

THE UNIVERSITY OF BURDWAN
RAJBATI: BURDWAN



No. RC/Regn. & Mign./Cir/2015-16/1089(185)

Date: 8th December 2015

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 2015-2016

Sir/Madam,

You are already aware that Registration-Cum-Enrolment of students admitted to the 1st Year Class of the Degree Courses (B.A./B.Sc./B.Com.) during the Session 2015-2016 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 **10-12-2015** and end on **08-01-2016**.
3. College wise User ID and password will be communicated to the Principal/Teacher-in-charge of the respective colleges through **Email or SMS within 10-12-2015**.
4. Fee structure :

Registration fee	Rs. 100.00
Enrolment fee	Rs. 50.00
Sport fee	Rs. 50.00 (one time)
Inward Migration fee (Wherever applicable)	Rs. 100.00
With Late Fine (applicable on & from 09-01-2016 to 16-01-2016)	Rs. 100.00

Respective Colleges will deposit collected fees through e-collect account of the University of Burdwan maintained with the State Bank of India using the menu 'fees collection'. Thereafter they will send a statement (in duplicate) mentioning student-wise break-up of fees.

5. For any further enquiry/information, respective colleges may seek the assistance of **helpdesk (Phone no. 7407294005)** or make a mail to registration@buruniv.ac.in.
6. 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.
7. Spelling of Student's name and Parents' name should be according to his / her previous mark sheet of Madhyamik or equivalent examination.
8. 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.
9. No extra fees should be deposited for future adjustment.
10. Registration of students admitted to the professional courses will be done like previous years i.e. offline mode(manually).

Yours faithfully,

(D.K. Panja)
Registrar

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Copy forwarded for information to:

- 1) The Controller of Examinations, B.U.
- 2) The Inspector of Colleges, B.U.
- 3) Finance Officer, B.U.
- 4) The Joint Registrar, B.U.
- 5) The Deputy Controller of Examinations, B.U.
- 6) The Secretary, Council for U.G. Studies in Arts, Science etc 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. Supdt. (Permission Section) Reqr's Dept., B.U.
- 11) Sr. Supdt. (Regn. & Mign. Section) Reqr's Dept., B.U.
- 12) In-charge, Sales & Information Unit, Reqr's Dept., B.U.
- 13) Cash Section, Finance Dept., B.U.
- 14) P.S. to the Vice-Chancellor, B.U.
- 15) P.S to the Pro Vice-Chancellor, B.U.
- 16) P.A. to the Registrar, B.U.
- 17) System Manager, Computer Centre, B.U. with the request to place this circular on the University website.


Registrar