



Government of West Bengal

Office of the Principal

Chandernagore College

formerly College Duplex

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 Registration cum 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:

- All the Undergraduate students of Semester-I for the Academic Session 2024-25 are advised to go through the Students' User Manual (attached herewith) before filling up the Registration cum Enrolment Form.
- Click the link: <https://www.digialm.com:443/EForms/configuredHtml/1254/86290/Registration.html> for filling up the Online Registration cum Enrolment Form (College Code: 404)
- Click the link: <https://www.digialm.com/EForms/configuredHtml/1254/86290/login.html> for further tracking the submitted form of Registration cum Enrolment Form.
- 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 email id's and phone numbers for registration purposes, and should maintain the same during their study at Chandernagore College.

THEUNIVERSITYOFBURDWAN



RegistrationAY2024-25

STUDENTSUSERMANUAL

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 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 respond 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 a 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

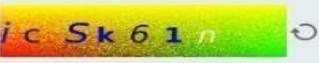
Student Profile

*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.



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.



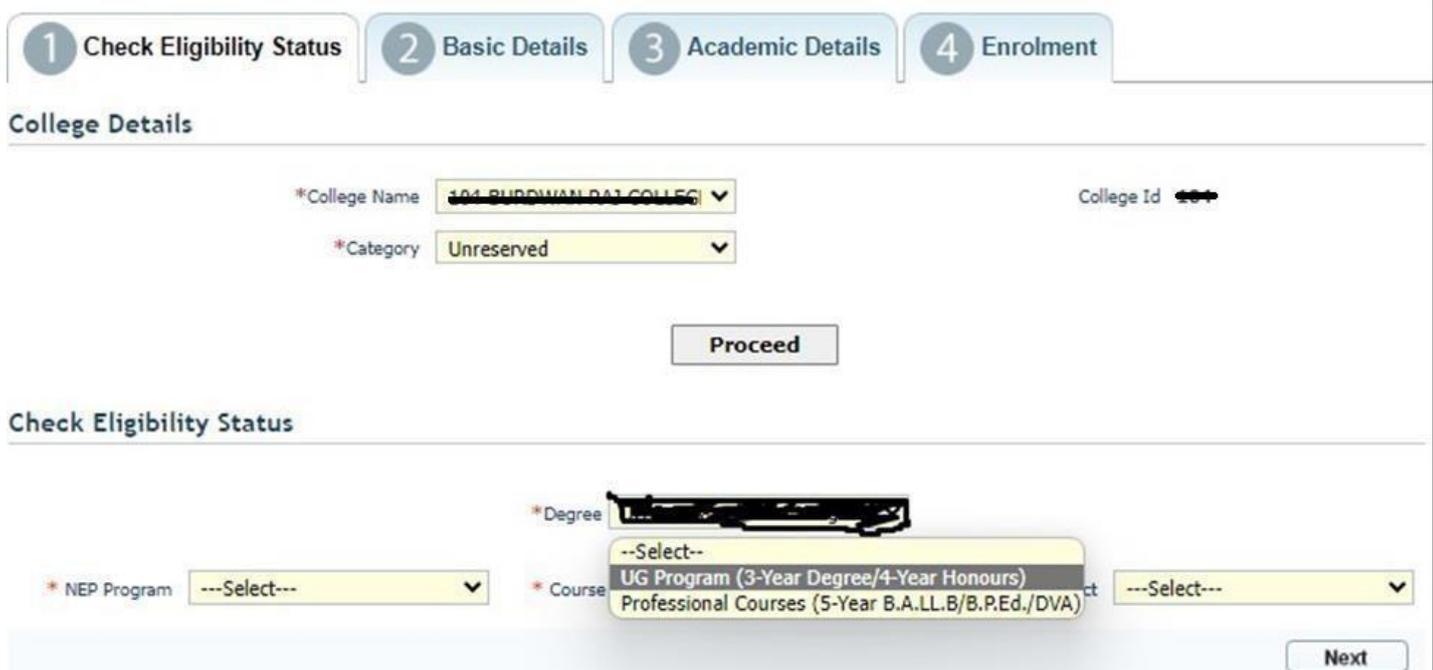
The screenshot shows the 'Registration Form' interface. At the top, there is a blue header with the text 'Registration Form'. Below the header, a yellow box contains a 'Note' section with instructions: 'Kindly use Internet Explorer(version 10 to 11) or Mozilla Firefox(48 to 54) or Google Chrome(50 to 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, there are four numbered tabs: '1 Check Eligibility Status', '2 Basic Details', '3 Academic Details', and '4 Enrolment'. The 'College Details' section is active, showing two dropdown menus: '*College Name' and '*Category', both with '---Select---' as the current selection. A 'Proceed' button is centered below the dropdowns, and a 'Next' button is located at the bottom right. At the very bottom, the text 'Version 14.04.01' is visible.

Figure3-Collegedetails

Step-7. Students need to select the correct college name and category name. 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)



The screenshot shows the 'Registration Form' interface with the 'Academic Details' tab selected. The 'College Details' section is visible at the top, with '*College Name' set to '101 BURDWAN RAJ COLLEGE' and '*Category' set to 'Unreserved'. A 'Proceed' button is centered below. Below this, the 'Check Eligibility Status' section is active. It features a '*Degree' dropdown menu with a blacked-out selection. Below it, a dropdown menu is open, showing options: '--Select--', 'UG Program (3-Year Degree/4-Year Honours)', and 'Professional Courses (5-Year B.A.LL.B/B.P.Ed./DVA)'. To the left, there is a '* NEP Program' dropdown set to '---Select---'. To the right, there is a '* Course' dropdown set to '---Select---'. A 'Next' button is located at the bottom right.

Figure4-Degreeselection

Step-8. Students need to select the correct Degree (UG or PC).

1 Check Eligibility Status 2 Basic Details 3 Academic Details 4 Enrolment

College Details

*College Name [Redacted] College Id [Redacted]
*Category [Redacted]

Proceed

Check Eligibility Status

*Degree UG Program (3-Year Degree/ [Redacted])
*NEP Program ---Select--- *Course ---Select--- *Major Subject ---Select---
---Select---
3-Year Degree Program under CCFUP
4-Year Honours Program under CCFUP

Next

Figure 5-NEP program, course & Major subject selection

Step-9. Students need to select the correct NEP program, course and major subject, which they have already admitted. Only 4-Year Honours students need to provide the obtained marks and the full marks for eligibility verification.

Step-10. Click on the "Next" button to fill-up basic details.

Student Profile

Please verify the Student Name, Course, Registration No/ Registration Year and Father/ Mother Name positively before submitting the application.

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

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

*Gender

*Marital Status

*Differently Abled Yes No

*Religion

*ABC (Academic Bank of Credits) ID

*Mother's Name

*Father's Name

*Student Unique Number

*Nationality

*Minority Community Yes No

*Economically Weaker Section Yes No

Address for Correspondence

*Building/Avenue

*Locality/Village

*PO

*Country

*State

*District

*City

*Pin code

*Email ID

*Alternate Phone No.

*Mobile Number

Figure 6–Student details page

- Step-11.** Students need to select correct name, date of birth, gender, Marital status, differently able status, religion, ABC (Academic bank of Credits) ID, Father and mother name, Student unique number, community, EWS status (if caste category is "Unreserved") in student profile.
- Step-12.** Then need to select the correct address details and click on the next button.
- Step-13.** Students must fill up all the fields marked with "*" red asterisk mark. Then select "Next" button. The following pages will be displayed as qualification details tab.

1 Check Eligibility Status
2 Basic Details
3 Academic Details
4 Enrolment

***Matriculation (10th Level) Details**

<p>Name of Examination <input type="text" value="Matriculation"/></p> <p>Country where the Board/Council/University situated <input type="text" value="India"/></p> <p>Year of Passing <input type="text" value="2020"/></p> <p>Total Marks Obtained <input type="text" value="555"/></p> <p>Marks % <input type="text" value="89.17"/></p> <p>Registration Year <input type="text" value="2020"/> <small>In case the Registration session is like 2013-2014, then please enter the later year, e.g., 2014 in this case.</small></p>	<p>Name of Board/Council/University <input type="text" value="WEST BENGAL BOARD OF"/></p> <p>State where the Board/Council/University situated <input type="text" value="West Bengal"/></p> <p>Roll No. <input type="text" value="202000"/> <small>(In case Roll & No. are different, enter Roll followed by one space and then No.)</small></p> <p>Out of Full Marks <input type="text" value="622"/></p> <p>Registration No. <input type="text" value="602020"/> <small>(If Matriculation(10th Level) Registration No. not available, put it as NA)</small></p>
--	--

***Higher Secondary (12th Level) Details**

<p>Name of Examination <input type="text" value="Higher Secondary"/></p> <p>Country where the Board/Council/University situated <input type="text" value="India"/></p> <p>Year of Passing <input type="text" value="2020"/></p> <p>Total Marks Obtained <input type="text" value="300"/></p> <p>Marks % <input type="text" value="75.00"/></p> <p>Registration No. <input type="text" value="202000"/></p> <p>Registration Year <input type="text" value="2020"/></p>	<p>Name of Board/Council/University <input type="text" value="WEST BENGAL COUNCIL O"/></p> <p>State where the Board/Council/University situated <input type="text" value="West Bengal"/></p> <p>Class/Division/Grade <input type="text" value=""/> <small>(Division 1, Division 2 and Division 3 as Div 1, Div 2 and Div 3. Grades as A, B, C, D etc.)</small></p> <p>Out Of Total Marks <input type="text" value="300"/></p> <p>Roll No. <input type="text" value="202000"/> <small>(In case Roll & No. are different, enter Roll followed by one space and then No.)</small></p>
---	---

Figure 7-Student academic details page

- Step-14. Students(s) are required to provide correct Matriculation (10th level) details such as name of examination, name of the board, country, state, year of passing, roll no., total marks obtained out of full marks, registration number along with registration year.
- Step-15. For higher secondary (12th level) details, students are required to fill name of examination, board name, country, state, year of passing, class/division, roll number, registration number along with registration year. Total marks obtained & out of total marks need also be filled if students are admitted under 3-year NEP program.
- Step-16. For the next section students need to fill out marks obtained and full marks for each subject according to their higher secondary marksheet. If the subject

has not any practical/oral/project division, then "0" need to be entered in marks obtained and full marks column.

- Note :**
- candidates shall have to pass Theory and practical/Oral/Project separately.
 - Marks of Theory and Practical/Oral/Project (as available in the marksheet/grade card) will be captured separately.

First Language	<input type="text"/>		
Marks Obtained (Theory)	<input type="text"/>	Full Marks (Theory)	<input type="text"/>
Marks Obtained (Practical/ Oral/ Project)	<input type="text"/>	Full Marks (Practical/Oral/Project)	<input type="text"/>
Theory Marks %	<input type="text"/>	Practical Marks %	<input type="text"/>
Total Marks (Theory + Practical)	<input type="text"/>		
Second Language	<input type="text"/>		
Marks Obtained (Theory)	<input type="text"/>	Full Marks (Theory)	<input type="text"/>
Marks Obtained (Practical/ Oral/ Project)	<input type="text"/>	Full Marks (Practical/Oral/Project)	<input type="text"/>
Theory Marks %	<input type="text"/>	Practical Marks %	<input type="text"/>
Total Marks (Theory + Practical)	<input type="text"/>		
Elective Subject 1	<input type="text"/>		
Marks Obtained (Theory)	<input type="text"/>	Full Marks (Theory)	<input type="text"/>
Marks Obtained (Practical/ Oral/ Project)	<input type="text"/>	Full Marks (Practical/Oral/Project)	<input type="text"/>
Theory Marks %	<input type="text"/>	Practical Marks %	<input type="text"/>
Total Marks (Theory + Practical)	<input type="text"/>		
Elective Subject 2	<input type="text"/>		
Marks Obtained (Theory)	<input type="text"/>	Full Marks (Theory)	<input type="text"/>
Marks Obtained (Practical/ Oral/ Project)	<input type="text"/>	Full Marks (Practical/Oral/Project)	<input type="text"/>
Theory Marks %	<input type="text"/>	Practical Marks %	<input type="text"/>
Total Marks (Theory + Practical)	<input type="text"/>		
Elective Subject 3	<input type="text"/>		

8-Class12Marksdetails

Figure

Step-17. Please select "**Next**" button to fill-up the enrollment details and upload documents.

The screenshot shows the 'Enrolment Info' section of a registration form. It includes fields for 'Admission Date', 'Admission Challan Number', and 'Academic Year' (set to 2024-25). Under the 'Subjects' section, 'Major Subject' is 'BENGALI', 'Minor Subject' is a dropdown menu, 'Multi/Interdisciplinary Subject Group' is a dropdown menu, 'Equivalent course from SWAYAM or other UGC recognized platform' has radio buttons for 'Yes' and 'No', 'Skill Enhancement Course' is 'BENGALI', 'Ability Enhancement Course' is a dropdown menu, and 'VAC (Value Added Course)' is a dropdown menu. Below the form, there are instructions to upload scanned copies of a passport size photograph and signature, and the Madhyamik/Secondary Admit Card.

Figure9-Eligibilityverification

Step-18. Candidates need to select admission date, academic session and admission chalan no.

Step-19. Then need to select Minor subject correctly from dropdown list.

This screenshot is similar to Figure 9, but the 'Minor Subject' dropdown menu is open, displaying a list of subjects: ANTHROPOLOGY, BOTANY, CHEMISTRY, ELECTRONICS, ENVIRONMENTAL SCIENCE, PHYSICS, and ZOOLOGY. The other fields in the form are the same as in Figure 9.

Figure10-MinorSubjectSelection

Step-20. After selecting minor subjects, Multi/Interdisciplinary Subject group will open. Except the subject group selected for major and minor subjects, all other subject groups will be available to choose subject from, pertaining to their availability in the college in which student(s) have taken admission in.

Figure11-Multidisciplinarygroupandsubjectselection

- Step-21.** Student(s) need to select Swayam option if credits are to be transferred from other UGC recognized platform (Kindly provide subject code and name of the course if selected "Yes"). Ability Enhancement course and VAC (Value Added course) need to be selected by the student(s) as per their options.
- Step-22.** After that candidate(s) need to upload photo, signature, 10th and 12th admit card, mark sheets. Admission chalan copy and caste certificate (if applicable)



Figure 12: Photo upload part



Figure13-SignatureUploadpart

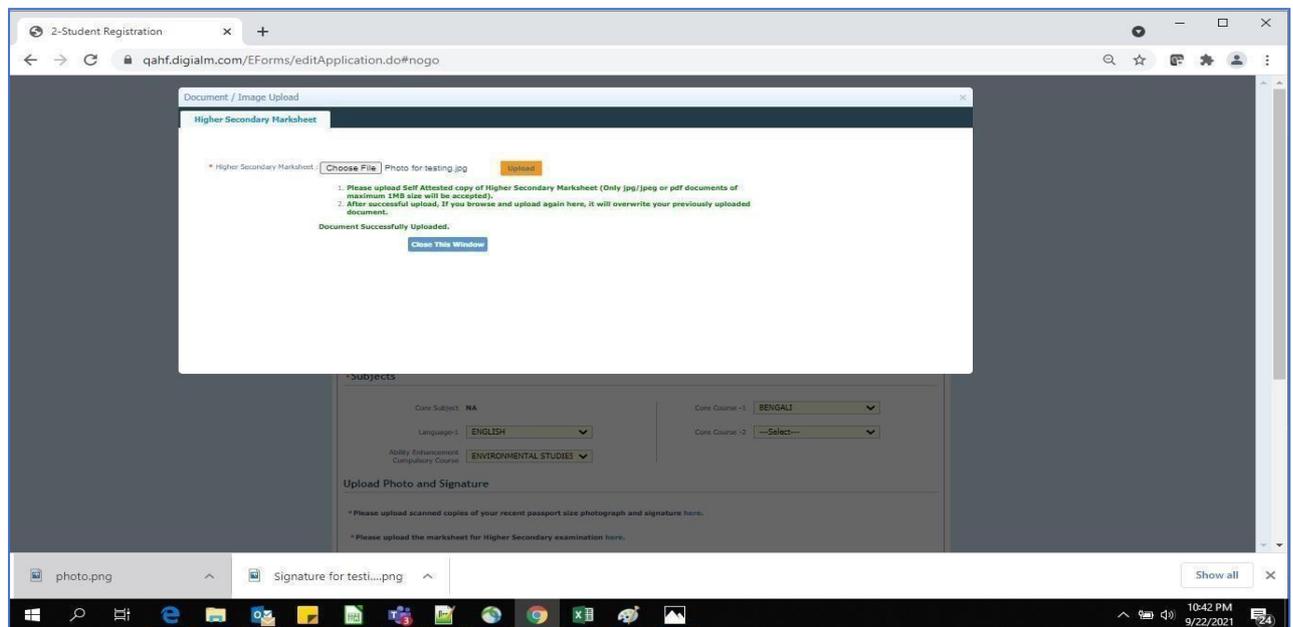


Figure14-Relevantdocumentsuploadpart

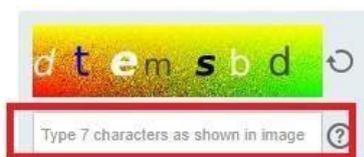
- *Please upload the Admit Card of Higher Secondary or equivalent (10+2) examination here.
- *Please upload the Marksheet of Higher Secondary or equivalent (10+2) examination here.
- *Please upload College admission challan/Confirmation certificate/document/details from colleges here.

Registration and other Fees payable (in Rs.)

Registration Fee including Processing Fee	700
Examination Enrollment Fees	800
Sports Fee	100
Total Amount	1600

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.



Preview Application

Back

Submit

Version 15.01.01

Figure15-Finals submission part

Step-23. Students need to select preview button to preview their details. Then select captcha code, check declaration's check box and select submit button accordingly.

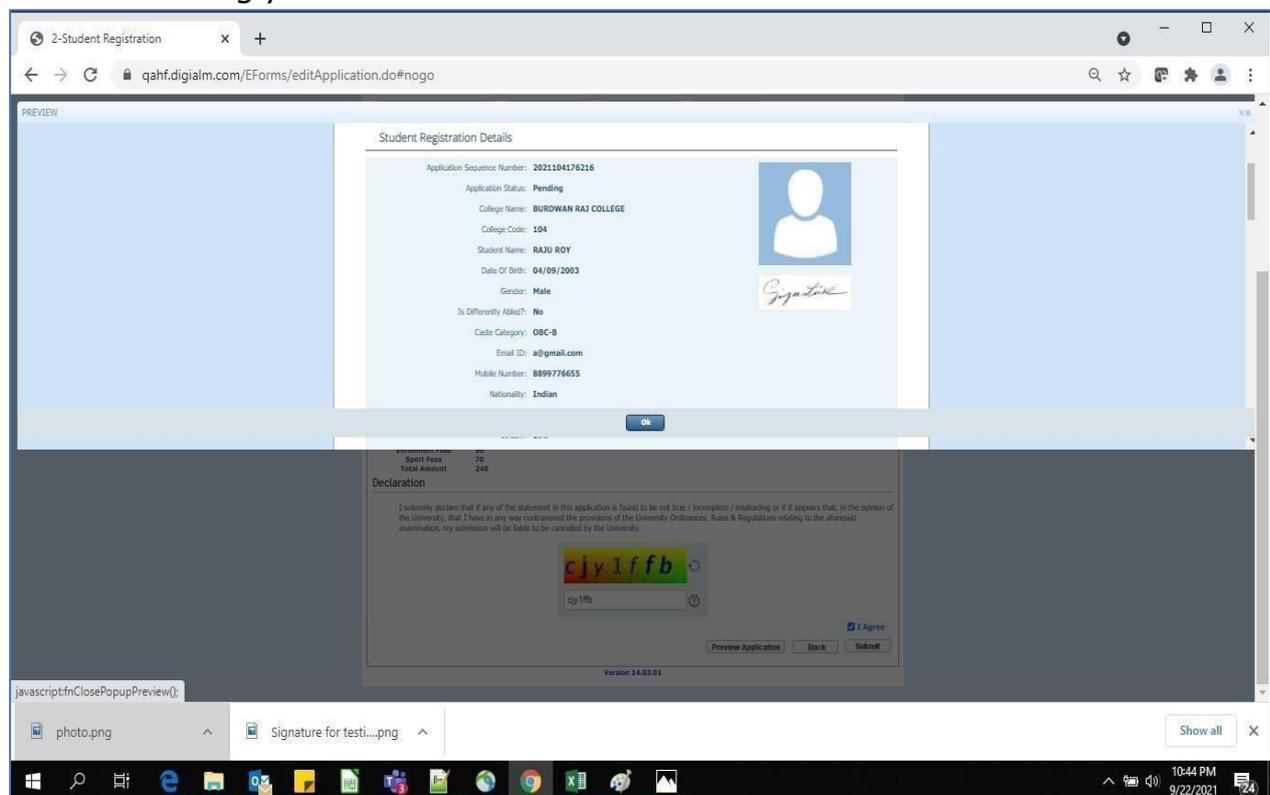


Figure16-Preview page

Step-24. Student must select "OK" button to submit registration data. After successfully submit the NEP registration cum enrollment form students can't edit the form later.

Step-25. The following page will be displayed post successful submission of the registration cum enrollment form. User can print the following page for future references.

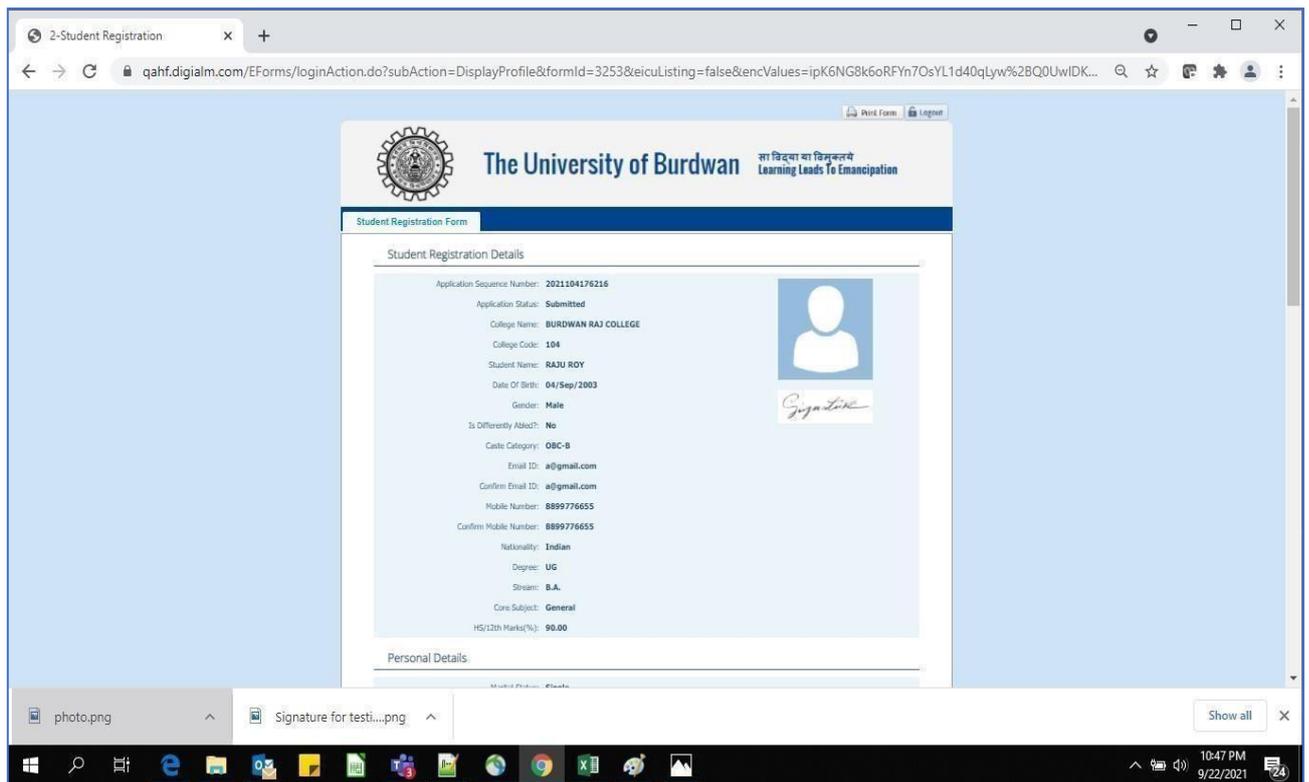


Figure17-FormSubmittedpreview

C. Student'sportal

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/1254/86290/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 by the SMS and email.

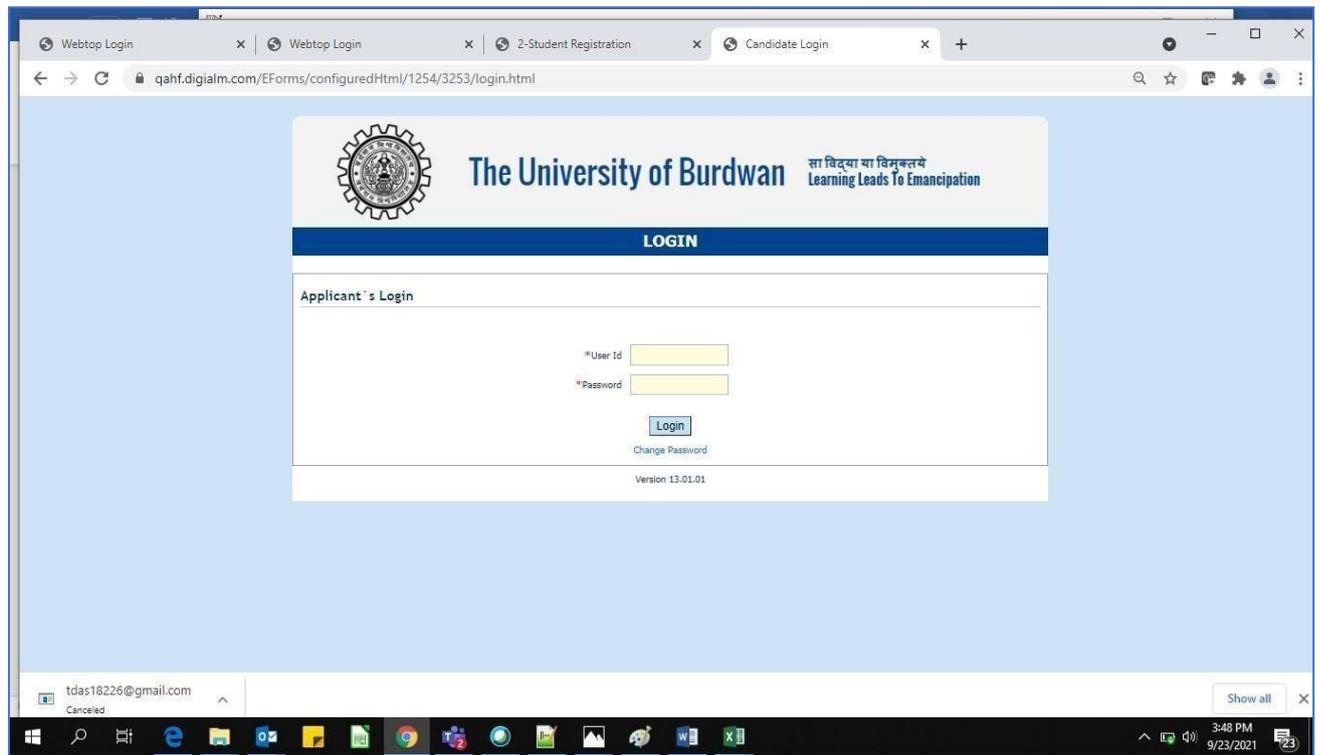


Figure18:Student's LoginPage

Step-3. Belowpage will be displayed postsuccessfullyloginofthestudent(s).

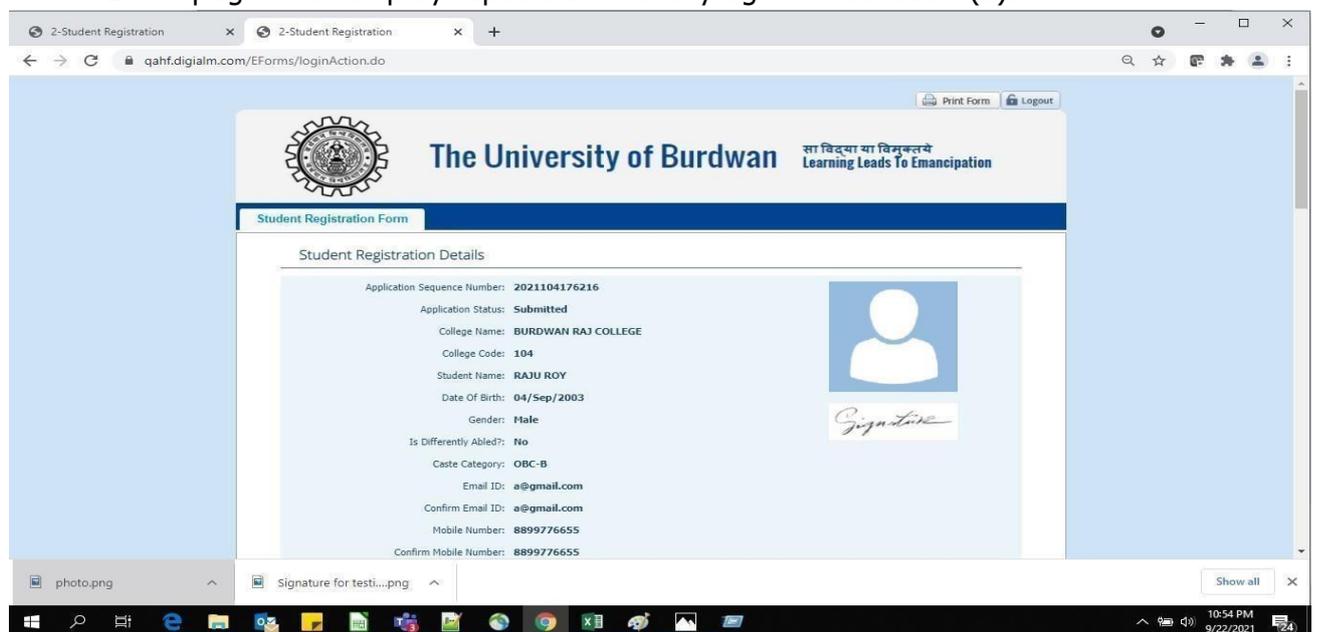


Figure19-Student'sPortal

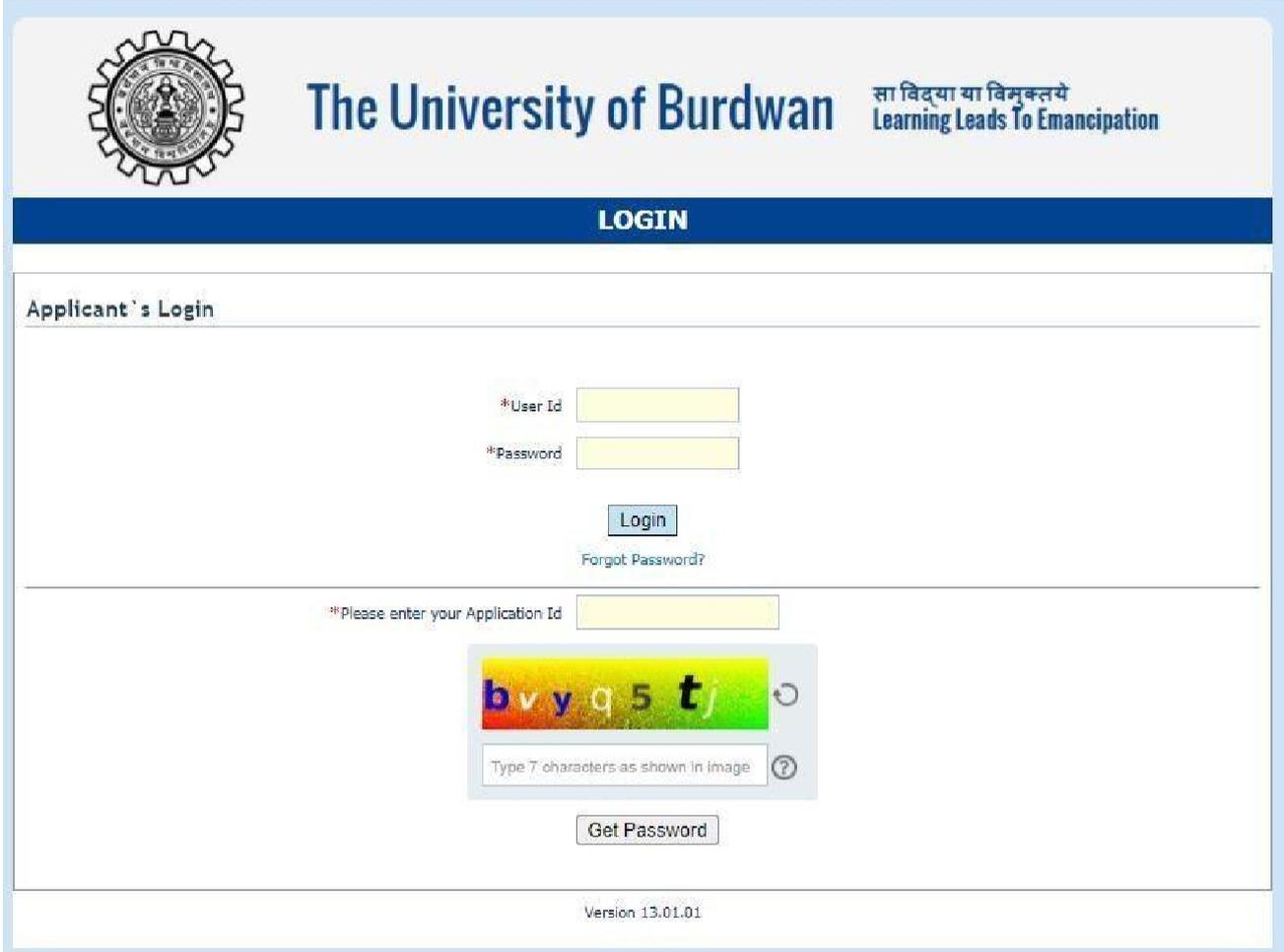
Step-4. Purposeofthestudent'sloginportalasfollows:

- a. Students can view his/hersubmitted registration form.
- b. Take a printout for future references (if needed).

- c. Response to the queries from the respective colleges.
- d. Students will be required to connect with the colleges if any discrepancies identify in the submitted data.
- e. Tracking the status of the application.
- f. If colleges change status as "ask for correction" then the need it option will be available on the upper right side of login form.

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 login interface of The University of Burdwan. At the top left is the university's logo, and to its right is the name 'The University of Burdwan' along with the motto 'सा विद्या या विमुक्तये' and 'Learning Leads To Emancipation'. Below this is a blue header with the word 'LOGIN' in white. The main content area is titled 'Applicant's Login' and contains two sections. The first section has input fields for '*User Id' and '*Password', a 'Login' button, and a 'Forgot Password?' link. The second section, which is highlighted, has an input field for '*Please enter your Application Id', a captcha image showing the characters 'bvyq5tj', a text box for 'Type 7 characters as shown in image', and a 'Get Password' button. At the bottom of the page, it says 'Version 13.01.01'.

Figure 20-Change password screen

END OF THE DOCUMENT