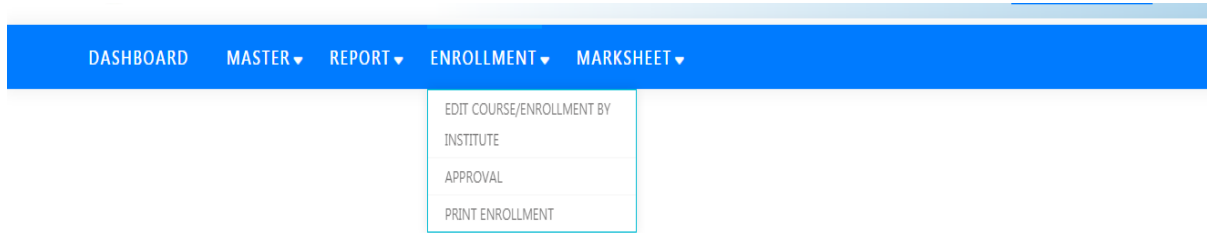


Enrollment Manual for Principal/TiC/OiC/College Admin

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 1st 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 1st column. Click on **Approve data** to provide approval.

DASHBOARD MASTER REPORT ENROLLMENT MARKSHEET

PRINCIPAL APPROVAL

*College Code: [] *Course Type: --Select--

*Course: --Select-- *Sem: 2

Search Status

All	Sl No.	UID	Name	Subject	Course	Photo & Signature	Details
<input type="checkbox"/>	1	[]	[]	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)	[]	Details
<input type="checkbox"/>	2	[]	[]	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)	[]	Details
<input type="checkbox"/>	3	[]	[]	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)	[]	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		View and Print
2	<input type="text"/>	<input type="text"/>	BENGALI HONS		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 GOVENDA 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 GOVENDA 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

