



THE UNIVERSITY OF BURDWAN

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No.: FC/PG (A)/Minor Elective/Option/2024/245

Date: 03.12.2024

Notification

The students of the 3rd Semester of P.G. Course of Studies of the session 2023-2025 under Arts Faculty are directed to opt for their preferences for the selection of Minor Elective Subjects.

Please note that non submission of the preferences by any student may result in his/her exclusion from the online process of selection of Online Minor elective subjects. The selection of Online Minor elective subjects will be confined only for the students of PG 3rd Semester of Golapbag Campus, the University of Burdwan.

INSTRUCTIONS FOR THE STUDENTS

1. The option of the preferences for selection of Online Minor elective subjects will be made through the following **link**:
Link : [Selection of Minor Elective Subjects.](#)
2. The students are directed to access the link for submission of the option of preferences for the selection of the Minor Elective Subjects using the TCS credentials like user Id and Password as provided by the online agency TCS.
3. The students are directed to go through the guidelines carefully and submit their option to avoid any error.
4. The students are directed to submit their preferences from 8.00 p.m. of 03.12.2024 up to 12.00 a.m. of 15.12.2024.

Senior Secretary (Additional Charge)
Faculty Council (Arts, Commerce, Law, Music etc.)
The University of Burdwan



The University of Burdwan

User Manual for Student Self Service Portal (University Campus Student)

Version 1.3



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LOG IN:

Step 1:

1. Open the below URL to access the student self-service portal:
https://q01.tcsion.com//per/q01/pub/1254/SelfServices/templates/login_page21092021011323/Login%20Page521092021011353.html
2. Login page will be displayed as follows:

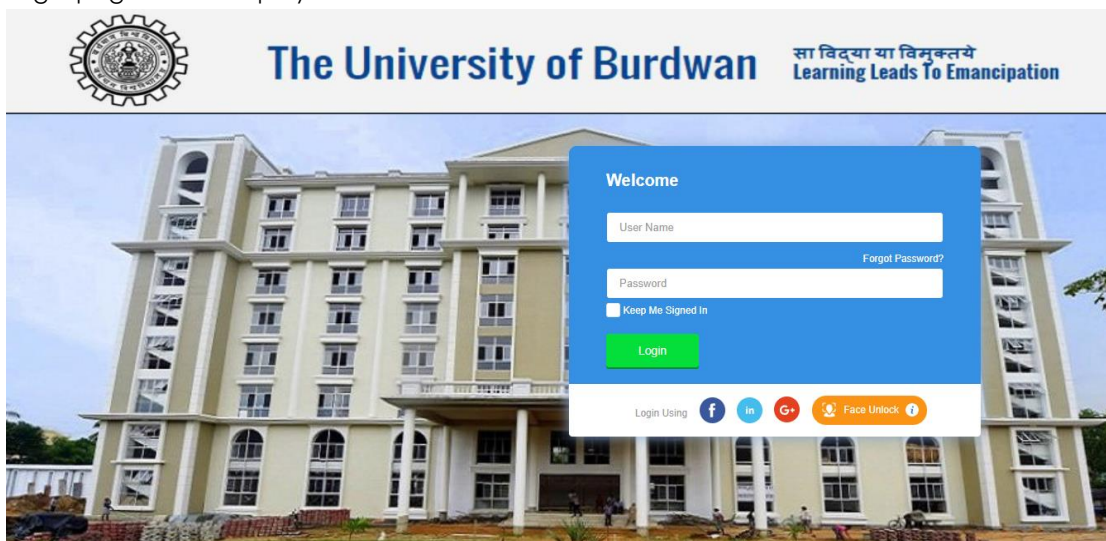


Fig 1: Login page

Step 2 :

1. After first time login user will get following page for changing their default password and they need to set their own password
2. "Current Password" will be the default password
3. User need to confirm new password to login into the student self-service portal

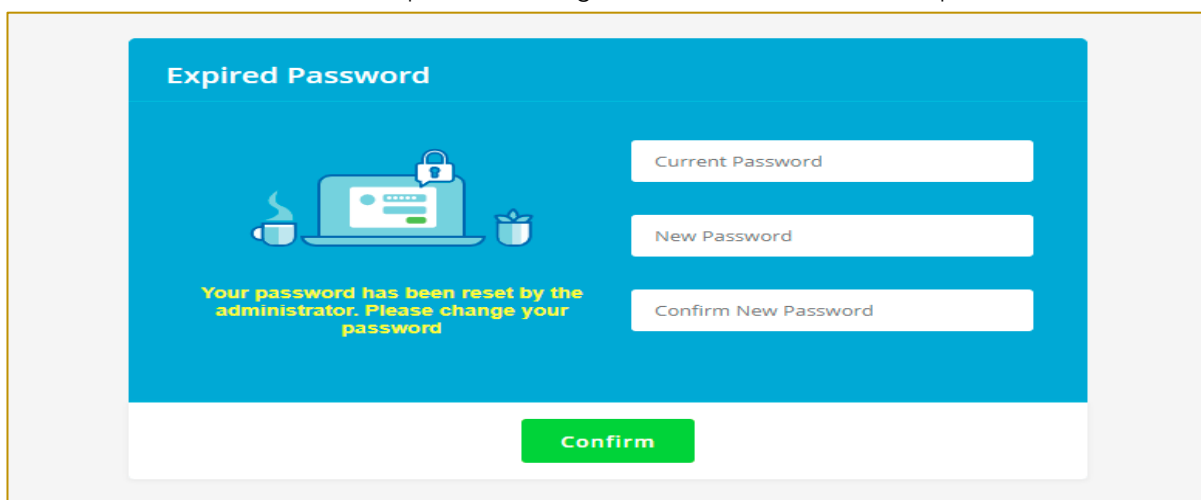


Fig 2: Change password page

Step 3:

1. Post successfully login the following page will be displayed:

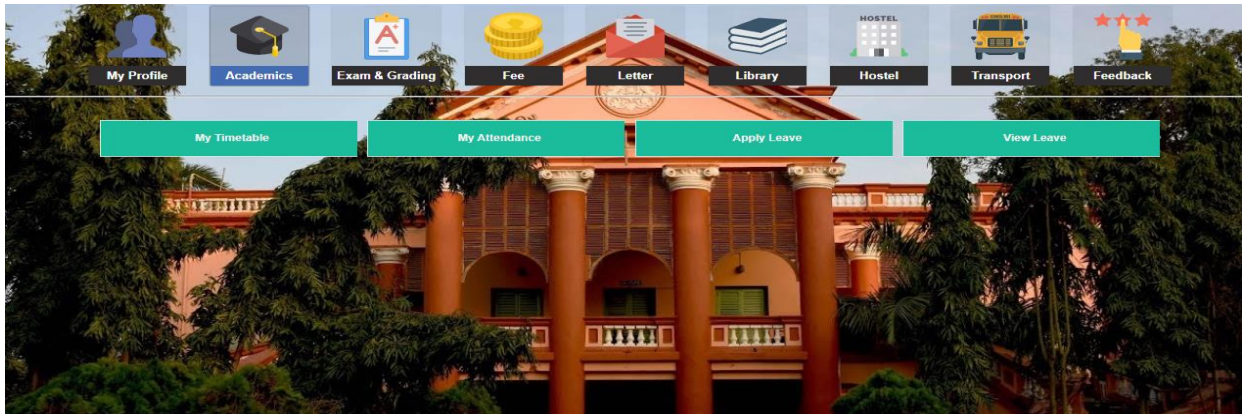


Fig 3: Landing page

STUDENT PROFILE:

Step 4:

1. Click on the "My Profile".
2. User will find the below screen for select the required filters.

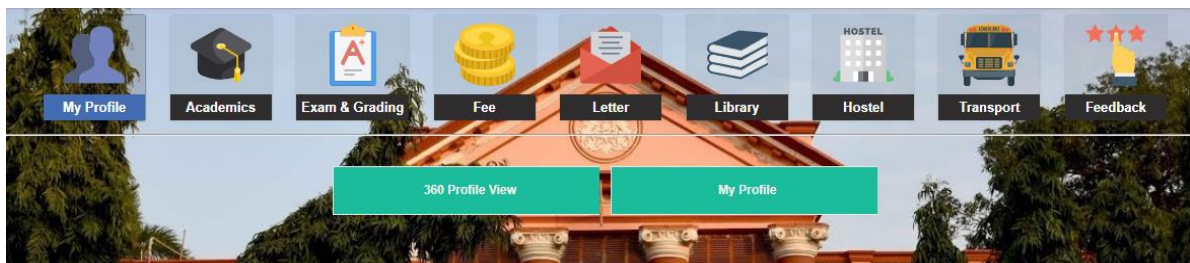


Fig 4: Filter selection page

Step 4.1:

1. After click on "My Profile" user will find the below screen where user get to see their Academic details, Personal details, Photo & Signature

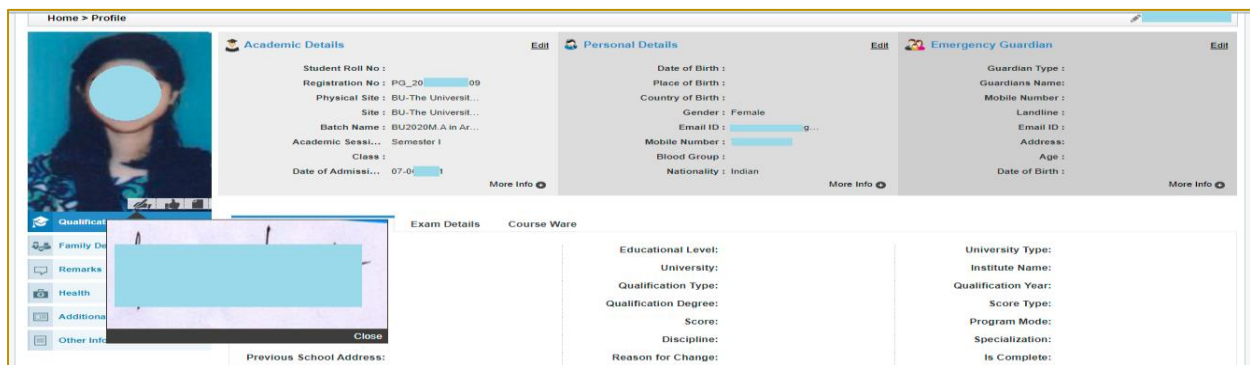


Fig 4.1: Profile view page

Step 4.2:

1. After click on “360 Profile View” user will find the below screen

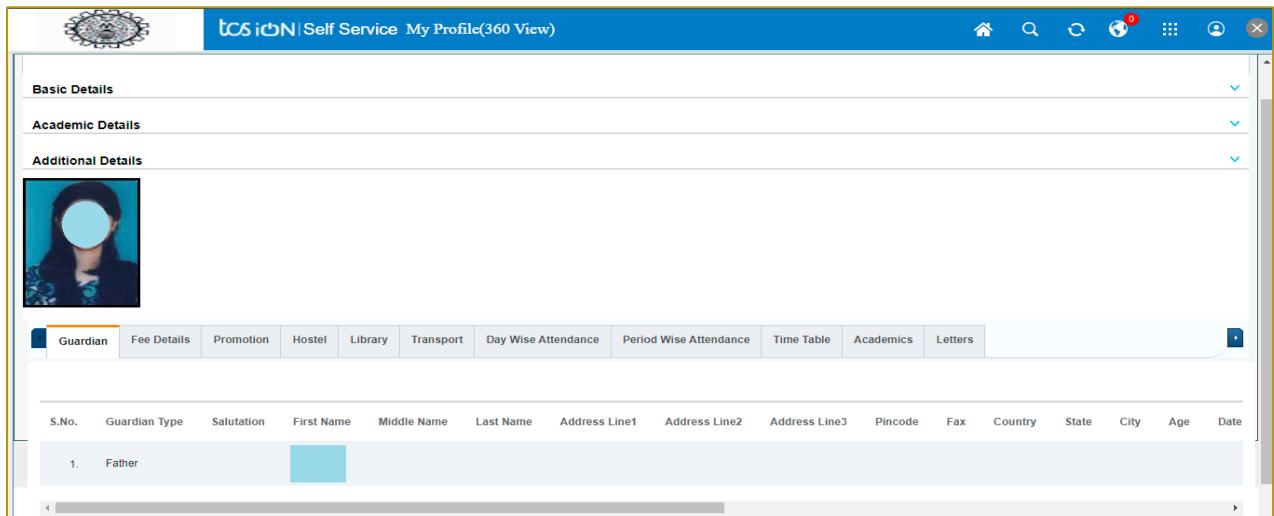


Fig 4.2: 360 Profile view page

2. By click on “Subjects” user can view enrolled subject details for respective program

S.No.	Batch	Session	Type	Subject Group	Subject	Enrollment Date	DE-Enrollment Date	Is Default	Logged Date	Change Reason
1.	BU2020M.A in ArabicNo ShiftNo Group	Semester I	COMPULSARY	RMAPM5818629121	Translation: Theory and Practice	25-06-2021		N	25-06-2021	Subject Enrollment
2.	BU2020M.A in ArabicNo ShiftNo Group	Semester I	COMPULSARY	RMAPM5818629121	Arabic Text and Applied Grammar	25-06-2021		N	25-06-2021	Subject Enrollment
3.	BU2020M.A in ArabicNo ShiftNo Group	Semester I	COMPULSARY	RMAPM5818629121	Linguistics	25-06-2021		N	25-06-2021	Subject Enrollment
4.	BU2020M.A in ArabicNo ShiftNo Group	Semester I	COMPULSARY	RMAPM5818629121	Arabic Literature During Islamic Period	25-06-2021		N	25-06-2021	Subject Enrollment
5.	BU2020M.A in ArabicNo ShiftNo Group	Semester I	COMPULSARY	RMAPM5818629121	Pre-Islamic Arabic Literature	25-06-2021		N	25-06-2021	Subject Enrollment

Fig 4.2.1: 360 profile view page

EXAM & GRADING:

Step 5:

1. Click on the “Exam & Grading”
2. User will find the below screen

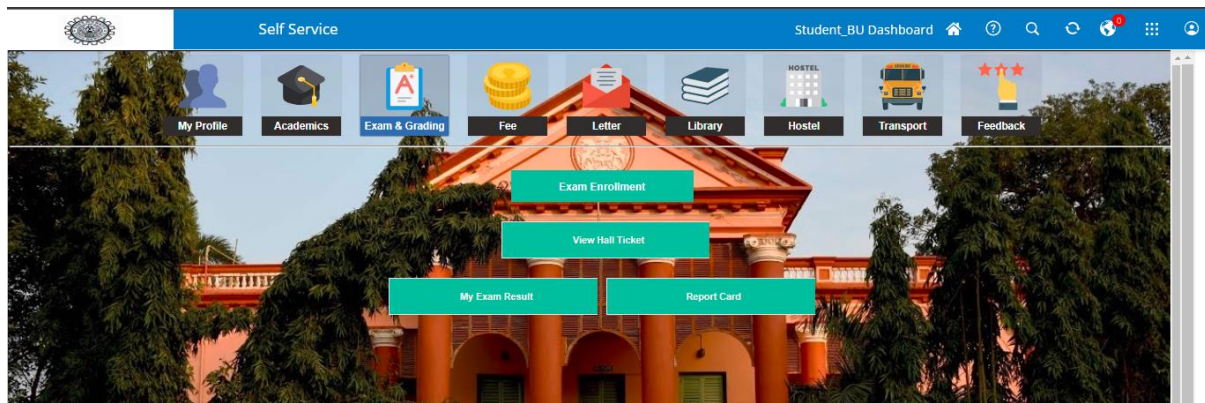


Fig 5: Exam enrollment page

EXAM ENROLLMENT

Step 5.1:

1. After click on "Exam Enrollment", one new window will open where student can able to apply for exam enrolment form for upcoming examinations



Fig 5.1.1: Exam enrollment page

2. Again need to click on "Exam Enrolment" button and user will find the below screen where all the details (Personal/Subjects/Fee) of user will reflect

The screenshot shows the 'Exam Enrollment Form' view page. It displays the following information:

- Exam Session:** PG Even 2021_Sem2 of 2021
- Academic Year:** 2020
- Student Details:**
 - College Name: THE UNIVERSITY OF BURDWAN
 - Program Name: M.Sc. in Biotechnology
 - Student's Roll No: [Input field]
 - Student's Enrollment No: [Input field]
 - Student's Name: [Input field]
 - Course Name: [Input field]
 - Session: Semester II
 - Gender: Male
 - Age: 21
 - Social Category: OBC-A
 - Mobile Number: [Input field]
 - Email ID: [Input field]

Fig 5.1.2: Exam enrollment form view page

Subject Enrolment Details

Regular Enrollment

Form Status: Pending

Semester II

S.No.	Subject Type	Subject Name	Subject Code
1	COMPULSORY	Unit I - Immunology (Th), Unit II - Genetics (Th)	MSBT201
2	COMPULSORY	Unit I - Microbiology & Industrial Applications (Th), Unit II - Genetic Engineering (Th)	MSBT202
3	COMPULSORY	Bioinformatics (Th)	MSBT203
4	COMPULSORY	Unit I - IPR & Biosafety (Th), Unit II - Bioentrepreneurship (Th)	MSBT204
5	COMPULSORY	Unit I - Immunology (Prac), Unit II - Genetics (Prac)	MSBT205
6	COMPULSORY	Unit I - Microbiology & Industrial Applications (Prac), Unit II - Genetic Engineering (Prac), Unit III - Bioinformatics (Prac)	MSBT206

Fee Details

Regular Enrollment

Semester II

Total Fee to be paid for Semester II: 0

Grand Fee to be paid(in Rupees): 0

Submit

Fig 5.1.3: Exam enrollment form view page

3. User needs to click on "Submit" to submit the exam enrolment form
4. After clicking the same one pop-up will display

Confirmation

- Once submitted the details cannot be changed.
- On click of 'Proceed' button you will be redirected to Payment Gateway page.

Fig 5.1.4: Exam enrollment form submit page

5. Click on "Proceed" to final submit the form.

MY EXAM RESULT

Step 5.2:

1. After click on "My Exam Result", one new window will open where student can able to view their result

THE UNIVERSITY OF BURDWAN

Name :
 Award : M.Sc.
 Roll No :

Site : THE UNIVERSITY OF BURDWAN
 Program : M.Sc. in Biotechnology

Semester Result

Semester I PG Odd 2020

Roll Number	SGPA	Result	Credit Retained in Course(s)
<input type="text"/>	7.67	Q	ALL

Fig 5.2: Student result view page

VIEW HALL TICKET

Step 5.3:

1. After click on "View Hall Ticket", one new window will open where student can able to view their current exam hall ticket
2. Click one the "Action" button to download of their own

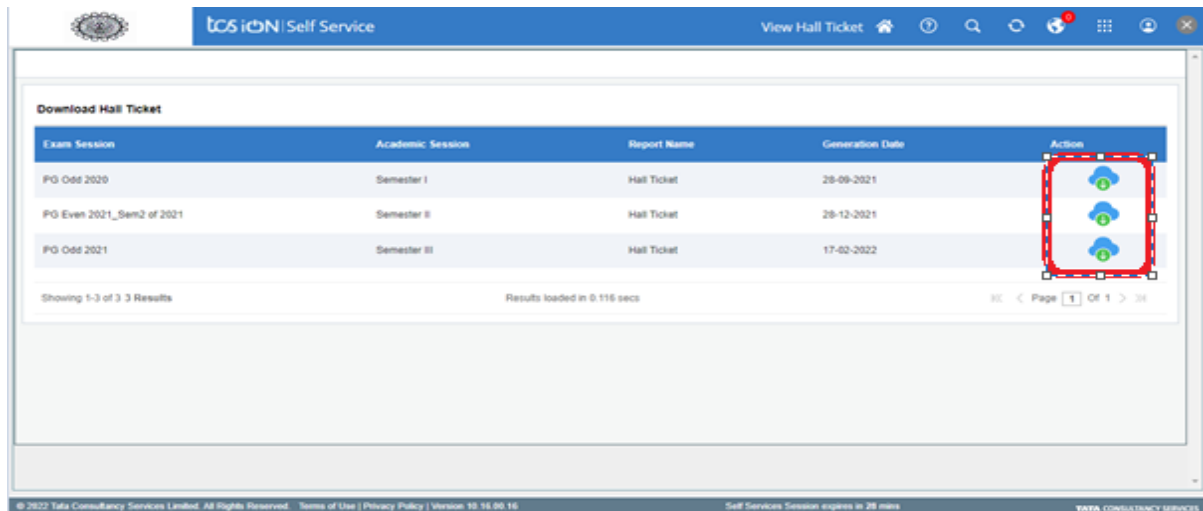


Fig 5.3.1: Student hall ticket view page

3. Click one the "Download" button in right side corner to download of their own

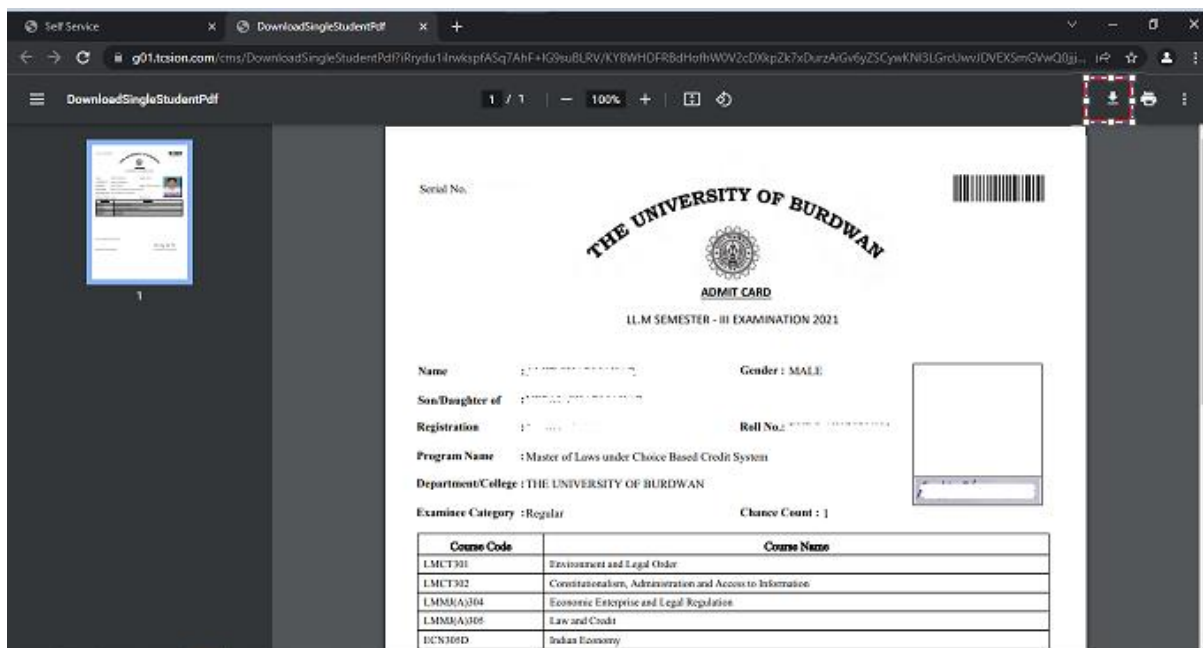


Fig 5.3.1: Student hall ticket download page

REPORT CARD DOWNLOAD

Step 5.4:

1. After click on "Report Card", one new window will open where student can able to view their current exam report card

2. Click one the "Action" button to download of their own

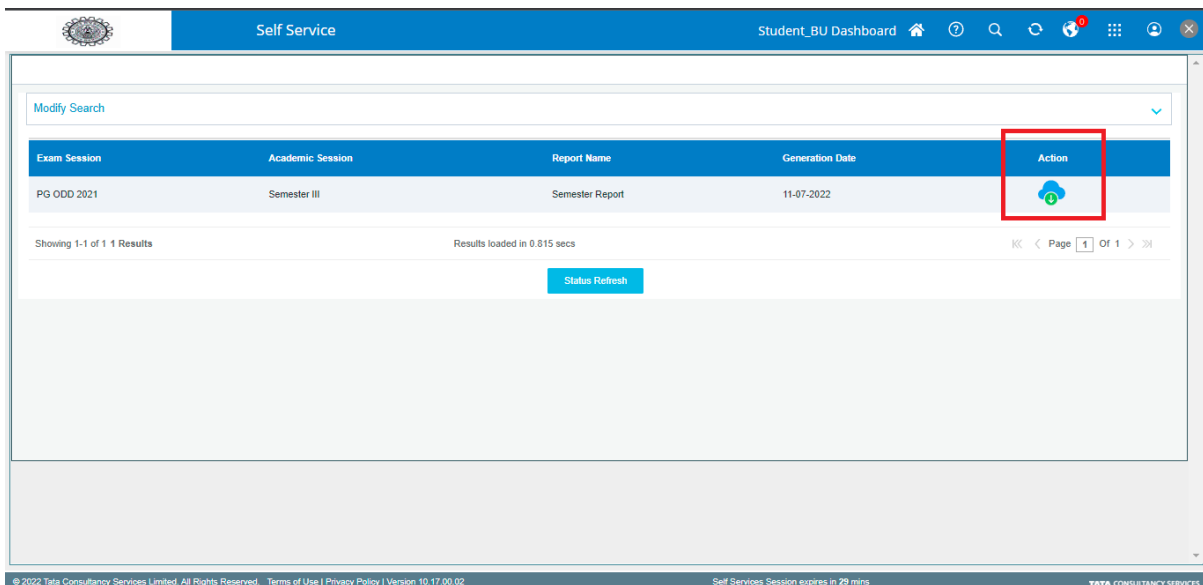


Fig 5.4.1: Student report card view page

3. Click one the "Download" button in right side corner to download of their own

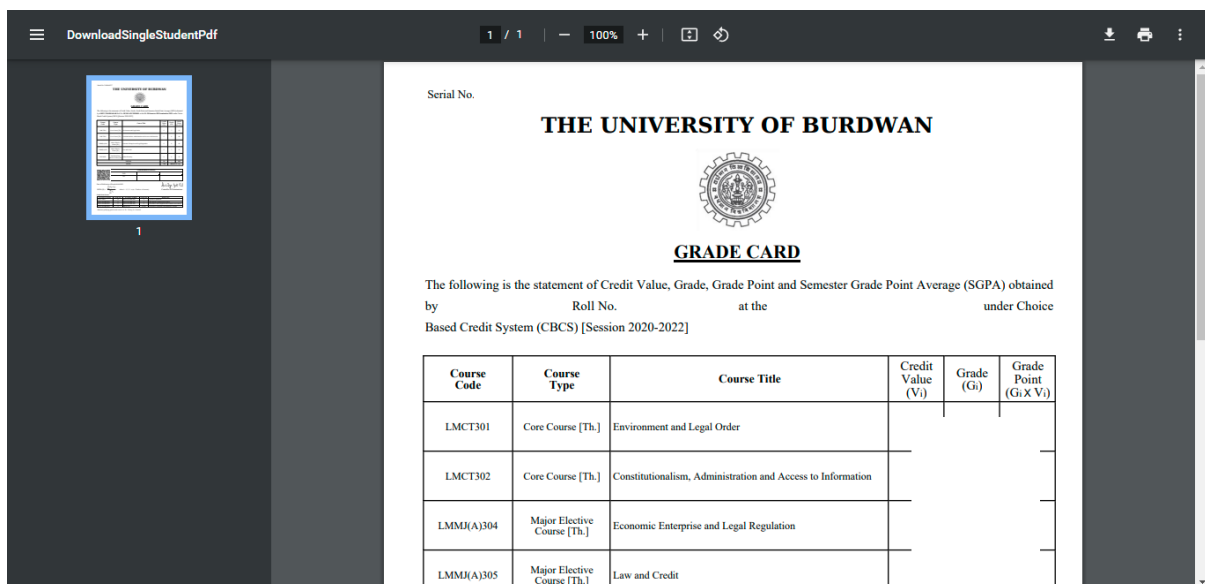


Fig 5.4.2: Student report card dowlaod page

ACADEMICS:

Step 6:

1. Click on the "Academics"
2. User will find the below screen

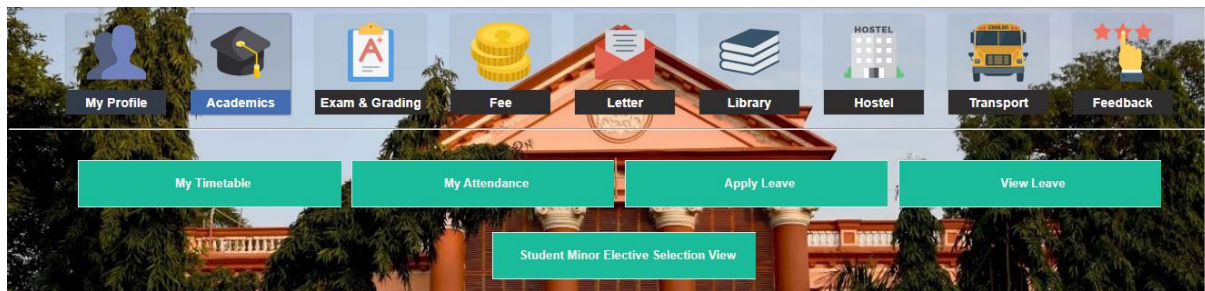


Fig 6: Student Minor Elective Section View page

STUDENT MINOR ELECTIVE SELECTIVE

Step 6.1:

1. After click on "Student Minor Elective Selection View", one new window will open where student can able to select "Student Selection Tab"
2. Click on "Student Selection" Tab



Fig 6.1.1 enrollment page

3. After click on "Student Selection" tab, below screen will be available
4. Click on "Apply"

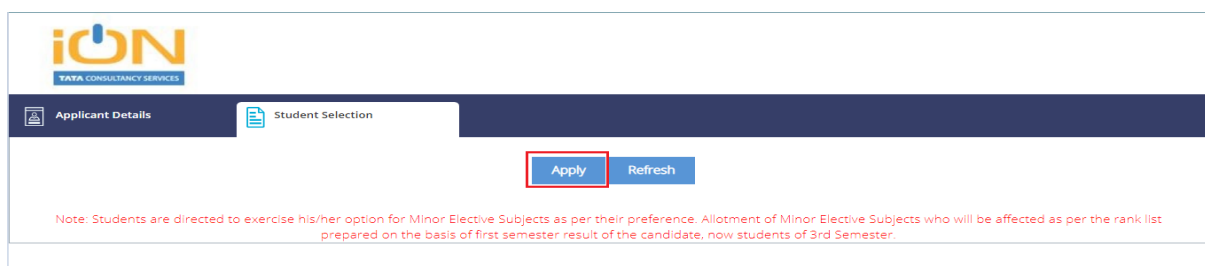


Fig 6.1.2 Student Selection page

5. After click on "Apply", below screen will be available
6. Student needs to select "Purpose" as Minor Elective from drop down and click on "Submit"

Personal Details

Student Registration Number PG_201701031935	Student Name MINHAZUDDIN	Program M.A. in Arabic	Semester/Year Semester II
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Exam Session
May-2020

Capture Request Information

Purpose *
--Select--
Minor Elective

Submit

Fig 6.1.3 Student Selection page

- After click on "Submit", below screen will be available where students need to select available subjects preference-wise from drop down
- After select the preference click on "Submit"

Personal Details

Student Registration Number PG_201701031935	Student Name MINHAZUDDIN	Program M.A. in Arabic	Semester/Year Semester II
--	-----------------------------	---------------------------	------------------------------

Exam Session
May-2020

Capture Request Information

Purpose *
Minor Elective

Preference 1 *
--Select--

Preference 2 *
--Select--

Preference 3 *
--Select--

Preference 4 *
--Select--

Preference 5 *
--Select--

Preference 6 *
--Select--

Preference 7 *
--Select--

Preference 8 *
--Select--

Preference 9 *
--Select--

Preference 10 *
--Select--

Preference 11 *
--Select--

Preference 12 *
--Select--

Preference 13 *
--Select--

Preference 14 *
--Select--

Preference 15 *
--Select--

Preference 16 *
--Select--

Preference 17 *
--Select--

Preference 18 *
--Select--

Preference 19 *
--Select--

Submit

Fig 6.1.4 Student Selection page

- After click on "Submit", Students will get below screen where all preference-wise selected subjects will be available
- Students can also change the preference till the date form is close by the "Click here to edit the application" button

[Click Here To Edit The Application](#)

Personal Details

Application Seq No. 2	Student Registration Number PG_201701031935	Student Name MINHAZUDDIN	Award M.A.
Program M.A. in Arabic	Semester/Year Semester II		

Preference Details

Purpose:
Minor Elective

Preference 1:
Commerce

Preference 2:
Bengali

Preference 3:
Economics

Fig 6.1.5 Student Selection page