Government of West Bengal

Office of the Principal

Chandernagore College

formerly College Dupleix

Strand Road, Chandannagore, Hooghly, West Bengal, India, Pin-712136
Website : www.chandernagorecollege.ac.in, Mail : office@chandernagorecollege.ac.in
Mob. : 91-74396 03177, Tel. : 91-33-26835290

ISO 9001:2015, ISO 14001:2015 and ISO 50001:2018 Certified Institution

No. 12   16.01.2025

NOTICE

Re Opening of Registrationcum Enrolment of Semester-I for the Academic Session:2024-2025

Students of UG Semester- I (4 Year Honours Programme and 3 year Degree Programme) who are unable to complete their Registration cum Enrolment process till now, are instructed to deposit their fees through **https://chandernagorecollege.in/** between 16.01.2025 (5 p.m) to 18.01.2025 (till 5.00 p.m) in Online mode only.

Fees for Registration without Migration	**Rs. 775.00**
Fees for Registration with Migration	**Rs. 875.00**

PROCEDURE:

1. **All the Undergraduate students of Semester-I for the Academic Session 2024-25 are advised to go through the Students'UserManual (attached herewith) before filling up the Registration cum Enrolment Form.**

2. **Clickthelink:**
   https://www.digialm.com:443//EForms/configuredHtml/1254/86290/Registration.html for filling up the Online Registration cum Enrolment Form (CollegeCode: 404)

3. **Clickthelink:https://www.digialm.com/EForms/configuredHtml/1254/86290/login.htmlfor**
   further tracking the submitted form of Registration cum Enrolment Form.

4. **Students who have already registered in earlier years i.e., 2021, 2022& 2023 should not submit the Registration cum Enrolment form and fees again. They are instructed to submit an Application address to the Registrar, The University of Burdwan stating the reasons for which he/she failed to fill up the due Enrolment Form w.r.t Semester-I (through Office of the Principal, Chandernagore College) to the College Office on 16.1.2025& 17.01.2025 between 12.30 pm. to 3 pm. ,with the University Registration Certificate issued by the University of Burdwan.**

   **ACADEMIC BANK OF CREDITS (ABC ID) is Mandatory for Registration Cum Enrolment Process 2024-2025.

Principal
Chandernagore College

Note: Students are instructed to use their personal emailid's and phone numbers forregistrationpurposes,andshouldmaintainthesameduringtheirstudyatChandernagoreCollege.

THE UNIVERSITY OF BURDWAN

Registration AY 2024-25

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 UserID 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 it can be sent back for further modification (if required by the college) and students 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 cum enrollment Form link
(**https://www.digialm.com:443//EForms/configuredHtml/1254/86290/Registration.html**)

Step-3. **Students need to be filled-up the valid email id and phone number. Students will receive a notification(s) with his/her user credential through SMS and email in the provided number and email address only.**

Step-4. Need to check at check box and select correct captcha code also.

Step-5. Click on "**Register**" button.

Registration Form

Note :
- Kindly use Microsoft Edge(97 to 120) or Mozilla(104 to 121) or Google chrome(94 to 117) 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)

Registration

Student Profile

*Email ID   [_____]   *Confirm Email ID   [_____]

*Mobile Number   [_____]   *Confirm Mobile Number   [_____]

Declaration

☐ I solemnly declare that I have passed Higher secondary or equivalent examination (10+2) in the year 2023/2022/2021/2020 from any recognized board/council/university and if any of the statement in this application is found not to be true / incomplete / misleading or if it appears in the opinion of the University that I have in any way contravened the provisions of the University Ordinances, Rules & Regulations, my admission will be liable to be canceled by the University.

j c S k 6 1 n ↺
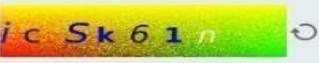
[Type 7 characters as shown in image] ⓘ

Register

Figure1:Registrationfirst

page

The University of Burdwan
सा विद्या या विमुक्तये
Learning Leads To Emancipation

Student Registration Form AY 2023-24

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.

Click to Proceed

Student Registration Details

Application Sequence Number: ▓▓▓▓

Application Status: **Registered**

Email ID: ▓▓▓▓

Mobile Number: ▓▓▓▓

Figure2: Registrationsecondpage

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

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 Academic Details | 4 Enrolment |

College Details

*College Name ---Select---

*Category ---Select---

Proceed

Next

Version 14.04.01

Figure3-Collegedetails

Step-7. Studentsneedtoselect**thecorrectcollegenameandcategoryname**.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)
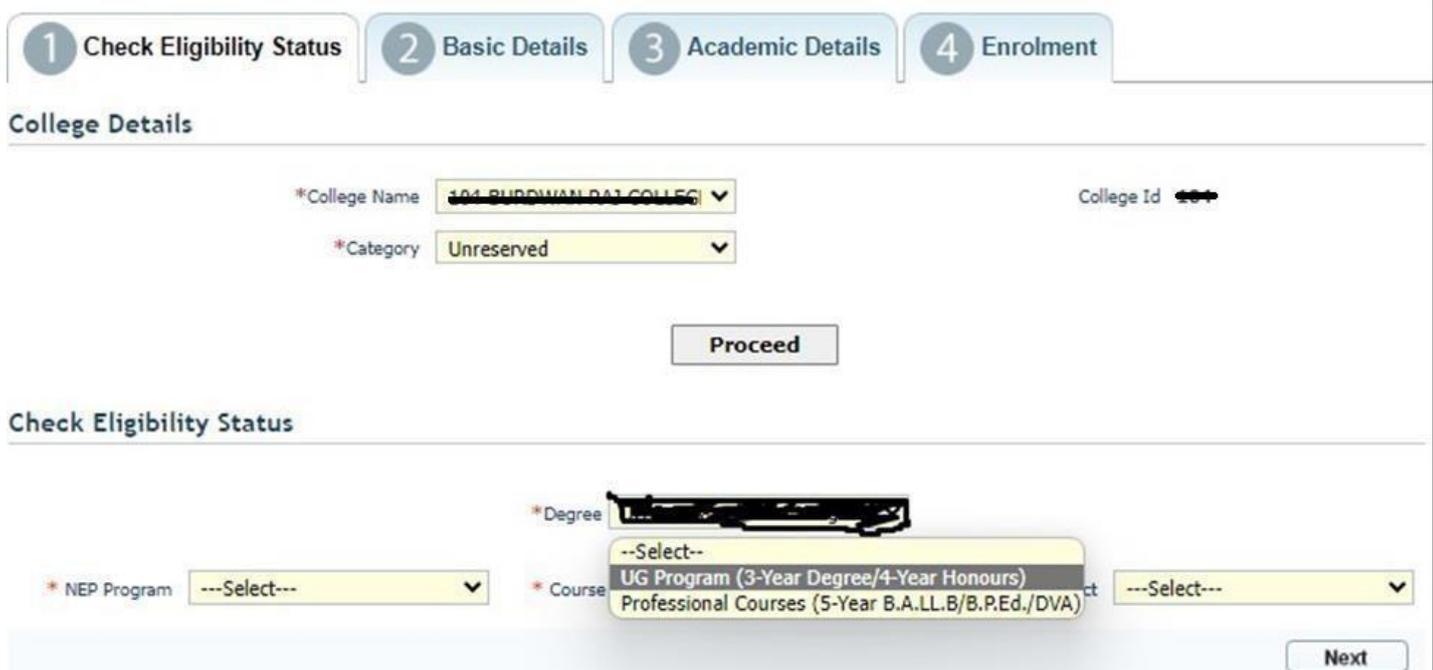
| 1 Check Eligibility Status | 2 Basic Details | 3 Academic Details | 4 Enrolment |

College Details

*College Name 104 BURDWAN RAJ COLLEGE   College Id ****

*Category Unreserved

Proceed

Check Eligibility Status

*Degree

--Select--
UG Program (3-Year Degree/4-Year Honours)
Professional Courses (5-Year B.A.LL.B/B.P.Ed./DVA)

* NEP Program ---Select---   * Course   ---Select---

Next

Figure4-Degreeselection

Step-8.StudentsneedtoselectthecorrectDegree(UGorPC).

Figure5-NEPprogram,course&Majorsubjectselection

Step-9.   Studentsneedtoselectthecorrect NEPprogram,courseandmajor
            subject,whichtheyhavealreadyadmitted.Only 4-
            YearHonoursstudentsneedtoprovidetheobtainedmarksandthefullmarksforel
            igibility verification.

Step-10.   Clickonthe"Next"buttontofill-upbasicdetails.

Figure6–Studentdetailspage

Step-11. Studentsneedtoselectcorrectname,dateofbirth,gender,Maritalstatus, differentlyablestatus,religion,ABC(AcademicbankofCredits)ID,Father andmothername,Studentuniquenumber,community,EWSstatus(ifcaste categoryis"Unreserved")instudentprofile.

Step-12. Thenneedtoselectthecorrectaddressdetailsandclickonthenext button.

Step-13. Studentsmustbefill-upallthefieldsmarkedwith"*"redasteriskmark.Then select"Next"button.Theflowingpageswillbedisplayedas qualification details tab.

Figure7-Studentacademicdetailspage

Step-14. Students(s)arerequiredtoprovidecorrectMatriculation(10level)details
suchasnameofexamination,nameoftheboard,country,state,yearof
passing, roll no., total marks obtained outof full marks, registration number
alongwithregistrationyear.

Step-15. For higher secondary (12thlevel) details, students are required to fill name of
examination, board name, country, state, year of passing, class/division, roll
number,registrationnumberalongwithregistrationyear.Totalmarks
obtained&outoftotalmarksneedalsobefilledifstudentsareadmitted
under3-yearNEPprogram.

Step-16. For the next sectionstudentsneed to fill out marksobtained and full marksfor
eachsubjectaccordingtotheirhighersecondarymarksheet.Ifthesubject

hasnotanypractical/oral/projectdivision,then"0"needtobeenteredin marks obtained and full marks column.

Figure 8-Class12Marksdetails

Step-17. Pleaseselect"**Next**"buttontofill-uptheenrollmentdetailsandupload documents.

Figure9-Eligibilityverification

Step-18. Candidatesneedtoselectadmissiondate,academicsessionandadmission chalan no.

Step-19. ThenneedtoselectMinorsubjectcorrectlyfromdropdown list.

Figure10-MinorSubjectSelection

Step-20. Afterselectingminorsubjects,Multi/InterdisciplinarySubjectgroupwillopen. Exceptthesubjectgroupselectedformajorandminorsubjects,allother subjectgroupswilltobeavailabletochoosesubject from,pertainingtotheir availabilityinthecollegeinwhichstudent(s)havetakenadmissioninn.

Figure11-Multidisciplinarygroupandsubjectselection

Step-21.
Student(s)needto selectSwayamoptionif creditsareto betransferredfromotherUGCrecognizedplatform(Kindlyprovidesubjectcodea ndnameof thecourseifselected"Yes").AbilityEnhancementcourseandVAC(Value Addedcourse)needtobeselectedbythestudent(s)aspertheiroptions.

Step-22. Afterthatcandidate(s)needtouploadphoto,signature,10thand12thadmit card,marksheets. Admissionchalan copyand caste certificate (ifapplicable)

Figure12:Photouploadpart

Document / Image Upload   ×

| Photograph | Signature |

←— 8mm —→

* Signature : Choose File No file chosen   Upload

Please upload your signature :max 20KB(Only JPEG and JPG formats)
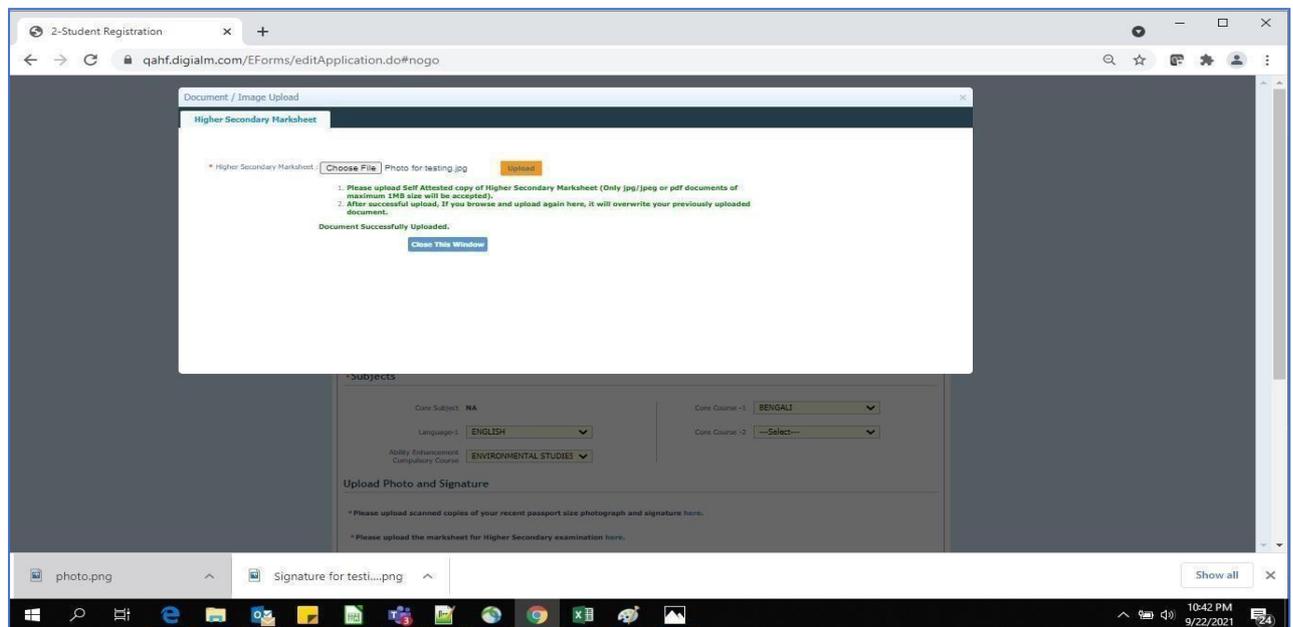
Close This Window

*Figure13-SignatureUploadpart*

Figure14-Relevantdocumentsuploadpart

*Please upload the Admit Card of Higher Secondary or equivalent (10+2) examination here.

*Please upload the Marksheet of Higher Secondary or equivalent (10+2) examination here.

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

Registration and other Fees payable (in Rs.)

Registration Fee including Processing Fee	~~███~~
Examination Enrollment Fees	~~███~~
Sports Fee	~~███~~
Total Amount	~~███~~

Declaration

☐ I solemnly declare that I have passed Higher secondary or equivalent examination (10+2) in the year 2023/2022/2021/2020 from any recognized board/council/university and if any of the statement in this application is found not to be true / incomplete / misleading or if it appears in the opinion of the University that I have in any way contravened the provisions of the University Ordinances, Rules & Regulations, my admission will be liable to be canceled by the University.

d t e m s b d ↻

[Type 7 characters as shown in image] ⑦
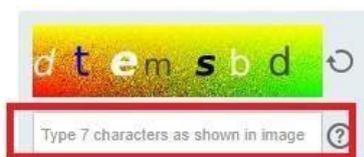
[Preview Application]   [Back]   [Submit]

Version 15.01.01

Figure15-Finalsubmissionpart

Step-23. Studentsneedtoselectapreviewbuttonto previewtheirdetails.Thenselect captcha code, check declaration's check box and select submit button accordingly.
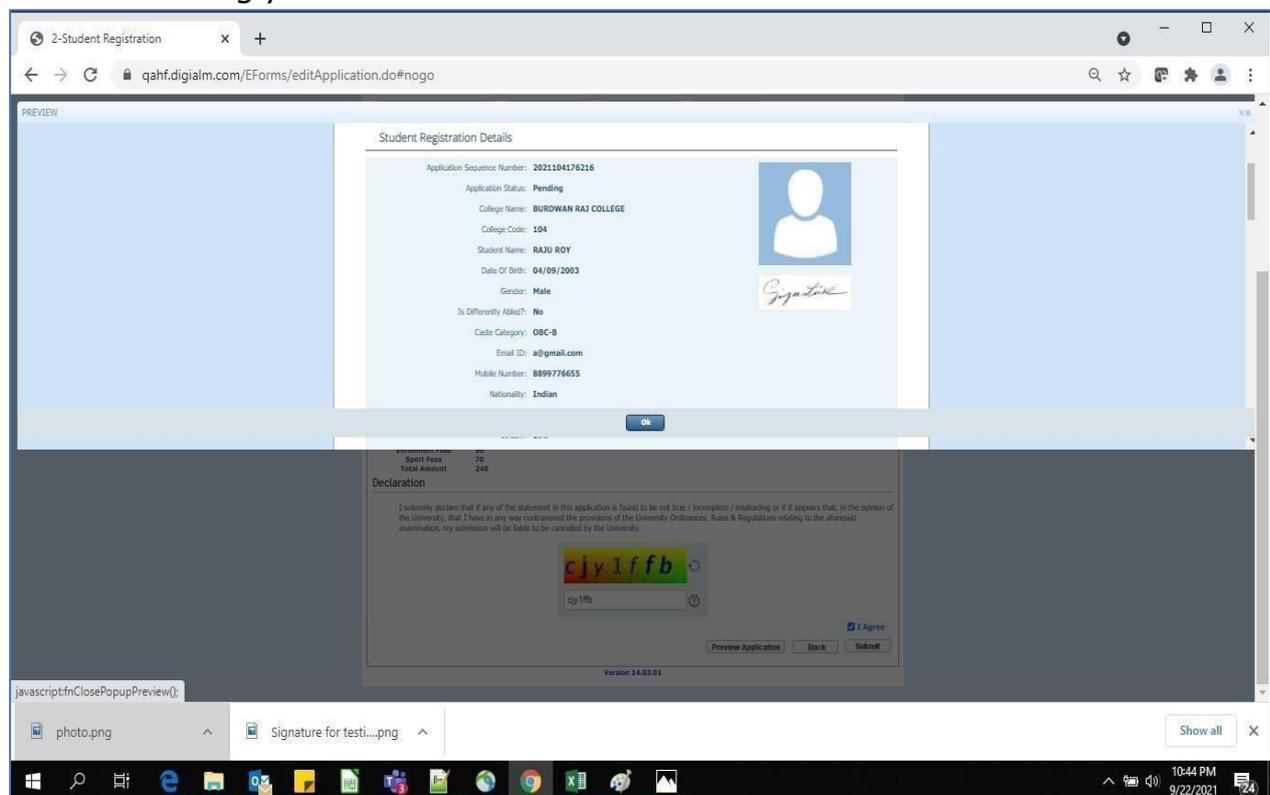

Figure16-Previewpage

Step-24. Student must select "OK" button to submit registration data. After successfullysubmittheNEPregistration cumenrollmentformstudentscan'tedittheformlater.

Step-25.Thefollowingpagewillbedisplayedpostsuccessfullysubmissionofthe registrationcumenrollmentform.Usercanprintthefollowingpagefor future references.
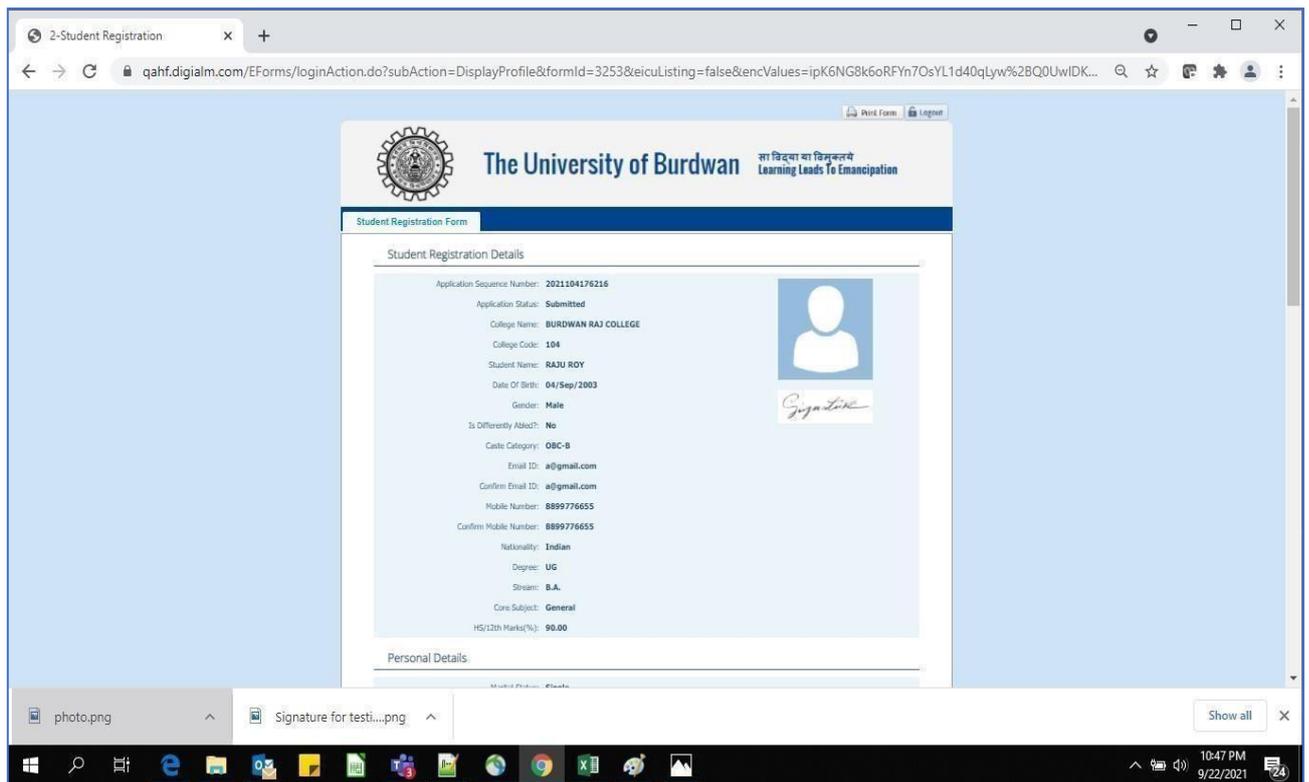
Figure17-FormSubmittedpreview

C. **Student'sportal**

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

URLwillbefoundintheUniversitywebsite.

(**https://www.digialm.com:443//EForms/configuredHtml/1254/86290/login.html**)

Step-2. Theloginpagewillbedisplayedasperthefollowingimage.Usercanlogin
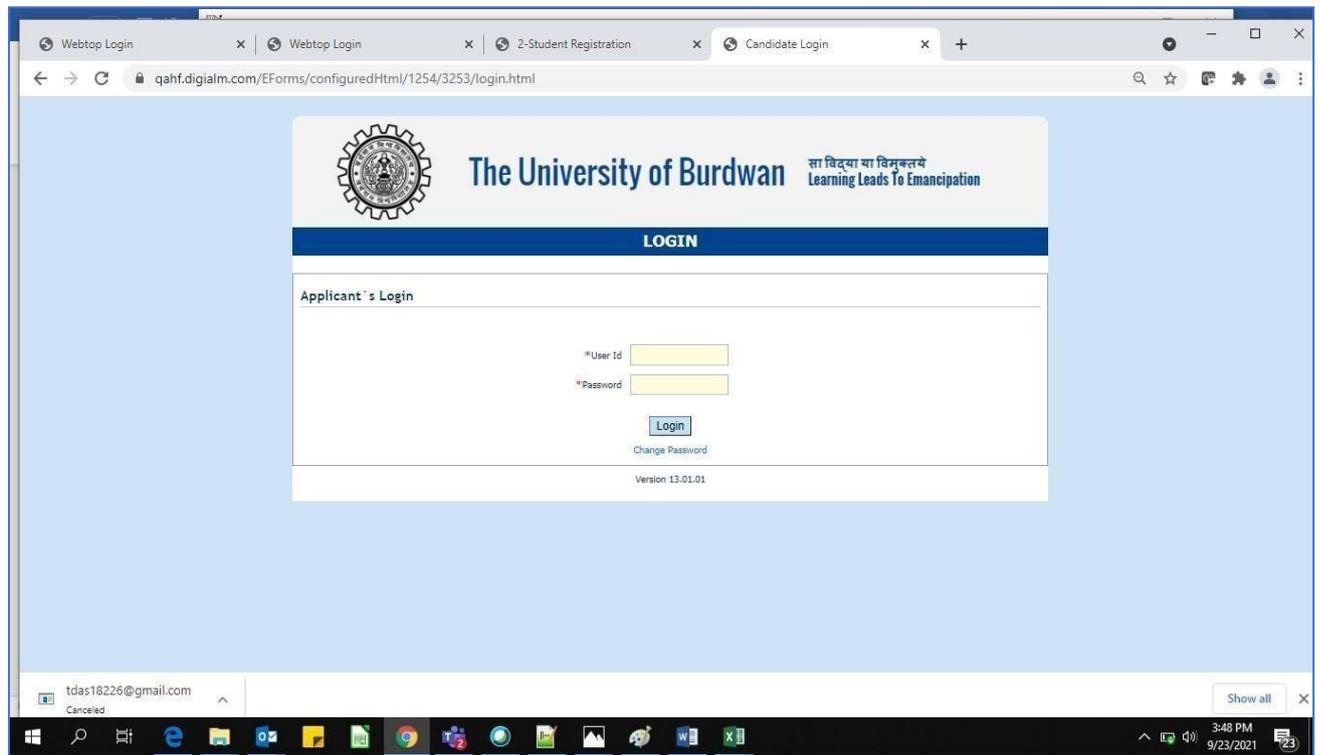intothesamebyusingthecredentialwhichareprovidedbytheSMSand email.

Figure18:Student's LoginPage

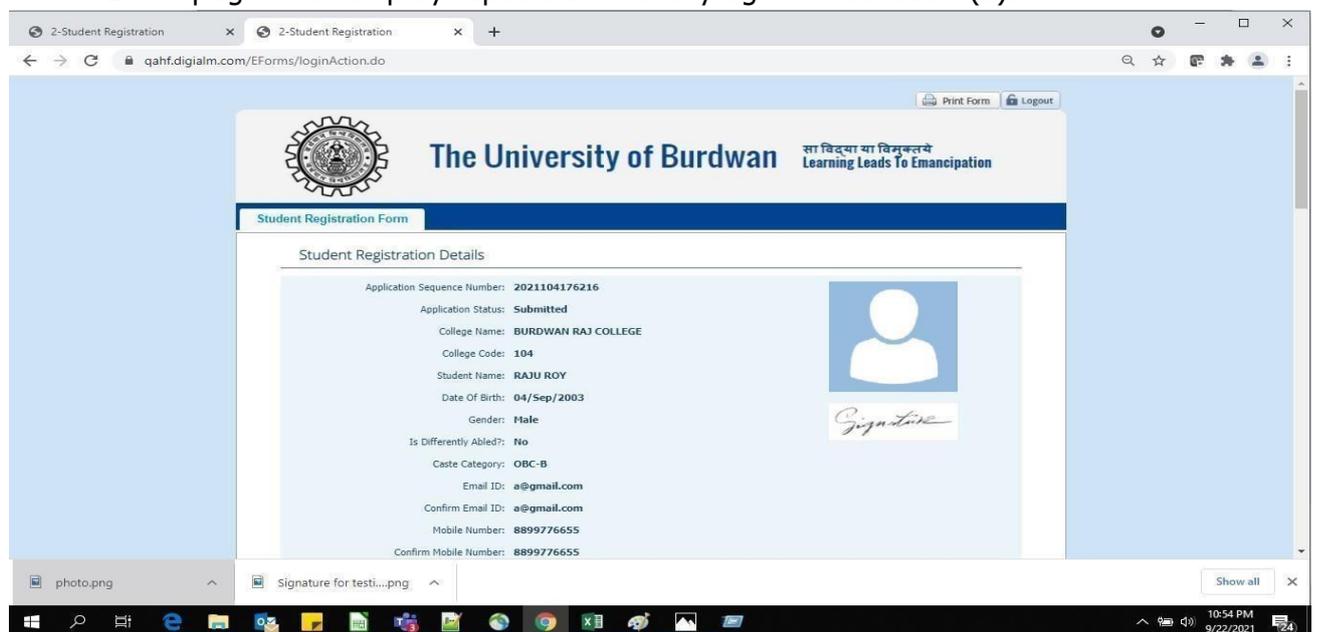**Step-3.** Belowpagewillbedisplayedpostsuccessfullyloginofthestudent(s).
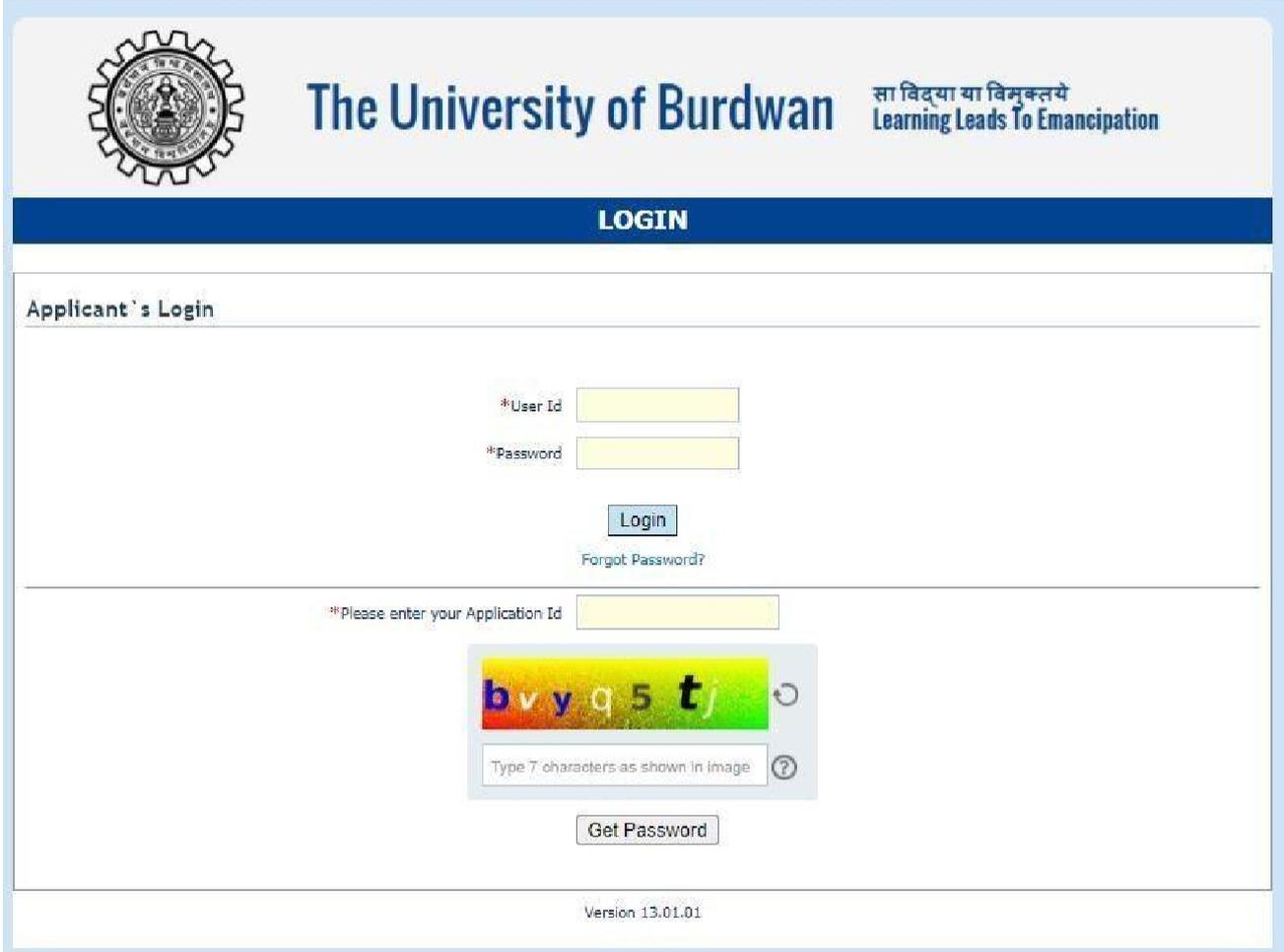

Figure19-Student'sPortal

Step-4. Purposeofthestudent'sloginportalasfollows:

a.Studentscanviewhis/hersubmittedregistrationform.

b.Takeaprintoutforfuturereferences(ifneeded).

c. Responsetothequeriesfromtherespectivecolleges.

d. Studentswillberequiredtoconnectwiththecollegesifany discrepanciesidentifyinthesubmitteddata.

e. Trackingthestatusoftheapplication.

f. Ifcollegeschangestatusas"askforcorrection"thenoneeditoption willbeavailableontheupperrightsideofloginform.

Step-5. If theStudentforgets/wantsto changehis/her password,thenfollowthebelow steps:

a. ClickontheForgotPasswordoption.

b. ProvidethecorrectuserIDandcaptchaprovidedinthepage.

c. Newpasswordwillbetriggeredtothestudent'sprovidedmobile number or email address.

Figure20-Changepasswordscreen

ENDOFTHE DOCUMENT