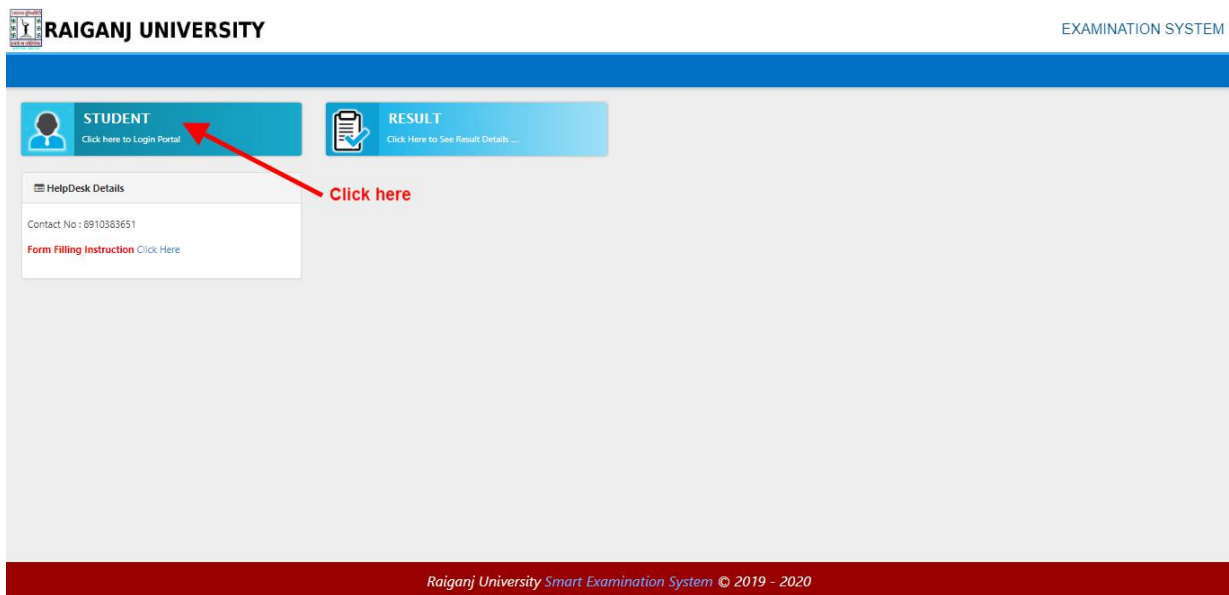## Guidelines for Student Registration on
Raiganj University (W.B.) (Academic session 2019-2020)

What all do you need to complete the student Registration process for Raiganj University (W.B.) ?
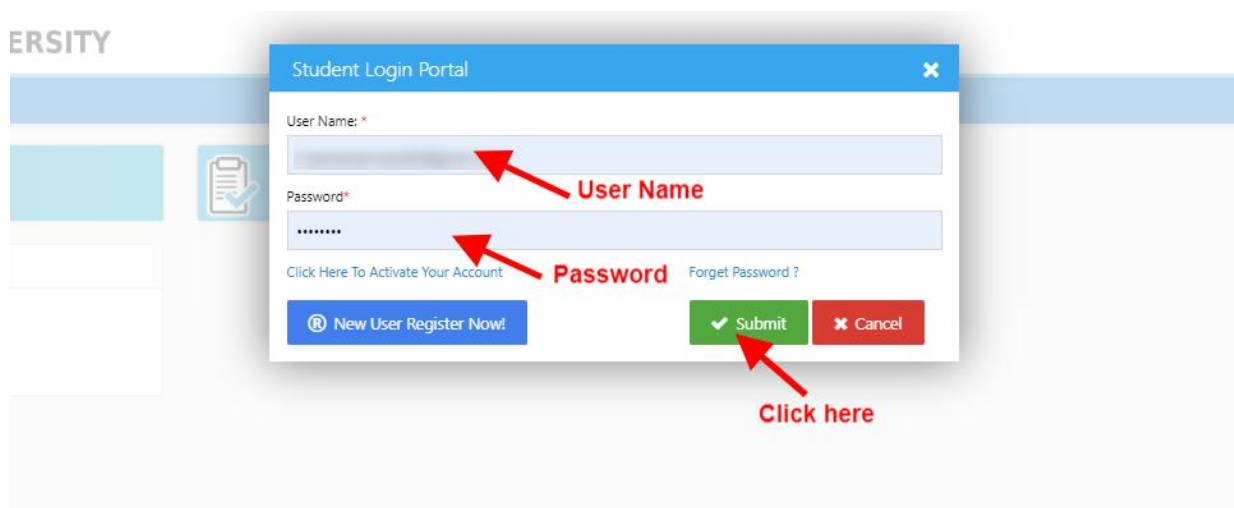
As an applicant you would need the '**User Name**' and '**Password**'.

How to fill the marks on the Raiganj University (W.B.) Application Portal for Online Process?

Please click on **"Student Login"** tab given on the home page of the Online Portal (http://ism.ucanapply.com/smartexam/public/student/). Screenshot as bellow.

On clicking the '**Student**' tab the login pop up will open. Fill the **User Name** and **Password** and click on **Submit**. Screenshot as bellow.
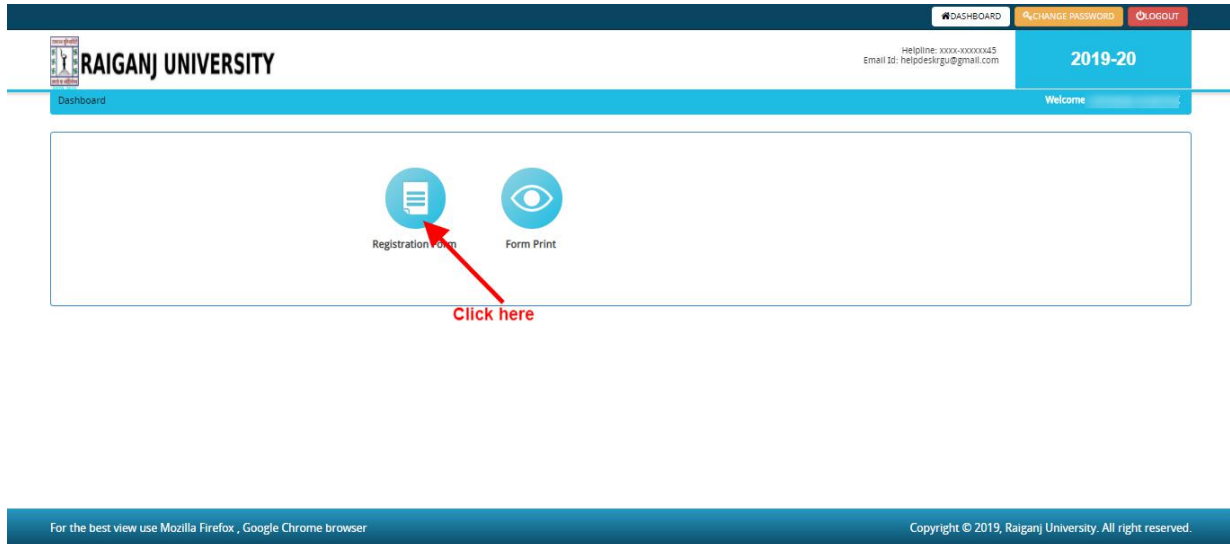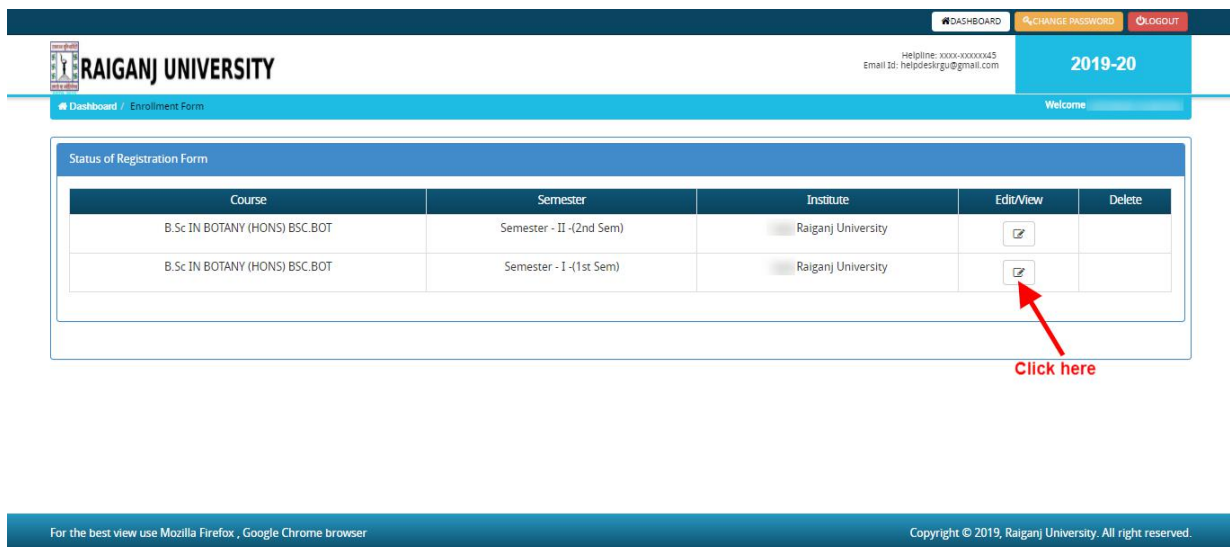
Student Registration process

Now on Dashboard click on "**Registration Form**" tab for student registration, as screenshot bellow.

After clicking on **"Registration Form"** tab the "**Status of Registration form**" page will open, Here two courses form will appear

1. **Semester II (2nd Sem)**

2. **Semester I (1st Sem)**

First click on **Semester I (1st Sem)** registration, as screenshot shown below.

Course	Semester	Institute	Edit/View	Delete
B.Sc IN BOTANY (HONS) BSC.BOT	Semester - II -(2nd Sem)	Raiganj University		
B.Sc IN BOTANY (HONS) BSC.BOT	Semester - I -(1st Sem)	Raiganj University		

After clicking on **Semester I (1ˢᵗ Sem)**, Application Status page will open. Here Application status will shows Incomplete. Now Click on **"Photo & Signature"** tab at the left of the page. The Screenshot is as bellow.

Now choose file for photo upload and same as signature upload and **"Save & Proceed"**. The Screenshot is as bellow.

Now you will get the subject selection page, here select all the subjects for 1st semester and click on **"Save"** button. Screenshot as below.

After the preview page will open, here check on confirmation area then click of **"Confirm and save"**.

After confirmation you can print and download the form. As per screenshot below.

Now you have to apply same as for 2ⁿᵈ semester.

Click on dashboard button at the top, screenshot as below.

On Dashboard click on **"Registration Form"** screenshot as below.

Now to fill the 2ⁿᵈ sem registration click on **Semester - II (2ⁿᵈ sem)** edit tab as screen shoot below.

Fill all the details **"Photo Signature, Subject Selection and Confirm and submit"** .As per screen shots as below.

RAIGANJ UNIVERSITY

RAIGANJ UNIVERSITY
Helpline: xxxx-xxxxxx45
Email Id: helpdeskrgu@gmail.com
2019-20
Dashboard / Application Status
Welcome

Click here

Application status

- Photo & Signature ✔
- Select Subject ✕
- Preview ✕

Status of Submitted Application
Application status

Stage	Description	Status
1	Photo & Signature	Completed
2	Select Subject	Incomplete
3	Preview	Incomplete

<= Please click on left menu to view details

For the best view use Mozilla Firefox , Google Chrome browser

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Application status

- Photo & Signature ✔
- Select Subject ✕
- Preview ✕

Course B.Sc IN BOTANY (HONS) - (BSC.BOT)   Institute/Campus- Raiganj University   Semester - II

Uploaded Photo   Uploaded Signature

Choose File | No file chosen
(Passport size colour photo 4.5 cm x 3.5 cm)
Note: Uploaded Image to be less than 100KB (Scan to be done in **100dpi** only) and only jpeg, jpg formats are allowed.

Choose File | No file chosen
Note: Uploaded Image to be less than 100KB, and only jpeg, jpg formats are allowed.

Note: Please upload clear Photo. Signature must be on white background using Black / Blue ink pen.
You can proceed forward only after uploading your photograph and signature.

Click here → Save & Proceed

Application status

- Photo & Signature ✔
- Select Subject ✕
- Preview ✕

Subject Selection for for : BSC.BOT - (B.Sc IN BOTANY (HONS))   Institute/Campus- Raiganj University-   Semester - II

Subject Combination : *   **Select here**

BSC.BOTANY 2ND SEM ▼

For Second Semester (2nd Sem)

(Compulsory Paper)

☑ **(CORE-3)**-BOTHC-3-BOTANY 3

☑ **(CORE-4)**-BOTHC-4-BOTANY 4

(Optional Paper)   **Select here**

(MIL)-BENGALI-BENGALI ▼

(GE-2)-MCBGE-2-MICROBIOLOGY ▼

Select here

Save → **Click here**

RAIGANJ UNIVERSITY

RAIGANJ UNIVERSITY

P.O. Raiganj, Dist. Uttar Dinajpur,Pin - 733134, West Bengal, India.

UG CBCS REGISTRATION 2019-20

Type of Programme	B.Sc IN BOTANY (HONS)	
Name of Course	B.Sc IN BOTANY (HONS)	
Name of University	Raiganj University	
Registration No		
Roll No		

Personal Details

1. Full Name Of The Applicant:	
2. Father's Full Name:	
2. Mother's Full Name:	
3. Gender:	
4.Category:	

Subjects offered for Semester - I

SUBJECT CODE	SUBJECT NAME	SUBJECT TYPE
BOTHC-1	BOTANY 1	CORE-1
BOTHC-2	BOTANY 1	CORE-2
AECC-1	ENVS	EVS
MCBGE-1	MICROBIOLOGY	GE-1

Subjects offered for Semester - II

SUBJECT CODE	SUBJECT NAME	SUBJECT TYPE
BOTHC-3	BOTANY 3	CORE-3
BOTHC-4	BOTANY 4	CORE-4
BENGALI	BENGALI	MIL
MCBGE-2	MICROBIOLOGY	GE-2

RAIGANJ UNIVERSITY

CERTIFICATE OF REGISTRATION

Name   :
Department   :
Mother's Name   :
Father's Name   :
Registration No.:
Session   :

Registrar

1. check here

☑ I CONFIRM THE ABOVE

2. Click here

Confirm & Submit

RAIGANJ UNIVERSITY

Now after confirmation take a printout of the filled registration form. As screenshot below.

RAIGANJ UNIVERSITY

P.O. Raiganj, Dist. Uttar Dinajpur,Pin - 733134, West Bengal, India.

UG CBCS REGISTRATION 2019-20

Type of Programme	B.Sc IN BOTANY (HONS)	
Name of Course	B.Sc IN BOTANY (HONS)	
Name of University	Raiganj University	
Registration No		
Roll No		

Personal Details

1. Full Name Of The Applicant:	
2. Father's Full Name:	
2. Mother's Full Name:	
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4.Category:	

Subjects offered for Semester - I

SUBJECT CODE	SUBJECT NAME	SUBJECT TYPE
BOTHC-1	BOTANY 1	CORE-1
BOTHC-2	BOTANY 1	CORE-2
AECC-1	ENVS	EVS
MCBGE-1	MICROBIOLOGY	GE-1

Subjects offered for Semester - II

SUBJECT CODE	SUBJECT NAME	SUBJECT TYPE
BOTHC-3	BOTANY 3	CORE-3
BOTHC-4	BOTANY 4	CORE-4
BENGALI	BENGALI	MIL
MCBGE-2	MICROBIOLOGY	GE-2

RAIGANJ UNIVERSITY

CERTIFICATE OF REGISTRATION

Name	:
Department	:
Mother's Name	:
Father's Name	:
Registration No.	:
Session	:

Registrar

Print ← **Click here**

Finally logout the registration panel as per screenshot below.

Online Support Services
Raiganj University (W.B.)
Admission Portal