

## 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 (<u>http://ism.ucanapply.com/smartexam/public/student/</u>). 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.

ERSITY	Student Login Portal	
	User Name: *	
	Password* User Name	
	Click Here To Activate Your Account Password Forget Password ?	
	New User Register Now!     Submit     Cancel	
	Click here	



## **Student Registration process**

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

	#DASHBOARD	AcHANGE PASSWORD	GOUT
RAIGANJ UNIVERSITY	Helpline: xxxxxxxxxxxxx mail Id: helpdeskrgu@gmail.com	2019-20	
Dashboard		Welcome	
Registration Win Form Print Click here			
For the best view use Mozilia Firefox , Google Chrome browser	Copyright © 2019, R	aiganj University. All right re	eserved.

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

- 1. Semester II (2<sup>nd</sup> Sem)
- 2. Semester I (1<sup>st</sup> Sem)

First click on Semester I (1<sup>st</sup> Sem) registration, as screenshot shown below.

NGANJ UNIVERSITY			Welco	ome
of Registration Form				
Course	Semester	Institute	Edit/View	Delete
B.Sc IN BOTANY (HONS) BSC.BOT	Semester - II -(2nd Sem)	Raiganj University	Ø	
B.Sc IN BOTANY (HONS) BSC.BOT	Semester - I -(1st Sem)	Raiganj University		



After clicking on **Semester I (1<sup>st</sup> 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.

Dashboard / Application Status				Welcome
Application status Photo & Signature Select Subject	ick here       x     Status of       x     Application s	Submitted Application		
Preview	× Stage	Description	Sta	atus
	1	Photo & Signature	Incomplete	
	2	Select Subject	Incomplete	
	3	Preview	Incomplete	
	<= Please clic	c on left menu to view details		

For the best view use Mozilla Firefox , Google Chrome browser

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

Application status	Course B.Sc IN BOTANY (HONS) - (BSC.BOT)	Institute/Campus- Raiganj University-	Semester - I
Photo & Signature	Course B.SC IN DOLANT (HONS) - (BSC.DOT)	Institute/campus- Kaganj Oniversity-	Jeniestei - I
Select Subject ×			
Preview	Uploaded Photo	Uploaded Si	gnature
	Choose File No file chosen Parsport size colour photo 4.5 cm x 3.5 cm? Parsport size colour photo 4.5 cm x 3.5 cm? Parsport size colour photo 4.5 cm x 3.5 cm? by photo borness are allowed. Note: Please upload clear Photo. Signature must be You can proceed forward only after uploading your	Choose File No file chosen Note: Uploaded image to be less than 100KB, a e on white background using Black / Blue ink pen.	and only jpeg, jpg formats are allowed.



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

Application status Photo & Signature Select Subject X	Subject Selection for for : BSC.BOT - (B.Sc IN Institute/Campus- Raiganj University- BOTANY (HONS)) Subject Combination : *	Semester - I
Preview	BSC.BOTANY 1ST SEM	
	For First Semester (1st Sem) Select here	
	( Compulsory Paper )	
	CORE-1 )-BOTHC-1-BOTANY 1	
	CORE-2 )-BOTHC-2-BOTANY 1	
	✓ (EVS)-AECC-1-ENVS	
	( Optional Paper )	
	(GE-1)-MCBGE-1-MICROBIOLOGY	
	Save Click here	e

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

		P.O. Raiganj, Dist. Uttar Dinajpur,Pin - 733134, West Bengal, Ind 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	The second se	
	Roll No	and seems	The second secon
	Personal Details		
	1. Full Name Of The Applica	it:	
	2. Father's Full Name:	and a second sec	
	2. Mother's Full Name:		
	3. Gender:		
1. Click here	4.Category:		



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

		Jttar Dinajpur,Pin - 733134, West Beng BCS REGISTRATION 2019-20	al, India.	
Type of Programme	B.Sc IN BOTANY (HOM	)		-
Name of Course	B.Sc IN BOTANY (HOM	)		
Name of University	Raiganj University			
Registration No	1			
Roll No				
Personal Details			6	
1. Full Name Of The Applicar	nt:	I		
2. Father's Full Name:		2		
2. Mother's Full Name:		1		
3. Gender:		l		
4.Category:		2		

## Now you have to apply same as for 2<sup>nd</sup> semester.

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

RAIGANJ UNIVERSITY	POASHBOARD QUOMMER MASSINGING QU.OCOUT      Click here Helpine: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
d Dashboard / Preview	Welcome and a second
P.O. Raiganj, Dist.	IGANJ UNIVERSITY Uttar Dinajpur,Pin - 733134, West Bengal, India. CBCS REGISTRATION 2019-20

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

RAIGANJ UNIVERSITY		Helpline: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Richange Password	©ьобонт Ю
Deshboard			Welcome	
Registration Form				
Click	ere			



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

nrollment Form			Welcome
istration Form			
Course	Semester	Institute	Edit/View Dele
B.Sc IN BOTANY (HONS) BSC.BOT	Semester - II -(2nd Sem)	1001 Raiganj University	
		1001 Raiganj University	

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



RAIGANJ UNIVERSIT				Helpline: xxxxxxxxxx45 Email Id: helpdeskrgu@gmail.com	2019-20
Dashboard / Application Status					Welcome
	Click he	ere			
Application status		Ctatur of	Submitted Application		
Photo & Signature	~		Submitted Application		
Select Subject	×	Application s			1982
Preview	×	Stage	Description	Sta	atus
		1	Photo & Signature	Completed	
		2	Select Subject	Incomplete	
		3	Preview	Incomplete	
		<= Please clici	k on left menu to view details		





Tana di Danamana		GISTRATION 2019-20	
Type of Programme	B.Sc IN BOTANY (HONS)		
Name of Course	B.Sc IN BOTANY (HONS)		
Name of University	Raiganj University		1000
Registration No			100 million (100 m
Roll No			and the second s
Personal Details			L
1. Full Name Of The Applicant			
2. Father's Full Name:		Contraction of the second s	
2. Mother's Full Name:			
3. Gender:			
4.Category:			
Subjects offered for Semester	- I		
SUBJECT CODE		UBJECT NAME	SUBJECT TYPE
BOTHC-1		BOTANY 1	CORE-1
BOTHC-2 AECC-1		BOTANY 1 ENVS	CORE-2 EVS
MCBGE-1		IICROBIOLOGY	GE-1
Subjects offered for Semester			
SUBJECT CODE		UBJECT NAME	SUBJECT TYPE
BOTHC-3		BOTANY 3	CORE-3
BOTHC-4		BOTANY 4	CORE-4
BENGALI	r	BENGALI	MIL
MCBGE-2		ICROBIOLOGY	GE-2
Name Department Mother's Name Father's Name Registration No. Session		NJ UNIVERSITY E OF REGISTRATION	2



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

	P.O. Raiganj, Dist. Uttar Dinajpur,Pin - 733134, West Bengal UG CBCS REGISTRATION 2019-20	, India.
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	Ē	
Personal Details		
1. Full Name Of The Applican	t	
2. Father's Full Name:		
2. Mother's Full Name:		
3. Gender:		
4.Category:		
Subjects offered for Semester		Ť
SUBJECT CODE	SUBJECT NAME	SUBJECT TYPE
BOTHC-1 BOTHC-2	BOTANY 1 BOTANY 1	CORE-1 CORE-2
AECC-1	BOTANY 1 ENVS	EVS
MCBGE-1	MICROBIOLOGY	GE-1
Subjects offered for Semester		GET
SUBJECT CODE	SUBJECT NAME	SUBJECT TYPE
BOTHC-3	BOTANY 3	CORE-3
BOTHC-3	BOTANY 4	CORE-3
BENGALI	BENGALI	MIL
MCBGE-2	MICROBIOLOGY	GE-2
	RAIGANJ UNIVERSI CERTIFICATE OF REGISTRATION	ΓY
Name		
Department		
Mother's Name		
Father's Name		
Registration No.		
Session	+	
3033011		

Finally logout the registration panel as per screenshot below.



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