



THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

USER MANUAL FOR STUDENT REGISTRATION

Version 1.0
Jan-2018

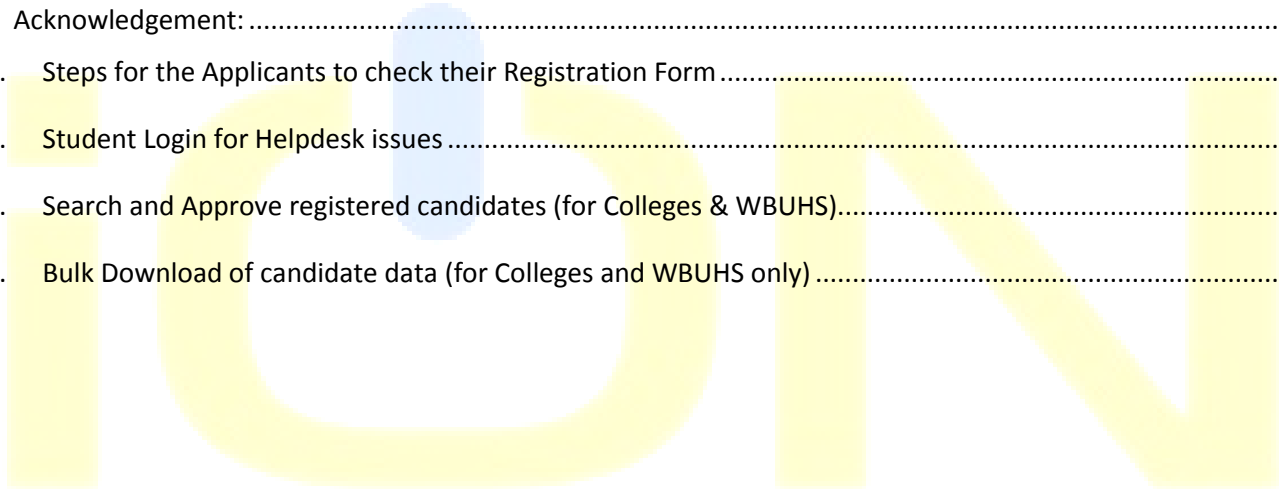


TATA CONSULTANCY SERVICES

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1. Introduction

In order to enable the colleges affiliated under The West Bengal University of Health Sciences to register their students online, TCS iON eForms solution has provided the required online tool. This manual has been written to help the applicants to understand and use the registration form webpage of The West Bengal University of Health Sciences.

2. Steps for Online Registration Process

The online students' registration process consists of the following steps:

STEP- I: Visit the website of **The West Bengal University of Health Sciences** (<http://www.wbuhs.ac.in/>)

STEP-II: Click on the Online Student Registration Link.

STEP-III: The login form will be displayed as below. Please provide the following details and mention the **CORRECT and UPDATED** mobile number (without DND) where the UserID and Password will be sent.

The screenshot shows the registration form for The West Bengal University of Health Sciences. The form is titled "Registration Form" and is divided into two main sections: "Personal Details" and "Course Details".

Personal Details:

- *Student Name: [Text Input Field] (As recorded in the previous Qualifying Examination)
- *Date of Birth: [Text Input Field] (DD/MM/YYYY according to Admit Card/Pass Certificate of M.P./Equivalent Examination)
- *Father's Name: [Text Input Field]
- *Mobile No.: [Text Input Field]
- *Email ID: [Text Input Field]

Course Details:

- *Degree: UG Degree PG Degree PD
- *College Name: [Dropdown Menu]
- *Subject: [Dropdown Menu]
- *Course Of Study: [Dropdown Menu]
- *College ID: [Text Input Field]
- Session: 2017-2018

A CAPTCHA image is displayed at the bottom, showing the text "8 a S w 2 n b". Below the image, there is a text input field and a "Get New Image" button. A "Submit" button is located at the bottom right of the form.

Figure 1. Initial Login Page

STEP-IV: Click the “Complete Registration” button as shown below:

The login id and password for WBUHS Registration is sent to your your registered Mobile Number .
Please click on the button below to go to complete the Registration Page.
In case of any issues/concern please go to the HelpDesk Tab.

Complete Registration

Student Profile Details

Application Sequence Number: **179D0110002**
 Session: **2017-2018**
 Student Name: **SAJMON**
 Degree: **UG**
 Course of Study: **B.Sc in Critical Care Technology**
 Subject: **Critical Care Technology**
 College Id: **9D011**
 College Name: **SANJIBAN INSTITUTE OF HEALTH SCIENCE**
 Date Of Birth: **01-02-2001**
 Father's Name: **DASDAD**

Contact Details

Email ID: **asdad@abc.com**
 Mobile Number: **9999999999**

STEP-V: Go through the Instructions and click on “I Agree” to proceed further.

of Health Sciences

INSTRUCTIONS

d. For the candidates other than “INDIAN” nationality, “No Objection Certificate” must be submitted from Ministry of External Affairs and Ministry of Health & Family Welfare (Govt. of India).

e. Age Proof certificate.

f. Letter of permission from the employer, if employed

g. Registration Fee of Rs. 2000/- (Rupees Two thousand). FOR CANDIDATES WHO HAVE ALREADY PAID THE REGISTRATION FEES THROUGH OFFLINE MODE, MUST ENTER THE PAYMENT CODE NO. TO BE ISSUED BY THE PRINCIPAL, AT THE TIME OF ONLINE SUBMISSION OF APPLICATION. CANDIDATES WHO ARE YET TO PAY THE REGISTRATION FEES, SHALL PROCEED WITH THE ONLINE MODE OF PAYMENT.

h. Self-attested hard copies of documents mentioned in a), c), d), e) & f) and ORIGINAL Migration Certificate/ School Leaving Certificate have to be sent to the University through the Head of the Institution.

i. Until the original Migration certificates / School Leaving certificate is received in the University, admission is considered as provisional. Final Registration will be confirmed only after receipt of these documents.

j. NO CANDIDATE IS ALLOWED REGISTRATION IN 2 (TWO) OR MORE UNIVERSITIES OR 2(TWO) OR MORE COURSES IN THE SAME UNIVERSITY AT THE SAME TIME. IF FOUND SO, HIS/HER REGISTRATION IS LIABLE TO BE CANCELLED ALONGWITH ADMISSION TO THE COURSE(S).

I Agree

Figure 2. Login Instructions

STEP-VI: The Registration home page will be displayed with 4 tabs:–

- a.) Check Eligibility Status
- b.) Basic Details
- c.) Qualifications
- d.) Payment Details

Check Eligibility Status

Figure 3. Check Eligibility Details

| Sl No. | Label Type | Actions to be performed |
|--------|--------------------------------------|--|
| 1 | Degree | The Degree for which registration will take place will be pre-selected |
| 2 | Course of Study | The course of study according to the type of degree will be pre-selected. |
| 3 | Subject | The subject pertaining to the course of study will be pre-selected |
| 4 | Caste Category | Select the caste and upload the caste certificate for the candidates other than General. |
| 5 | Whether employed to any Organization | If “Yes”, then upload the No Objection certificate from the Employer. |
| 6 | College Name | The College name will also be pre-selected. |
| 7 | College ID | According to the College selected, College ID will be auto-populated. |
| 8 | Higher Secondary Marks Details | For the U.G. candidates, provide the Higher Secondary marks details and check the eligibility. |
| 9 | Total Aggregate Marks | Total Aggregate Marks will be auto-calculated. |

STEP-VII: Proceed to “**Basic Details**” and fill-up the details as shown below:

Basic Details

Figure 4. Basic Details

| Sl No. | Label Type | Actions to be performed |
|--------|--------------|---|
| 1 | Student Name | The correct name of the Applicant as mentioned in previous qualifying examination will be pre-selected. For the Female married candidates, Name should be filled as Maiden Name followed by the Surname after marriage within brackets. |

| | | |
|---|-----------------------|---|
| 2 | Date of Birth | Choose the Date of Birth in DD/MM/YYYY format. This date of birth should be same as mentioned in the Age-proof document uploaded. This will be pre-selected. |
| 3 | Gender | Select the Gender from the list. |
| 4 | Marital Status | Select the Marital Status from the list. |
| 5 | Differently Abled | Click Yes or No depending on whether student is disabled/handicapped. If “Yes”, then provide the “Handicap Card No.” |
| 6 | Nationality | Select the “Nationality” from the list. If the nationality is “Indian”, then provide the Aadhar No. If the nationality is other than “Indian”, then provide the Passport No. and upload the no-objection certificate from Ministry of External Affairs and Ministry of Health & Family Welfare. |
| 7 | Religion | Select Religion from list. If not mentioned, select Other. |
| 8 | Mother’s Name | Enter the correct Mother’s Name |
| 9 | Father’s Name | Father’s Name will be pre-filled. |
| 10 | Address Line1, 2 | Enter the correct Address. |
| 11 | City/Locality/Village | Enter the correct City/Locality/Village |
| 12 | Country | Enter the correct Country |
| 13 | State | Enter the correct State |
| 14 | District | Enter the correct District |
| 15 | Pincode | Enter the correct Pincode |
| <p><i><u>If the Permanent Address is same as that of Present Address click “Yes”, otherwise “No” and fill-up the Present Address.</u></i></p> | | |
| 16 | E-mail ID | The E-mail Id will be pre-filled. |
| 17 | Mobile No. | The Mobile No. will be pre-selected. SMS will be sent to the Applicant for viewing his/her Registration form after submission. |

Please provide the CORRECT mobile number as there will be notification to all the successfully registered candidates through SMS after submission of the Registration form. SMS once sent will not be resent again so please don’t delete.

Click Next to Move to the “Qualification” Section.

Qualification

STEP-VIII – Provide the Previous Academic Qualification(s) details as shown below:

Figure 5. Qualification Details

| Sl No. | Label Name | Actions to be performed |
|--------|--|---|
| 1 | Name of Examination | Enter the previous name of the examination qualified. |
| 2 | Board/University | Enter the name of the Board/University. |
| 3 | Year of Passing | Select the correct Year of Passing from the drop-down. |
| 4 | Roll No. | Enter the previous roll no. |
| 5 | Total Marks | Enter the total marks. |
| 6 | Marks Obtained | Enter the marks obtained |
| 7 | Marks% | Marks% will be auto-calculated |
| 8 | Upload Marksheets and certificates | Marksheets and Certificates can be uploaded in a zip file. |
| 9 | Break in Studies | If “Yes”, then upload applicant’s self-declaration |
| 10 | Whether registered in West Bengal University of Health Science | If “Yes”, then provide the WBUHS Registration No. If “No”, then provide the name of any other university from where the applicant has qualified. Please select “No” if the applicant has not qualified from any University. |

Scroll down to upload photo and signature

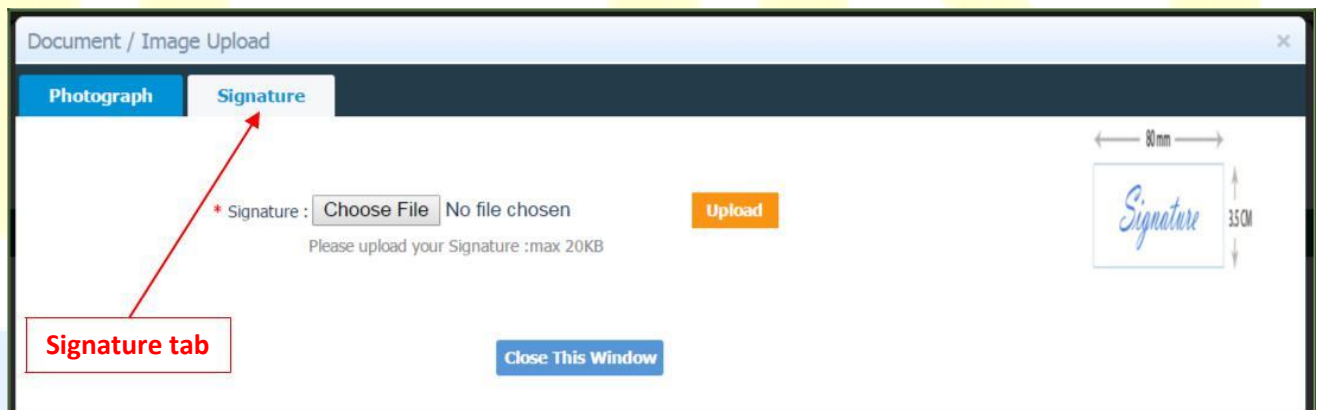
Upload Photo and Signature

1) Click on 'here' as shown. The following screen appears.



- Create or scan a photograph of dimensions **30mm width and 45 mm height** as shown
- Ensure that the photograph does not exceed 30KB in size
- Click Choose File, select the scanned photograph file and then click Upload

2) Click Signature tab beside Photograph as shown below



- Scan your signature of the dimension **80mm width X 3.5 cm height** as shown
- Ensure that the scanned image does **NOT** exceed 20KB in size
- Click Choose File, select the scanned signature file and then click Upload

Click Next to proceed for "Payment Details" section

Payment Details

Step-IX – Provide the necessary details for payment of Registration fees as shown below:

Figure 6. Payment Details

If the Registration Fees is already paid offline, then provide the 8-character Payment Code Number to be issued by the Principal of the College.

If the Registration Fees is **not** paid offline, then after previewing the form this will further lead to the online mode of payment as shown below:

Figure 7. Online Payment Page

Declaration

- 1) Read the declaration and click on the radio button beside 'I Agree'.
- 2) Click "Preview Application" before final submission to check all the details of the candidates.
- 3) Click Submit button.

Acknowledgement:

Once the student registration form is submitted successfully, an acknowledgement number for the student registration will be generated, please note this number corresponding to the student name for future reference by the applicant and the college.

The snapshot of the Registration form is given below:

Print Form Edit Logout

Student Registration Form

Student Profile Details

Application Sequence Number: 92

Student Name: KRISHNA PRASAD

Degree: UG

Course of Study: Bachelor in Prosthetic and Orthodontics

Subject: Bachelor in Prosthetic & Orthodontics

College Id: 88001

College Name: NATIONAL INSTITUTE FOR LOCOMOTOR DISABILITIES (DIVYANGJAN)

Date Of Birth: 2001-01-03

Gender: Female

Marital Status: Single

Is Differently Abled?: No

Religion: Hindu


Caste Category: GENERAL

Mother's Name: SDASD

Father's Name: SDCXZCX

If Minority Community?: No

Aadhar Number: 121234124312



KRISHNA PRASAD
Roll No. 12345678

Age Proof Certificate

To view Age Proof Certificate, [click here](#).

Higher Secondary Marks Details

| Subjects | Total Marks | Obtained Marks | Marks% |
|-----------------------------------|-------------|----------------|--------|
| Physics | 100 | 78 | 78.00 |
| Chemistry | 100 | 67 | 67.00 |
| Biology | 100 | 98 | 98.00 |
| Total Aggregate Percentage | | | |
| Total PCB Percentage: 81 | | | |

Permanent Address Details

Address Line 1: rwerwer4231233

City/Locality/Village: fdfdf312312

District: Darjeeling

State: West Bengal

Country: India

Pincode: 123123

Present Address Details

Address Line 1: rwerwer4231233

City/Locality/Village: fdfdf312312

District: Darjeeling

State: West Bengal

Other State:

Country: India

Pincode: 123123

Address for Correspondence

Email ID: abc@gmail.com

Mobile Number: 9830301782

Previous Academic Qualification(s)

| Sr no. | Name Of Examination | Board/University | Year of Passing | Roll No. | Total Marks | Marks Obtained | Marks % | Marksheets |
|-------------------|---------------------|------------------|-----------------|----------|-------------|----------------|---------|------------|
| To view Marksheet | | | | | | | | |

Break In studies

Whether you have any Break in studies: **N**

Previously Admitted to any other University

Whether you have previously admitted to any other University?: **N**

Previously Admitted to West Bengal University of Health Science

Whether previously admitted in West Bengal University of Health Science?: **N**

Registration fees Payment Status


Registration fees(Paid/Not Paid) Yes

Payment Details(If Registration fee already paid)

Payment Code Number: 1234

Declaration

"I hereby declare that all the particulars stated in this application form are true to the best of my knowledge and belief. If any of these information provided is found false/incorrect, I shall abide by the actions/decisions taken by the University."



Signature

Figure 8. Snapshot of Registration Form

3. Steps for the Applicants to check their Registration Form

Once the Registration form is successfully submitted, students will receive an SMS with their respective User ID and Password to login and check their registration form. Applicants are requested to provide their **CORRECT UPDATED** mobile no. The applicants will check their registration forms through the following steps.

STEP- I : Visit the website of **The West Bengal University of Health Sciences**
(<http://www.wbuhs.ac.in/>)

STEP- II : Click on [Registered Applicant's Application Form Login](#)

STEP- III : The login form will be displayed. Input your User ID and password received through SMS as shown below:



West Bengal University
of Health Sciences

Login

User Login

*Application Sequence Number/User ID

*Password

Login

Version 13.03.01

[Applicant's Login](#)


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STEP- IV : After Login, view the Registration Form as shown below. Check all the details mentioned in the Registration form.

Print Form Edit Logout

Student Registration Form

Student Profile Details

| | |
|--|---|
| Application Sequence Number: 92 |  |
| Student Name: KRISHNA PRASAD | |
| Degree: UG | |
| Course of Study: Bachelor in Prosthetic and Orthodontics | |
| Subject: Bachelor in Prosthetic & Orthodontics | |
| College Id: 88001 | |
| College Name: NATIONAL INSTITUTE FOR LOCOMOTOR DISABILITIES (DIVYANGJAN) | |
| Date Of Birth: 2001-01-03 | |
| Gender: Female | |
| Marital Status: Single | |
| Is Differently Aabled?: No | |
| Religion: Hindu | |
| Caste Category: GENERAL | |
| Mother's Name: SDASD | |
| Father's Name: SDCZCZX | |
| If Minority Community?: No | |
| Aadhar Number: 121234124312 | |

Age Proof Certificate

To view Age Proof Certificate,here.

Higher Secondary Marks Details

| Subjects | Total Marks | Obtained Marks | Marks% |
|-----------|-------------|----------------|--------|
| Physics | 100 | 78 | 78.00 |
| Chemistry | 100 | 67 | 67.00 |
| Biology | 100 | 98 | 98.00 |

Total Aggregate Percentage

Total PCB Percentage: 81

Permanent Address Details

Address Line 1: rwerwer4231233
 City/Locality/Village: fdfdf312312
 District: Darjeeling
 State: West Bengal
 Country: India
 Pincode: 123123

Present Address Details

Address Line 1: rwerwer4231233
 City/Locality/Village: fdfdf312312
 District: Darjeeling
 State: West Bengal
 Other State:
 Country: India
 Pincode: 123123

Address for Correspondence

Email ID: abc@gmail.com
 Mobile Number: 9830301782

Previous Academic Qualification(s)

| Sr no. | Name Of Examination | Board/University | Year of Passing | Roll No. | Total Marks | Marks Obtained | Marks % | Marksheets |
|--------|---------------------|------------------|-----------------|----------|-------------|----------------|---------|--------------------|
| | | | | | | | | To view Marksheets |

Break In studies

Whether you have any Break in studies: **N**

Previously Admitted to any other University

Whether you have previously admitted to any other University?: **N**

Previously Admitted to West Bengal University of Health Science

Whether previously admitted in West Bengal University of Health Science?: **N**

Registration fees Payment Status


Registration fees(Paid/Not Paid) **Yes**

Payment Details(If Registration fee already paid)

Payment Code Number 1234

Declaration

"I hereby declare that all the particulars stated in this application form are true to the best of my knowledge and belief. If any of these information provided is found false/incorrect. I shall abide by the actions/decisions taken by the University."


Signature

STEP- V : After checking all the details if any discrepancy is found in the Registration form, then there is a provision to edit the form by the applicant.

STEP- VI : Print the Registration form and Logout from the Registration Form.

If the Applicant forgets/wants to change the password then follow the below mentioned steps:

Step-I: Click on the Forgot Password.

Step-II: Enter the User ID and type the text as shown below:

West Bengal University of Health Sciences

LOGIN

Applicant`s Login

*User Id

*Password

Login

[Forgot Password?](#) [Change Password](#)

*Please enter your User Id

u h w j m d p

Get New Image

Type the text shown in the image above.
Enter 7 characters. No spaces.
No special characters.

Help

Get Password

Step-III: The Password will be sent to the Student’s mobile number as given by the College while filling up the form.

If the student wants to change the Password, then follow the below mentioned steps:

Step-I: Click on the Change Password.

Step-II: Enter the User ID, Current Password, new Password and confirm the New Password as shown below:



The screenshot shows the 'Change Password' interface for the West Bengal University of Health Sciences. At the top left is the university's logo, and to its right is the name 'West Bengal University of Health Sciences' in a stylized font. Below this is a dark blue header with the text 'Change Password' in white. Underneath the header is a light blue box containing the instruction 'Please Enter The Required Details To Change Your Current Password.' Below this instruction are four input fields, each with a label and an asterisk: '*User Id', '*Current Password', '*New Password', and '*Confirm Password'. A note below the fields states 'Note: New Password can not be same as current password.' At the bottom center of the form is a blue button labeled 'Change Password'.

Step-III: The Password will be changed.

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4. Student Login for Helpdesk issues

If the applicant faces any issue while filling-up the forms, then follow the below-mentioned steps:

Step-I: Click on the “Helpdesk” button as displayed below:

Step-II: Click on “Log Grievance” as shown below:

Step-III: Select the correct Problem Category and its corresponding type, provide problem statement and submit the issue as shown below:

Finally the issue will be logged as shown below:



 *West Bengal University
of Health Sciences*

Grievance Details

Grievance Details

Grievance Number : 73

Current Status : **Open**

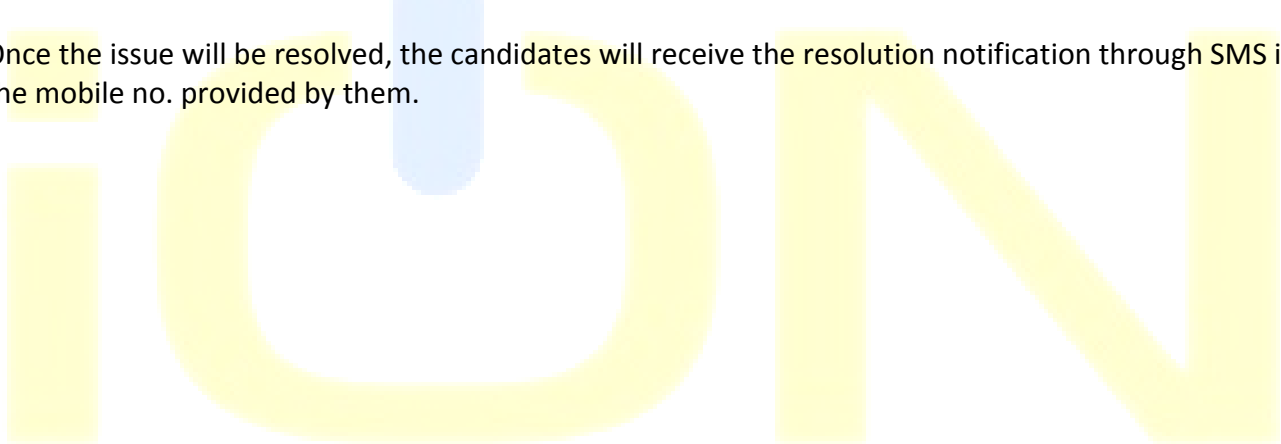
Problem Category : **Certificate Upload**

Problem Type : **Upload Issue**

Problem Statement : **Uploading delay**

Close

Once the issue will be resolved, the candidates will receive the resolution notification through SMS in the mobile no. provided by them.



5. Search and Approve registered candidates (for Colleges & WBUHS)

The candidates who have been registered for the examination can be searched and their registration form can be approved / kept on-hold/ rejected. The following steps may be followed:

1. Open the website of **The West Bengal University of Health Sciences** (<http://www.wbuhs.ac.in/>)
2. Click on the [Online College Registration Link](#).
3. The login form will be displayed. Input your college login id and password shared by the university and click on Login. This login id and password will be shared with the College.



Figure 9. Login Page




4. The application home page will be displayed. Click on the eForms button  on the top of the home page highlighted below.



Figure 10. eForms Link on Home Page

5. If the e-Forms  icon is not visible after login then you need to click on  button on bottom left corner of the home page as shown below and then the e-Forms application will be available.

6. In order to make the EForms application displayed on the top panel always, **right click the EForms application** and then click on **Add to Quick Launcher** option.



Figure 11. Access eForms Application

7. Click on **“2-Student Registration”** to approve the status of the registration form of the applicant as shown below:



Figure 12. Student Registration

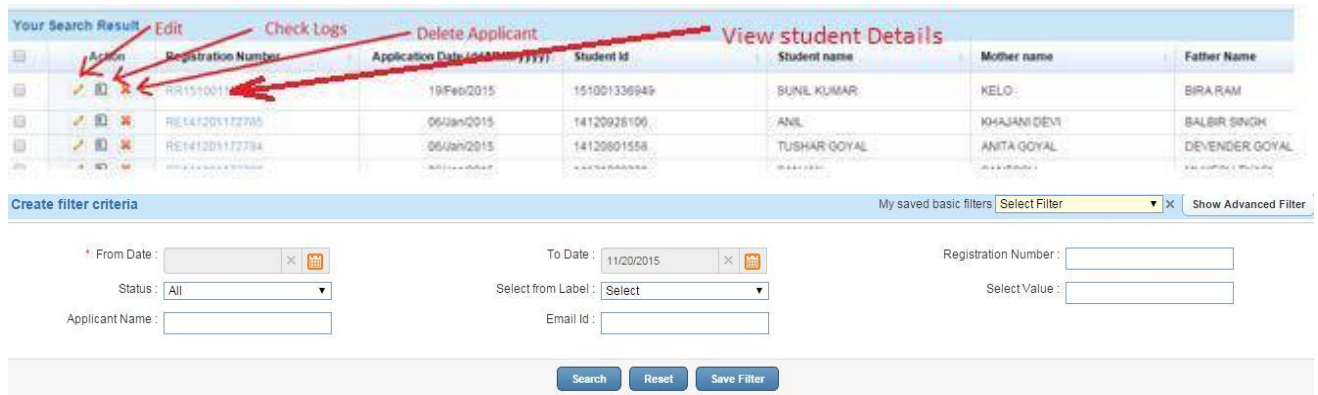
8. Select **“Search”** from the options available:



9. The “Search” criterion can be entered and any candidate or candidates can be searched:

The candidate records will appear. For each candidate following operations can be performed and the concerned buttons are highlighted on the following image:

- a) View – View the Candidates Registration details
- b) Edit – Edit the candidate’s application
- c) Check logs – The logs of update of the candidate record can be checked.
- d) Delete – The candidate application can be deleted.



10. Click on the Application Sequence No. of each applicant to approve / keep on-hold/ reject the Registration application as shown below:

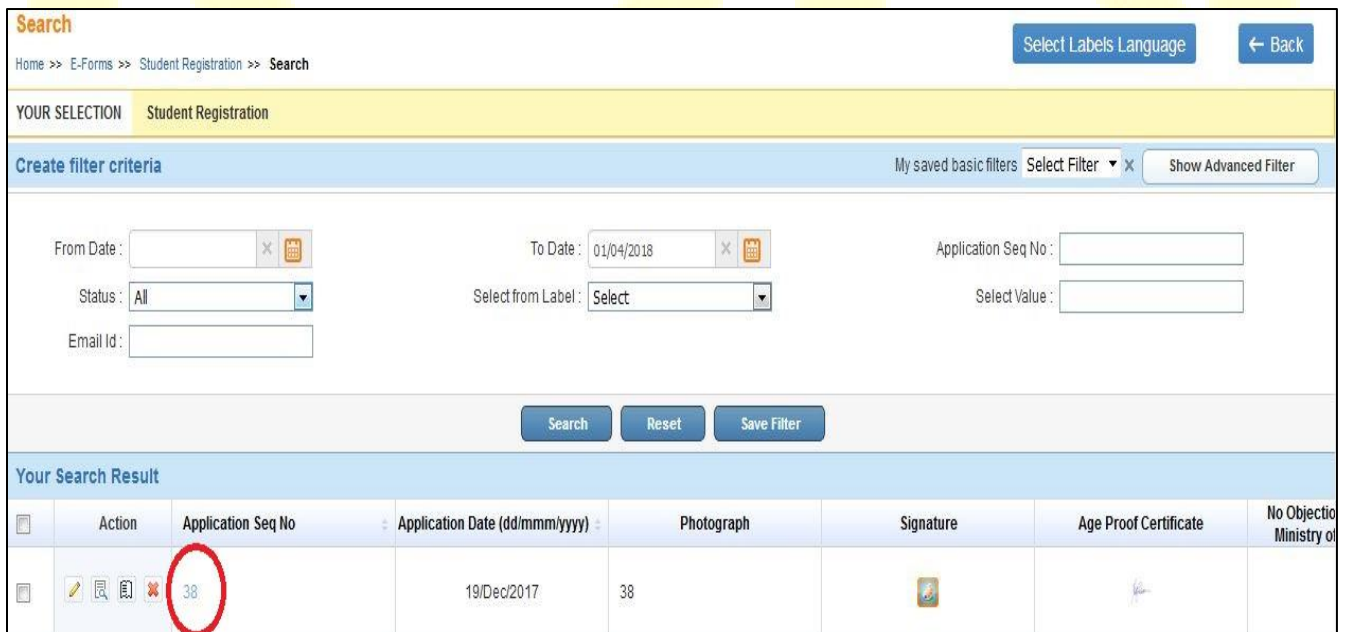
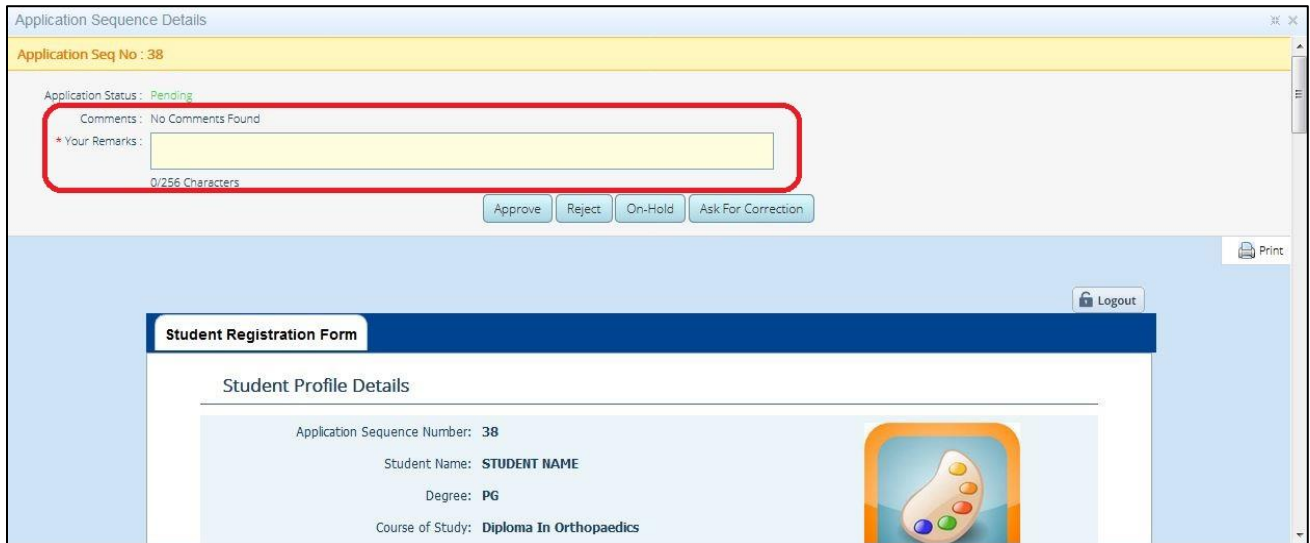


Figure 13. Candidate Search Data

11. Then the applicant's Registration form will be displayed as shown below. Go through the entire form thoroughly and click on "Approve", "Reject", "On-hold", "Ask for correction" with proper remarks as highlighted below. This will be in turn notified to the applicant through SMS.



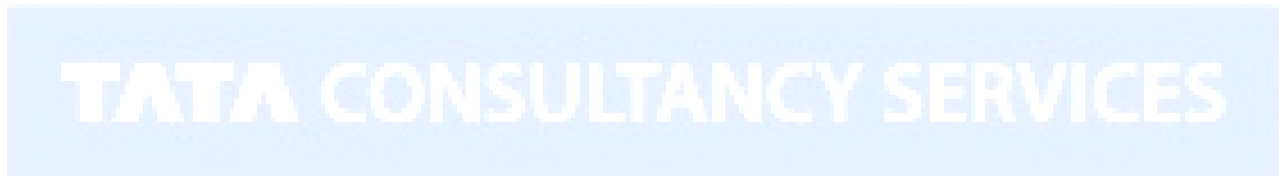
The screenshot shows a web application window titled "Application Sequence Details". At the top, it displays "Application Seq No : 38". Below this, the "Application Status" is "Pending". A red box highlights the "Comments : No Comments Found" and the "* Your Remarks:" text input field, which has a character count of "0/256 Characters". Below the input field are four buttons: "Approve", "Reject", "On-Hold", and "Ask For Correction". In the top right corner, there is a "Print" icon and a "Logout" button. The main content area is titled "Student Registration Form" and contains "Student Profile Details" with the following information: "Application Sequence Number: 38", "Student Name: STUDENT NAME", "Degree: PG", and "Course of Study: Diploma In Orthopaedics". There is also a small graphic of a hand holding a palette.

Figure 14. Approval of Registration form

After this, the status of the Application form will be changed accordingly as shown below:



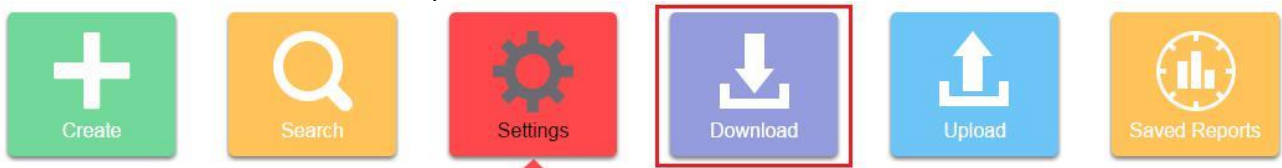
This is a close-up screenshot of the application form. It shows "Application Seq No : 38" at the top. Below that, the "Application Status" is now "Approved" in green text. The "Comments" field shows "ok". The "* Your Remarks:" text input field is still present and empty.



6. Bulk Download of candidate data (for Colleges and WBUHS only)

The candidates who have been registered for the examination can be searched and their information can be edited. The following steps to be followed:

1. The steps I to V are to be followed as mentioned in the **Steps for Online Registration Process** section to open the **Students Registration Form**.
2. Select “Download” from the options available:



3. There will two options available:

- a) Download Application – To download all the data of the applied candidates in Excel.
- b) Download template – To download the template in which data can be added and uploaded. There will be no candidate data downloaded in this option. This will give all the mandatory columns that need to be present in the excel file to be uploaded.

* Please select your download criteria for the selected form

Download Application Download Template

Student Profile Qualifications Enrolment Information Registration Info Select All

Select the data field you need for the excel template download.
Required fields cannot be unchanged.

| | | | |
|---|---|--|---|
| <input checked="" type="checkbox"/> Application Seq No* | <input checked="" type="checkbox"/> Application Status* | <input checked="" type="checkbox"/> Remarks* | <input checked="" type="checkbox"/> Application Date* |
| <input type="checkbox"/> Student Name | <input type="checkbox"/> Course | <input type="checkbox"/> Honours Or Pass | <input type="checkbox"/> Stream Or Subject |
| <input type="checkbox"/> Date Of Birth | <input type="checkbox"/> Gender | <input type="checkbox"/> Marital Status | <input type="checkbox"/> Differently Abled |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Caste | <input type="checkbox"/> Minority Community | <input type="checkbox"/> Mother Name |
| <input type="checkbox"/> Father Name | <input type="checkbox"/> Husband Name | <input type="checkbox"/> BuildingOrAvenue | <input type="checkbox"/> LocalityOrVillage |
| <input type="checkbox"/> PO | <input type="checkbox"/> City | <input type="checkbox"/> District | <input type="checkbox"/> State |
| <input checked="" type="checkbox"/> Country* | <input type="checkbox"/> Other City | <input type="checkbox"/> Other District | <input type="checkbox"/> Other State |
| <input type="checkbox"/> Other Country | <input type="checkbox"/> Pincode | <input type="checkbox"/> Email ID | <input type="checkbox"/> Mobile Number |
| <input type="checkbox"/> STD Code | <input type="checkbox"/> Phone No | <input type="checkbox"/> Course Code | <input type="checkbox"/> If Minority Community |

Below the two options the candidate information that is to be downloaded can be selected. For example, if we want to download the date of birth and the name of the candidates.

4. Click “Download” to download the template or the data as required.

| | A | B | C | D | E | F | G | H | | |
|---|--------------------|------------|---------|------------------------|--------------|---------------|---------|---|------|------|
| 1 | Application Seq No | App Status | Remarks | App Date (dd/MMM/yyyy) | Student Name | Date Of Birth | Country | Country where the Board Or Council situated | 10th | Co |
| 2 | 1 | Approved | | 15/Nov/2015 | Danish | 07/02/2002 | India | India | | Indi |
| 3 | 2 | Pending | | 18/Nov/2015 | Akshat | 07/02/2002 | India | India | | Indi |
| 4 | 3 | Pending | | 18/Nov/2015 | Nishakar | 07/02/2002 | India | India | | Indi |
| 5 | 4 | Pending | | 18/Nov/2015 | Poornima | 07/02/2002 | India | India | | Indi |

Once the candidate data or the template is downloaded and necessary data updates are completed, it can be uploaded using the upload option as explained in the following Bulk Upload of Candidate Data section.

-----END OF THE USER MANUAL -----