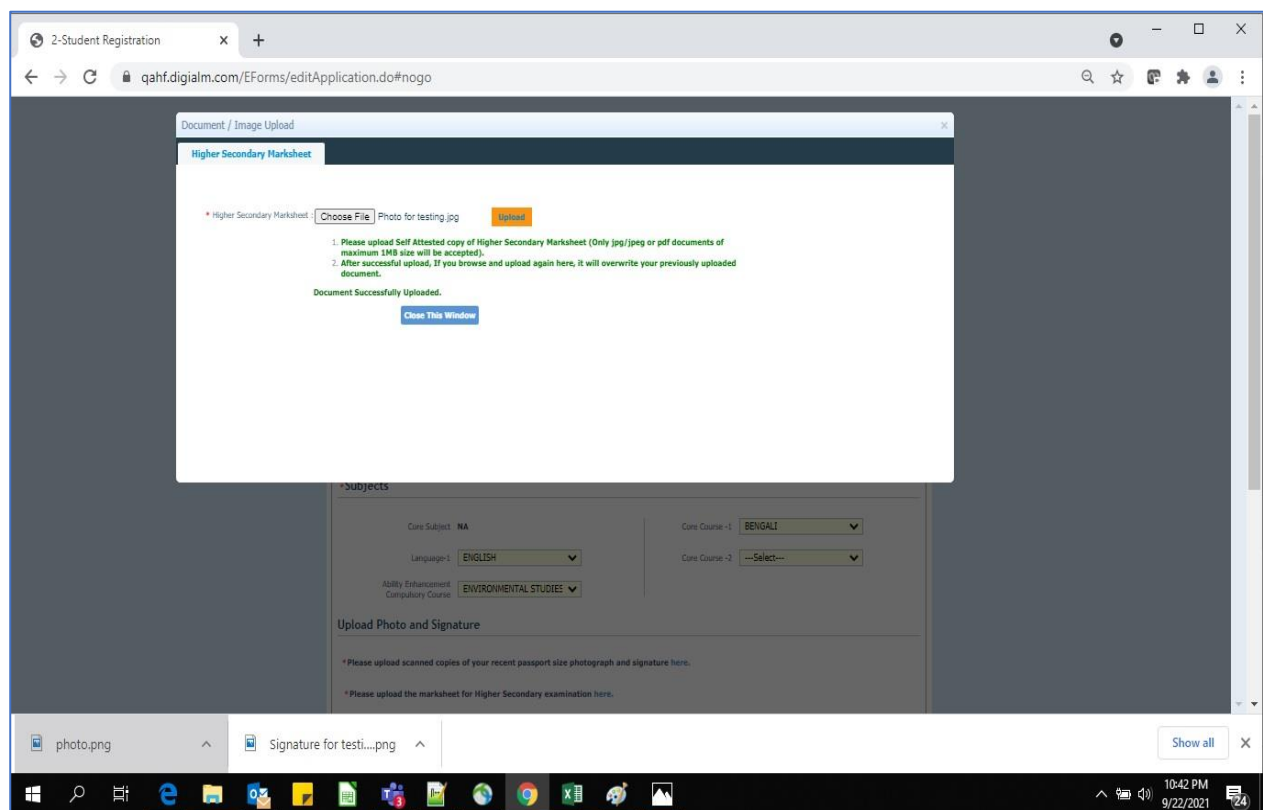


Figure 10: H.S. certificate upload page

Step-15. Candidate must select preview button to preview their details. Then select captcha, check declaration's "I Agree" check box and select submit button accordingly.

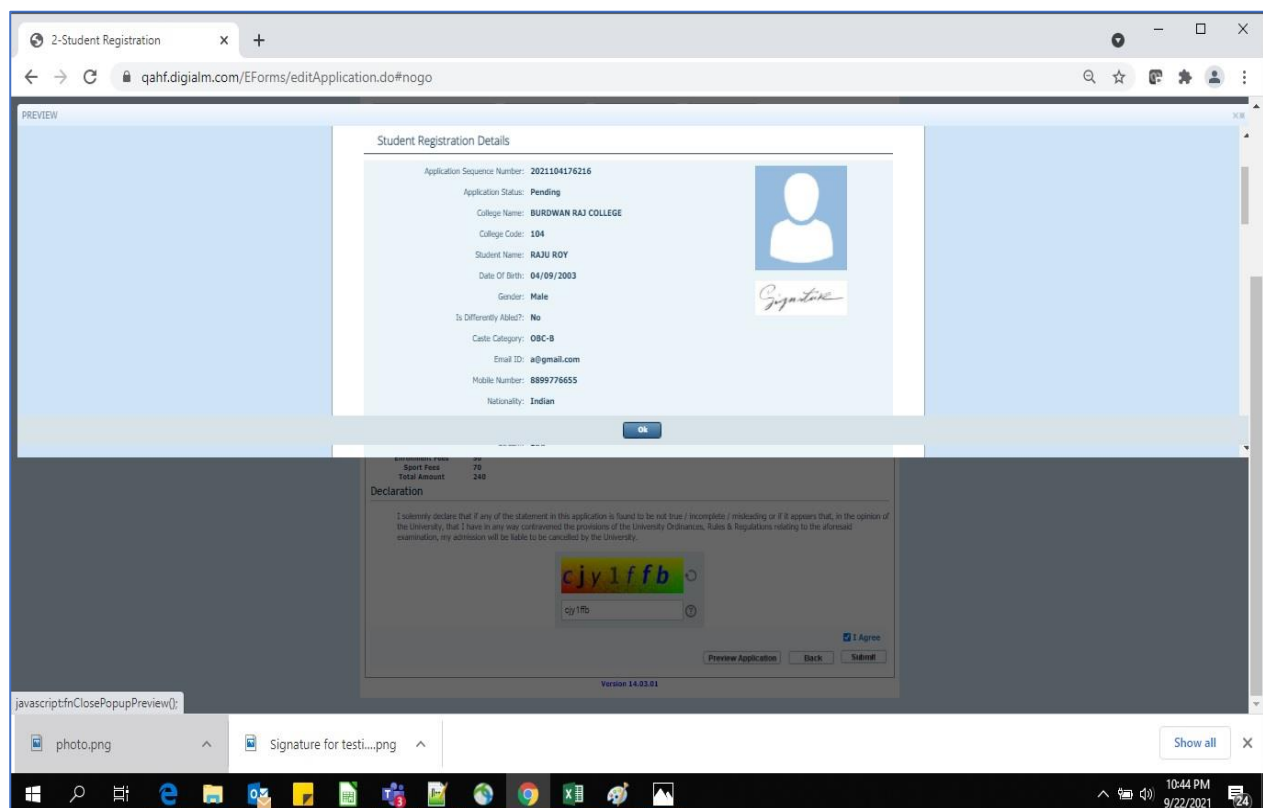


Figure 11: Preview page

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.

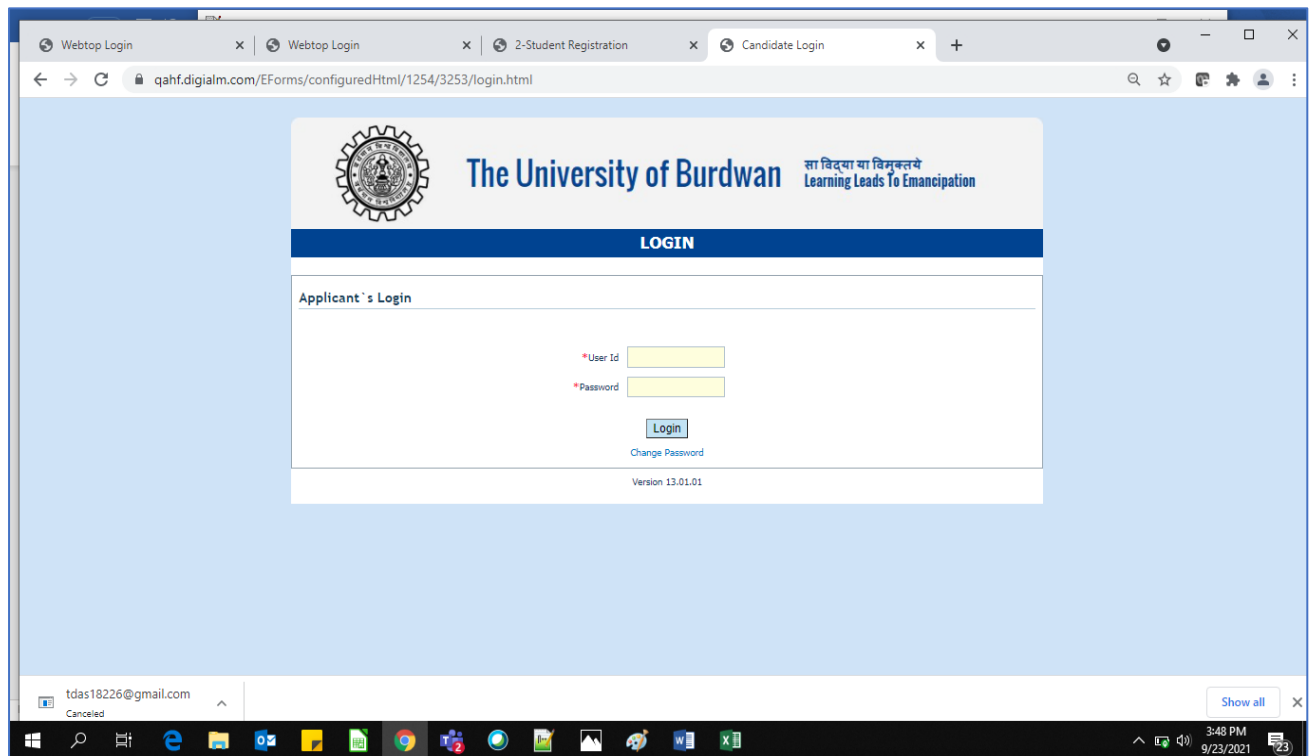


Figure 14: Student's Login Page

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

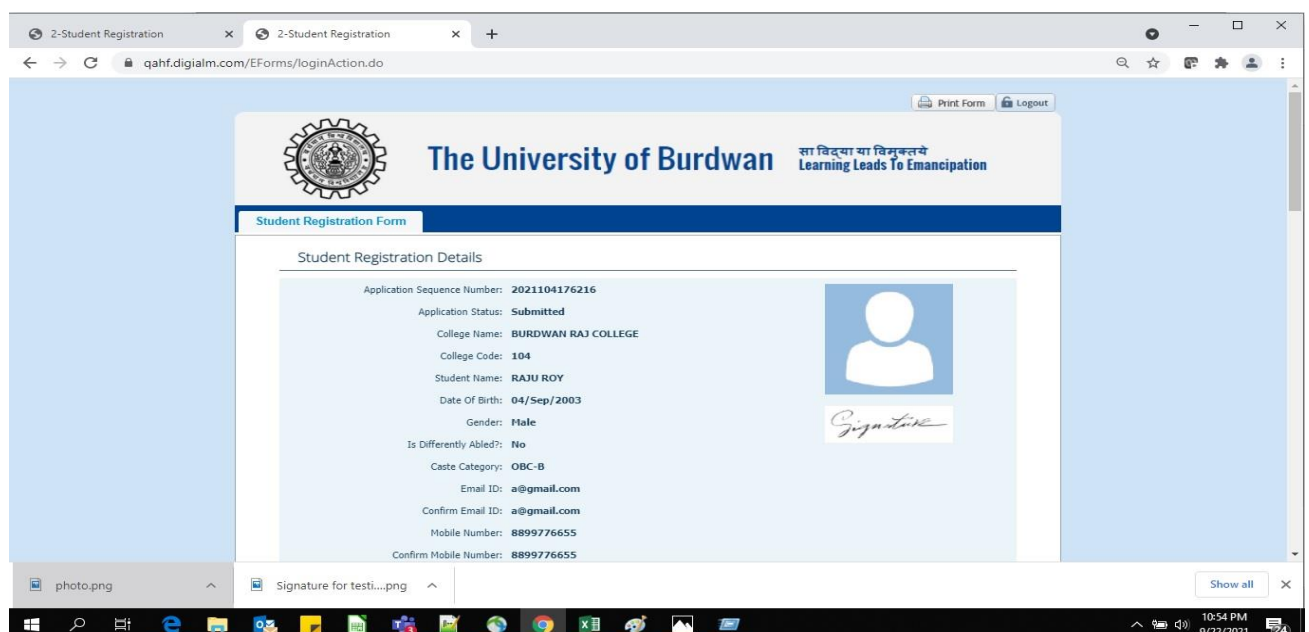


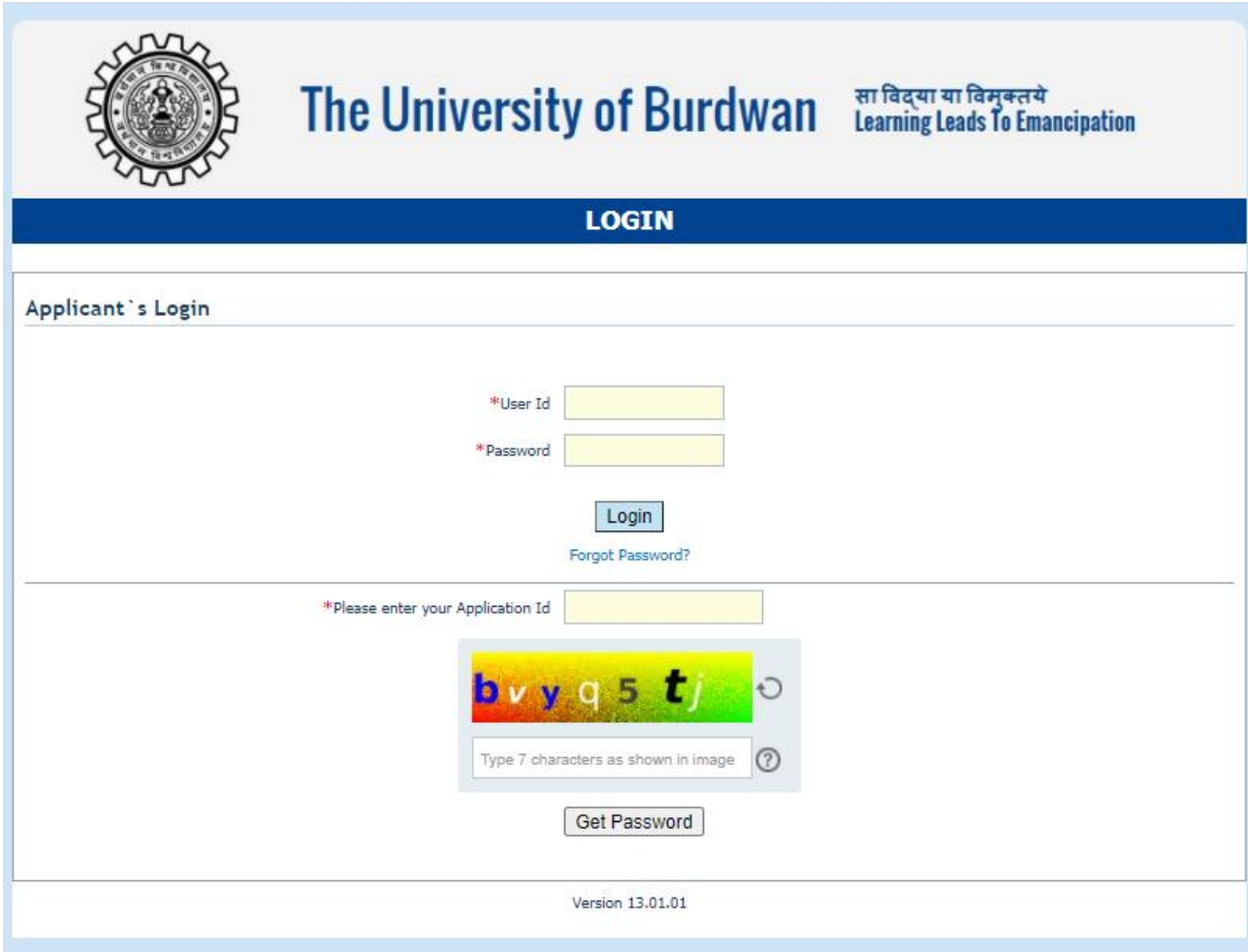
Figure 15: Student's Portal

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 'LOGIN' header. The main section is titled 'Applicant's Login' and contains two primary login paths. The first path includes input fields for '*User Id' and '*Password', followed by a 'Login' button and a 'Forgot Password?' link. The second path, separated by a horizontal line, starts with a '*Please enter your Application Id' 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. At the bottom of the page, the version number 'Version 13.01.01' is displayed.

Figure 16: Change password screen