



USER GUIDE

BODOLAND UNIVERSITY

Table of Contents

Read This First.....	3
What is the Purpose of This Guide?.....	3
How To Use This Guide	3
University UG portal Dashboard.....	4
Candidate Details for New User.....	5
OTP Generation	6
Existing User Login.....	6
Personal Details	8
Academic Details	9
Application Form Preview.....	13
Submit & Generate Challan	14
Help Desk.....	15

Read This First

Welcome 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:

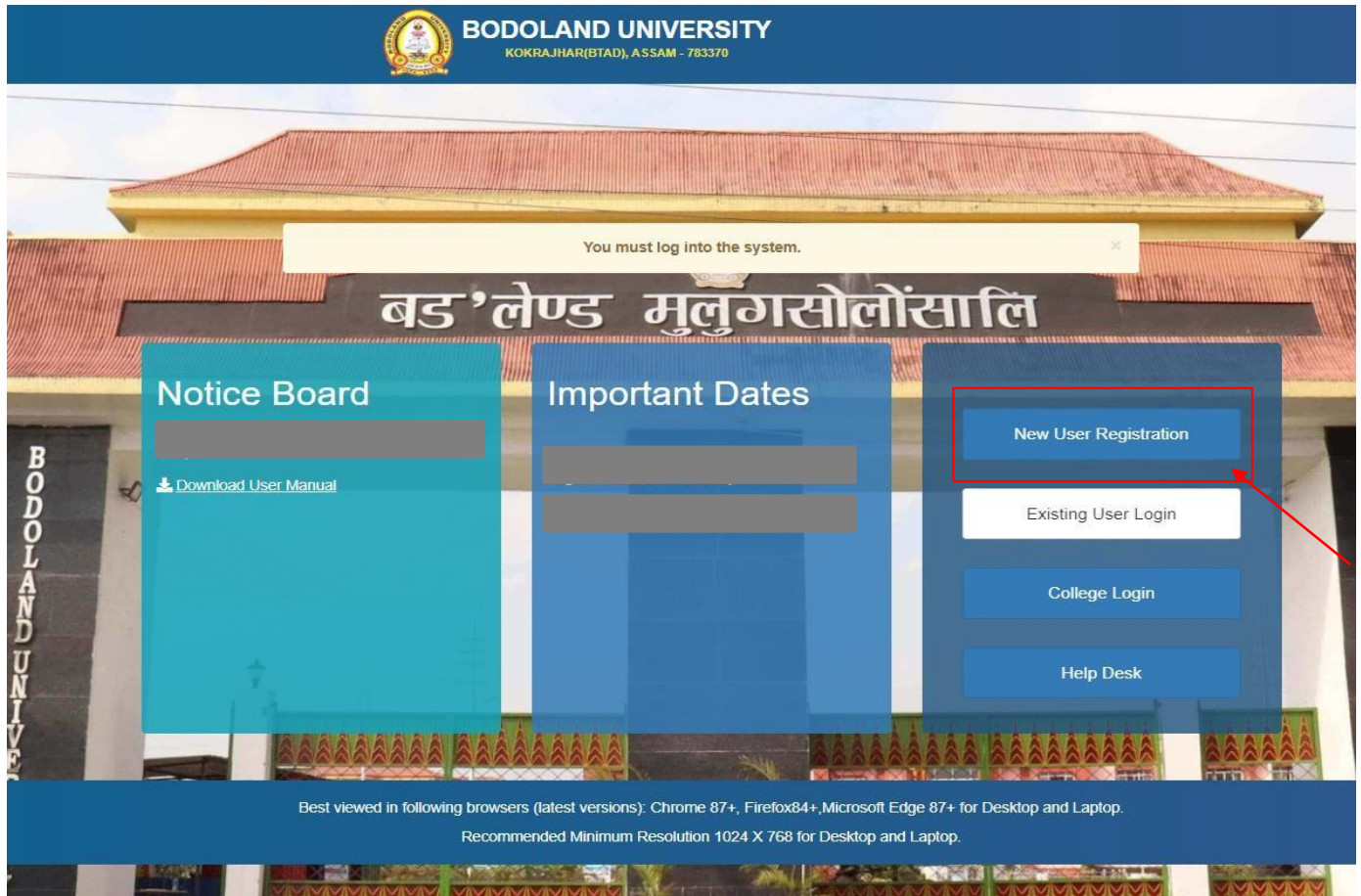
- Use the step-by-step instructions in the How To section for each task. If

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 :

 **New User Registration**

Name of the Candidate * :

Email Address * :

Mobile Number * :

College District * :

Name of the College * :

Faculty * :

Medium Of Examination * :
☐ ENGLISH ☐ ASSAMESE

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

Go back to Home Page? [Click here](#)

Register

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.

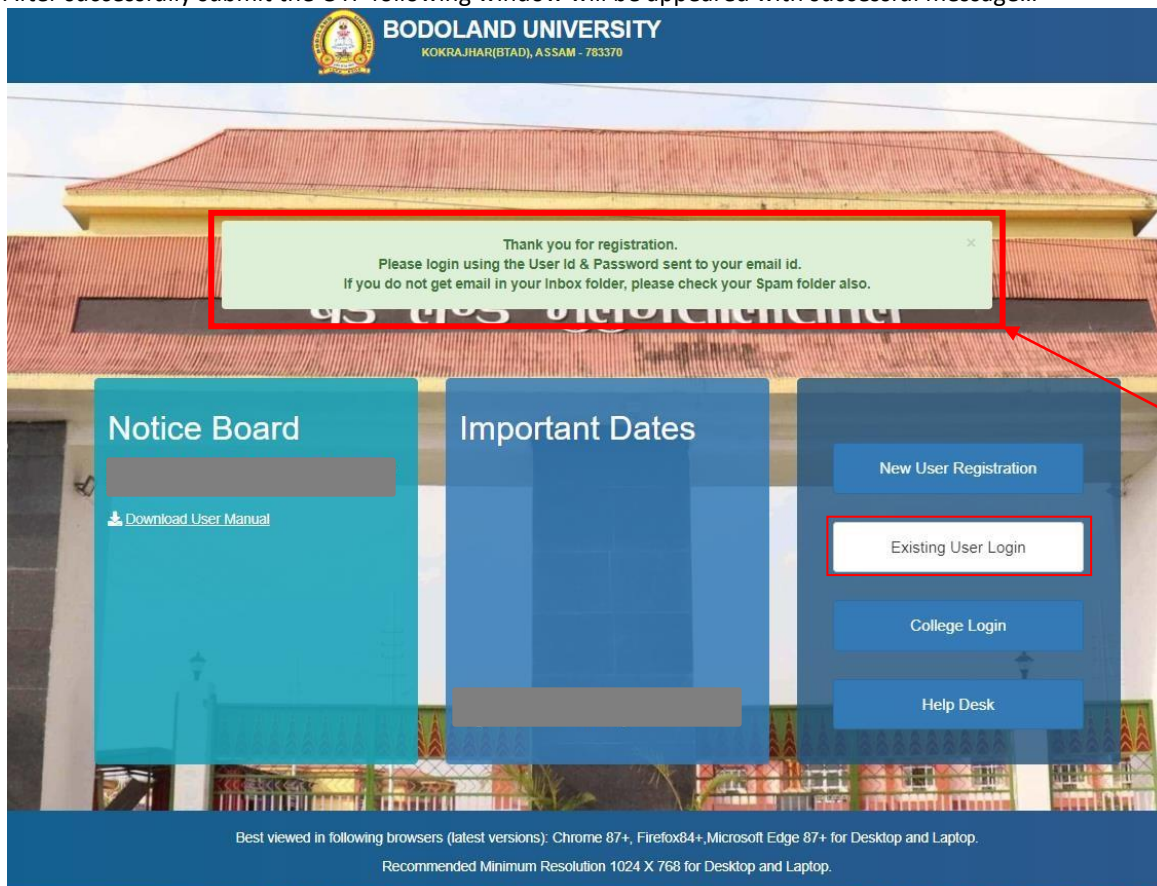


The image shows a web form for entering an OTP. It has a title "Enter OTP:" above a text input field with the placeholder "Enter OTP". Below the input field are two buttons: "Submit" and "Resend". The background of the form is a light gray with a faint, colorful geometric pattern.

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...



The image shows the Bodoland University website. At the top is a blue header with the university's logo and name: "BODOLAND UNIVERSITY KOKRAJHAR(BTAD), ASSAM - 783370". Below the header is a large image of a university building. Overlaid on the image is a green success message box with a red border and a close button (X). The message reads: "Thank you for registration. Please login using the User Id & Password sent to your email id. If you do not get email in your Inbox folder, please check your Spam folder also." Below the message box is a navigation menu with three main sections: "Notice Board" (with a "Download User Manual" link), "Important Dates", and a list of links: "New User Registration", "Existing User Login" (highlighted with a red box and a red arrow), "College Login", and "Help Desk". At the bottom of the page is a blue footer with text: "Best viewed in following browsers (latest versions): Chrome 87+, Firefox84+, Microsoft Edge 87+ for Desktop and Laptop. Recommended Minimum Resolution 1024 X 768 for Desktop and Laptop."

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

STUDENT LOGIN

User Id * :

Password * :

Forgot Password ?



 SIGN IN

Go back to Home Page? [Click here](#)

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...

Forgot Password

User Id * :

Name of the Candidate * :

Mobile Number * :

Email Address * :

Go back to Sign In? [Click here](#)

Submit

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...

Personal Details :

Name of the Candidate * : Mobile Number * : Email Address * :

Gender * : ☐ MALE ☐ FEMALE ☐ TRANSGENDER Caste * : ☐ GENERAL ☐ OBC ☐ MOBC ☐ SC ☐ ST

Father's Name * : Mother's Name * :

FATHER'S NAME MOTHER'S NAME

BU Registration No. :

BU REGISTRATION NO.

Photo * (Size of Photo should be maximum 50 KB, dimension 300 X 400 Pixels). : Signature * (Size of Signature should be maximum 20 KB, dimension 300 X 200 Pixels). :

Choose File No file chosen Choose File No file chosen

Next

* (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...

Academic Details :

Appearing for Semester * :

Faculty * :

B.A (Honours)

Candidate Type * : ☒ REGULAR

Have you been allotted a Roll Number already? * : ☒ YES ☐ NO

Enter Your Roll no. to verify. * :

UG142C20011

Example UG101A20001

Verify

Reset

Previous

Next

Academic Details :

Appearing for Semester * :

Faculty * :

B.A (Honours)

Candidate Type * : ☒ REGULAR

Have you been allotted a Roll Number already? * : ☐ YES ☒ NO

Previous

Next

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'.

The image shows a web-based registration form for a university. The form is titled 'Academic Details :'. It contains several fields and buttons:

- Appearing for Semester * :** A dropdown menu.
- Faculty * :** A dropdown menu with 'B.A.(Honours)' selected.
- Candidate Type * :** Radio buttons for 'REGULAR' (selected) and 'OTHER'.
- Have you been allotted a Roll Number already? * :** Radio buttons for 'YES' (selected) and 'NO'.
- Enter Your Roll no. to verify. * :** A text input field containing 'UG142C20011'. Below it is an example: 'Example UG101A20001'.
- Buttons:** 'Verify', 'Reset', 'Previous', and 'Next'.

Two modal dialogs are overlaid on the form:

- The first dialog is titled 'Candidate Name'. It has a text input field with a blurred name. Below the field is the text 'If your name is correct, please proceed else cancel.' At the bottom are 'Proceed' and 'Cancel' buttons.
- The second dialog is titled 'Please proceed for Subject and Paper selection by pressing Next button.' It has an 'OK' button.

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.

Academic Details :

Appearing for Semester * :

Faculty * :

B.A.(Honours)

Candidate Type * : ☒ REGULAR

Have you been allotted a Roll Number already? * : ☐ YES ☒ NO

Previous

Next

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 ...

Successfully saved academic details.

Subject :

Subject Name * :

SELECT SUBJECT

Previous

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)

☒ 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 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.

Application Form



USER ID / APPLICATION NO : [REDACTED]

1. Registration Details :
Name : [REDACTED]
Mobile No : [REDACTED]
College Name : [REDACTED]
Medium of Exam : ENGLISH

2. Personal Details :
Father's Name : TEST FATHER
Gender : FEMALE
BU Registration No. : 123456

3a. Academic Details :
Candidate Type : REGULAR
Type of Course : UNDER GRADUATE

3b. Academic Subject :
Paper 1 : (STSHC3056) SAMPLING DISTRIBUTIONS (Honours 5)
Paper 2 : (STSHC3056) SURVEY SAMPLING AND INDIAN OFFICIAL STATISTICS (Honours 6)
Paper 3 : (STSHC3076) MATHEMATICAL ANALYSIS (Honours 7)
Paper 4 : (STSSE3012) STATISTICAL-DATA ANALYSIS USING SOFTWARE PACKAGES (SEC 1)
Paper 5 : (ENGHG3036) BRITISH LITERATURE (GE 3)

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

Warning: Application form details cannot be changed, once 'Submit & Generate Challan' button is clicked.

[Back & Edit](#) [Submit & Generate Challan](#) [Application Form Download](#)


BODOLAND UNIVERSITY
KOKRAJHAR
ESTD : 2009

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
KOKRAJHAR(BTAD), ASSAM - 783370
(Office 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.

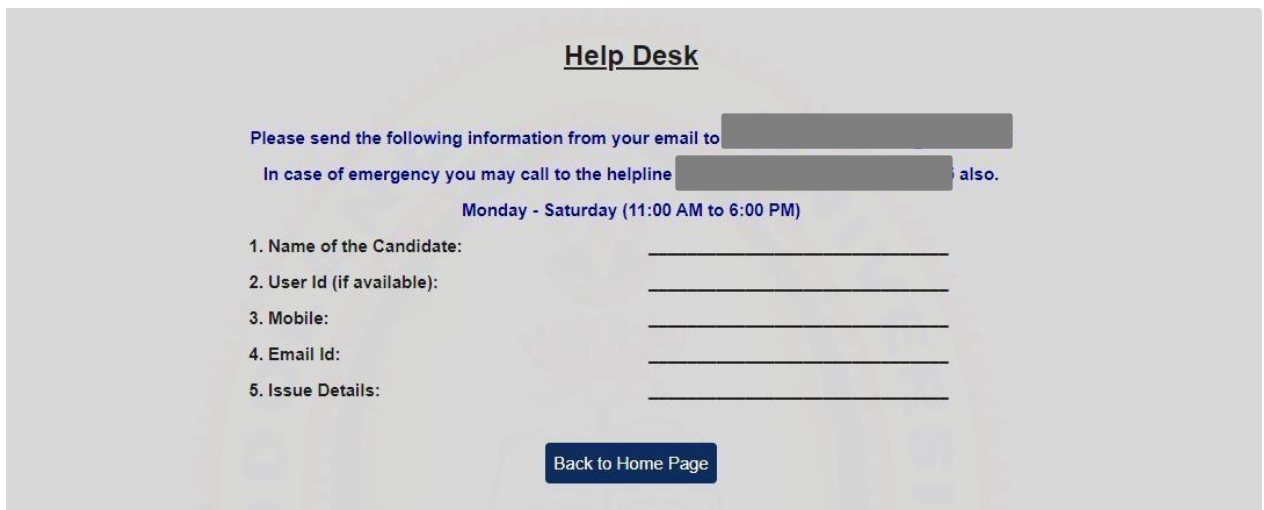
Student's Signature

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...



The screenshot shows a web form titled "Help Desk". At the top, it says "Please send the following information from your email to [redacted]". Below this, it says "In case of emergency you may call to the helpline [redacted] also." and "Monday - Saturday (11:00 AM to 6:00 PM)". The form has five input fields labeled: "1. Name of the Candidate:", "2. User Id (if available):", "3. Mobile:", "4. Email Id:", and "5. Issue Details:". At the bottom right, there is a button labeled "Back to Home Page".

THANK YOU
