

RE-ENROLLMENT AY 2022-23

USER MANUAL FOR COLLEGES



DOCUMENT VERSION 3.0



A. Introduction

Re-enrolled form has prepared for those students who have already registered under the University of Burdwan but need to re-enrolled (will take fresh admission but registration number will be same) their admission under the same courses/colleges or in different college/stream/subjects. To execute this activity, colleges need to submit the re-enrollment form on behalf of the students.

B. Steps for Online Registration Process

- Step-1.** Before starting the process please clear the browser cache file by using "Ctrl+Shift+Del".
- Step-2.** User can find the URL from the website of The University of Burdwan (<https://www.tcsion.com/dotcom/TCSSMB/Login/login.>).
- Step-3.** Click on the Online Student Registration Link

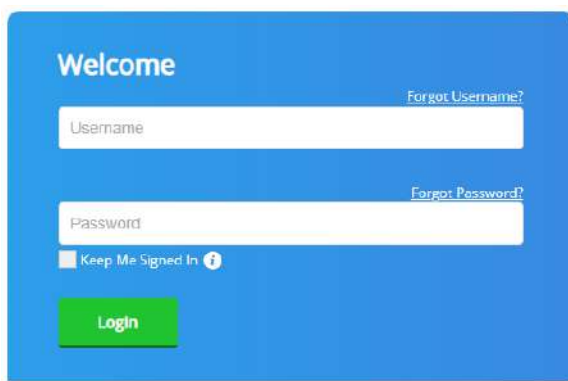


Figure 1: Login Page

- Step-4.** The login option will be displayed. Input your college login id and password shared by the university and click on Login.
- Step-5.** After successfully login the following page will be displayed.



Figure 2: Home Page



- Step-6.** If the e-Forms  icon is not visible, then after login you need to click on  button on bottom left corner of the home page as shown below and then the e-Forms application will be available.



Figure 3: Eform options

Step-7. In order to make the e -Forms application displayed on the top panel always, right click the e-forms application and then click on Add to Quick Launcher option.

Step-8. Access e-forms Application

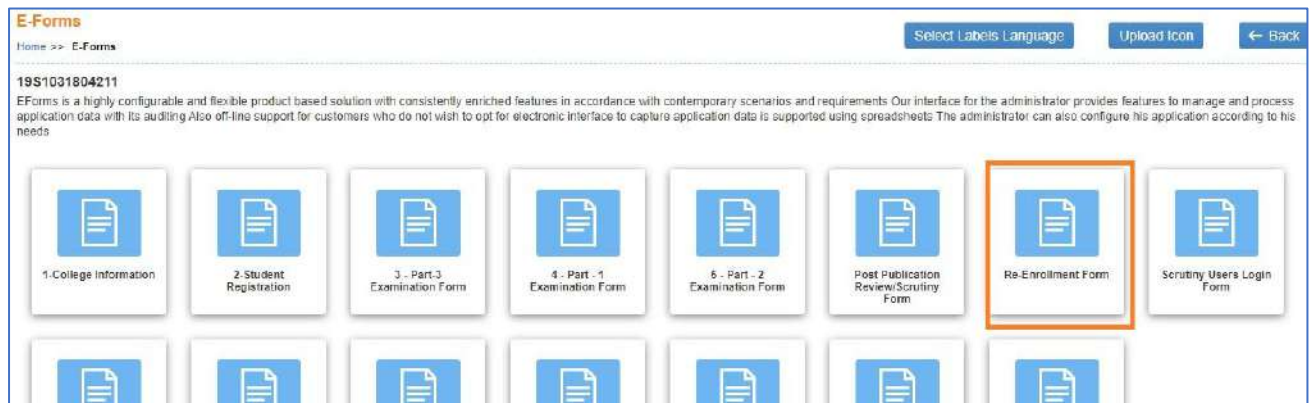


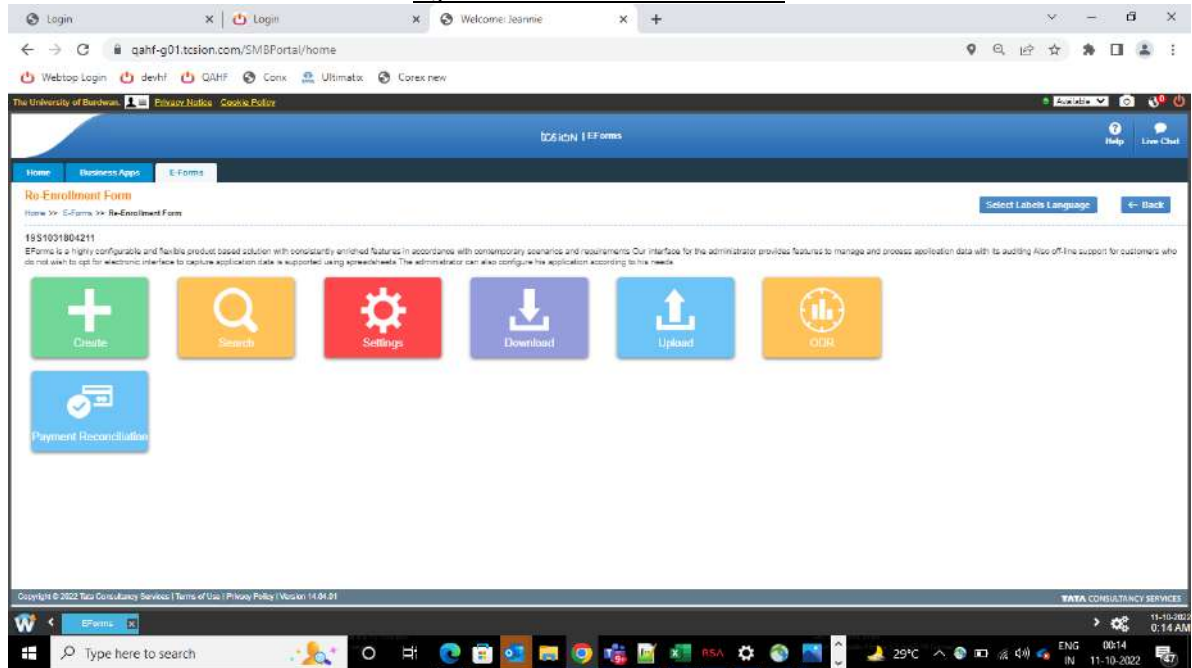
Figure 4: Registration form

Step-9. Click on "Re-Enrollment Form" to initiate the student re-enrollment process.

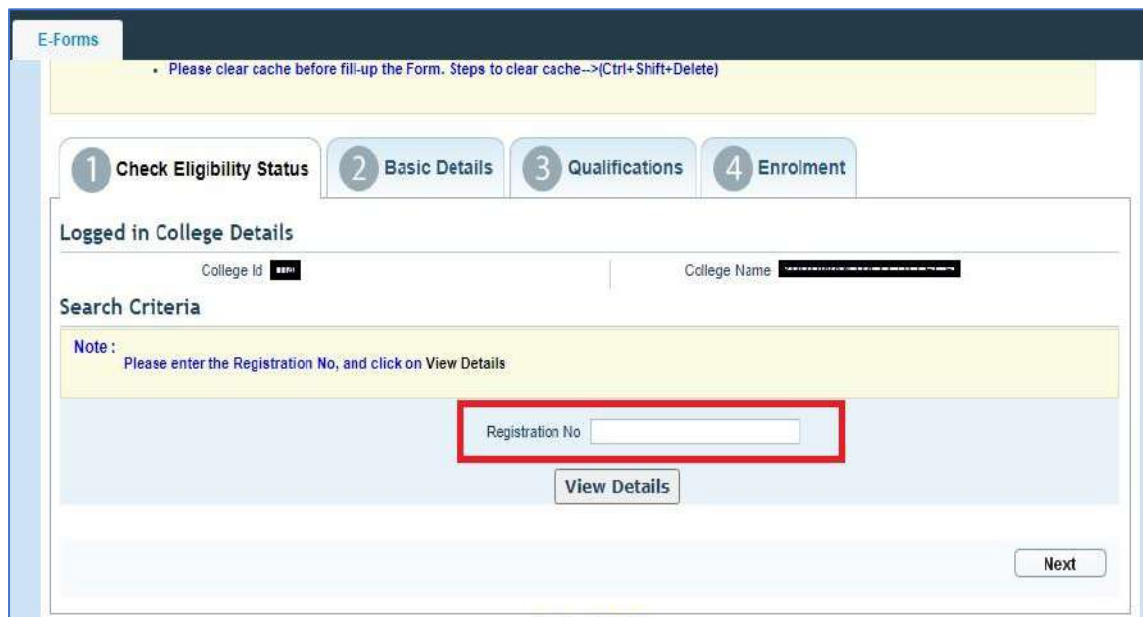
Step-10. The student re-enrolment form options will be displayed as per the below image.

Step-11. Click on Create  button to submit the student's re-enrollment data.

Figure 5: create the students' data



Step-12. Select the below re-enroll student's BU old registration number (no need to mention year of registration). Then select view details button to view students' data



Step-13. Need to select present college details to fill student re-enrollment data. **One student can enroll for maximum two times in the same college as per BU regulation**

The screenshot shows the 'College Details' section of the registration form. A dropdown menu is open, displaying a list of colleges. The 'College Id' is set to 104. A 'Proceed' button is visible at the bottom.

College Id	College Name
104	BURDWAN RAJ COLLEGE
105	CHANDRAPUR COLLEGE
107	DR. GOURMOHAN ROY COLLEGE
110	GUSKARA MAHAVIDYALAYA
111	KALNA COLLEGE
112	KATWA COLLEGE
116	M.U.C WOMEN'S COLLEGE
117	MANKAR COLLEGE
118	MEMARI COLLEGE
120	SHYAMSUNDAR COLLEGE
415	TARAKESWAR DEGREE COLLEGE
124	DR. BHUPENDRANATH DUTTA SMRITI MAHAVIDYALAYA
125	KANDRA RADHAKANTA KUNDU MAHAVIDYALAYA
128	GALSI MAHAVIDYALAYA
129	JAMALPUR MAHAVIDYALAYA
130	PURBASTHALI COLLEGE
131	SIR RASHBEHARI GHOSH MAHAVIDYALAYA
132	ACHARYA SUKUMAR SEN MAHAVIDYALAYA
133	TEHATTA SADANANDA MAHAVIDYALAYA

Step-14. After that select proceed button to view other details (Degree, stream, Core subject, Caste category)

The screenshot shows the 'Check Eligibility Status' section. The 'Registration No.' is filled in. A 'View Details' button is present. Below, the 'College Name' and 'College Id' are displayed. The 'Degree' is set to 'UG Degree'. The 'Stream' is 'BBA', 'Core Subject' is 'General', and 'Caste Category' is 'SC'. A 'Next' button is at the bottom right. The version number 'Version 14.04.01' is at the bottom center.

Step-15. Please select student's present Degree, stream, core subject for general courses and if select honors stream then need to select total full marks and total obtain mark also.

The screenshot shows the 'Personal Details' section. A note at the top asks to verify student details. The 'Student Name' is 'ANSHU DAS'. Fields include: Gender (Male), Date of Birth (28/06/2003), Father's Name (ANSHU DAS), Religion (Hindu), and Differently Abled (No). Registration No. and Year (2020-21) are also shown. A 'Photograph and Signature' section is at the bottom.

Step-16. After selecting next button Basic details page will be display, and registration number also display in this page and college need to select data if any blank row available on address part.

The screenshot shows the 'Re-Enrollment Form' interface. At the top, there is a navigation bar with four tabs: '1 Check Eligibility Status', '2 Basic Details', '3 Qualifications', and '4 Enrolment'. The 'Basic Details' tab is currently selected. Below the tabs, there is 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)'. The main form area is titled '*Matriculation (10th Level) Details' and contains several dropdown menus: 'Name of Examination' (Madhyamik), 'Country where the Board/Council/University situated' (India), 'Name of Board/Council/University' (WEST BENGAL BOARD OF S), 'State where the Board/Council/University situated' (West Bengal), and 'Roll No.' (201911-2119). At the bottom left, there is a footer: 'es | Terms of Use | Privacy Policy | Version 14.04.01'.

Step-17. After selecting Next button Qualification tab will be available. College needs to select the appropriate data if any blank mandatory rows available.

Step-18. Only 2019, 2020, 2021 Higher Secondary or Equivalent Examination passing students are eligible for re- enrollment.

The screenshot shows the 'Re-Enrollment Form' interface with the 'Enrolment' tab selected. The navigation bar remains the same. The main form area is titled '*Enrolment Info' and contains: 'Re-Admission Date' (text input), 'Admission Challan Number' (text input), 'Session' (2022-23), 'Core Subject' (NA), 'Language-1' (ENGLISH), 'Ability Enhancement Compulsory Course' (ENVIRONMENTAL STUDIES), 'Core Course -1' (BENGALI), and 'Core Course -2' (HINDI). Below this is the 'Upload Documents' section with three instructions: '*Please upload the Registration Certificate here.', '*Please upload the Declaration Photocopy here.', and '*Please upload College admission challan/Confirmation certificate/document/details from colleges here.'.

Step-19. Colleges need to select the admission date of old registered students, session, challan number, core subject details, accordingly.

Step-20. Upload scanned copy of old registration certificate of BU,

- Step-21.** Student declaration (Student willing to re-enroll from present college and request to block all previous enrollment and examination details if any available in previous year) scan copy
- Step-22.** New enrollment chalan scan copy needs to upload.

The screenshot shows a web browser window displaying the TOSION | EForms registration portal. The browser's address bar shows the URL 'qaif-g01.tosion.com/SMBPortal/home'. The page header includes 'The University of Burdwan' and navigation links for 'Webtop Login', 'devhf', 'QAIF', 'Corix', 'Ultimatix', and 'Corex new'. The main content area is titled 'tosion | EForms' and contains a registration form. The form has several dropdown menus: 'Core Subject' set to 'NA', 'Language-1' set to 'ENGLISH', 'Ability Enhancement Compulsory Course' set to 'ENVIRONMENTAL STUDIES', 'Core Course-1' set to 'BENGALI', and 'Core Course-2' set to 'HINDI'. Below these is an 'Upload Documents' section with three instructions: 'Please upload the Registration Certificate here.', 'Please upload the Declaration Photo copy here.', and 'Please upload College admission chalan/Confirmation certificate/document/details from colleges here.'. A 'Declaration' section follows, with a text box for a statement and an 'I Agree' checkbox. At the bottom of the form are three buttons: 'Preview Application', 'Back', and 'Submit'. The footer of the page includes 'Copyright © 2022 Tata Consultancy Services | Terms of Use | Privacy Policy | Version 14.04.01' and 'TATA CONSULTANCY SERVICES'. The system tray at the bottom right shows the date '10-16-2022' and time '6:26 PM'.

- Step-23.** Then need to check I agree check box,
- Step-24.** Before submitting the re-enrollment form college need to select preview application button
- Step-25.** After that college need to select submit button
- Step-26.** After submitting the form below mention page will be display. College need to verify all details and select allotted category to approved student data.

Student Registration Form

*Admitted under: Unreserved

Allocated Category

Check Availability

	SC	ST	Unreserved	OBC-A	OBC-B
Total	314	86	785	143	100
Remaining	182	71	355	99	58

*Remarks :

College Approved | College Rejected | College Ask For Correction

Student Registration Details

Application Sequence Number: 1

Application Status: Submitted

Step-27. After approve button select by colleges then student application status will be updated as College approved as per below picture. Seat will be decrease from college seat intake capacity list.

Step-28. Without approval of the college, no data for re-enrollment will be considered as valid data. University will approve and validate only college approved re-enrollment data.

Student Registration Form

*Admitted under: Unreserved

Allocated Category

Check Availability

	SC	ST	Unreserved	OBC-A	OBC-B
Total	314	86	785	143	100
Remaining	182	71	355	99	58

*Remarks : approved

College Approved | College Rejected | College Ask For Correction

Student Registration Details

Application Sequence Number: 1

Application Status: College Approved

Cancel

Step-29. College can approve students' data from search  option also.

Step-30. Once the college approves the student data, the University will validate and approve from their end.

THANK YOU