



THE UNIVERSITY OF BURDWAN  
Rajbati, Burdwan

No.RC/Regn.&Mign/Cir/19-20/212

Date: 2/09/2019

From: The Registrar  
The University of Burdwan

To: All the Principals / TICs  
Of the Degree Colleges affiliated to The University of Burdwan

**SUB: Registration of the students admitted to 1<sup>st</sup> Semester of U.G. Programmes ( B.A./B.Sc./B.Com) under CBCS mode and 1<sup>st</sup> year Professional courses (BBA/BCA/Bio-Tech/Music/5yr. B.A. LL.B.(H)/BFA (Art and Design)for the session 2019-20**

Sir/Madam,

You are already aware that Registration of students admitted to 1<sup>st</sup> semester of B.A./B.Sc./B.Com under CBCS mode and 1<sup>st</sup> year of UG Professional courses [BBA/BCA/Bio-Tech/Bio-chem/ B. Music/5yr. B.A.LL.B (H)/BFA (Art and Design)] for the session 2019-20 will be done through Online mode. In this context I would like to intimate you the followings:

1. For Online Registration please visit [www.buruniv.ac.in](http://www.buruniv.ac.in) / <https://www.digialm.com/SMBPortal/login>
2. After successful submission of Registration form by the college authority Login ID and Password will be provided to the student for checking the data mentioned in the Registration form.
3. Online Registration process will start on and from 18-09-2019 and end on 17-10-2019.
4. For any further query / information college may contact 7407294005 or send email to [asstregistrar1@buruniv.ac.in](mailto:asstregistrar1@buruniv.ac.in) / [registration@buruniv.ac.in](mailto:registration@buruniv.ac.in).
5. **The students who passed from Boards other than the Boards specified by The University of Burdwan must take a prior permission from the Registrar, University of Burdwan and scanned copy of that permission letter must be uploaded during submission of Online Registration cum Enrolment form.**
6. **It is advisable to mention "NAD ID" of the respective student in the Registration Form ( Not mandatory for this year ).**  
College authority is requested to view the video uploaded for guidance "How to Generate NAD ID" which will be compulsory in future.
7. It is advisable to mention AADHAAR NO of the student in the Registration form (if available).
8. Migration Certificate is applicable for the candidates passed from other Board / University. These certificates be kept by the respective colleges for future use, if necessary. No need to be sent to the university.
9. No extra fees should be deposited for future adjustment.

10. **FEE STRUCTURE:**

Registration Fee :	Rs. 120.00
Enrolment fee :	Rs. 50.00 (for U.G. B.A./B.Sc./B.Com)
Sports fee :	Rs. 70.00 (one time)
Inward Migration fee :	Rs. 100.00 (wherever applicable)

11. College should provide the details of the students whose Registration was already done in previous year but took admission afresh in 2019 in EXCEL format for their enrolment. Excel format should be submitted both in Hardcopy and Softcopy to [ce@buruniv.ac.in](mailto:ce@buruniv.ac.in) and [asstregistrar1@buruniv.ac.in](mailto:asstregistrar1@buruniv.ac.in).


Respective College authority will deduct **Rs. 12.00 (Twelve) only per student** from Registration fee(collected from the 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 forms. Thereafter, the college will deposit the rest amount of the collected fees through e-collect account of the university of Burdwan maintained with the State Bank of India using the menu 'Fees Collection' and subsequently send a statement (in duplicate) mentioning student-wise break-up of fees. The circular is issued in continuation of the Notification bearing No.RC/Perm/Adm/18 dated 15-05-2019.

Thanking you.

(Prof. T. Hossain)  
REGISTRAR (OFFICIATING)

**Copy forwarded to:**

1. The Controller of Examinations, B.U.
2. The Inspector of Colleges, B.U.
3. Finance Officer, B.U.
4. The Joint Controller of Examinations, B.U.
5. Joint Registrar, B.U.
6. The Secretary, Council for U.G.Studies in Arts, Science etc.
7. System manager, B.U. (requesting to upload in University Website)
8. The Asst. Registrar (Sel. Grade)
9. The Asst. Registrar-II
10. The Asst. Registrar-III
11. Asst. Controller of Exams-I / Asst. Controller of Exams.-II/ Asst. Controller of Exams.-III
12. All the Principals / TICs of affiliated colleges, B.U.
13. Sr. Supdt (Permission section), B.U.
14. Jr. Supdt (Regn and Mign Section), B.U.
15. Jr. Supdt, Registrar's Secretariat, B.U.
16. Cash section, Finance Deptt, B.U.
17. Sales and Information Unit, B.U.

  
( Prof. T.Hossain )  
REGISTRAR (OFFICIATING)