



THE UNIVERSITY OF BURDWAN
Rajbati, Burdwan

No.RC/Regn.&Mign./Cir/16-17/296

Date:-06-09-2016

From: The Registrar
The University Of Burdwan
Rajbati, Burdwan

To: The Principal / Teacher in Charge
of all degree Colleges affiliated to this University

Sub: Registration-Cum-Enrolment to the 1st year Class of the degree courses (B.A/B.Sc./B.Com.) during the session 2016-2017

Sir/Madam,

You are already aware that Registration-Cum-Enrolment of students admitted to 1st year class of the Degree Courses (B.A/B.Sc./B.Com.) during the session 2016-2017 will be made through Online mode. In this context, I would like to intimate you the following:

1. For Online Registration Cum Enrolment please visit www.buruniv.ac.in / <https://www.digialm.com/SMBPortal/Login>
2. Online Registration-Cum-Enrolment process will start on and from **09-09-2016** and end on **02-10-2016**.
3. For any further enquiry / Information, respective colleges may seek the assistance of helpdesk (Phone no. **7548029769**) or make a mail to registration@buruniv.ac.in
4. Migration Certificates, applicable for the candidates passed from other Board/University, need not be sent to the University. Respective Colleges will keep that Migration Certificate in their custody.
5. Spelling of student's name and parents' name should be according to his / her previous mark sheet of Madhyamik or equivalent examination.
6. **It has been experienced that fake and spurious mark-sheets are being issued by some unholy rackets. Hence, academic documents in original should be thoroughly checked at your end.**
7. No extra fees should be deposited for future adjustment.
8. Registration of students admitted to the professional courses will be done like previous years i.e. offline mode (manually)
9. Fee structure :

Registration fee	Rs.120
Enrolment fee	Rs.50
Sports fee	Rs.50 (One time)
Inward Migration fee (Wherever applicable)	Rs.100
With late fine (applicable on & from 03-10-2016 to 06-10-2016)	Rs.100

Respective College Authority will deduct Rs 12 /- (Rupees Twelve only) per student from Registration fee (collected from student) towards honorarium to be paid to the non-teaching staff of their respective college, who are actually performing the works of online filling up of Registration-Cum-Enrolmen forms. Thereafter, they will deposit collected fees less Rs. 12 /- per student through e-collect account of the University of Burdwan maintained with the State Bank of India using the menu 'Fees collection and subsequently they will send a statement (in duplicate) mentioning student-wise break-up of fees.

10. College wise user ID shall remain same as it was in the previous year. For any problem in respect of password contact Help desk, as aforesaid.

Thanking you,

Yours sincerely,


Registrar

No.RC/Regn.&Mign./Cir/16-17/296/1(92)

Date: 06-09-2016

Copy forwarded for information & necessary action to:

- 1) The Controller of Examinations, B.U.
- 2) The Inspector of Colleges, B.U.
- 3) Finance Officer, B.U.
- 4) The Deputy Controller of Examinations, B.U.
- 5) The Secretary, Council for U.G. studies in Arts, Science etc.,B.U.
- 6) The Joint Registrar, B.U.
- 7) The Assistant Controller of Examinations-I/Assistant Controller of Examinations-II/Assistant Controller of Examinations-III, B.U.
- 8) The Asst. Registrar-I, B.U.
- 9) The Asst. Registrar-II, B.U.
- 10) Sr.Supt.(Permission Section) Reqr's Dept., B.U.
- 11) Sr.Supt.(Regn.&Mign Section) Reqr's Dept., B.U.
- 12) Publication officer, B.U.
- 13) In-Charge, Sales & Information Unit, Reqr's Dept., B.U.
- 14) Cash Section, Finance Dept., B.U.
- 15) P.S. to the Vice-Chancellor, B.U.
- 16) P.S. to the Pro Vice-Chancellor, B.U.
- 17) P.A to the Registrar, B.U
- 18) System Manager, Computer Centre, B.U. with the request to place this circular on the University website.

Registrar