

LOG IN:

Step 1:

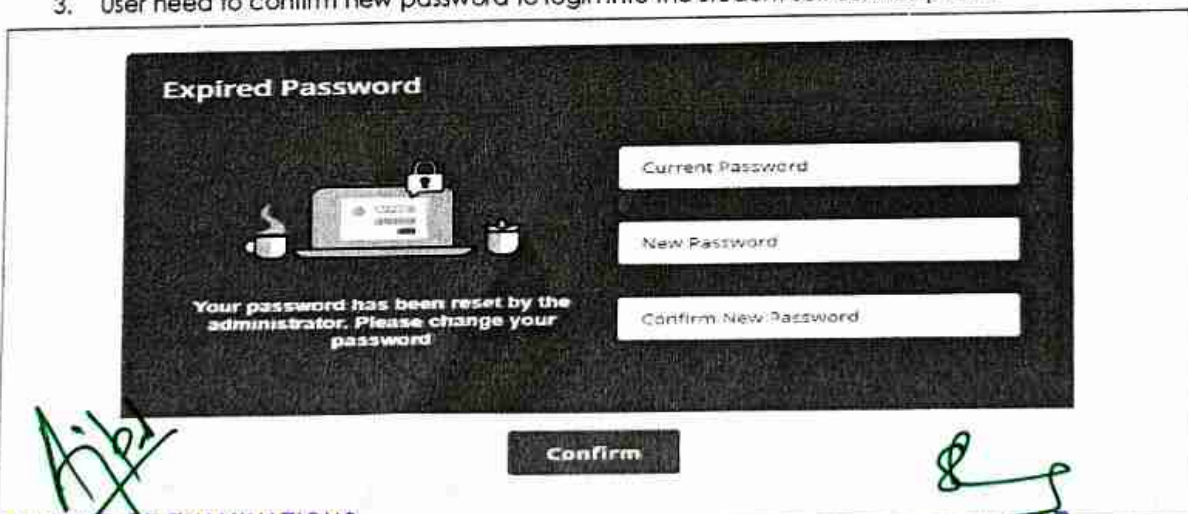
1. Open the below URL to access the student self-service portal:
https://q01.tcsion.com//per/q01/pub/1254/SelfServices/templates/login_page21092021011323/Login%20Page521092021011353.html
2. Login page will be displayed as follows:



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



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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.

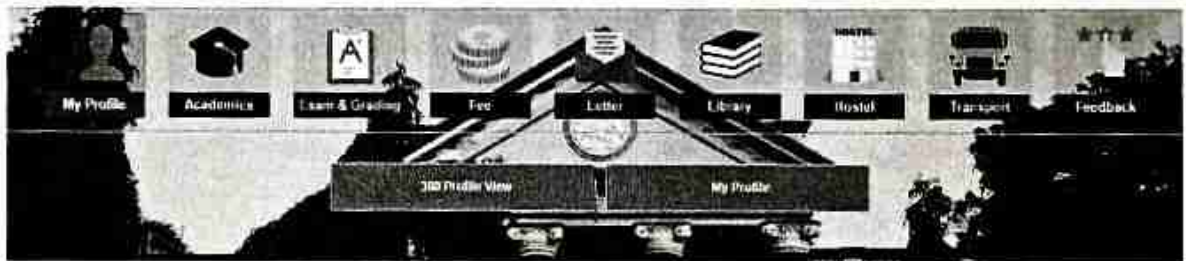


Fig 4: Filter selection page

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

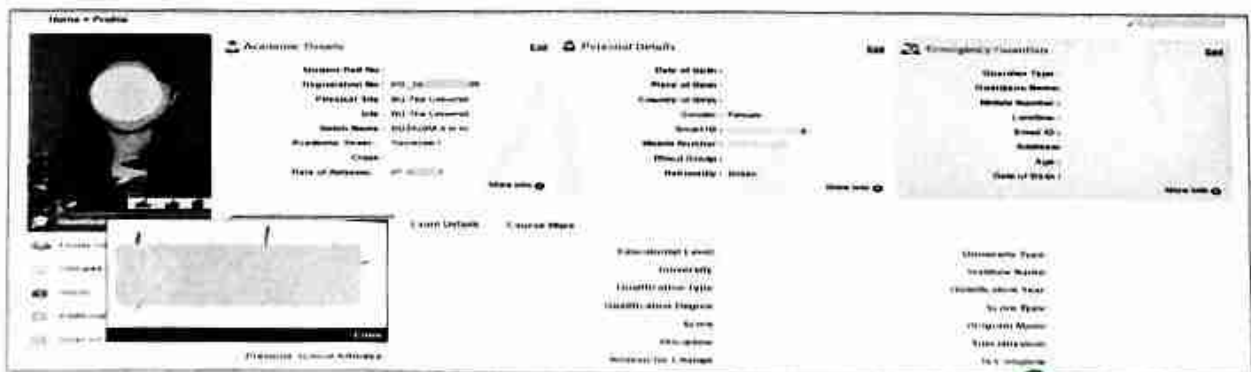


Fig 4.1: Profile view page

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	Semester	Type	Subject Group	Subject	Enrollment Date	UC Enrollment Date	Is Default	Logged Date	Change Reason
1	BU2020M.A in Arabic Studies Group	Semester I	COMPULSARY	RMAPMS118629121	Translation Theory and Practice	25-06-2021		N	25-06-2021	Subject Enrollment
2	BU2020M.A in Arabic Studies Group	Semester I	COMPULSARY	RMAPMS118629121	Arabic Text And Applied Grammar	25-06-2021		N	25-06-2021	Subject Enrollment
3	BU2020M.A in Arabic Studies Group	Semester I	COMPULSARY	RMAPMS118629121	Litcritics	25-06-2021		N	25-06-2021	Subject Enrollment
4	B.U2020M.A in Arabic Studies Group	Semester I	COMPULSARY	RMAPMS118629121	Arabic Literature During Islamic Period	25-06-2021		N	25-06-2021	Subject Enrollment
5	B.U2020M.A in Arabic Studies Group	Semester I	COMPULSARY	RMAPMS118629121	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

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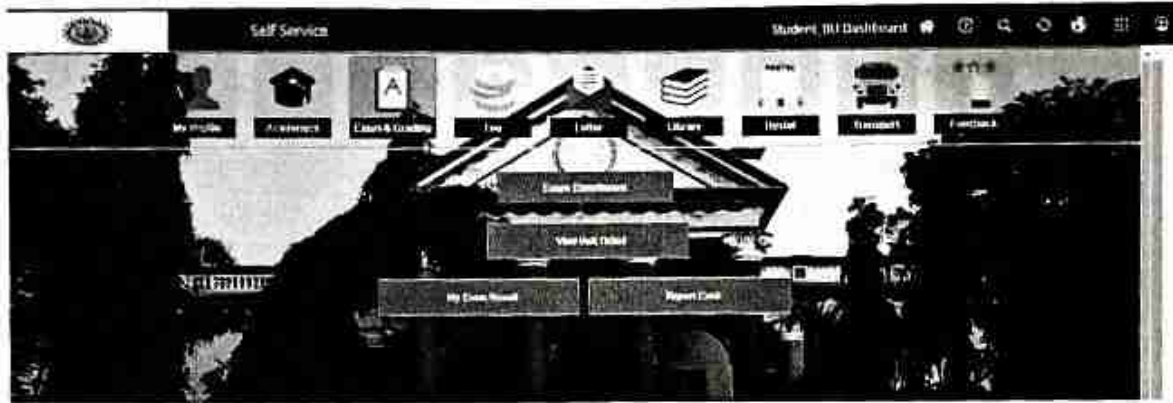


Fig 5: Exam enrollment page

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

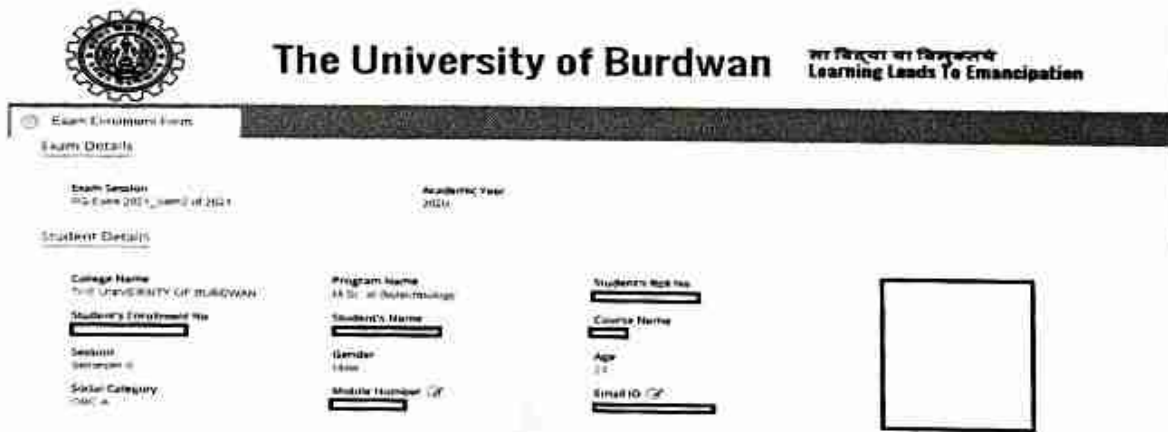


Fig 5.1.2: Exam enrollment form view page

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Subject Enrollment Details

Regular Enrollment

S.No	Subject Type	Subject Name	Subject Code
1	COMPULSORY	Unit I - Immunology (Th) Unit II - Genetics (Th)	USBT01
2	COMPULSORY	Unit I - Microbiology & Industrial Applications (Th) Unit II - Genetic Engineering (Th)	USBT02
3	COMPULSORY	Biotechnology (Th)	USBT03
4	COMPULSORY	Unit I - WB & Ecology (Th) Unit II - Biotechnology (Th)	USBT04
5	COMPULSORY	Unit I - Immunology (Prac) Unit II - Genetics (Prac)	USBT05
6	COMPULSORY	Unit I - Microbiology & Industrial Applications (Prac) Unit II - Genetic Engineering (Prac) Unit III - Biotechnology (Prac)	USBT06

Fee Details

Regular Enrollment

Semester I

Total Fee to be paid for Semester I: 0

Grant Fee to be paid for Semester I: 0



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

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Name: [Redacted]

Roll No: [Redacted]

Site: THE UNIVERSITY OF BURDWAN

Program: M.Sc. in Biotechnology

Semester Result

Semester I PG Odd 2020

Roll Number	SOPA	Result	Credit Retained in Course(s)
[Redacted]	7.67	D	ALL

Fig 5.2: Student result view page

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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

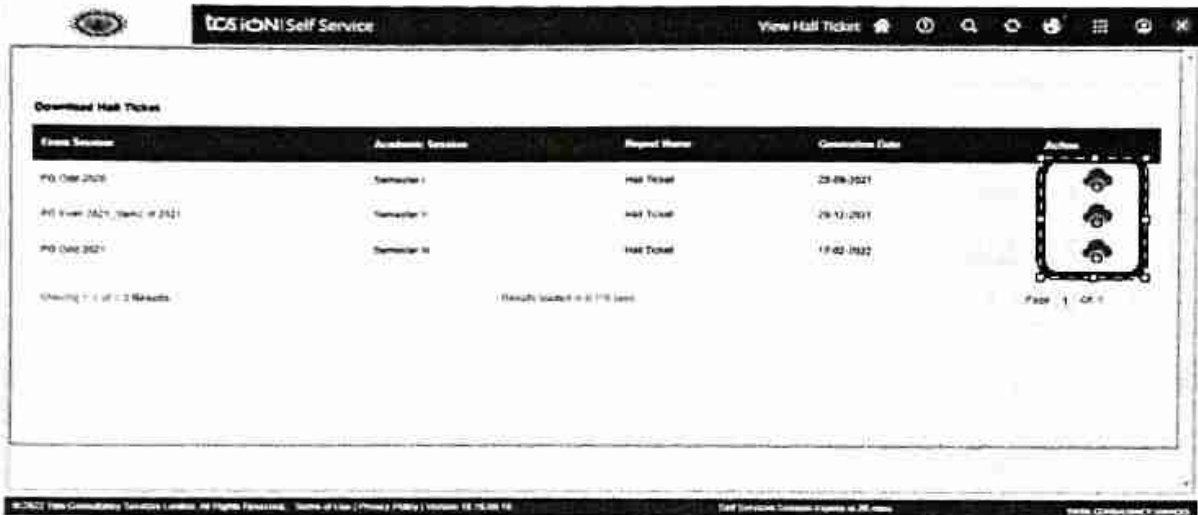


Fig 5.3.1: Student hall ticket view page

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

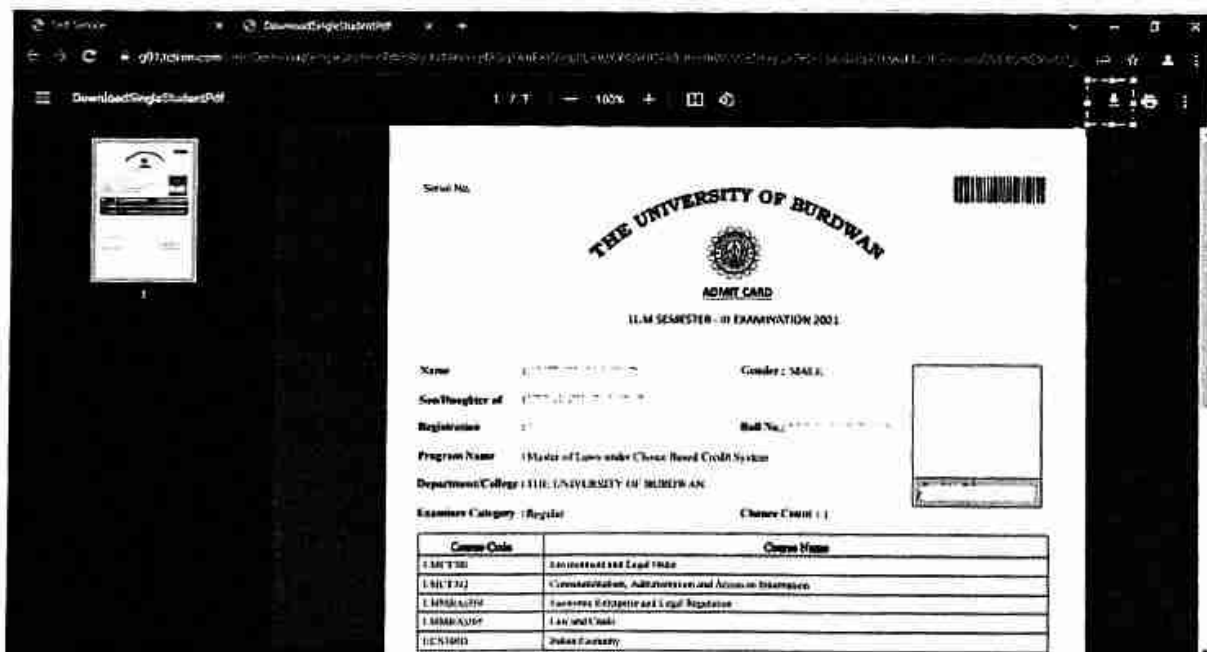


Fig 5.3.1: Student hall ticket download page

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

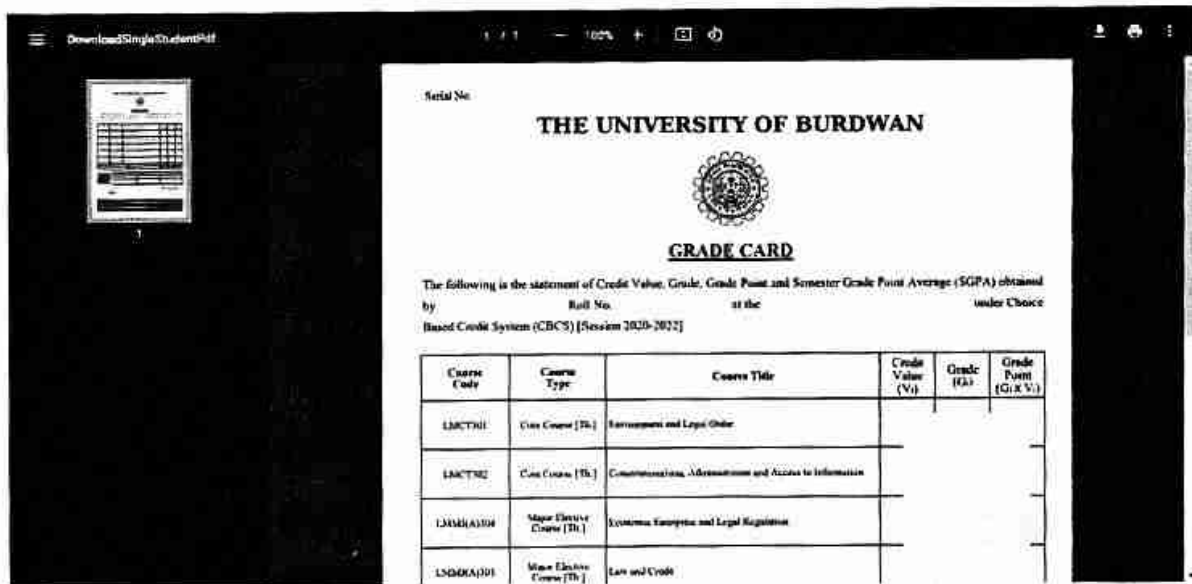


Fig 5.4.2: Student report card download page

ACADEMICS:

Step 6:

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

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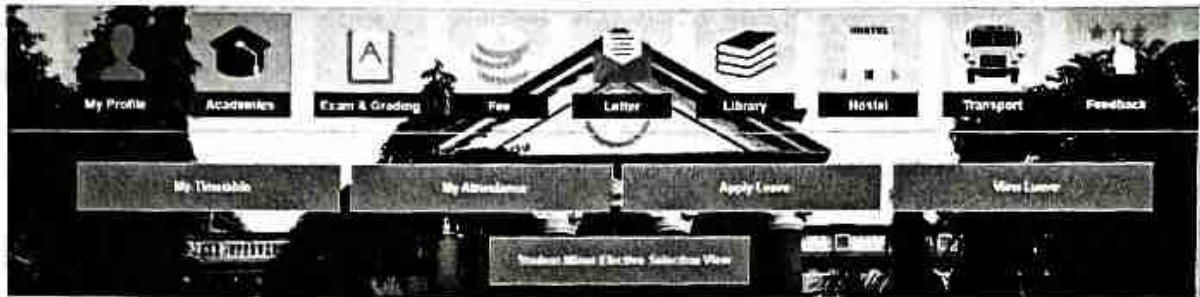


Fig 6: Student Minor Elective Section View page

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

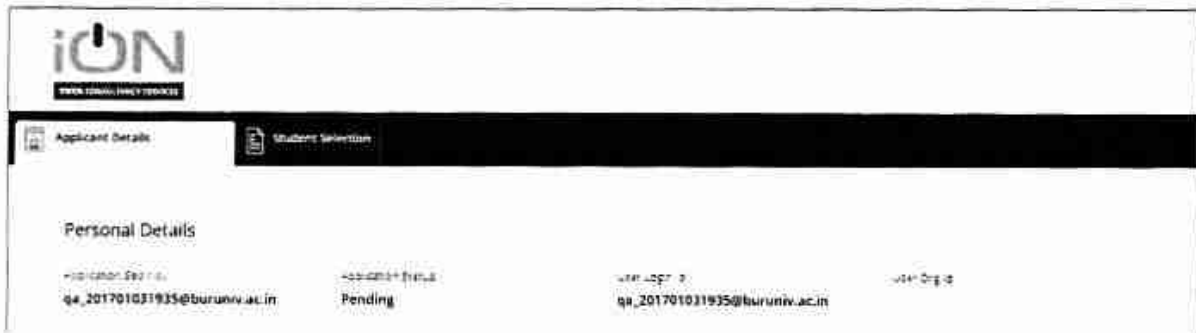


Fig 6.1.1 enrollment page

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

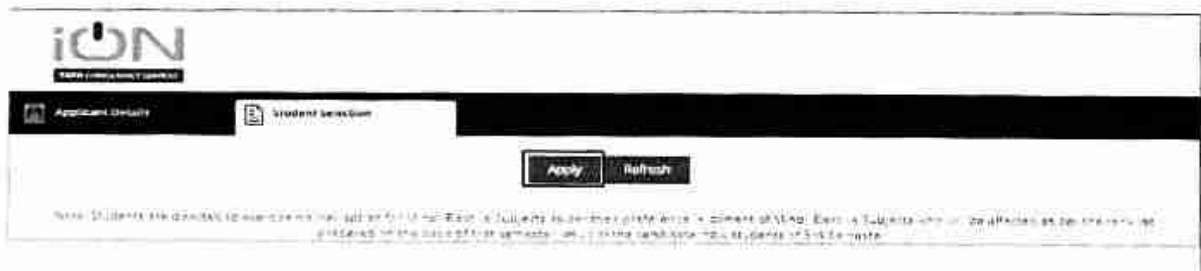


Fig 6.1.2 Student Selection page

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"

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Fig.6.1.3 Student Selection page

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

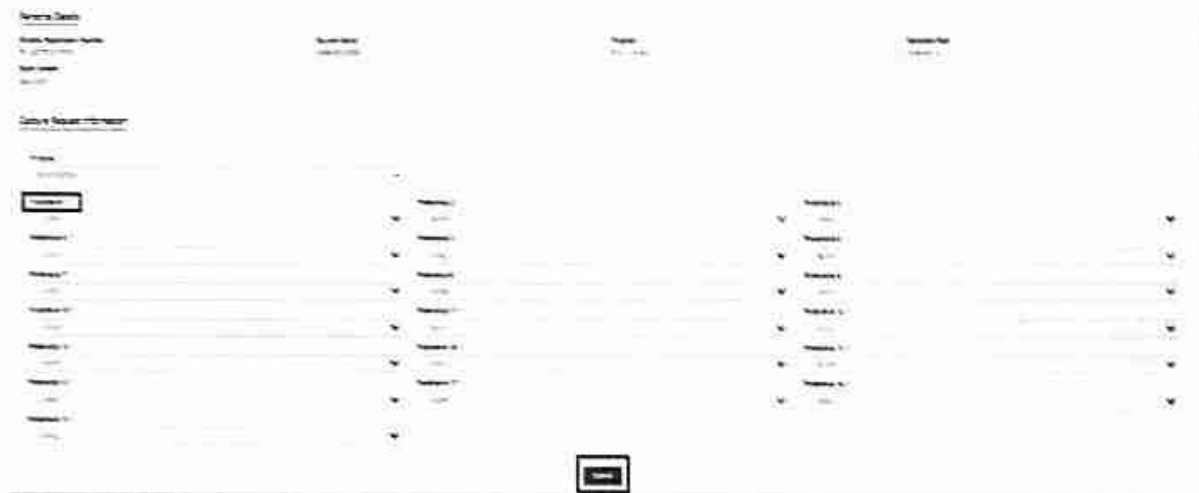


Fig.6.1.4 Student Selection page

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

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Personal Details

Student Registration Number: RA_201711011122
 Date of Birth: May 2002

Student Name: SRIHARI, D274

Program: UCA - P-400

Semester/Year: Semester 1

Course Request Information

Purpose:

Fig 6.1.3 Student Selection page

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

Personal Details

Student Registration Number: RA_201711011122
 Date of Birth: May 2002

Student Name: SRIHARI, D274

Program: UCA - P-400

Semester/Year: Semester 1

Course Request Information

Purpose:

Preference 1	Preference 2	Preference 3
Preference 4	Preference 5	Preference 6
Preference 7	Preference 8	Preference 9
Preference 10	Preference 11	Preference 12
Preference 13	Preference 14	Preference 15
Preference 16	Preference 17	Preference 18
Preference 19	Preference 20	Preference 21
Preference 22	Preference 23	Preference 24
Preference 25	Preference 26	Preference 27
Preference 28	Preference 29	Preference 30

Fig 6.1.4 Student Selection page


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

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Fig 6.1.5 Student Selection page


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