



PURNIDEVI CHOWDHURY GIRLS' COLLEGE

BOLPUR, BIRBHUM, 731204

Accredited by NAAC
Grade-"B"

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বিজ্ঞপ্তি

এতদ্বারা কলেজের সমস্ত ফার্স্ট সেমিস্টার 2021 ছাত্রীদের জানানো যাচ্ছে যে আগামী 26/11/2021 তারিখ থেকে 04/12/2021 তারিখ এর মধ্যে ইউনিভার্সিটি রেজিস্ট্রেশনের ফরম ফিলাপ শুরু হবে নিম্নে রেজিস্ট্রেশন লিংকের মাধ্যমে ইউনিভার্সিটি রেজিস্ট্রেশন ফরম ফিলাপ করতে হবে.

Link for online Registration cum Erollment for students

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

Link for students login (after submission of Registration cum Enrollment form)

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

ফরম ফিলাপ পূরণ হয়ে যাওয়ার পর কলেজ অনলাইন পেমেন্ট পোর্টাল এ (https://pdcgcf.feespayment.in/student_login.aspx) গিয়ে নিজ নিজ ইউজার নেম পাসওয়ার্ড দিয়ে (যেটি অনলাইন এডমিশন হওয়ার সময় দিয়েছিলে) রেজিস্ট্রেশনের অনলাইন ফি জমা করতে হবে, জমা হয়ে যাওয়ার পর ওই পেমেন্ট স্লিপ নিয়ে কলেজে ওই তারিখের মধ্যে যোগাযোগ করতে হবে যদি কোন ছাত্রী পেমেন্ট স্লিপ না নিয়ে বা শুধুমাত্র ফরম ফিলাপ করে কলেজে না যোগাযোগ করা হয় তাহলে তার ফরম ফিলাপ মানে রেজিস্ট্রেশনের ফরম ফিলাপটি বাতিল বলে গণ্য হবে.

কিভাবে রেজিস্ট্রেশনের ফরম ফিলাপ করতে হবে তার গাইডলাইন নিম্নে দেওয়া হল.

রেজিস্ট্রেশনের অনলাইন ফি:- 12/-

Sbmondal.

Principal
Purnidevi Chowdhury Girls' College
Bolpur, Birbhum

24/11/2021

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/EFForms/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.

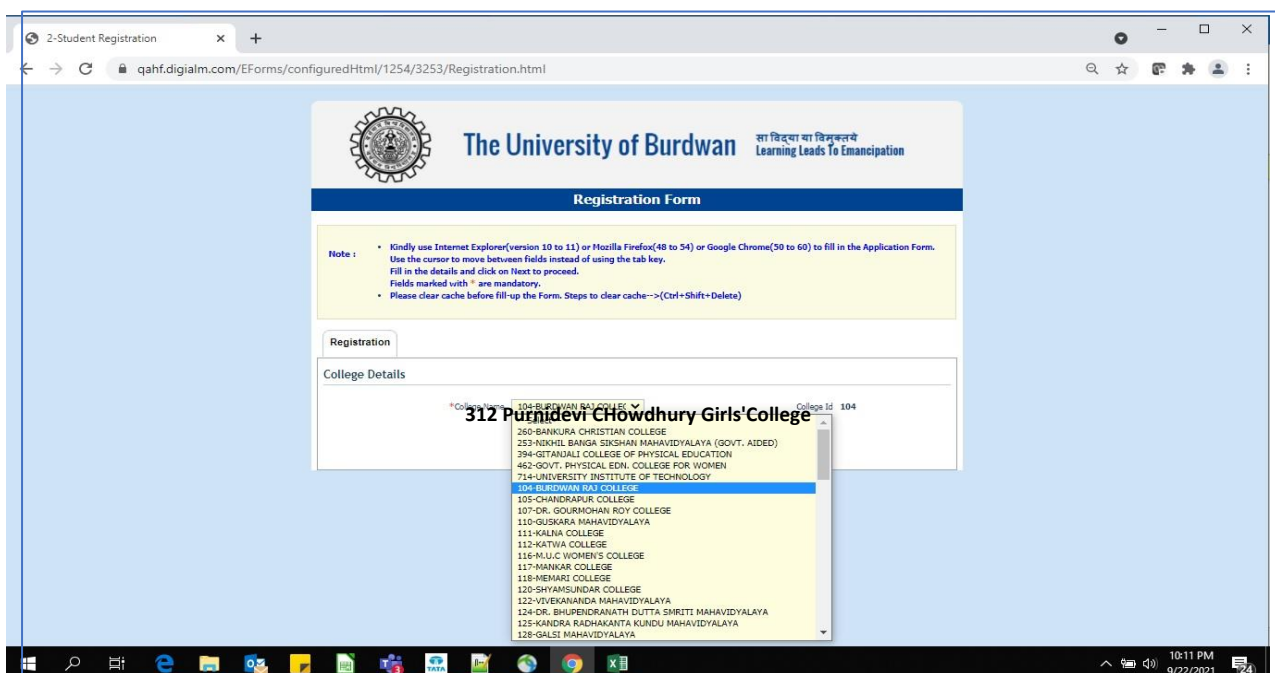


Figure 1: Registration first page

- 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" (104-BURDWAN RAJ COLLEGE) and "College Id" (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 for "I Agree" and a captcha box. The "Register" button is at the bottom.

Figure 2: Registration page 1

The screenshot shows a web browser window with the URL qahf.digialm.com/EForms/configuredHtml/1254/3253/Registration.html#nogo. The form is titled "2-Student Registration". It includes a "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 for "I Agree" and a captcha 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

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

Country where the Board/Council/University situated India

Year of Passing 2015

Total Marks Obtained 500

Marks % 62.50

Registration Year 2014
In case the Registration session is like 2013-2014, then please enter the later year, e.g., 2014 in this case.

Name of Board/Council/University WEST BENGAL BOARD OF S

State where the Board/Council/University situated Tripura

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

Out of Total Marks 800

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

* Higher Secondary (12th Level) Details

Name of Examination Higher Secondary

Country where the Board/Council/University situated India

Year of Passing 2018

Total Marks Obtained (Theory) 200

Name of Board/Council/University WEST BENGAL COUNCIL OF

State where the Board/Council/University situated West Bengal

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.)

Out of Total Marks (Theory) 400

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 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. 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 is also visible, with instructions for uploading documents.

Document / Image Upload

Photograph **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

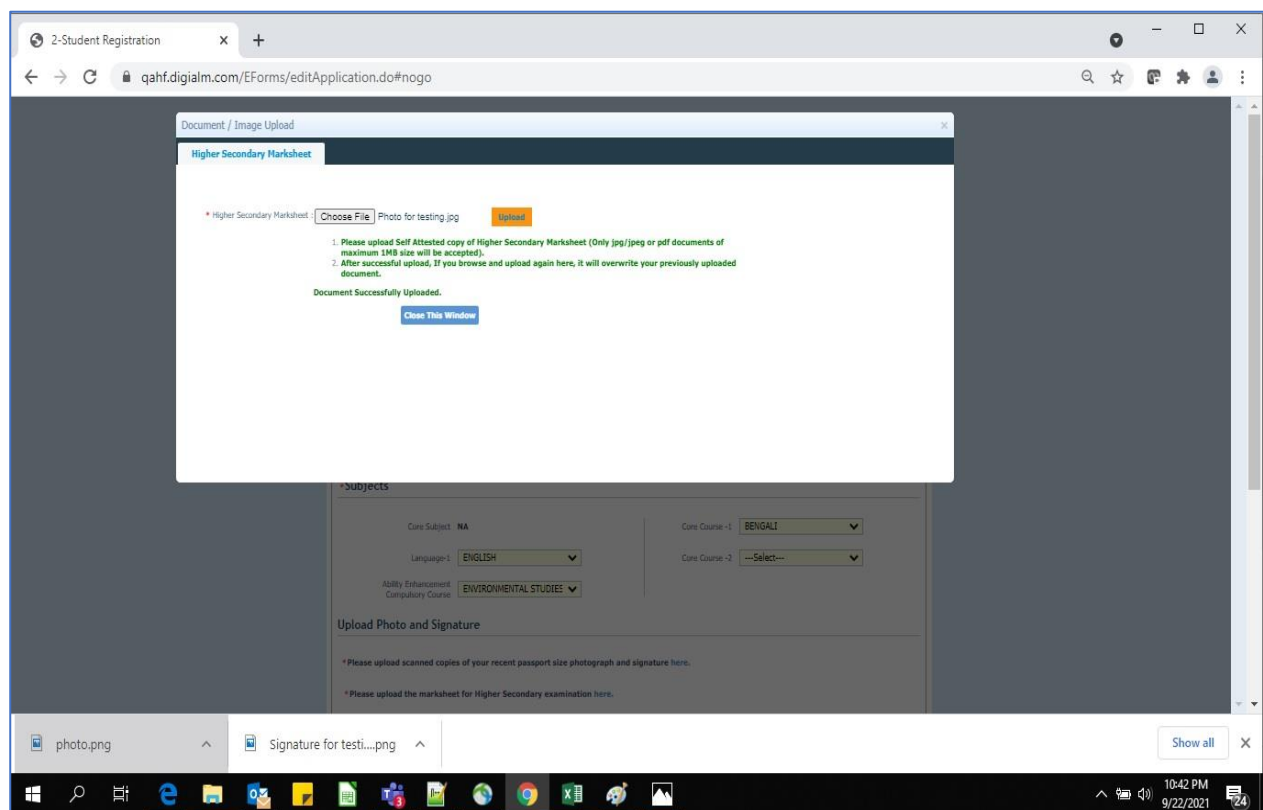


Figure 10: H.S. certificate upload page

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.

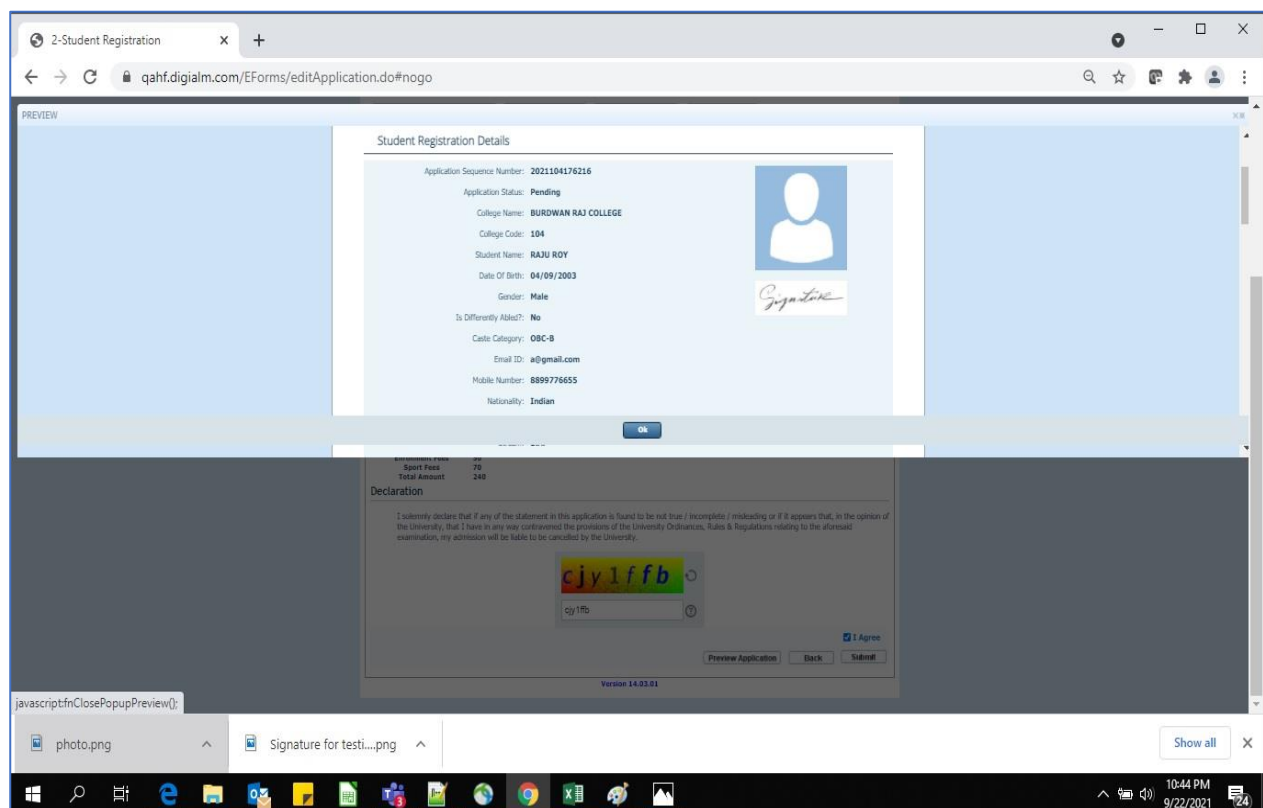


Figure 11: Preview page

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.

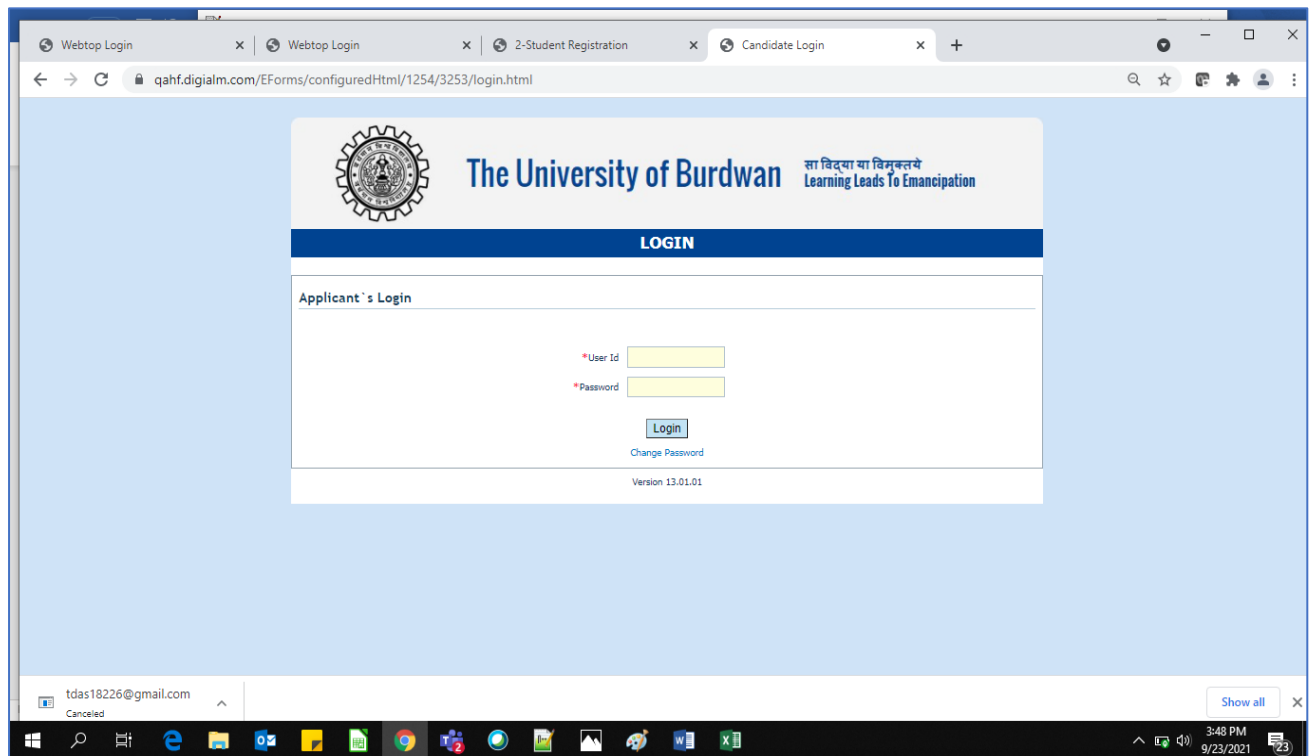


Figure 14: Student's Login Page

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

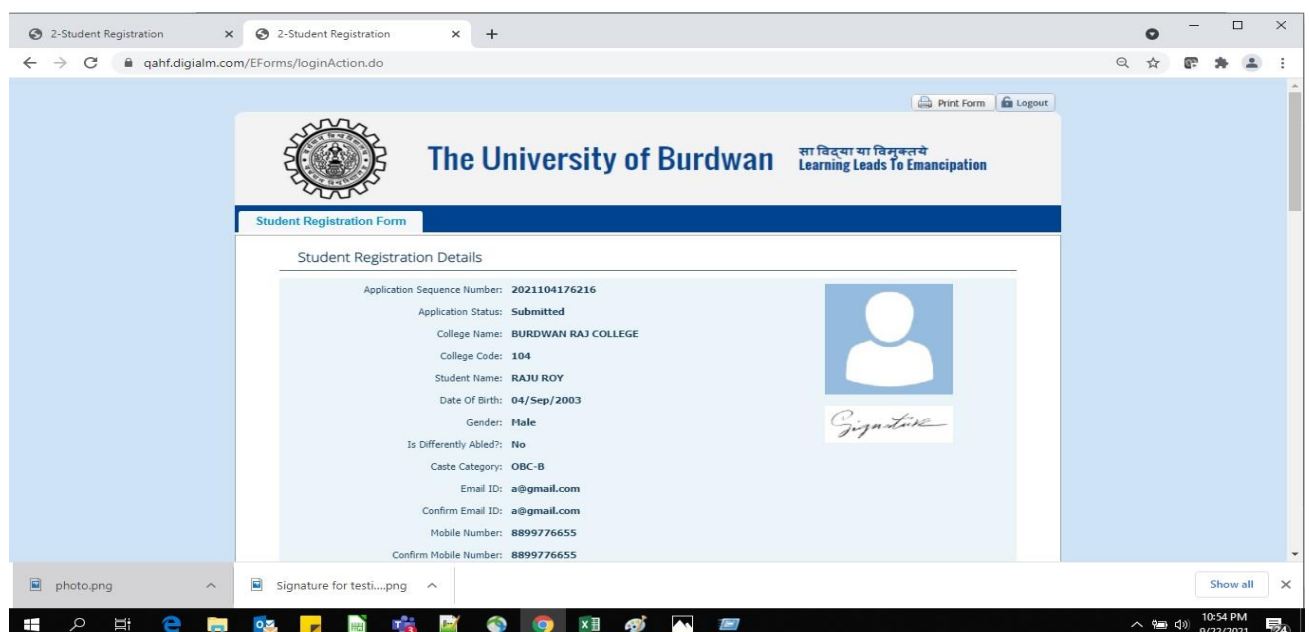


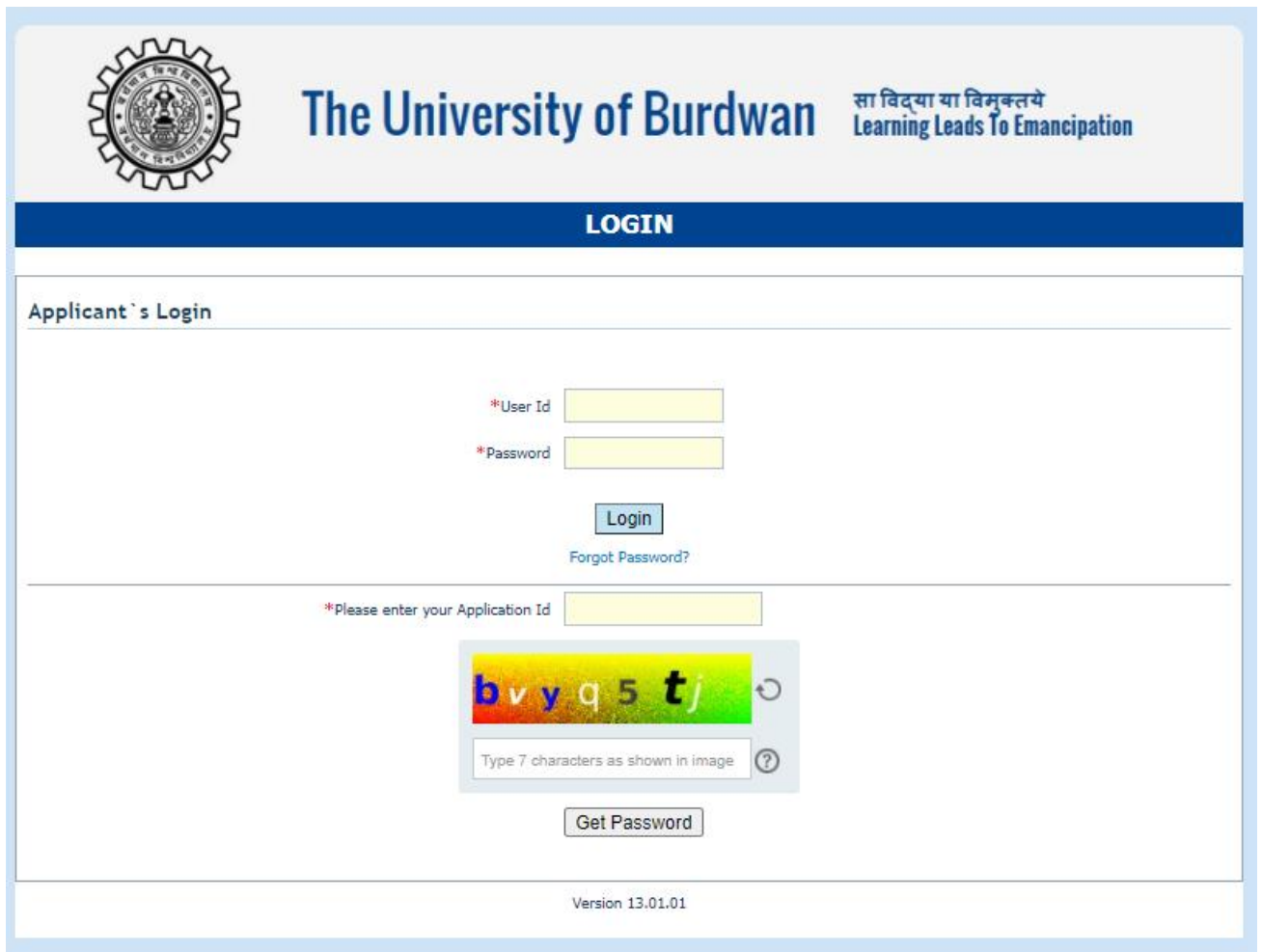
Figure 15: Student's Portal

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 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