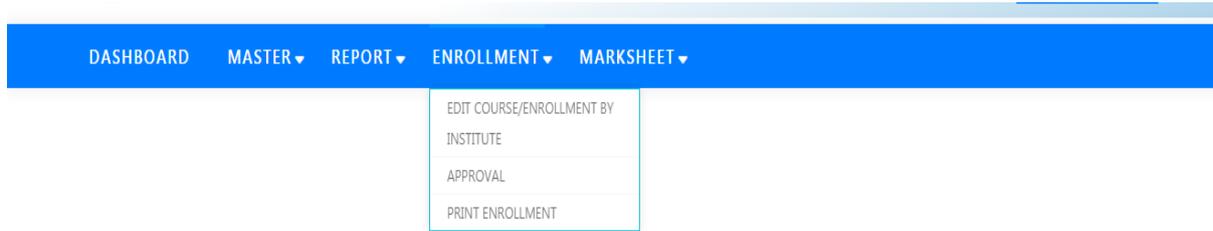


# Enrollment Manual for Principal/TiC/OiC/College Admin

Login to Bankura University Examination portal using your credentials. All activities related to enrollment for the PG Even Semester Examinations of the A. Y. 2020 – 21 can be found under **Enrollment** menu.



## A. To edit enrollment / to enroll a student at the Institute end

Suppose a student has selected a **wrong course** or **did not enroll** herself/himself. Before approval of the Principal/TiC/OiC, it's possible to edit the course or Principal/TiC/OiC can do the enrollment for a student.

**Step 1:** From **Enrollment** menu choose **Edit course/Enrollment by Institute**.

**Step 2:** Select **Course Type**, **Course**, and **Sem** then click on **Search** tab. List of students corresponding to that subject will be displayed in the following table.

Sl.	Uid	FULLNAME	Course	Photo & Signature	Status	Action
56			BENGALI - BANGLA SAHITYER ITIHAS (PRACHIN O MODHYO YOUG) BENGALI - BANGLA SAHITYE KOLPOBIGGAN O GOYENDA KAHINI SANSKRIT - Poetry & Chanda BENGALI - BENGALI: BANGLA SAHITYER PORICHOY		Approved	
58			BENGALI - BANGLA SAHITYER ITIHAS (PRACHIN O MODHYO YOUG) BENGALI - BANGLA SAHITYE KOLPOBIGGAN O GOYENDA KAHINI PHILOSOPHY - PHILOSOPHY: Western Metaphysics BENGALI - BENGALI: BANGLA SAHITYER PORICHOY		Courses Selected	Edit Enrollment
60		E	BENGALI - BANGLA SAHITYER ITIHAS (PRACHIN O MODHYO YOUG) BENGALI - BANGLA SAHITYE KOLPOBIGGAN O GOYENDA KAHINI PHILOSOPHY - PHILOSOPHY: Western Metaphysics BENGALI - BENGALI: BANGLA SAHITYER PORICHOY		Courses Not Selected	Edit Enrollment
57			BENGALI - BANGLA SAHITYER ITIHAS (PRACHIN O MODHYO YOUG) BENGALI - BANGLA SAHITYE KOLPOBIGGAN O GOYENDA KAHINI BOTANY - BOTANY: Plant Ecology, Morphology &		Courses Selected	Edit Enrollment

**Step 3:** From the table you can manually search the UID or write the UID in the search box within the table and hit **enter** to find the desire student.

**Step 4:** Click on **Edit Enrollment** under **Action** column. The following screen will appear, where subjects can be edited or enrollment can be done by selecting subjects. The process will be completed by clicking on **check box** and then on the **submit** tab.

**Note:** You may enroll the students based on their intention and eagerness after the end of the enrolment time period that is given to the students though it will be a short time interval.

HONS IN : BENGALI

C-3:

--Select--

C-4:

--Select--

GE-2:

--Select--

MIL COMMUNICATION:

--Select--

I, declare that all the above information are correct to the best of my knowledge.

Submit

### B. To approve enrollment of student

**Step 1:** Under **Enrollment** menu click on **Approval**.

**Step 2:** Select **Course Type**, **Course**, and **Sem** then click on **Search** tab. List of students corresponding to that subject, who have selected course, will be displayed in the following table.

**Step 3:** To approve enrollment for individual student click on the **check box** of the 1<sup>st</sup> column corresponding to that student. To approve enrollments of all the students at a time corresponding to that subject click on the **check box All** at the top of the 1<sup>st</sup> column. Click on **Approve data** to provide approval.

**PRINCIPAL APPROVAL**

\*College Code: [Text Field]

\*Course Type: --Select--

\*Course: --Select--

\*Sem: 2

Search Status

All	Sl No.	UID	Name	Subject	Course	Photo & Signature	Details
<input type="checkbox"/>	1	[Blurred]	[Blurred]	BENGALI HONS	1> BENGALI - BANGLA SAHITYER ITIHAS (PRACHIN O MODHYO YOUNG) ( 20101 ) 2> BENGALI - BANGLA SAHITYE KOLPOBIGGAN O GOYENDA KAHINI ( 20102 ) 3> BOTANY - BOTANY: Plant Ecology, Morphology & Taxonomy ( 21304 ) 4> BENGALI - BENGALI: BANGLA SAHITYER PORICHOY ( 20100 )	[Blurred]	Details
<input type="checkbox"/>	2	[Blurred]	[Blurred]	BENGALI HONS	1> BENGALI - BANGLA SAHITYER ITIHAS (PRACHIN O MODHYO YOUNG) ( 20101 ) 2> BENGALI - BANGLA SAHITYE KOLPOBIGGAN O GOYENDA KAHINI ( 20102 ) 3> PHILOSOPHY - PHILOSOPHY: Western Metaphysics ( 20604 ) 4> BENGALI - BENGALI: BANGLA SAHITYER PORICHOY ( 20100 )	[Blurred]	Details
<input type="checkbox"/>	3	[Blurred]	[Blurred]	BENGALI HONS	1> BENGALI - BANGLA SAHITYER ITIHAS (PRACHIN O MODHYO YOUNG) ( 20101 ) 2> BENGALI - BANGLA SAHITYE KOLPOBIGGAN O GOYENDA KAHINI ( 20102 ) 3> BOTANY - BOTANY: Plant Ecology, Morphology & Taxonomy ( 21304 ) 4> BENGALI - BENGALI: BANGLA SAHITYER PORICHOY ( 20100 )	[Blurred]	Details

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### C. To view the enrollment summary

**Step 1:** Under **Enrollment** menu click on **Approval** then click on **Status**.

**Step 2:** To view overall enrollment status subject wise in brief, choose **Course Type** then select any **Course** and click on **View**.

**Step 3:** To get detail enrollment status perform the same and click on **Excel** to download the file.

**Step 4:** To get subject wise status choose **Course Type** then select that **Course** and click on **Status Report**. An Excel file will be downloaded. See the **Status** column to check the status of enrollment of students.

DASHBOARD MASTER REPORT ENROLLMENT MARKSHEET

**ENROLLMENT SUMMARY**

\*College Code:

\*Course Type:

\*Course:

Excel View Status Report

Copy Export to Excel Export to pdf Search:

Sr	Course Name	Course Type	Sem	Total	Subject Selected	Enrollment Approved by Principal	Form Fillup Done	Form Fillup Approved
1	BENGALI	HONS	2	60	3	1	0	0
2	BENGALI	HONS	4	57	4	0	0	0
3	BENGALI	HONS	6	55	3	0	0	0
4	BENGALI	PROGRAMME	2	128	6	0	0	0
5	BENGALI	PROGRAMME	4	32	1	0	0	0
6	BENGALI	PROGRAMME	6	51	5	0	0	0
7	BOTANY	HONS	2	15	1	0	0	0
8	BOTANY	HONS	4	22	1	0	0	0
9	BOTANY	HONS	6	26	3	0	0	0
10	BOTANY	PROGRAMME	4	1	0	0	0	0

Showing 1 to 10 of 78 entries Previous 1 2 3 4 5 ... 8 Next

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### D. To print student enrollment slip

**Step 1:** After approval of the principal, printing of student enrollment slip can be done. Under **Enrollment** menu click on **Print Enrollment**.

**Step 2:** Select **Course Type**, **Course**, and **Sem** then click on **Search** tab.

DASHBOARD MASTER REPORT ENROLLMENT MARKSHEET

**PRINT STUDENT ENROLLMENT SLIP**

\*College Code:

\*Course Type:

\*Course:

\*Sem:

Search Print Consolidated Enrollment List

Copy Export to Excel Export to pdf Search:

Sl No.	UID	Name	Subject	Photo & Signature	Details
1	<input type="text"/>	<input type="text"/>	BENGALI HONS		<input type="button" value="View and Print"/>
2	<input type="text"/>	<input type="text"/>	BENGALI HONS		<input type="button" value="View and Print"/>

Showing 1 to 2 of 2 entries Previous 1 Next

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**Step 3:** From the table you can manually search the UID or write the UID in the search box within the table and hit **enter** to find the desire student. Click on **View and Print**. Finally, click on **Print** to get the following slip.



18-06-2021

# BANKURA UNIVERSITY

Receipt for Enrollment in Semester IV of the Academic Year 2020-21 for degree in MICROBIOLOGY(HONS)

\_\_\_\_\_ has applied for enrollment in the following subjects in Semester IV of the Academic Year 2020-21

Course Type	Course Id	Course Code	Course Title
C-8	42201	SH/MCB/401/C-8	Microbial Genetics
C-9	42202	SH/MCB/402/C-9	Environmental Microbiology
C-10	42203	SH/MCB/403/C-10	Food and Dairy Microbiology
GE-4	40604	AH/PHI/404/GE-4	PHILOSOPHY : Western Ethics
SEC-2	42205	SH/MCB/405/SEC-2	Microbial diagnosis in health clinics

Sd/-  
Controller of Examinations  
Bankura University



## E. To print consolidated enrollment list

**Step 1:** After approval of the principal, printing of consolidated enrollment list can be done. Under **Enrollment** menu click on **Print Enrollment**.

**Step 2:** Select **Course Type**, **Course**, and **Sem** then click on **Search** tab.

**Step 3:** Click on **Print Consolidated Enrollment List**.

[PRINT CONSOLIDATED ENROLLMENT LIST](#)

\*Sem :  \*Course Type :  \*Course :

**Note:** After the end of the enrolment process for Semester II, Semester IV & Semester VI students in relation to UG Even Semester Examinations of the A. Y. 2020 – 21 you have to take the printout of this consolidated enrolment list and have to submit the same signed by the Principal/TiC/OiC of your Institute along with the requisite enrollment fees that you have to collect from the students for the enrolment.

DASHBOARD MASTER REPORT ENROLLMENT MARKSHEET



### List of Students who have enrolled for UG Semester II in selection to UG Even Semester Examinations of academic year 2020-21

College: \_\_\_\_\_  
Subject: **BENGALI HONS**

Sl No.	UID	Name	Course	Photo & Signature
1	_____	_____	1> BENGALI - BANGLA SAHITYER ITIHAS (PRACHIN O MODHYO YOUNG) ( 20101 ) 2> BENGALI - BANGLA SAHITYE KOLPOBIGGAN O GOYENDA KAHINI ( 20102 ) 3> SANSKRIT - Poetry & Chanda ( 20904 ) 4> BENGALI - BENGALI: BANGLA SAHITYER PORICHOY ( 20100 )	
2	_____	_____	1> BENGALI - BANGLA SAHITYER ITIHAS (PRACHIN O MODHYO YOUNG) ( 20101 ) 2> BENGALI - BANGLA SAHITYE KOLPOBIGGAN O GOYENDA KAHINI ( 20102 ) 3> BOTANY - BOTANY: Plant Ecology, Morphology & Taxonomy ( 21304 ) 4> BENGALI - BENGALI: BANGLA SAHITYER PORICHOY ( 20100 )	

Date : 22-06-2021

Signature of Principal with Seal on verification

