



# USER MANUAL

## EXAMINATION ENROLLMENT

### SAMBALPUR UNIVERSITY



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## 1 Introduction

### 1.1 Purpose

This document is intended to be used as a user manual by the colleges under Sambalpur University and CSC. The document describes the overall workflow of BBA/BCA Examination Enrollment process.

Specifically, this document aims to:

- Provide a clear understanding of the intended process flow for BBA/BCA Examination Enrollment process.

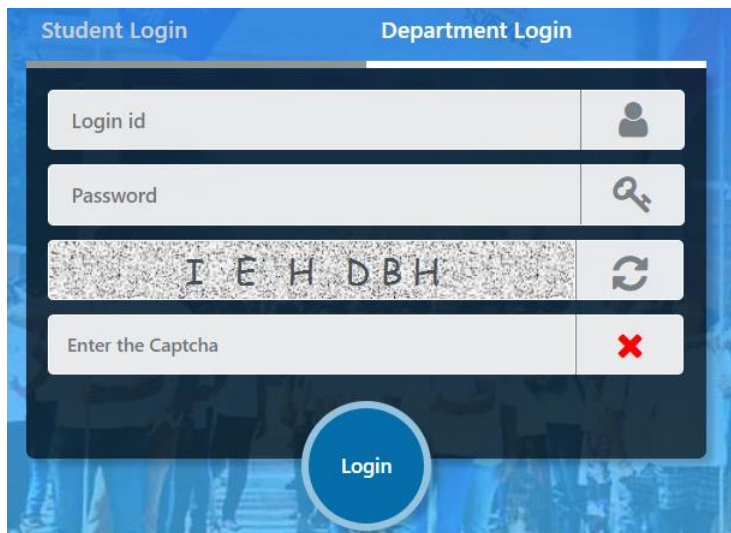
## 2 Details

### 2.1 BBA/BCA Examination Enrollment



- The application shall be used by the roles created for all the colleges under Sambalpur University (DEO, Principal etc.) and University Admin related role (called Super Admin).
- There will be two different types of login options given in the application.
  - Student Login
  - Department Login
- Students shall login using Student Login and College/ University related roles like DEO, Principals, Super admin will login to the application using Department Login
- BBA/BCA Examination Enrollment process for a student shall be initiated by a DEO of the same college to which the student is enrolling to.

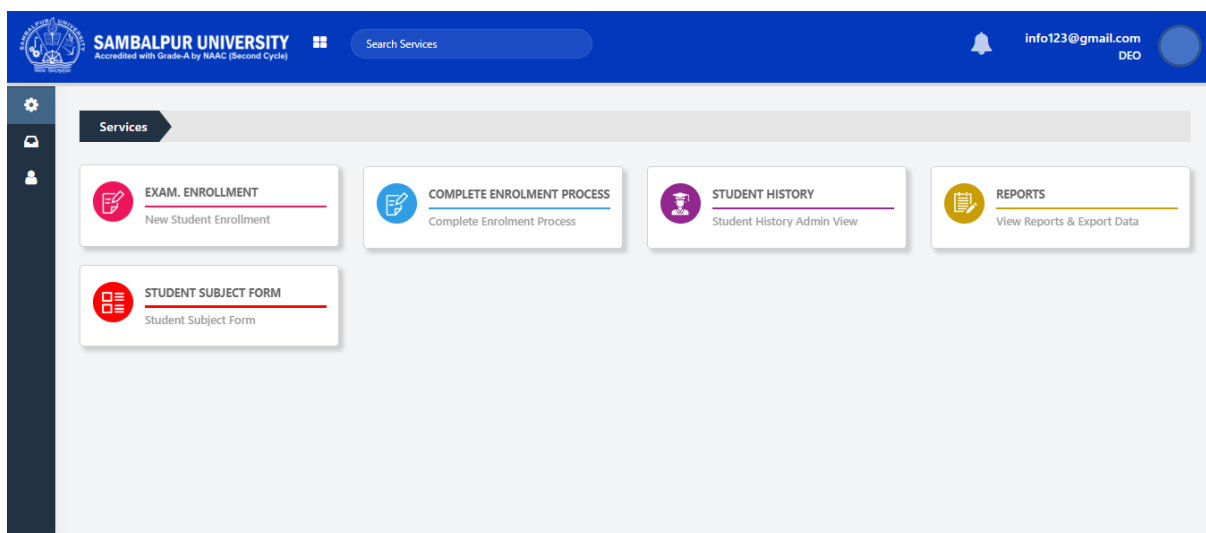
- The DEO shall use <https://sambalpuruniversity.in/> URL to get navigated to the application login screen
- The DEO selects “Department Login” option from the screen, Provide User Id, Password (both of them are pre-generated and shared with the DEO), Captcha and Clicks on Login button.



The screenshot shows a login interface with two tabs: 'Student Login' and 'Department Login'. The 'Department Login' tab is active. The form contains the following elements:

- Input field for 'Login id' with a user icon.
- Input field for 'Password' with a key icon.
- Captcha image showing the characters 'I E H DBH' with a refresh icon.
- Input field for 'Enter the Captcha' with a red 'X' icon.
- A circular 'Login' button at the bottom.

- The DEO shall get navigated to the landing page which displays all the services available for the DEO

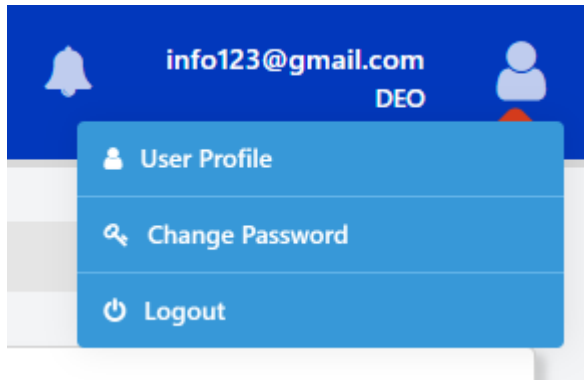


The screenshot shows the DEO landing page with the following components:

- Header: Sambalpur University logo, name, and accreditation (Accredited with Grade-A by NAAC (Second Cycle)).
- Search bar: Search Services.
- User profile: info123@gmail.com, DEO.
- Services section: A list of services available for the DEO:
  - EXAM. ENROLLMENT: New Student Enrollment
  - COMPLETE ENROLMENT PROCESS: Complete Enrolment Process
  - STUDENT HISTORY: Student History Admin View
  - REPORTS: View Reports & Export Data
  - STUDENT SUBJECT FORM: Student Subject Form

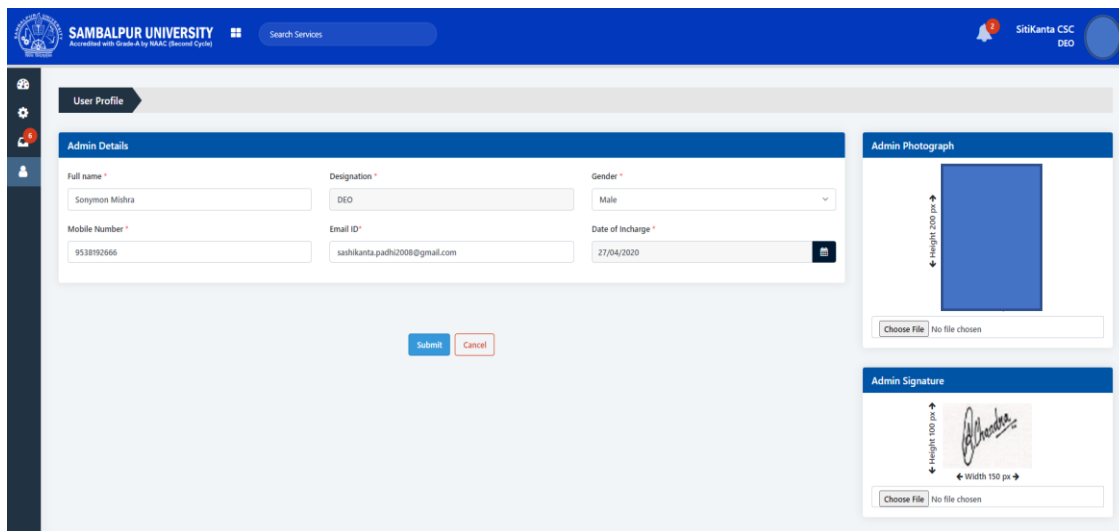
- DEO name, photo image and designation shall be displayed in the right side top corner
- Clicking on the DEO photo image, a dropdown gets displayed with information like
  - User Profile

- Change Password
- Logout

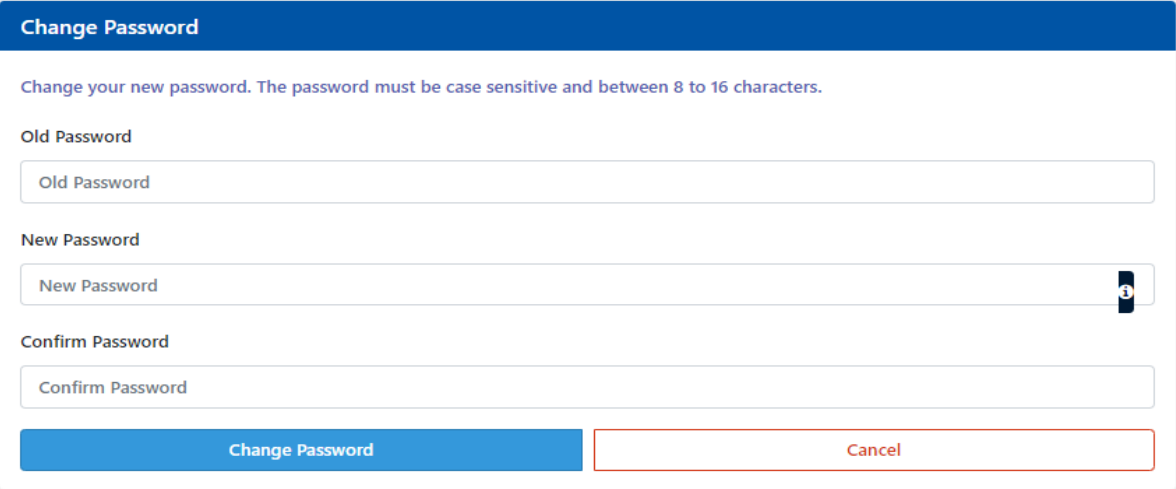


The user profile shall display the DEO Profile details like

- Full Name, Designation, Gender, Mobile Number, Email ID, Date of Incharge, Admin Signature and Photograph



- The DEO shall be able to change the password used for login through Change Password option



**Change Password**

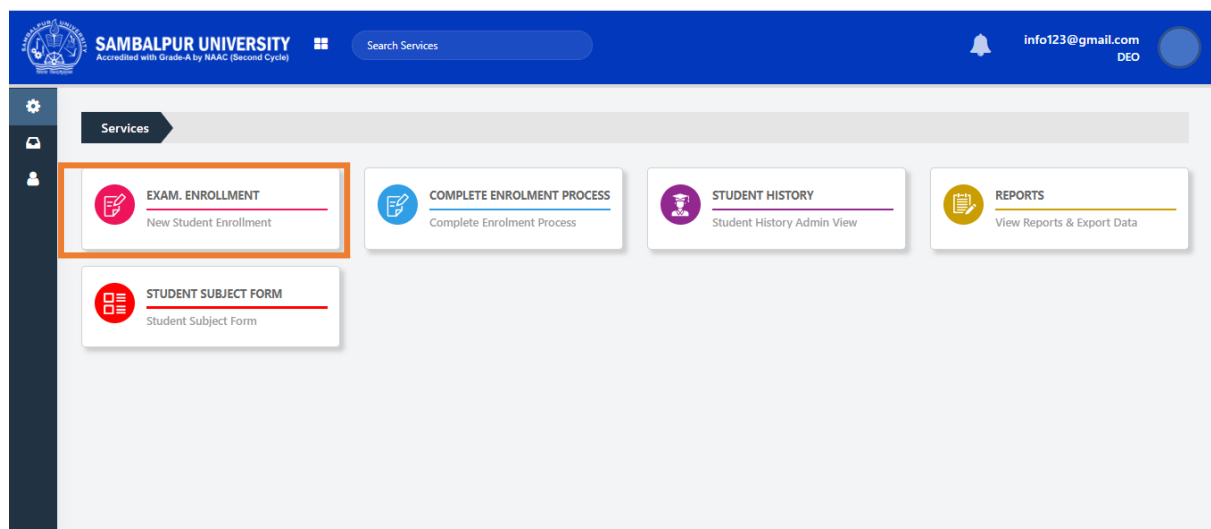
Change your new password. The password must be case sensitive and between 8 to 16 characters.

Old Password

New Password

Confirm Password

- DEO shall provide Old password, New Password, and Confirm Password to change it's current password used for login
- New Password and Confirm Password should be same
- Logout shall be used for signing out from the application.
- For BBA/BCA Examination Enrollment Process,
  1. The DEO shall select BBA/BCA Examination Enrollment service.



2. A form will appear with college details, Student Details and Admission Details sections.



The screenshot displays a web form for 'Examination Enrollment'. It is divided into three main sections:

- College Details:** Includes fields for Service Type (BBA), User Id (250791), College Code (41), and Name of the College (41-Indian Institute for Production Management, Kansbahal, Sundargarh).
- Student Details:** Includes fields for Name of the Student (Applicant Name), Father's Name, Mother's Name, Guardian Name, Relation with Guardian (Select), Date of Birth (20/01/2008), Age on (20/01/23) (Date on years), Gender (Select), Mother Tongue (Select), Category (Select), Mobile Number, and Email ID.
- Admission Details:** Includes fields for Academic Year (Select), Date of Admission in to the College (Select a date), Registration Number (Format: 00000/00), and Admission Number.

At the bottom right, there are 'Save' and 'Cancel' buttons.

3. College details section, under BBA/BCA Examination Enrollment service shall be auto filled with college information.
4. The DEO Provides student information in Student Details and Admission Details sections
5. For Student Details, information like Student Name, Father's Name, Mother's Name, Guardian Name, Relationship with Guardian, Date of Birth, Age on (05/04/21), Gender, Mother Tongue (Regional Languages), Category (SC, ST, OBC, General), Mobile Number, Email ID require to be filled in by the DEO
6. Mobile number must be unique and valid for India
7. Admission section shall have information of the Admission Year, Date of Admission into the College, Registration Number and Admission No
8. Admission No shall be auto populated
9. The DEO has to fill all the mandatory information required for the student and save the form
10. The Candidate will be informed with the student login credential through email and SMS acknowledgement



Dear xzc,

Your Admission No. **BBA22SU005** is registered successfully with **Indian Institute for Production Management, Kansbahal, Sundargarh(41)** . Please visit the <http://localhost:4203/#> link to complete the enrollment process for Sambalpur University.

Please use the below credentials for login:

Login Id : **61220220000012**

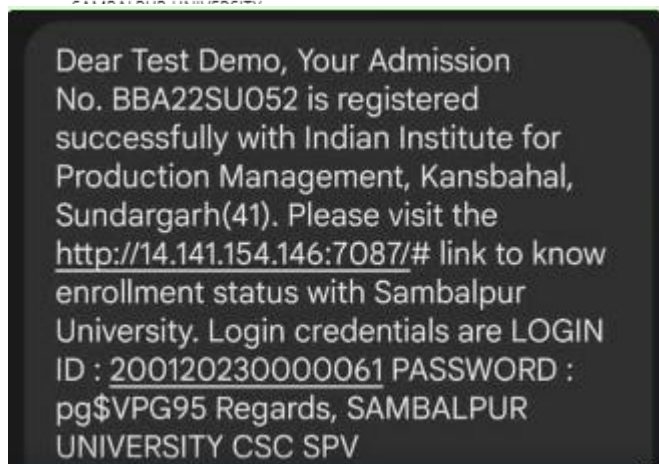
Password : **hf6qDWZ\_**

**Instructions for Completion of Enrollment:**

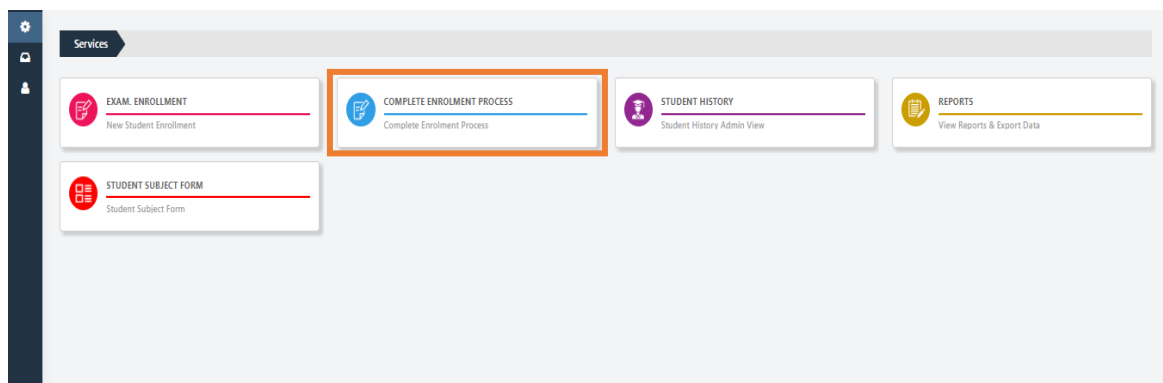
1. Enter your **Login Id** and Password to log in.
2. Note down **Login Id** and Password for future use.
3. After login, click on to link "**Complete Enrollment Process**".
4. The online "**Enrollment Form**" is to be filled up in three steps.
  - I. **Student Form**, Enter the details and upload scanned passport size photograph and signature. Then press the "**Register and Proceed**" button to Save entered details.
  - II. **Upload Documents**, please upload the required scanned documents asked.
  - III. Make the **payment through the Internet Payment gateway**.
5. **Please Note:** Only after the successful payment of the fee, your application will be submitted.
6. After successful submission of the form, it will be forwarded to the College for Approval.
7. Payment Confirmation Email and SMS will be sent to your registered email and mobile no. respectively.
8. In case of the Payment Failure, Please retry the payment method.
9. **For any failed transaction**, the money will be **refunded** to the source account **within 7 business days**.

For any help, kindly contact the "**Support Team**" immediately.

Regards,



11. To complete the process, DEO shall select complete Enrollment service.



12. DEO shall provide information under Search Filter; the information shall be used to locate the student's application. The filter options are, From date, To Date, College, Academic Year, Admission Number
13. Filter results shall be displayed under the Search Filter section. The DEO shall locate the student name/Application Id and click on Complete Enrollment under Action to complete the form fill up process.

The screenshot displays the 'BBA / BCA Examination Enrollment' interface. It features a 'Search Filter' section with the following fields: 'College Available Service' (BBA/BCA), 'From Date' (Select a date), 'To Date' (Select a date), 'College' (41-Indian Institute for Production Management, Kanbahal, Sundargarh), and 'Academic Year' (2022). Below these are 'Admission Number' and 'Student Name' input fields. A 'Search' button is located to the right of the filters. The 'Search Results' section shows a table with one entry:

Student Name	Application Id	Admission Number	College Name	Gender	Mobile Number	Date Of Birth	Status	View	Edit	Action
Test Demo	200120230000055	BBA225U052	Indian Institute for Production Management, Kanbahal, Sundargarh	Female	9205737647	01/01/2008	Initiated	<a href="#">Acknowledgement</a>	<a href="#">Edit Enrollment</a>	<a href="#">Complete Enrollment</a>

The 'Complete Enrollment' link in the 'Action' column is circled in red. An 'Export' button is visible in the top right corner of the results table.

14. The DEO shall enter Address (Present & Permanent), Educational Qualification of SSC (10th), Educational Qualification of HSC (12th), Details of any Other Course Attended, Declaration, Upload Photo & Signature

**College Details**

College Code

Academic Year

College Name

**Student Details**

Name Of the Student

Guardian Name

Gender \*

Mobile Number

Father's Name

Relation with Guardian

Mother Tongue \*

Category


Email ID

Mother's Name

Date of Birth \*

Blood Group

**Applicant Photograph**



Height 200 px  
Width 150 px

resize-15886...351image.jpg

**Applicant Signature**



Height 100 px  
Width 150 px

Optimized-sign (1) (4).jpg

Go to PC settings to activate Windows

**Present Address**

Address Lane-1 (Care of) \*

Road / Street Name \*

Locality \*

District \*

Address Lane-2 (Building) \*

Land Mark \*

State \*

Pin Code \*

**Permanent Address**  Same as Present

Address Lane-1 (Care of) \*

Road / Street Name \*

Locality \*

District \*

Address Lane-2 (Building) \*

Land Mark \*

State \*

Pin Code \*

**Educational Qualification of SSC (10th)**

Roll No	Name of the Board / Council, State	Name of the Examination Passed	Year of Passing	Grade Type	Total Marks/CGPA	Marks/CGPA Secured	Percentage
1234567898	CBSE	10th	2012	CGPA	10	8.40	79.80

**Educational Qualification of HSC (12th)**

Board Type	Roll No	Name of the Board / Council, State	Name of the Examination Passed	Year of Passing	Grade Type	Total Marks/CGPA	Marks/CGPA Secured	Percentage
CBSE	123456789	CBSE	12th	2014	Percentage	100	75	75.00

**Details of any Other Course Attended**

Course name / Last Examination Passed	University / Council / Board Name	Institution Last Attended	Year of Passing	University / Council / Board Registration No	Action
<input type="text" value="Course name"/>	<input type="text" value="Board Name"/>	<input type="text" value="Institution Last Attended"/>	<input type="text" value="Select"/>	<input type="text" value="Board Registration No"/>	<input type="button" value="Save"/>

**Admission Details**

Admission Number \*

Date of Admission in to the college \*

Registration Number

**Declaration**

15. DEO shall Register and Proceed to upload the supporting Documents for 10th, 12th, and migration certificate for last educational qualification

Upload Supporting Document

Sl. No.	Document Description	Browse File	Upload
1*	10th Marksheet	<input type="button" value="Choose File"/> resize-1588663497120270045...255816SumbulSignature.jpg	<input checked="" type="checkbox"/> The file has been successfully uploaded.
2*	12th Marksheet	<input type="button" value="Choose File"/> resize-1588663497120270045...255816SumbulSignature.jpg	<input checked="" type="checkbox"/> The file has been successfully uploaded.
3*	12th Migration Certificate	<input type="button" value="Choose File"/> resize-1588663497120270045...255816SumbulSignature.jpg	<input checked="" type="checkbox"/> The file has been successfully uploaded.

Activate Windows  
Go to PC settings to activate Windows

16. After document upload the DEO shall make payment of Enrollment Fee

## CSC eGovernance India Services Ltd

fbe257c7-175b-4361-9319-c81579ff4c12

English ▾

<p><b>Payment Information</b></p> <p>Credit Card &gt; Card Number: 4012001037141112 <span style="float: right;">VISA</span></p> <p>Debit Cards</p> <p>Net Banking</p> <p>Expiry Date: May (05) 2020 CVV: <input type="text" value="..."/> <input type="text" value="576"/></p> <p><small>As per RBI's directive, w.e.f March 16, 2020, any Indian debit/credit card not yet used for online e-commerce will be blocked for all online transactions. In case of such failure, please contact your card issuing bank to enable online usage.</small></p> <p>I agree with the <a href="#">Privacy Policy</a> by proceeding with this payment.</p> <p><b>INR 59.00</b> (Total Amount Payable)</p> <p><input type="button" value="Make Payment"/> <input type="button" value="Cancel"/></p>	<p><b>ORDER DETAILS</b></p> <p>Order #: TRCSC50520200001247</p> <p>Order Amount: 59.00</p> <p><b>Total Amount: INR 59.00</b></p>
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Activate Windows  
Go to PC settings

17. On submission of the Application, the application shall be submitted for principal's approval for Roll No generation

18. Student shall receive an acknowledgement as below through email



Dear Arpita,

Your application has been approved by the DEO and has been forwarded.

Thank You,

SAMBALPUR UNIVERSITY Team

Note\*: This is a system generated mail,do not reply to this mail.

### 19. Student History shall display the student's status as initiated

The screenshot shows a 'Search Results' interface with a search bar and a table of student records. The 'Status' column for the first record is circled in red, showing the value 'Initiated'.

Application Id	Registration No	Roll No	Application Date	Student Name	Admission No	Admission Date	College Name	Admission Year	Status	SubStatus	Student History
200120230000055	11100/22	--	20/01/2023	Test Demo	BBA225U052	01/01/2023	41	2022	Initiated	Student Details Pending	<a href="#">View</a>
211220220000045	11116/20	114	21/12/2022	Alisa Test	BBA225U042	01/12/2022	41	2022	Form Submitted	Approved For Roll No. Generation	<a href="#">View</a>

	Relation with Guardian	NA	Date of Birth	01/01/2008	
	Age on (20/01/23)	15Y-0M-19D	Gender	Female	
	Category	General	Email	alisanayakalisa@gmail.com	
	Mobile Number	9205737647	Blood Group	B+	
	Mother Tongue	Dodia			

Address Details					
Permanent Address		demo Ad, address Lane-2			
District	Central Delhi	State	Delhi	Pin	112233
Present Address		demo Ad, address Lane-2			
District	Central Delhi	State	Delhi	Pin	112233

Educational Qualification								
Exam. Name	Roll No / Reg. No	Board Name	Examination Passed	Passing Year	Grade Type	Total Mark	Marks Obtained	Percentage
10th	1	Delhi	tenth	2015	Percentage	600	450	75
12th	11	Delhi	twelfth	2017	Percentage	600	456	76

Admission Details			
Admission Number	66A225U052	Date of Admission	01/01/2023

Document Details			
Sl No.	Document Name	Status	View
1	10th Marksheet	Attached	View
2	12th Marksheet	Attached	View
3	12th Migration Certificate	Unattached	View

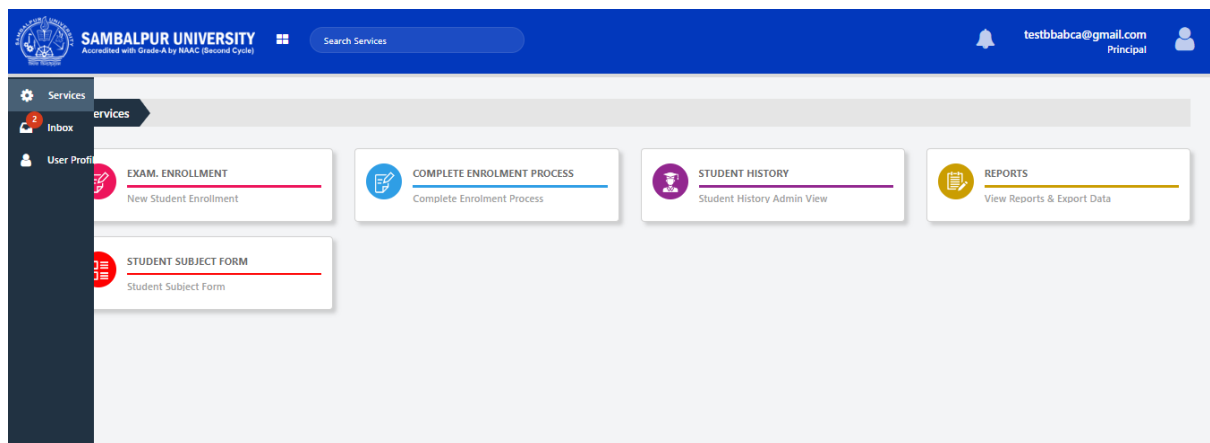
Payment Details												
Sl No.	APP ID	Common APP ID	Transaction Date	Roll No	Dept. Fee	Portal Fee	Other Charges	Late Fee	Total	Exam Type	Semester	Path
1	2007202310000055			NA	0.00	0.00	0.00	0.00	0.00	NA	Enrollment	View

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20. Now the application shall be forwarded to the Principal for his approval. He may approve or reject. If he approves then the student Roll No. gets generated
21. The college principal shall login to the application and selects the inbox



22. Under Action inbox, there will be a Search Filter and Search Result sections. Search Filter shall have options, From Date, To Date, Service, Status and Application ID

23. Filter result shall be displayed under Search Filter section. The Principal shall locate the student name/Application Id, selects single or multiple application ids and clicks on Approve or Reject button after viewing the Acknowledgement.

Search Results

Application Id	Student Name	College Name	Admission Number	Application Status	SLA	Last Modified On	Due Date	View
<input type="checkbox"/> 160120230000050	TEST DOC TWO	School of Business Management, Bargarh	BB422SU047	Sent To Principal	4	17/01/2023	21/01/2023	<a href="#">Acknowledgement</a>

10 Records per page | Showing 1 to 1 of 1 entries

Remarks\*

24. The Student History displays the generated Roll No after the application's approval by the principal. The Roll No shall be auto generated.

Application Id	Registration No	Roll No	Application Date	Student Name	Admission No	Admission Date	Branch	College Code	Admission Year	Status
50420210000372	--	--	05/04/2021	pragyan Kar	20/000/SH/004	01/04/2021	SH	000	2020	Initiated
50420210000367	--	S00021CC001	05/04/2021	Shiv Prasad	21/000/SH/015	04/04/2021	SH	000	2021	Approved
310320210000350	--	S00021CH006	31/03/2021	Minati Guru	21/000/SH/014	31/03/2021	SH	000	2021	Approved
310320210000344	--	--	31/03/2021	avipsa das	21/000/SH/013	31/03/2021	SH	000	2021	Initiated
300320210000339	--	S00021CH005	30/03/2021	Test Roll	21/000/SH/012	30/03/2021	SH	000	2021	Approved
300320210000334	--	S00020GEL001	30/03/2021	Taj Singh	20/000/SH/003	29/03/2021	SH	000	2020	Approved
300320210000323	--	S00021ELE002	30/03/2021	Anita Panda	21/000/SH/011	30/03/2021	SH	000	2021	Approved
300320210000319	--	--	30/03/2021	aks das	21/000/SH/010	30/03/2021	SH	000	2021	Initiated
300320210000317	--	S00021BCT001	30/03/2021	ruhi das	21/000/SH/009	30/03/2021	SH	000	2021	Approved
280320210000305	--	S00021CH004	28/03/2021	Aman	21/000/SH/008	28/03/2021	SH	000	2021	Approved

25. The Action Details in Acknowledgement in Student History shall display the status as Roll No generated

Exam Name	Roll No / Reg. No	Board Name	Examination Period	Passing Year	Grade Type	Total Mark	Marks Obtained	Percentage
10th	1	4	w	2014	Percentage	600	440	73.33
12th	2	ghj	ghf	2016	Percentage	600	400	66.67

Admission Number	BRAC210001	Date of Admission	04/03/2021
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Sl No.	Document Name	Status	View
1	10th Marksheet	Attached	View
2	12th Marksheet	Attached	View
3	12th Migration Certificate	Attached	View

Sl No.	APP ID	Common APP ID	Transaction Date	Roll No	Dept. Fee	Partial Fee	Other Charges	Late Fee	Total	Exam Type	Semester	Path
1	1812202000009	1812202000009	16/12/2020	18188A22001	0.00	1.00	0.00	0.00	1.00	100	100	Download

Sl No.	Created By	Recommendation	Remarks	Created On
1	DEO	Form Submitted	Application Submitted in the System	December 15, 2022 12:01 PM
2	DEO	Sent to Principal	Verified	December 15, 2022 12:02 PM
3	Principal	Sent to University Admin	Approved for Roll No Generation	December 15, 2022 12:06 PM
4	Super Admin	Approved for Roll No. Generation	Approved	December 15, 2022 12:06 PM
5	System	Roll No. Generated	Roll No. Generated	January 8, 2023 12:45 PM

26. Both principal and Super Admin (University Admin) shall be able to complete the enrollment process like DEO. In that case there will not be any approval required from the principal and the Roll no shall be automatically generated as the application form is submitted after duly filled and the payment is successfully made.

27. For any help all the user roles shall be able to contact Support for technical queries through [cscsu.help@ gmail.com](mailto:cscsu.help@ gmail.com) email id.





**NOTE:**

- After Completion of Enrollment, BBA students' subject preference must be chosen .
- The students having the subject selected will be eligible for form fill up.
- Please follow the User Manual of "BBA Student Subject Form Process-Sambalpur University" to know the process to select subjects for each student.

**Back Paper Enrollment Process:**

The enrollment process for students with back papers is same as regular student enrollment process.

The University need to provide the roll numbers of students with back papers details.