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# REGISTRATION AY 2022-23

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USER MANUAL FOR COLLEGES



DOCUMENT VERSION 3.0

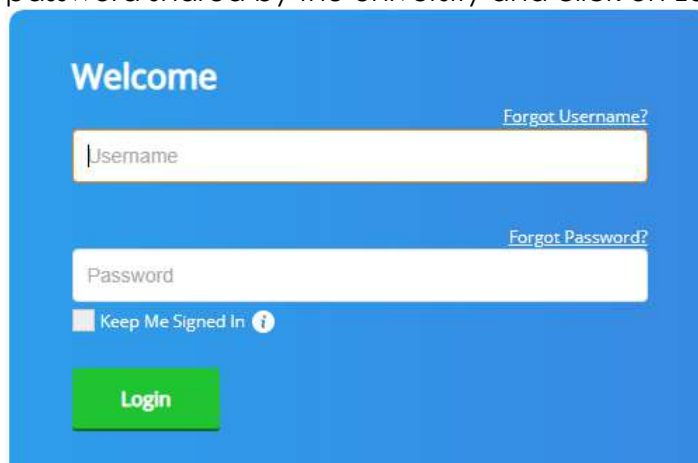


## [A. Introduction](#)

In order to enable colleges affiliated under The University of Burdwan to approve and change the submitted registration cum enrollment form which are filled-up by their students through online portal. TCS iON e-forms solution will provided the required platform to perform the said activities. As per the University instructions, student will be fill-up their registration cum enrollment form through online portal and college will validate the student's data and will approve the same. Colleges may send back the filled-up student's form by using "ask for correction" option or may reject the application form as per their decision. This manual has been prepared to understand the new registration form and its usage.

## [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.** Click on U.G. Student's Registration Application College Form link (<https://www.tcsion.com/dotcom/TCSSMB/Login/login.html>).
- Step-3.** Click on the Online Student Registration Link
- i. The login option will be displayed. Input your college login id and password shared by the university and click on Login.





*Figure 1: Login Page*

- Step-4.** After successfully login the following page will be displayed.



*Figure 2: Home Page*

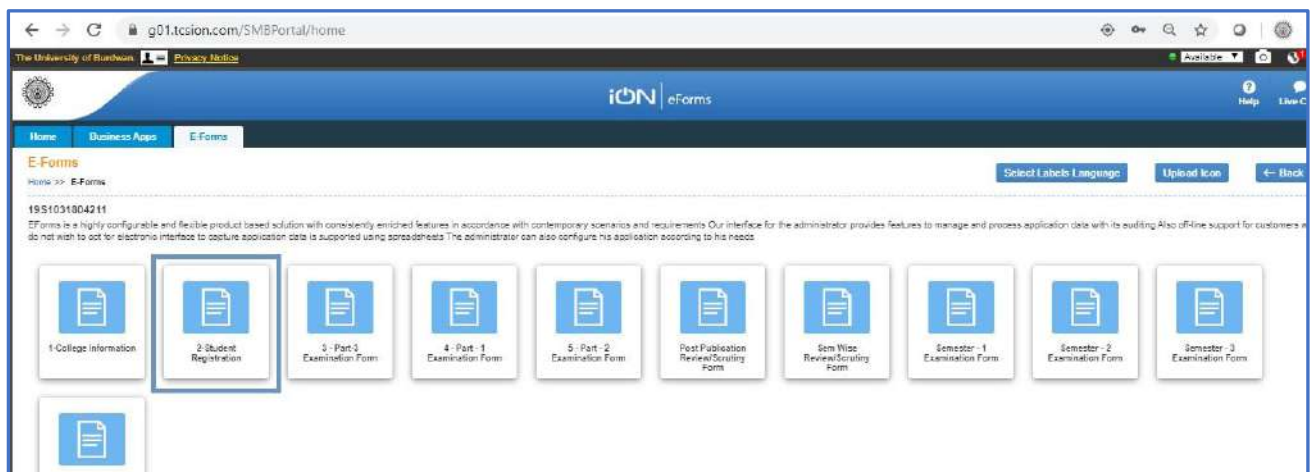
**Step-5.** If the e-Forms  icon is not visible, then after login you need to click on  button on bottom left corner of the home page as shown below and then the e-Forms application will be available.



*Figure 3: Eform options*

**Step-6.** 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-7.** Access e-forms Application



*Figure 4: Registration form*

**Step-8.** Click on “2-Student Registration” to initiate the student registration process.

**Step-9.** The student registration form options will be displayed as per the below image.

**Step-10.** Click on Search  button to view the student's application data.

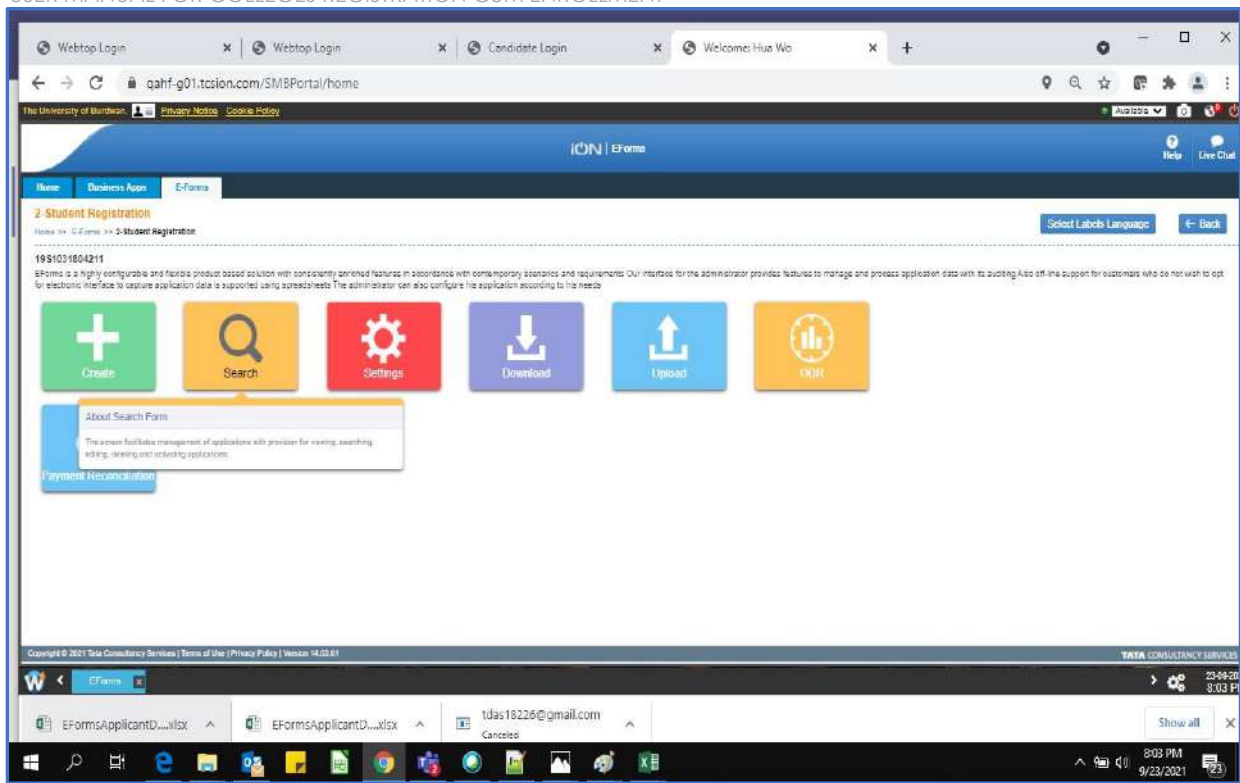


Figure 5: Search the students' data

**Step-11.** Select the below filters to view the student's data in listed format:

- Select Form fill-up start as "from date" and current date as "to date".
- Choose "Select from label" drop down as "Application status"
- Select drop down value in "Select value" filters as "Submitted" to view only submitted student data. Other options also available, college can use as per their requirement. And click on the search button.

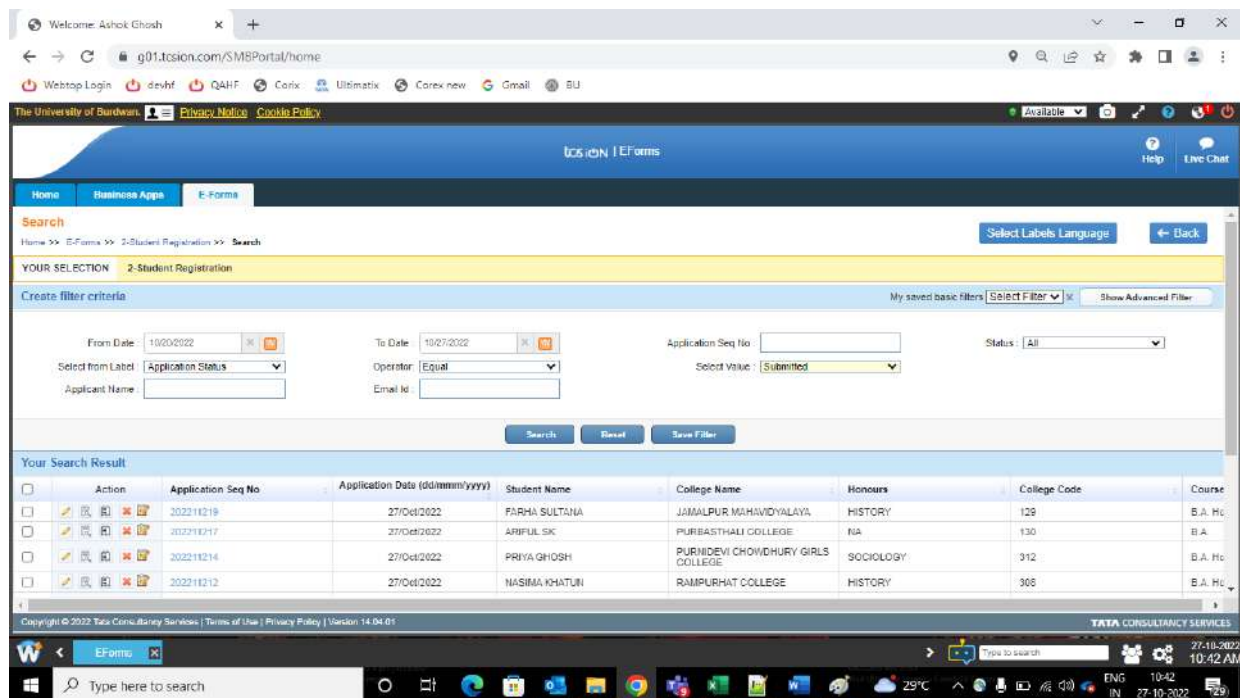


Figure 6: Select the filters

**Step-12.** Please select application sequence number to display student data.





- b. If found any discrepancies in the student's date college can send back the same to the students' again by using "College Ask For correction" button along with the proper comment in the text box given.
- c. College also can use "College Rejected" button as the student's is not belongs to the colleges or any other valid reason.

Note: If any correction is required from the student(s) end then college can select "College ask for correction" button. Then one edit option will be automatically open in student's portal and student can make the necessary correction and will re-submit his/her registration form. College will need to follow the same process to approve the student's data post re-submitted by the student(s).

**Step-14.** Final option is the University approval, & this will be initiated post college approval of the students' registration form. Post University approval of the registration process will be completed for any student(s).

**Step-15.** If university select "University, ask for correction" option, then college(s) needs to modify, re-verify and re-approve the same. The same data will require to be re-verified by the University to complete the process. Students and colleges unable to edit registration page all field like college name, student name, DOB, Gender, Caste, email id, mobile number, Differently able, nationality, Degree and Stream.

- Step-16.** Edit the student's data of registered candidate(s):
- a. Students and colleges **unable to edit registration page** field (**email id, mobile number**). Rest of student data college can edit through edit option **but After approved student data by colleges, then college and students will not able to edit any data for those particular students.**
  - b. Student search option is same to view the student data in the list view.
  - c. Please click on the edit/check logs/delete button as per the below image:

Action	Registration Number	Application Date (dd/mm/yyyy)	Student id	Student name	Mother name	Father Name
  	RE151001	19Feb/2015	151001336945	SUNE KUMAR	KELO	BIRA RAM
  	RE141201172705	06Jan/2015	14120926106	ANIL	KHAJANI DEVI	BALBIR SINGH
  	RE141201172734	06Jan/2015	14120801558	TUSHAR GOYAL	ANITA GOYAL	DEVENDER GOYAL

*Figure 9: Edit Option for college(s)*

THANK YOU