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Ref. No:20231228073/BC/2/Registration 1<sup>st</sup> Sem

Date:29/12/2023

## **Registration Guideline for 1<sup>st</sup> SEM AY-2023-24**

কলেজের 1<sup>st</sup> SEM এর ছাত্র-ছাত্রীদের উদ্দেশ্যে জানানো যায় যে তাদের Online Registration Portal 29.12.2023 থেকে 04.01.2023 পর্যন্ত খোলা থাকবে যা ইতিপুর্বে Notice এর মাধ্যমে জানানো হয়েছে। Registration প্রক্রিয়া দুটি ধাপে ভাগ করা আছে প্রথম ধাপ Registration এবং দ্বিতীয় ধাপ Payment এ বিষয়ে বিস্তারিত নিম্নে আলোচোনা করা হল।

প্রতিটি ছাব্র-ছাব্রীকে নির্দেশিকা টি ভাল ভাবে পড়ে Registration প্রক্রিয়া টি নির্দিষ্ট সময়সীমার মধ্যে অত্যন্ত গুরুত্বসহকারে নির্ভূলভাবে সম্পন্ন করবার নির্দেশ দেওয়া হচ্ছে। সময়সীমা পেরিয়ে গেলে কলেজ কর্তৃপক্ষ কোনোভাবেই দায়ী থাকবে না।

যদি কোনো ছাত্র-ছাত্রীর Registration সংক্রান্ত বিষয়ে কোনো অসুবিধা হয় সেক্ষেত্রে কলেজ অফিসে ১১.০০ টা থেকে বিকেল ৩.০০ টের মধ্যে ( ছুটির দিন ব্যতিত) এসে যোগাযোগ করতে বলা হচ্ছে অথবা কলেজের HELPLINE NUMBER 7047305232 {Whats App Only} এ যোগাযোগ করা যেতে পারে।

## প্রথম ধাপ

প্রথমে ছাত্র-ছাব্রীদের <u>https://unitrackbku.onlineregistrationindia.com</u> এই Link এ গিয়ে নিম্নোক্ত পদ্ধতি অনুসরন করতে বলা হচ্ছে....

### STEP BY STEP GUIDE TO APPLICATION FOR REGISTRATION FOR THE 1<sup>ST</sup> SEMESTER CANDIDATES OF SESSION 2023-24



Candidates to enter the url of Bankura University as mentioned below

- <u>https://unitrackbku.onlineregistrationindia.com</u>

 Candidates to click at "Student Registration? Login Here"

|     | Uni-Track<br>Student Registration<br>Aadhaar No                               |
|-----|---|
| hut | 202(******* College   |
|     | -Select College-  |
|     | RAMANANDA COLLEGE Registration Print?Click here Already Registered?Login here |
|     |   |

- At this page candidate has to enter his/her Aadhar Number exactly what they have mentioned during the admission at his/her College
- The portal will show the name of the college(s) the candidate has taken admission to.
- The candidate has to select his/her college and clicks on next
- At this stage, the system will send an OTP to the candidate's registered mobile number (which was used during the admission)
- Candidate has to enter the OTP at the desired place in the portal and click on "Next"



#### LogOut

Please ensure that you have the following information required for application ready in your hand before you proceed.

1. I have soft copy of my passport size colour photograph & signature Read Guidelines about Acceptable Photograph and Signature.

- 2. I have soft copy of all the testimonials (Age Proof Certificate, Final semester/year marksheet of graduation degree, All marksheets of master degree, Proof of qualification for exemption from Written Admission Test (if applicable), Caste Certificate (if applicable), Disability Certificate (if applicable).
- 3. I have my own valid Email ID & Mobile No (Will be used for further communication) .
- 4. The hard copy of the form would be submitted to the University along with registration fees.
- It is confirmed that the student has signed in the application for registration form as per terms of Bankura University and Principal of the college has certified the form on verification. The hard copy of the form would be submitted to the University along with registration fees.



Candidate should follow the instructions provided here

Now, click on the check box and click on next

After clicking this checkbox the system will redirect the candidate to the main registration application page

| New Applement |                           |                     | Logout                 |
|---------------|---------------------------|---------------------|------------------------|
| BASIC DETAILS |                           |                     | * Fields are mandatory |
| College *     | BANKURA CHRISTIAN COLLEGE | Session *           | 2023-2024              |
| Course Type * | UG                        | Course *            | B.Sc.                  |
| Subject *     | BOTANY                    | Date Of Admission * | 13-Jul-2023            |
| Major *       | BOTANY                    | Minor *             | ZOOLOGY                |
|               |                           |                     |                        |

Picture No.4

Here candidate will be able to see the basic information submitted by the College authority

In case of any discrepancy the student can contact the College admin

|                          |                         |                       | * Fields are mandatory |
|--------------------------|-------------------------|-----------------------|------------------------|
| Student's Name *         |                         | Father's Name *       |                        |
|                          |                         |                       |                        |
| Mother's Name            |                         | Guardian's Name       |                        |
| Marital Status *         | Select Marital Status × | Mobile No *           |                        |
| Email ID *               |                         | DOB *                 | 10-Feb-2005            |
| Gender                   | FEMALE                  | Category              | ST                     |
| Religion                 | OTHER ~                 | Nationality           | INDIAN                 |
| Aadhaar No *             |                         | ABC ID *              | ABC ID                 |
| Blood Group              | Blood Group             | Physical Challenged * | No                     |
| Percentage Of Disability | 0.00                    | Quota *               | Select Quota           |
| Quota Level              | Quota Level             |                       |                        |
|                          |                         |                       |                        |

Continue with providing the information as per the image

marked fields are mandatory.So be careful when filling.

Mobile number and aadhar number are unchangeable fields

| CANDI | DATE'S A                  | DDRESS        |        |  |                |                              |          |                             |
|-------|---------------------------|---------------|--------|--|----------------|------------------------------|----------|-----------------------------|
|       | Addr                      | ress *        |        |  |                |                              |          | li.                         |
|       | Police Sta                | Khatr         | Khatra |  |                | City *                       | KHATRA   |                             |
|       | Distr                     | rict * Distri | ct     |  |                | State *                      | WEST BEN | NGAL ~                      |
|       | Pin                       | code 72112    | 21     |  |                | Country *                    | INDIA    |                             |
|       | NAME OF THE EXAMINATION * |               | * EX   | EXAMINATION NAME     REGISTRATION NO *     REGISTRATION       BOARD/UNIVERSITY     PASSING YEAR *     PASSING YEAR * |                | REGISTRATION NO PASSING YEAR |          |                             |
|       |                           | KULLING       | RO     | + ADD ACADEM   |                | ACADEMIC DETA                |          | OBTAINED PERCENTAGE         |
| Edit  | Del                       | EXAMINATIO    | ONNAME | PASSINGYEAR  | REGISTRATIONNO | SISTRATIONNO ROLLNO BOARD    |          |                             |
| ø     | <b>D</b>                  | Class 10th    |        | 2021   |                | WEST BENGAL BOARD OF SECON   |          | NGAL BOARD OF SECONDARY EDU |
|       | <b>a</b>                  | Class 12th    |        | 2023   |                | WEST BENGAL COUNCIL OF HIG   |          |                             |

Continue with providing the information as per the image

\* marked fields are mandatory. So be careful when filling.

Mobile number and aadhar number are unchangeable fields

A candidate can edit/update their academic details

|  |             | * Fields are mandatory   |
|--|-------------|--|
| Student Photo * Browse   | Signature * | Oignature of Candidate<br>Bronsen, ivo me serecce.<br>Salabi Mummu |
| <ul> <li>Image type should be PNG,JPG,JPEG.</li> <li>Image Size should be less than 100 KB.</li> </ul> |             |  |
| ✓ Save As Draft 👁 Preview 📿 Reset  |             |  |

Candidate to check if their photo and signature are correct. Else, please edit/update photo/signature.

Now click on "Preview" button to see whatever the data has been submitted.

The portal will redirect the candidate PREVIEW page.

| Calego<br>Salipat<br>Cauros<br>Hajor | BANKLIRA CHRIST<br>BOTANY          | WN COLLEGE   |  | Section  | 2023-2024  |                               |
|--------------------------------------|------------------------------------|--|--|--|--|-------------------------------|
| Salgari<br>Cannor<br>Major           | BOTANY                             |  |  |  |  |                               |
| Caurar                               |                                    |  |  | Course Type  | UG   |                               |
| Major 🛛                              | 8.Sc.                              |  | Date   | Of Administra  | 13-348-2023  |                               |
| -                                    | DOTANY                             |  | -  | Minur  | 200.007  |                               |
|                                      |                                    |  |  |  |  |                               |
| CANDIDATE'S PERSON/                  | AL INFORMATIC                      | DN   |  |  |  |                               |
| Buderi's Kame                        | POLLOM KISU                        |  |  | Father's Name  | PRADIP KUMAR I   | aseu                          |
| Mather's Name                        | MANAS KISKU                        |  | •  | andar's Name   | PRADIP KLIMAR I  | aseu                          |
| Martial Salars                       | UNMARRIED                          |  |  | oland's Kanar  | Hutband Name   |                               |
| Made No.                             | 6297179027                         |  |  | Instite  | kiskupoulomi@g   | mail.com                      |
| 808                                  | 10-5eb-2005                        |  |  | Greater  | FEMALE   |                               |
| Cologray                             | 57                                 |  | ~  | Religion   | OTHER  |                               |
| Nationality                          | INDIAN                             |  |  | Andhaar Ne   | 242808064189   |                               |
| ARCID                                | ABC ID                             |  |  | Read Group   | Blood Group  |                               |
| Physical Challenged                  | Nio                                |  | v Proming  | prOf Divisitiy   | 0.00   |                               |
| Quete                                | No                                 |  | v  | Quela Level  | Quata Level  |                               |
| Dented (                             | Diemien<br>721121                  |  |  | Bate<br>Country  | WEST BENGAL  |                               |
| CANDIDATE'S ACADEM                   | IC DETAILS                         |  |  |  |  |                               |
| EXAMINATIONNAME                      | PASSINGYEAR                        | REGISTRATIONNO   | ROLLNO   | BOARD  |  |                               |
| Class 10th                           | 2021                               | 5202-015021  | 40425294-0072  | WEST BENGA   | L BOARD OF SECON   | DARY EDUCATION                |
| LIME 12Th                            | A21                                | 2212221531   | 2210211305   | WEST BENGA   | L LOUNCL OF HIGH   | IN SECONDARY EDUCATIO         |
| <                                    |                                    |  |  |  |  | >                             |
| CANDIDATE'S PROFILE                  | é Placia                           |  |  |  | Spater   | Øignature of Candidat         |
| SELF DECLARATION                     | D It is con<br>Bankurs<br>of the f | dirmed that the studen<br>a University and Princip<br>form would be submitte | t has signed in the<br>all of the college hu<br>so to the University | application for<br>accortified the f<br>along with reg | registration form as<br>form on vetification<br>jotration fees | per terms of<br>The hard copy |

- Candidate may see the preview of the information before final submission.
- In case a candidate wish edit any further information then he/she may click on "Edit" and the portal will reopen his/her application page.
- When all the data etc. are found correct the candidate may tick the check box for the declaration.
- Now click on "Final Submit" at the bottom of the page.
- You will be now prompted with a message that your application for registration has been submitted successfully. However the same will be kept pending for your college to approve.
- Your application will be downloaded to your PC in a pdf format automatically. Please download the same at the registration page (as in "Picture-2" above) in case you are unable to find/locate the same

# দ্বিতীয় ধাপ

#### ১। দ্বিতীয় ধাপে ২৫০ টাকা Payment করার জন্য বড়জোড়া কলেজের Website <u>https://barjoracollege.org/</u> এ PAYMENT LINK FOR 1<sup>st</sup> SEMESTER এ যেতে হবে।



২। প্রাপ্ত Page টির Username অংশে কলেজে ভর্তি হবার সময় প্রাপ্ত Student Id টি User name এবং Password অংশে বসিয়ে Login Option এ Click করতে হবে। যদি কারোর হারিয়ে গিয়ে থাকে পাশের Important Link এ Download Option এ Click করলে Roll No. Wise List Download হয়ে যাবে সেখান থেকেও ছাত্র-ছাত্রীরা সংগ্রহ করতে পারে।

| ← → C ≤ barjoracollege.feespayment.in/student_login.aspx  | ☆ 立一日 🕲  |
|---|--|
| BARJORA COLLEGE<br>P.O. & P.S Barjora, Dist- Bankura, Pin- 722202, West Bengal<br>Phone No. : 7047305232 Help Line No. : 9382349105 | Direct Payment                                       |
| Important Links :-  | National Digital Library LINK<br>Click Here To Login |
| Whats New :-         Download       User Id & Password List 1st Semester  | User Name :<br>Password :                            |
|   | Erret/Resend Passuord                                |

৩।প্রাপ্ত এই অংশে ছাত্র-ছাত্রীরা নিজেদের Details দেখতে পাবে। এই অংশের "Pay College Fees" Option এ Click করতে হবে।

|          | P.O. & P.S Barjora, Dist- Ban<br>Phone No. : 7047305232 H | DLLEGE<br>kura, Pin- 722202, West Bengal<br>elp Desk No. : 9382349105 |                               |          |
|----------|---|---|-------------------------------|----------|
| NEWS     |   |   |                               | Welcome! |
|          | :: STU  | IDENT INFORMATION ::  | ▶ Application Form            |          |
|          | Name :  |   | ▶ Select Year                 |          |
|          | Student Id :<br>Course Name :<br>Year :                   | IST SEMESTER  | ▶ Pay College Fees            |          |
| Registra | Roll No :<br>ation No                                     | <del></del>   | ▶ Pay Hostel Fees             |          |
|          | DOB :<br>Father's Name :                                  |   | ▶ Ist Semester Subject Choice | •        |
|          | Address :   | SANSKRIT MAJOR PHILOSOPHY MINOR<br>SOCIOLOGY MULTIDISCIPLINARY        | 2nd Semester Subject Choic    | .e       |
|          | Subject :   | ENVIRONMENTAL SCIENCE VAC ENGLISH AEC<br>SANSKRIT SEC                 | 3rd Sem Subject Choice        |          |
|          | Subject Details :   |   |                               |          |

৪। "Pay College Fees" Option Click করলে নিম্নের Window টি খুলবে। এখান থেকে "Pay" option টিতে Click করলে "Pay Now" Option আসবে এটিতে Click করলেই Paytm Payment Gateway আসবে যাতে ২৫০ টাকা Payment করলে ২৫০ টাকার Payment Receipt Download করা যাবে।

| Ba<br>P.O.<br>Phor | <b>ARJORA COLLE</b><br>& P.S Barjora, Dist- Bankura, Pin- 72<br>ne No. : 7047305232 Help Desk No | <b>GE</b><br>2202, West Bengal<br>.:9382349105 |                     |            |                  |
|--------------------|--|--|---------------------|------------|------------------|
|                    | Group Name   | Start Date                                     | End Date            | ▶ Applicat | tion Form        |
| Pav                | 1st Semester BKU Registration Fees   | 30-12-2023 00:00:00                            | 06-01-2024 00:00:00 |            |                  |
|                    | <u> </u>   |  |                     | ► Select Y | ear              |
| Back               | Click Here to Put your Email Id Ve   | rify University Rollno                         |                     |            |                  |
|                    |  |  |                     | ▶ Pay Col  | lege Fees        |
|                    |  |  |                     | ▶ Pay Hos  | tel Fees         |
|                    |  |  |                     | ▶ Ist Sem  | ester Subject Cl |
|                    |  |  |                     | ▶ 2nd Sen  | nester Subject C |
|                    | Registration Fees<br>Already Depo :<br>Pay Within :  | 30-12-2023 -                                   | 06-01-2024          |            |                  |
|                    | FEES NAME  | E  | AMOUNT (            | RS.)       |                  |
| Univers            | sity Games & Sports Fee  | s  | 50.00               | 0.00       |                  |
| Univers            | sity Registration Fees   |  | 200.00              | 0.00       |                  |
| -                  |  | Tota   | al Rs.              | 250.00     |                  |
| Rs. IWO            | o Hundred and Fifty  | Rupees Or                                      | ily                 |            |                  |
|                    |  |  |                     |            |                  |

প্রথম ধাপে প্রাপ্ত Registration Form এর প্রিন্ট কপি এবং দ্বিতীয় ধাপে প্রাপ্ত Payment Receipt এর প্রিন্ট কপি নিয়ে কলেজ অফিসে আগামী 06/01/2024 তারিখের মধ্যে জমা করতে হবে। কলেজে Document জমা করার পর কলেজ সেটিকে Approve করলে Registration প্রক্রিয়া টি সম্পন্ন হবে।

\*\* Fees Payment করতে গিয়ে যদি কোনো ছাত্র-ছাত্রীর অসুবিধা হয়ে থাকে অবশ্যই নির্দিষ্ট সময়ের মধ্যে কলেজের কর্তৃপক্ষ কাছে উপযুক্ত নথি নিয়ে যোগাযোগ করতে হবে।



**Barjora** College