USER GUIDE

BODOLAND UNIVERSITY

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Read This First

Wellcome to the Bodoland University. This guide informs you how to use the system.

What is the Purpose of This Guide?

The purpose of this guide is to help the user in performing operations with the system, e.g.

- New User (Student) Registration
- Put Academic Details
- Subject Selection and Submit

How To Use This Guide

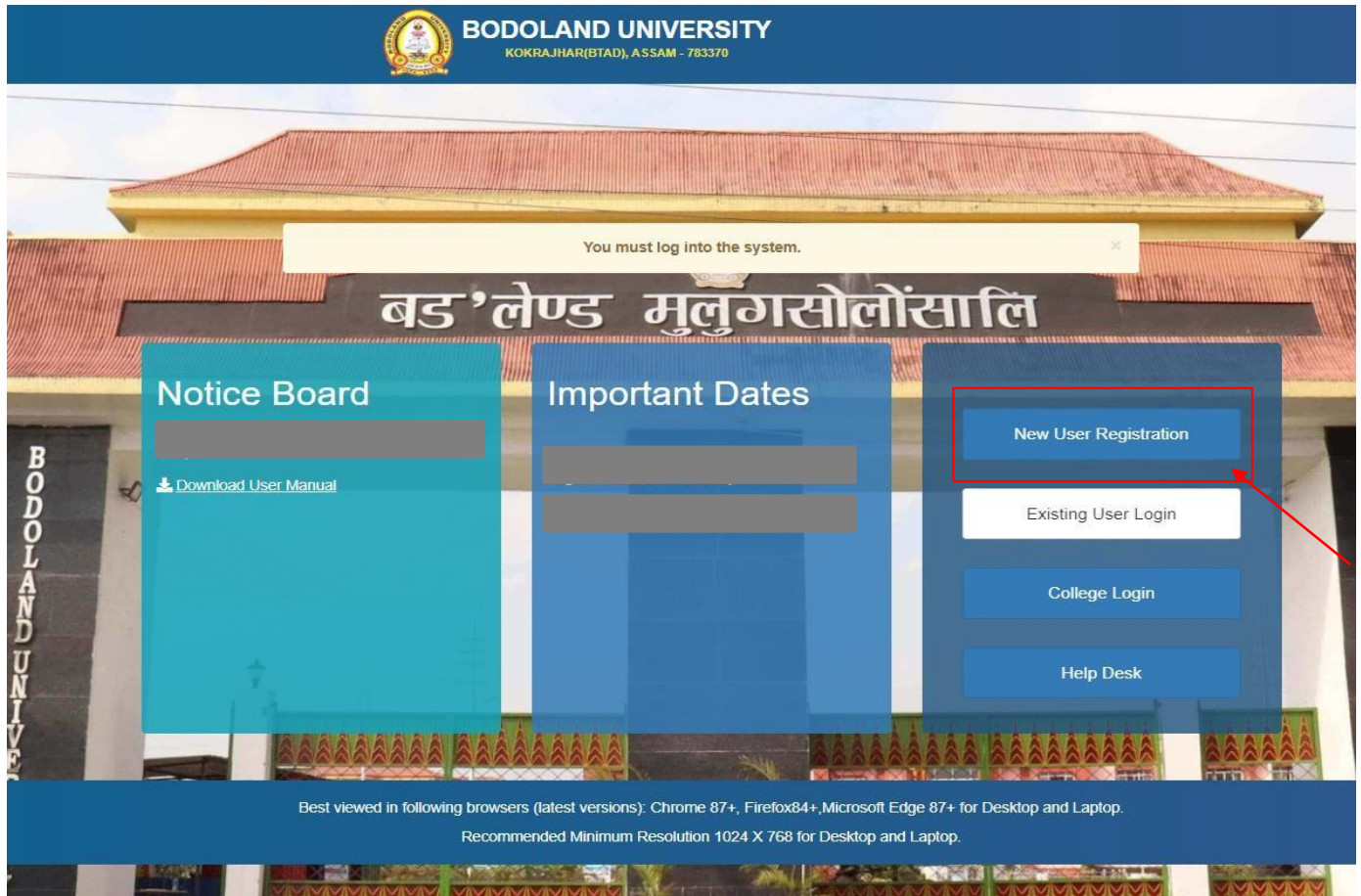If you are a new user, we recommend that you:

- Use the step-by-step instructions in the How To section for each task. If

you are an experienced user you can:

- Go straight to the How To section if you know why and when to perform the task.
- Dip in and out of the guide, as appropriate, once you are familiar with the application.

➢ **New User Registration**

University UG portal Dashboard

After entering the shared URL in the browser the above window will be appeared. For new user Click on the 'New User Registration'.

Candidate Details for New User :

After click on new user registration above window will be appeared with candidate's primary details.

Put following details…

1. **Name of the candidate**
2. **Candidate's Email Address**
3. **Candidate's Mobile No.**
4. **Select Candidate's District**
5. **Select Candidate's College Name preferred to the district**
6. **Select Faculty in which Candidate wants to appear**
7. **Select Medium in which Candidate wants to give exam**
8. **Put tick marks in the black box if the given information is right and**

   then Click on Register Button.

OTP Generation:

After click on Register following page will be opened, here candidates have to enter the OTP which will be sent to the registered mobile number.
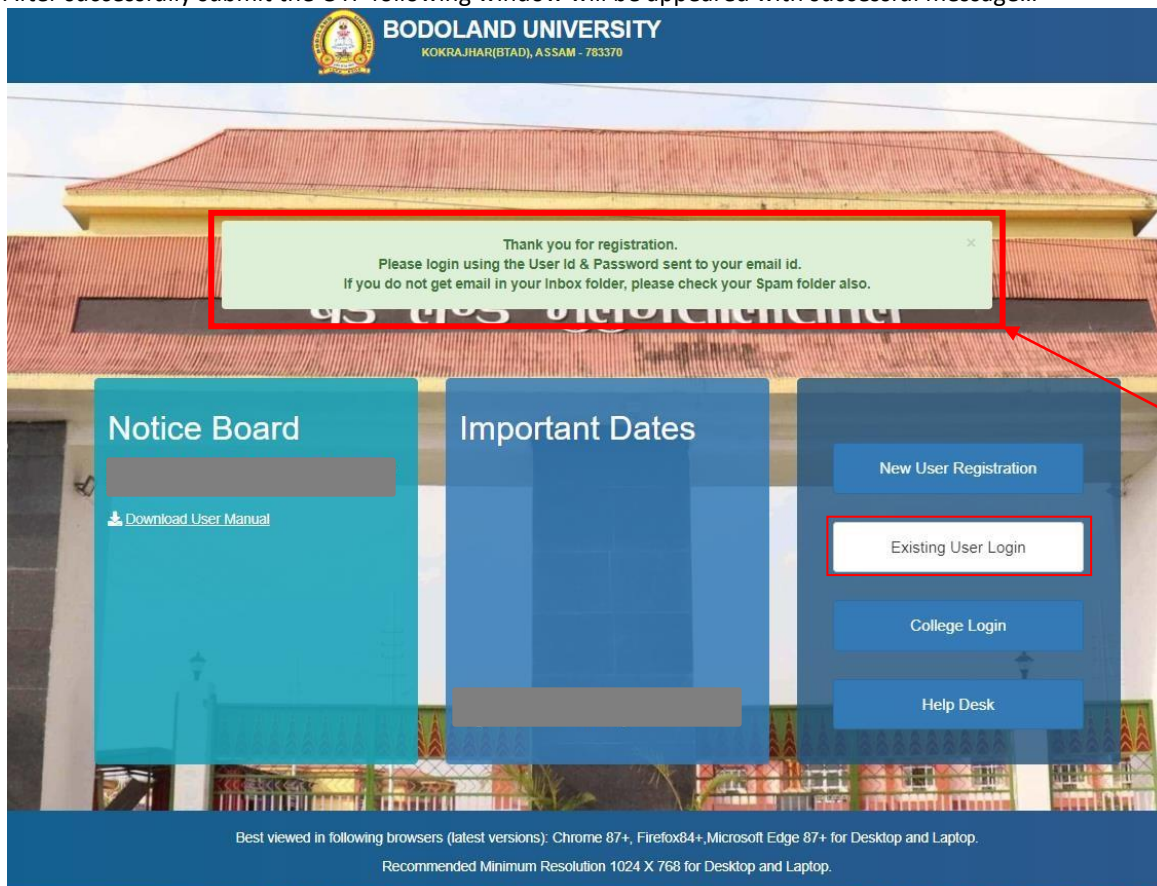

If sent OTP is found, put it in the box and press Submit button. If not found, press Resend button. It will again send the OTP in the registered mobile no.

Existing User Login:

After successfully submit the OTP following window will be appeared with successful message…

Getting above successful message, click on '**Existing User Login**'. Then following window will be appeared as Student Login…

Enter Userid and Password which was sent to the candidate's registered e-mail address. Then press submit button.

If the candidate is trying to open his application more than one time by log in and he/she has forgotten his/her password, he/she can check his/her email id or click on the '**Forgot Password?'.** Then following window will be appeared...

To get forgotten password put the following information...

1. Userid

2. Candidate's name

3. Candidate's registered mobile no

4. Candidate's registered email address

And press submit button. It will automatically sent Password to the registered email.

Personal Details:

After Sign in using Userid and Password following window will be appeared as Personal details…

'* '(Star) Marks are representing here as mandatory field.

Put all the personal details which are mentioned in the above screen. As candidate's name, mobile number, email addresses are already submitted, so in this page the submitted information will be at in non-editable mode. Enter the information in the following mentioned fields…

1. Select the candidates' gender

2. Select the candidates' caste

3. Enter Candidate's father name

4. Enter Candidate's mother name

5. Enter BU Registration Number (Non mandatory)

6. Select Photo and Signature as per mentioned Dimension and Pixel

Academic Details:

And Press ' Next '. Then the following window will be appeared as Academic Details…

It will show 'Successfully saved personal detail.'

Now Candidate will see the following:

'Have you been allotted a Roll Number already? With 'Yes' & 'No' radio buttons. Here no Radio button will be selected by default. The candidate needs to select one of them. If he/she selects 'Yes' then system will display one field for Roll Number entry. Sample Roll Number will be displayed here as 'Example: UG101A20001'.

After entering Roll No by the candidate, he/she will press 'Verify' button & system will check for the validity of the same from the database. At that time Roll No field will be disabled.

If not found then the following Alert message will be displayed on the screen: 'Invalid Roll Number 'with ''OK' button so that he/she can enter Roll No again.

If found, then system will display the Name of the candidate. The system will also display an alert with the following message – 'If your name is correct, please proceed else cancel.' with Proceed & Cancel button.

If Cancel button is pressed, system will allow the user to put his/her Roll No. again.

If Proceed button is pressed then the system will save the data of Roll No in Roll No. column of Student Registration table of database & ask for the information mentioned in the section 'Subject and Paper selection'.

If he/she selects 'No' button then the system will not display the field for Roll No. entry. In that case "Not Available' will be saved in Roll No. column of Student Registration table of database.

This Roll No. will be displayed in Preview & Application form PDF under 'Academic Details' section.

If the information in the above screen is correct then proceed to Next button. After clicking on again to the 'Next' button following window will be appeared if he/she wants to appear in Honors …

Here candidate will select Honors Subject from the dropdown list like …

Subject :

Subject Name * :

| STATISTICS | ⌄ |

Paper Information :

Honours 5 * :

| SAMPLING DISTRIBUTIONS (STSHC3056) | ⌄ |

Honours 6 * :

| SURVEY SAMPLING AND INDIAN OFFICIAL STATISTICS (STSHC3066) | ⌄ |

Honours 7 * :

| MATHEMATICAL ANALYSIS (STSHC3076) | ⌄ |

SEC 1 * :

| STATISTICAL-DATA ANALYSIS USING SOFTWARE PACKAGES (STSSE3012) | ⌄ |

GE 3 * :

| BRITISH LITERATURE (ENGHG3036) | ⌄ |

☑ I hereby declare that the information and particulars furnished above are true and correct to the best of my knowledge and belief.

[Previous]   [Save and Preview]

Here also candidate will select honours subject papers from the drop down list.

If the candidate wants to appear in General course, the Honors Subject Selection screen will not be appeared, and then the following screen will be appeared…

Paper Information :

Compulsory * :

| ENGLISH -II (ENGCS3036) | ⌄ |

DSC 5 * :

| SOCIOLOGICAL THEORIES (SOCRC3036) | ⌄ |

DSC 6 * :

| DEVELOPMENT ECONOMICS (ECORC3036) | ⌄ |

SEC 1 * :

| LOGIC AND SETS/INTEGRAL CALCULUS (STSSE3022) | ⌄ |

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[Previous]   [Save and Preview]

Here also candidate will select general subject papers from the drop down list.

Note: If the given information by the candidate is right, then click on 'I hereby…' declaration and press the 'Save and Preview' button.

Application Form Preview:

After click on 'Save' button, it will show 'Successfully Saved'. And the application form will be appeared in preview mode with the saved data.

Here in the above preview form there are three buttons with different functions. They are…

1. **'Back & Edit' – Candidate can edit the application form by click on this button.**

2. **'Submit & Generate Challan' – If the candidate clicks on this button, payment details will be generated in pdf file. And the 'Back & Edit' button will be invisible from preview of the application form.**

3. **'Application Form Download' – Candidate can download the application form with saved data. Here 'Back & Edit' button will not be invisible. So, Candidates can download form more than one time without hesitation.**

Save & Generate Challan:

After click on 'Submit & Generate Challan', Candidate's payment details pdf file will be generated with two sections. One is 'Office Copy and another is 'Student Copy'.

BODOLAND UNIVERSITY
KOKRAJHAR(BTAD), ASSAM - 783370
(Student Copy)

Payment Receipt:

Submitted Date :	24/09/2021
Last Date :	---
Form No. :	2032676
Name :	BASDF
Father's Name :	TEST FATHER
Mother's Name :	TEST MOTHER
Faculty :	B.A.(Honours)
Roll No. :	UG142C20011
Fees Amount to be paid : ---	
Mobile No. :	

Declaration:

I hereby declare that the information and particulars furnished above are true and correct to the best of my knowledge and belief.

Student's Signature

BODOLAND UNIVERSITY
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(Office Copy)

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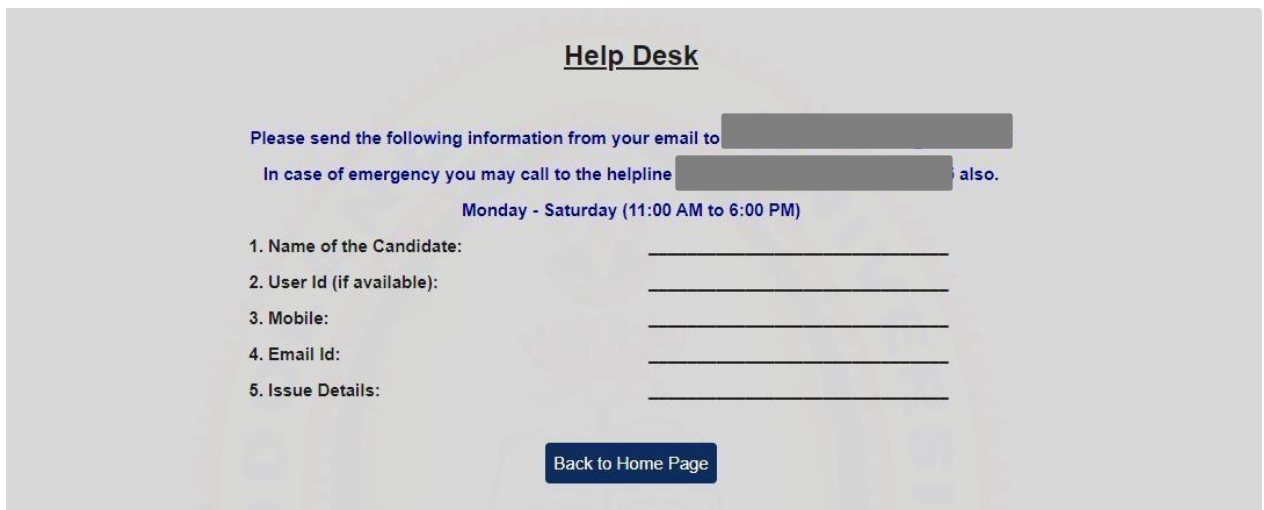
Student's Signature

Help Desk:

If any query click on 'Help Desk' and filled the following rows...

1. **Candidate's Name**

2. **User Id (If available)**

3. **Mobile**

4. **Email Id**

5. **Issue Details**

Screen is following...

Help Desk

Please send the following information from your email to ▊▊▊▊▊▊▊▊

In case of emergency you may call to the helpline ▊▊▊▊▊▊▊▊ also.

Monday - Saturday (11:00 AM to 6:00 PM)

1. Name of the Candidate: _____

2. User Id (if available): _____

3. Mobile: _____

4. Email Id: _____

5. Issue Details: _____

Back to Home Page

THANK YOU