

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:

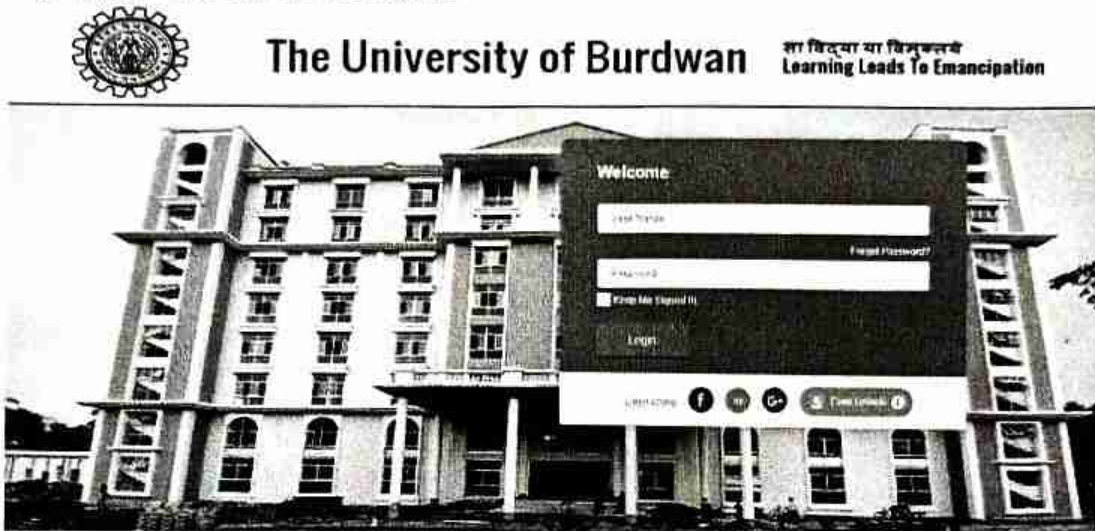


Fig.1: Login page

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

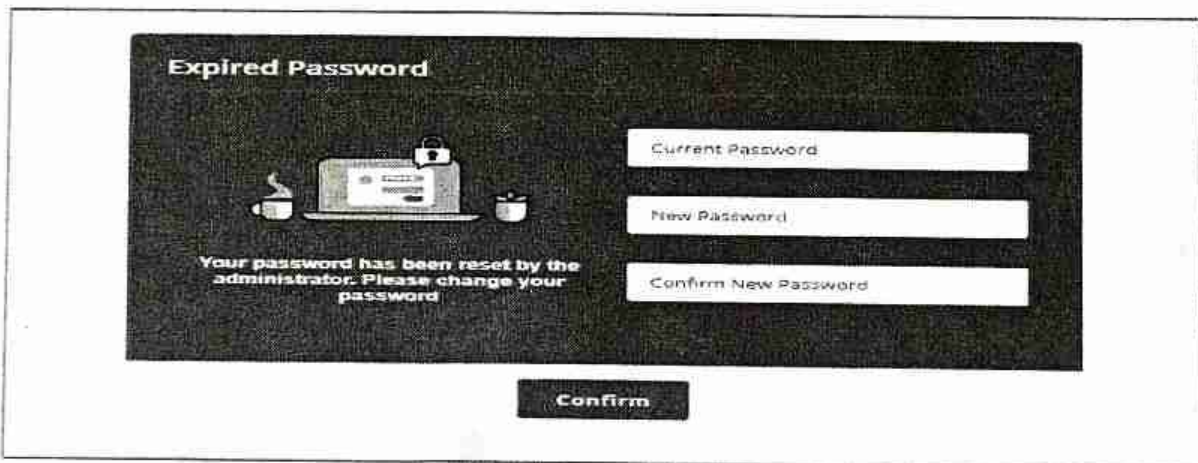


Fig 2: Change password page

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Step 3:

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



Fig 3: Landing page

FACULTY MARKS CAPTUREING PROFILE:

Step 4:

1. Click on the "Faculty Marks Capture".
2. After click on "Faculty Marks Capture" user will find the below screen where user can select the Exam session as "Professional_December_2020" for 5 Year Integrated B.A.LL.B and "Professional_May_2021" for LL.B. 3 Year.



Fig 4: Marks Capturing page

Step 5:

1. Few mode of marks capturing where user can select the tab of "Capture Score".
2. Click on the "Capture Score"

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Fig 5: Capturing Regular & Backlog page

CAPTURE SCORE DETAILS:

Step 6:

1. User can chose subject for click on the Subject filter "
2. Insert the marks and Absent type as per Roll number provided in the portal.
3. After click on "Enrollment Details" user will find the below screen

| SNo | Subject Name | Reg No. | Roll No. | Max Marks | Absences (Days) | Mark Sheet | Obtained Grade | Absent | Remarks |
|-----|--------------|----------|----------|-----------|-----------------|------------|----------------|--------|---------|
| 1 | Computer | 12345678 | 12345678 | 100 | 0 | Sheet | Sheet | Sheet | 0% |
| 2 | Computer | 12345678 | 12345678 | 100 | 0 | Sheet | Sheet | Sheet | 0% |
| 3 | Computer | 12345678 | 12345678 | 100 | 0 | Sheet | Sheet | Sheet | 0% |
| 4 | Computer | 12345678 | 12345678 | 100 | 0 | Sheet | Sheet | Sheet | 0% |
| 5 | Computer | 12345678 | 12345678 | 100 | 0 | Sheet | Sheet | Sheet | 0% |

Fig 6: Capturing Score page

4. After marks capture user will click on the **Save** button.
5. Then click on the "Generate Report" to view the subject details for respective program

| SNo | Subject Name | Reg No. | Roll No. | Max Marks | Absences (Days) | Mark Sheet | Obtained Grade | Absent | Remarks |
|-----|--------------|----------|----------|-----------|-----------------|------------|----------------|--------|---------|
| 1 | Computer | 12345678 | 12345678 | 100 | 0 | Sheet | Sheet | Sheet | 0% |
| 2 | Computer | 12345678 | 12345678 | 100 | 0 | Sheet | Sheet | Sheet | 0% |
| 3 | Computer | 12345678 | 12345678 | 100 | 0 | Sheet | Sheet | Sheet | 0% |
| 4 | Computer | 12345678 | 12345678 | 100 | 0 | Sheet | Sheet | Sheet | 0% |
| 5 | Computer | 12345678 | 12345678 | 100 | 0 | Sheet | Sheet | Sheet | 0% |
| 6 | Computer | 12345678 | 12345678 | 100 | 0 | Sheet | Sheet | Sheet | 0% |
| 7 | Computer | 12345678 | 12345678 | 100 | 0 | Sheet | Sheet | Sheet | 0% |
| 8 | Computer | 12345678 | 12345678 | 100 | 0 | Sheet | Sheet | Sheet | 0% |

Fig 7: Capturing Score page

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