

• Illambazar, Birbhum Pin-731214

www.kjm.ac.in

**94740 10050 / 94743 56720** 

kjmahavidyalaya@gmail.com

AISHE ID : C44687

Esta.-2007

College Code

Ref. No. Nil

Date:-10-11-2025

## NOTIFICATION FOR UG REGISTRATION CUM ENROLLMENT OF B.A-1<sup>ST</sup> SEMESTER 2025-26

The Students of **B.A.** 1<sup>st</sup> Semester (4 YEAR & 3 YEAR) are asked to complete their Registration process as per Online Mode 11/11/2025 to 27/11/2025.

্রিতদ্বারা সকল B.A. 1<sup>st</sup> Semester (4 YEAR & 3 YEAR) ছাত্র ছাত্রীদের জানানো যাচ্ছে তারা যেন তাদের Registration প্রক্রিয়া অনলাইন এর মাধ্যমে 11/11/2025 থেকে 27/11/2025 তারিখের মধ্যে শেষ করতে হবে।]

বি:দ্র:- কলেজ ওয়েবসাইটে Registration Link দেওয়া আছে । Student Unique Number এর জায়গায় Aadhar Number Put করতে হবে। যারা 2022, 2023, 2024 সালে Higher Secondary পাশ করেছ এবং অন্য কলেজে ভর্তি হয়েছিলে এবং তাদের University Registration আছে, তারা কলেজ অফিসে ভাস্কর ঘোষ মহাশয়ের সাথে যোগায়োগ করবে । যোগায়োগ করার শেষ তারিখ 25.11.2025

\* বর্ধমান বিশ্ববিদ্যালয়ের আদেশানুসারে NAD/ABC ID NO ছাড়া কোনো ছাত্র বা ছাত্রী Registration করতে পারবে না। \*NAD/ABC ID MANDATORY FIELD\*

যে সমস্ত ছাত্রছাত্রীদের NAD/ABC ID হচ্ছে না তারা কলেজে এসে যোগাযোগ করতে বলা হচ্ছে । কোনো ছাত্র বা ছাত্রী ভুল NAD/ABC ID দিয়ে Form Fill up করবে না, ভুল NAD/ABC ID দিয়ে Registration করলে University থেকে ঐ Registration টি Reject হয়ে যাবে ।

> Mr.Bhaskar Ghosh, NAD Helpdesk Officer Email Id-bhaskarghosh1982@gmail.com

Contact No: 7318897835

Registration Fees (4 YEAR & 3 YEAR): Rs. 400/-

Fees should be deposited by College ERP Portal.

### Student Registration link mentioned below:-

Link for online Registration cum Enrollment for students https://www.digialm.com/EForms/configuredHtml/1254/86290/Registration.html

Link for Students login (after submission of Registration cum Enrollment form) https://www.digialm.com/EForms/configuredHtml/1254/86290/login.html

Help line No:- 03463-291042 / 7318897835

TILLAMBAINE OF

অধ্যক্ষ

কবি জয়দেব মহাবিদ্যালয়

ইলামবাজার, বীরভূম

DR. MAHADEV DEWASHI

Principal

Kabi Joydeb Mahavidyalaya Mambazar, Birbhum

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Ref.No-Nil

Date:10.11.2025

এতদারা B.A. SEM - I(2025-26) এর সকল ছাত্রছাত্রীকে জানানো হচ্ছে যে, আগামী ১১.১১.২০২৫ থেকে ২৭.১১.২০২৫ পর্যন্ত Registration Portal খোলা থাকরে।

নিম্নে Registration করার নিয়ামাবলী দেওয়া হল:-

- ১. কলেজ Website এ Registration Link এ গিয়ে Registration Form Fill-up টি সম্পূর্ণ করে Final submit করার পর ফর্মটি এক কপি Print নিয়ে রাখতে হবে।
- ২. NAD ID ছাড়া Registration Form Fill-Up করা যাবে না।
- ৩. কোনো ছাত্রছাত্রী Subject পরিবর্তন করতে হলে কলেজ কর্তৃপক্ষের অনুমতি নিতে হবে। যদি কোন ছাত্রছাত্রী কলজের অনুমতি ছাড়া Subject পরিবর্তন করে নেয় তাহলে কলেজ কর্তৃপক্ষ সেটিকে বাতিল বলে গন্য করা হবে।
- ৪. কোনো ছাত্রছাত্রী Subject পরিবর্তন করে তাহলে Registration Form Fill-Up করার আগে কলেজ কর্তৃপক্ষের অনুমতি নিতে হবে.
- ৫. Registration Form Fill-Up হয়ে যাওয়ার পর আর কোনো Subject পরিবর্তন করা যাবে না।
- ৬. Registration Form Fill-Up করার পরে Student Login গিয়ে Registration Form Fill-Up এর টাকা Payment করতে হবে।
- ৭. Registration Form Fill-up টি সম্পূর্ণ করে Final submit করার পর Registration Fees Payment করলে ত্বেই Registration Aprove হবে.
- ৮. যাদের কোন কারণে NAD ID, হচ্ছে না তারা অবশ্যই কলেজ এসে যোগাযোগ করবে।

যোগাযোগ নম্বর: ৭৩১৮৮৯৭৮৩৫



## THE UNIVERSITY OF BURDWAN



# Registration AY 2025-26

STUDENTS USER MANUAL

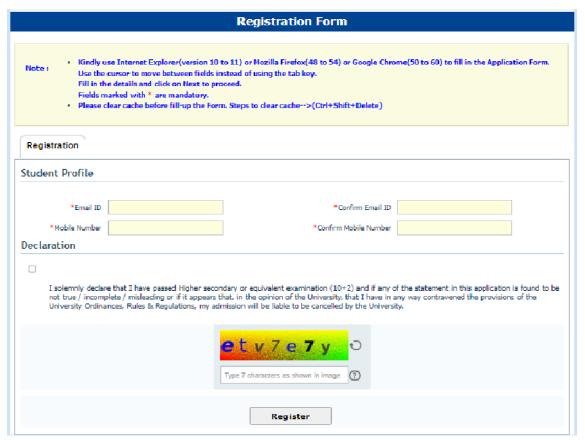


#### A. Introduction

Burdwan University Registration cum enrollment form will be submitted by students. Once the Application form is successfully submitted, students will receive a SMS and e-mail with their respective User ID and Password to login into the student's portal and can be verify their application form status. Please fill-up the form carefully with the correct details. After filled-up and submit the form respective Colleges will be approved the same with the provided student's information and can be send back for further modification (if required by the college) and student should have to response on the same for smooth registration process.

## B. Steps to online application Registration cum Enrollment Form

- Step-1. Open the website of The University of Burdwan. Please clear cache file of browser (Step of clear cache "Ctrl+Shift+Del") before fill-up the form.
- Step-2. Click on U.G. Student's Registration Application Form link (https://www.digialm.com:443//EForms/configuredHtml/1254/86290/Registration.html
- Step-3. Student needs to be filled up the valid email id and phone number. Student will receive a notification(s) with his/her user credential through e-mail in the provided number and email address.
- Step-4. Need to check at check box and select correct captcha code also.
- Step-5. Click on "Register" button.





#### Figure 1: Registration first page

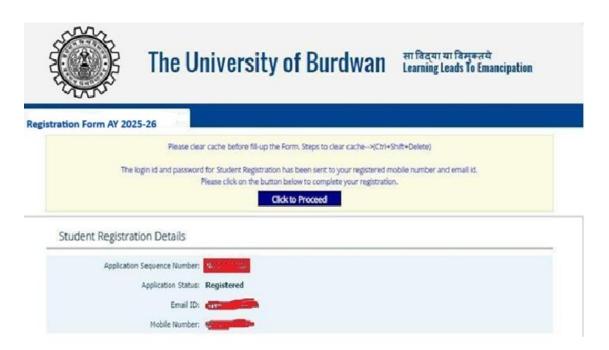
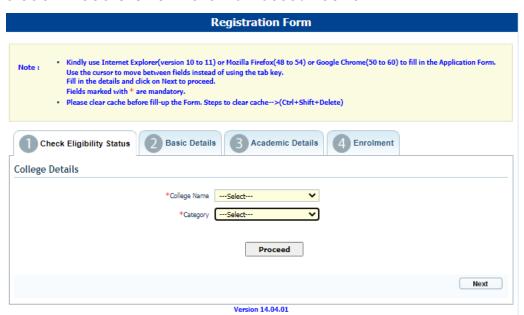


Figure 2: Registration second page

Step-6. Student need click on "Click to Proceed" button



Step-7. Candidate needs to select correct college name and category name. Then click on "**Proceed**" button.

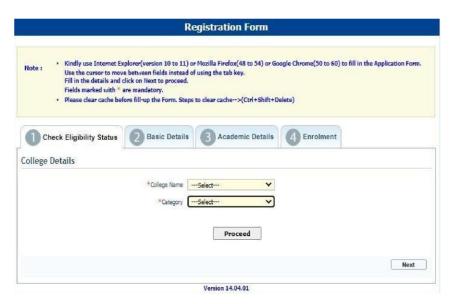


Figure 3 - College details

Students need to select the correct college name and category name. Then click on "Proceed" button.

Kindly re-verify the college details you have selected, as this will be very important information and might not be changed in the future. Kindly upload all necessary documents under Enrolment tab. Photograph must be in jpeg/jpg format and size should be within 20kb to 30kb. Signature must be in jpeg/jpg format and size within 20kb. Admit card and Marksheet for both Madhyamik/Secondary and Higher Secondary must be in jpg/jpeg or pdf format and size within 1MB. College admission challan/confirmation certificate must also be uploaded in jpg/jpeg or pdf format within 1MB. All other relevant documents like Caste category certificate, EWS certificate, etc., must be uploaded in jpg/jpeg or pdf format within 1MB.

Please clear cache before fill-up the Form. Steps to clear cache-->(Ctrl+Shift+Delete)

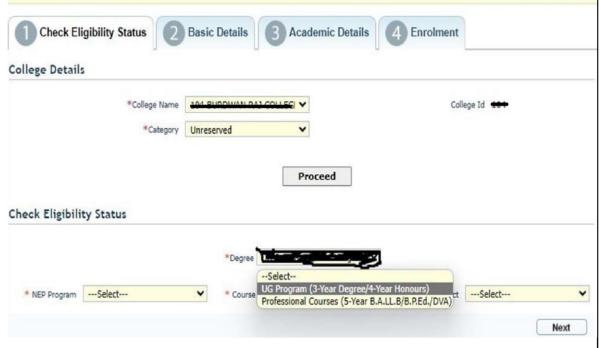


Figure 4 - Degree selection

Step-8. Students need to select the correct Degree (UG or PC).

#### Step-9.

Students need to select the correct NEP program, course and major subject, which they have already admitted. Only 4-Year Honours students need to provide the obtained marks and the full marks for eligibility verification.

Step-10. Click on the "Next" button to fill-up basic details.

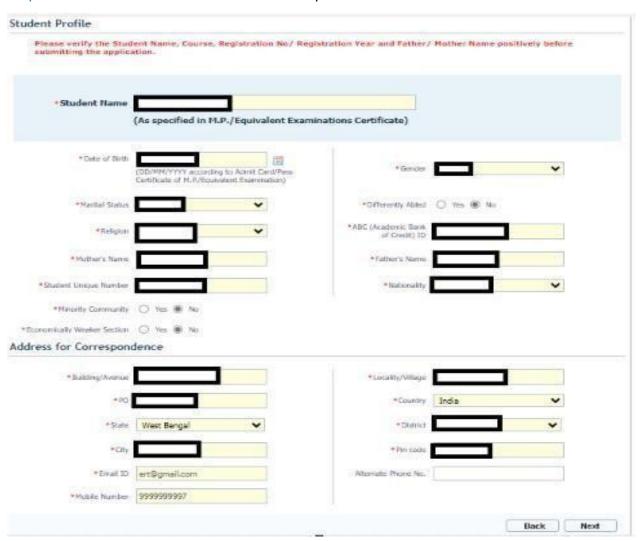


Figure 2: Registration page 1

- Step-11. Students need to select correct name, date of birth, gender, Marital status, differently able status, religion, ABC (Academic bank of Credits) ID, Father and mother name, Student unique number, community, EWS status (if caste category is "Unreserved") in student profile.
- Step-12. Then need to select the correct address details and click on the next button.
- Step-13. Students must be fill-up all the fields marked with "\*" red asterisk mark. Then select "Next" button. The flowing pages will be displayed as qualification details tab.





- Step-14. Students(s) are required to provide correct Matriculation (10 level) details such as name of examination, name of the board, country, state, year of passing, roll no., total marks obtained out of full marks, registration number along with registration year.
- Step-15. For higher secondary (12<sup>th</sup> level) details, students are required to fill name of examination, board name, country, state, year of passing, class/division, roll number, registration number along with registration year. Total marks obtained & out of total marks need also be filled if students are admitted under 3-year NEP program.
- Step-16. For the next section students need to fill out marks obtained and full marks for each subject according to their higher secondary marksheet. If the subject

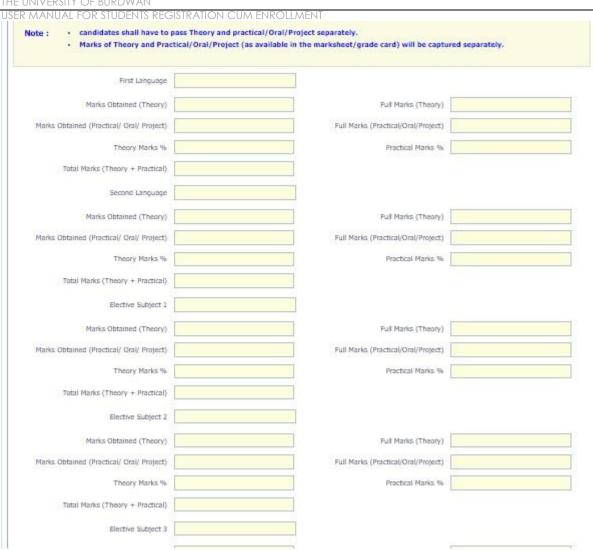


Figure 4: Stage 1 registration completion

Step-17. Please select "Next" button to fill-up the enrollment details and upload documents.

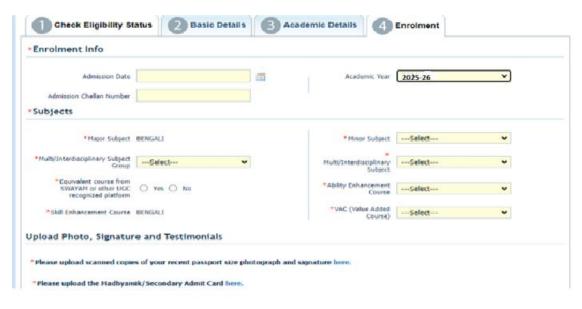


Figure 5: Eligibility verification

Step-18. Candidates need to select admission date, academic session and admission chalan no. Then need to select Core subject correctly from drop down list.



Step-19. Then need to select Minor subject correctly from drop down list.

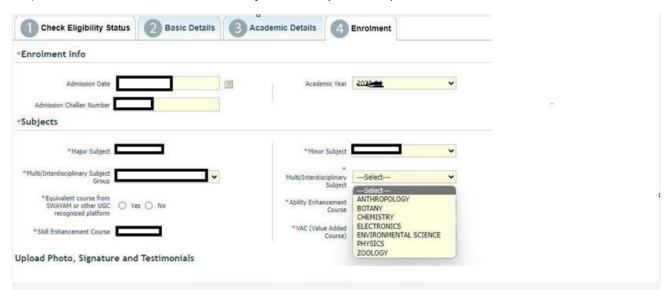


Figure 11 - Multidisciplinary group and subject selection

Step-20. After selecting minor subjects, Multi/Interdisciplinary Subject group will open. Except the subject group selected for major and minor subjects, all other subject groups will to be available to choose subject from, pertaining to their availability in the college in which student(s) have taken admission inn.

#### Step-21.

Student(s) need to select Swayam option if credits are to be transferred from other UGC recognized platform (Kindly provide subject code and name of the course if selected "Yes"). Ability Enhancement course and VAC (Value Added course) need to be selected by the student(s) as per their options.

Step-22. After that candidate(s) need to upload photo, signature, 10<sup>th</sup> and 12<sup>th</sup> admit card, marksheets. Admission chalan copy and caste certificate (if applicable)



Figure 12: Photo upload part





Figure 13 - Signature Upload part

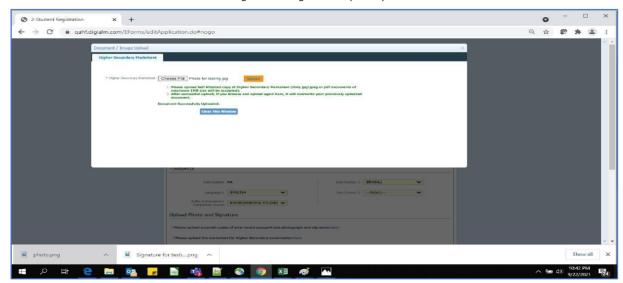
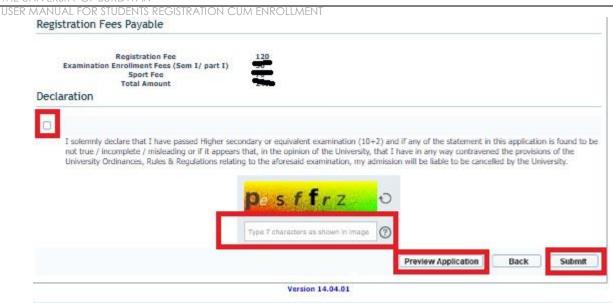


Figure 14 - Relevant documents upload part



Step-24. Student must select "OK" button to submit registration data. After successfully submit the NEP registration cum enrollment form students can't edit the form later.

Step-25. The following page will be displayed post successfully submission of the registration cum enrollment form. User can print the following page for future references.

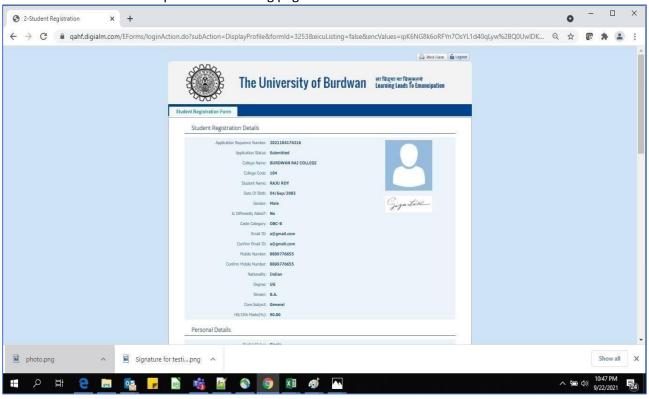


Figure 11: Preview page

## 1. Student's portal



USER MANUAL FOR STUDENTS REGISTRATION CUM ENROLLMENT

Step-1. Student(s) can login in-to the following portal for further tracking.

URL will be found in the University website.

#### (https://www.digialm.com:443//EForms/configuredHtml/1254/86290/login.html)

Step-2. The login page will be displayed as per the following image. User can login into the same by using the credential which are provided by the SMS and email.

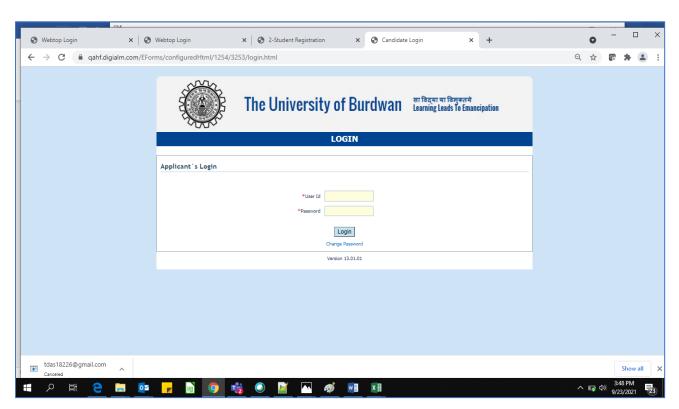


Figure 14: Student's Login Page

Step 3:- Below page will be displayed post successfully login of the student(s).

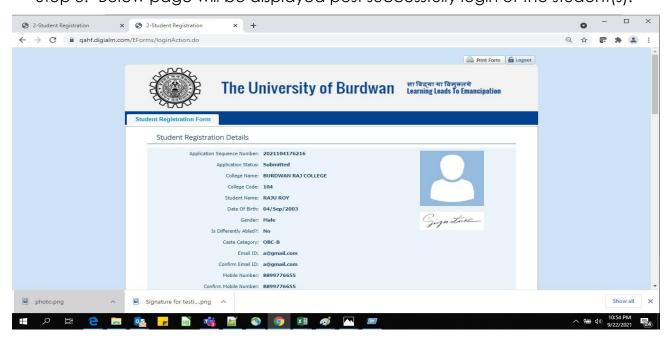


Figure 15: Student's Portal



Step-1. Purpose of the student's login portal as follows:

- a. Student can view his/her submitted registration form.
- b. Take a printout for future references (if needed).
- c. Response to the queries from the respective colleges.
- d. Student will be required to connect with the colleges if any discrepancies found the submitted data.
- e. Tracking the status of the application.
- f. If college change status as "ask for correction" then one edit option will be available upper right side of login form.
- Step-2. If the Student forgets/wants to change his/her password, then follow the below steps:
  - a. Click on the Forgot Password option.
  - b. Provide the correct user ID and captcha provided in the page.
  - c. New password will be triggered to the student's provided mobile number or email address.

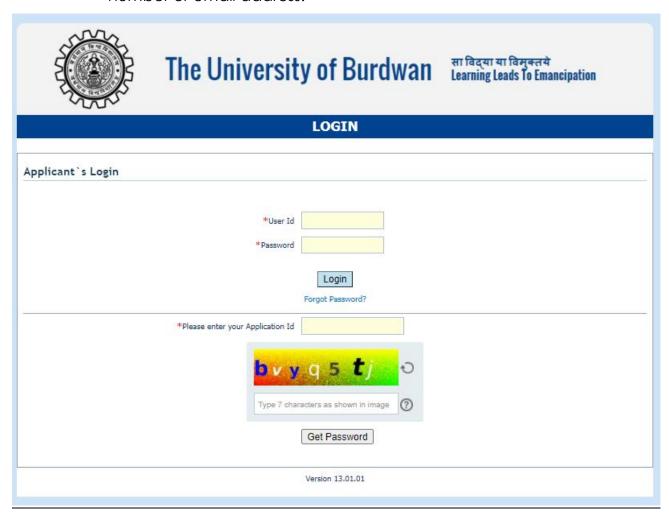


Figure 16: Change password screen

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