



THE UNIVERSITY OF BURDWAN

Office of the Senior Secretary, Faculty Council (Arts, Com., Law, etc.)

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E-Mail: minorelective.arts@buruniv.ac.in

Mob.:

Website: www.buruniv.ac.in

No.: FC/PG (A)/Minor Elective/Option/2022/188

Date: 23.09.2022

Notification

The students of the 3rd Semester of P.G. Course of Studies of the session 2021-2023 under Arts Faculty are directed to opt for their preferences for the selection of Minor Elective Subjects.

Please note that non submission of the preferences by any student may result in his/her exclusion from the online process of selection of Online Minor elective subjects. The selection of Online Minor elective subjects will be confined only for the students of PG 3rd Semester of Golapbag Campus, the University of Burdwan.

INSTRUCTIONS FOR THE STUDENTS

1. The option of the preferences for selection of Online Minor elective subjects will be made through the following link:

Link : [Selection of Minor Elective Subjects.](#)

2. The students are directed to access the link for submission of the option of preferences for the selection of the Minor Elective Subjects using the TCS credentials like user Id and Password as provided by the online agency TCS.
3. The students are directed to go through the guidelines carefully and submit their option to avoid any error.
4. The students are directed to submit their preferences from 8.00 p.m. of 23.09.2022 up to 12.00 a.m. of 10.10.2022.

Senior Secretary

Faculty Council (Arts etc.)

The University of Burdwan



The University of Burdwan

User Manual for Student Minor Elective Subject Selection (University Campus Student)

Version 1.1



LOG IN:

Step 1:

1. Open the below URL to access the student self-service portal:
https://q01.tcsion.com//per/q01/pub/1254/SelfServices/templates/login_page21092021011323/Login%20Page521092021011353.html
2. Login page will be displayed as follows:

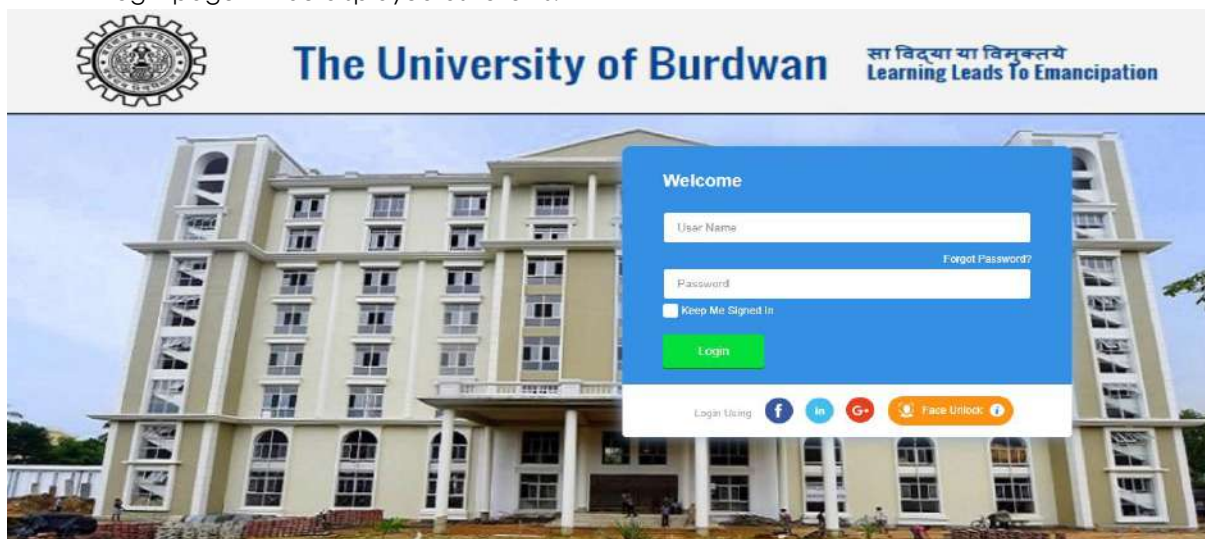


Fig 1: Login page

Step 2:

1. Post successfully login the following page will be displayed:
2. Click on the "Academics"
3. User will find the below screen



Fig 6: Student Minor Elective Section View page

STUDENT MINOR ELECTIVE SELECTIVE

Step 3.1:

1. After click on "Student Minor Elective Selection Viewt", one new window will open where student can able to select "Student Selection Tab"
2. Click on "Student Selection" Tab



The screenshot shows the 'enrollment_page' with the 'Student Selection' tab highlighted in red. The page displays personal details for a student with Application Seq No: qa_201701031935@buruniv.ac.in, Application Status: Pending, User Login Id: qa_201701031935@buruniv.ac.in, and User Org Id: qa_201701031935@buruniv.ac.in.

Fig 3.1.1 enrollment_page

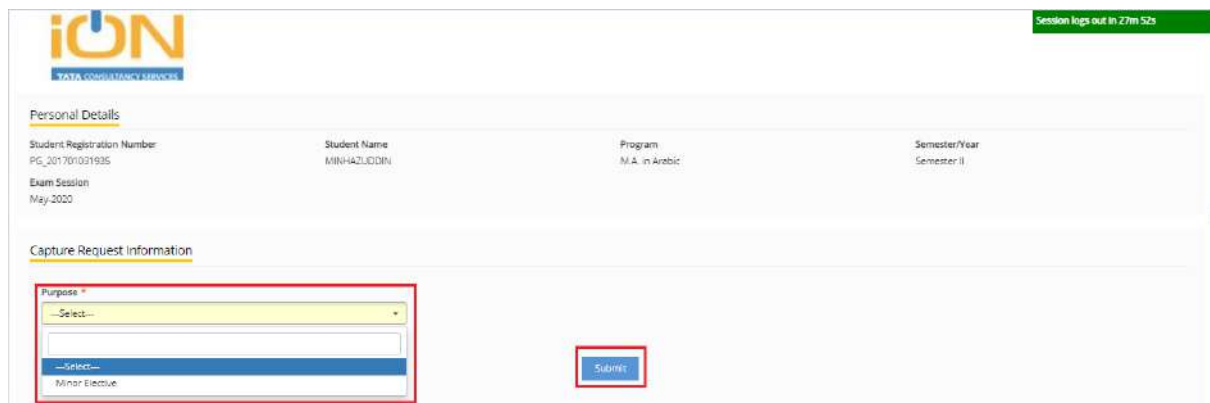
3. After click on "Student Selection" tab, below screen will be available
4. Click on "Apply"



The screenshot shows the 'Student Selection' page with the 'Apply' button highlighted in red. A note at the bottom states: "Note: Students are directed to exercise his/her option for Minor Elective Subjects as per their preference. Allotment of Minor Elective Subjects who will be affected as per the rank list prepared on the basis of first semester result of the candidate, now students of 2nd Semester."

Fig 3.1.2 Student Selection_page

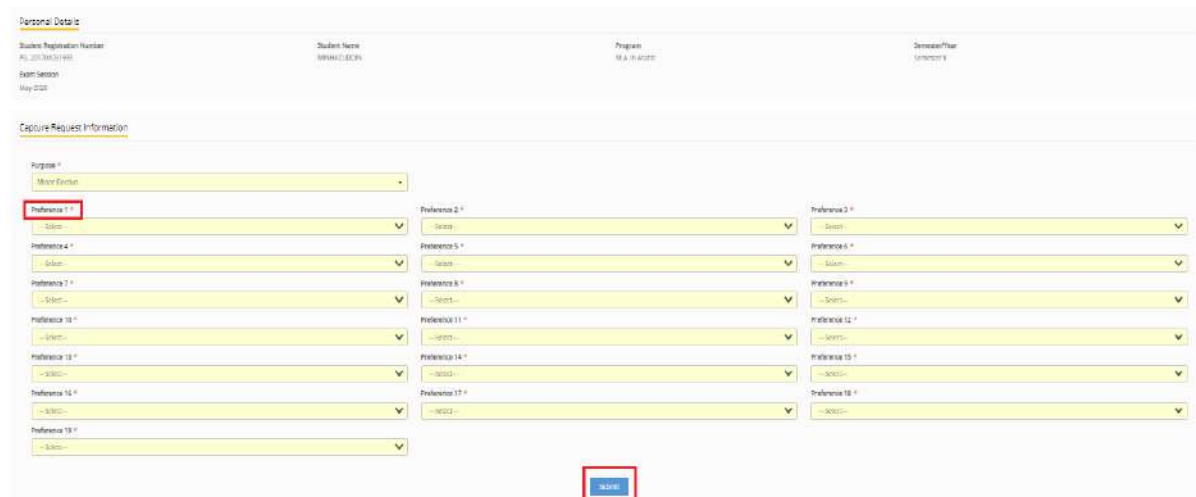
5. After click on "Apply", below screen will be available
6. Student needs to select "Purpose" as Minor Elective from drop down and click on "Submit"



The screenshot shows the 'Student Selection' page with the 'Purpose' dropdown menu highlighted in red. The dropdown menu is open, showing 'Minor Elective' as the selected option. The 'Submit' button is also highlighted in red. The page displays personal details for a student with Student Registration Number: PG_201701031935, Student Name: MINHAZUDDIN, Program: M.A. in Arabic, and Semester/Year: Semester II. The exam session is May 2020.

Fig 3.1.3 Student Selection_page

7. After click on "Submit", below screen will be available where students need to select available subjects preference-wise from drop down
8. After select the preference click on "Submit"



Personal Details

| | | | |
|--|-----------------------------|---------------------------|------------------------------|
| Student Registration Number PG_201701031935 | Student Name MINHAZUDDIN | Program M.A. IN ARABIC | Semester/Year Semester II |
|--|-----------------------------|---------------------------|------------------------------|

Capture Request Information

Purpose: Minor Elective

Preference 1: Commerce

Preference 2: Commerce

Preference 3: Commerce

Preference 4: Commerce

Preference 5: Commerce

Preference 6: Commerce

Preference 7: Commerce

Preference 8: Commerce

Preference 9: Commerce

Preference 10: Commerce

Preference 11: Commerce

Preference 12: Commerce

Preference 13: Commerce

Preference 14: Commerce

Preference 15: Commerce

Preference 16: Commerce

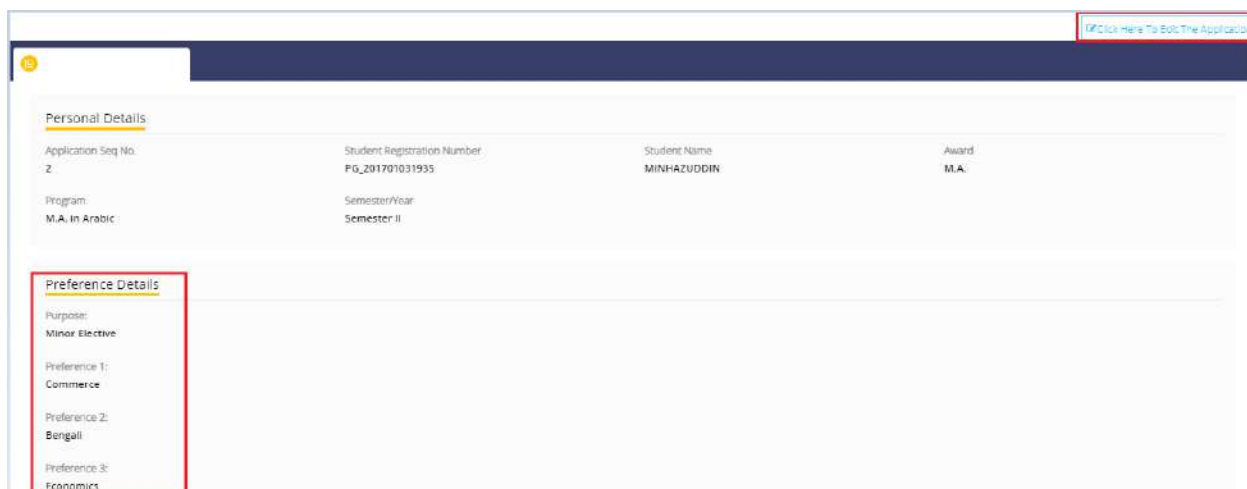
Preference 17: Commerce

Preference 18: Commerce

Submit

Fig 3.1.4 Student Selection page

9. After click on "Submit", Students will get below screen where all preference-wise selected subjects will be available
10. Students can also change the preference till the date form is close by the "Click here to edit the application" button



Personal Details

| | | | |
|---------------------------|--|-----------------------------|---------------|
| Application Seq No. Z | Student Registration Number PG_201701031935 | Student Name MINHAZUDDIN | Award M.A. |
| Program M.A. In Arabic | Semester/Year Semester II | | |

Preference Details

Purpose: Minor Elective

Preference 1: Commerce

Preference 2: Bengali

Preference 3: Economics

[Click Here To Edit The Application](#)

Fig 3.1.5 Student Selection page