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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.

![Initial Login Page](image-url)

*Figure 1. Initial Login Page*
STEP-IV: Click the “Complete Registration” button as shown below:

![Student Registration Form]

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

Figure 2. Login 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. Selfattested 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).
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

![Check Eligibility Status](image)

**College Status**

- **College Name**: SANJIBAN INSTITUTE OF...
- **College ID**: 9D011

**Higher Secondary Marks Details**

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Total Marks</th>
<th>Obtained Marks</th>
<th>Marks%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Aggregate Marks

- **Save & Next**

![Figure 3. Check Eligibility Details](image)

**Actions to be performed**

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Label Type</th>
<th>Actions to be performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Degree</td>
<td>The Degree for which registration will take place will be pre-selected</td>
</tr>
<tr>
<td>2</td>
<td>Course of Study</td>
<td>The course of study according to the type of degree will be pre-selected.</td>
</tr>
<tr>
<td>3</td>
<td>Subject</td>
<td>The subject pertaining to the course of study will be pre-selected.</td>
</tr>
<tr>
<td>4</td>
<td>Caste Category</td>
<td>Select the caste and upload the caste certificate for the candidates other than General.</td>
</tr>
<tr>
<td>5</td>
<td>Whether employed to any Organization</td>
<td>If “Yes”, then upload the No Objection certificate from the Employer.</td>
</tr>
<tr>
<td>6</td>
<td>College Name</td>
<td>The College name will also be pre-selected.</td>
</tr>
<tr>
<td>7</td>
<td>College ID</td>
<td>According to the College selected, College ID will be auto-populated.</td>
</tr>
<tr>
<td>8</td>
<td>Higher Secondary Marks Details</td>
<td>For the U.G. candidates, provide the Higher Secondary marks details and check the eligibility.</td>
</tr>
<tr>
<td>9</td>
<td>Total Aggregate Marks</td>
<td>Total Aggregate Marks will be auto-calculated.</td>
</tr>
</tbody>
</table>
STEP-VII: Proceed to “Basic Details” and fill-up the details as shown below:

Basic Details

![Basic Details Form](image)

**Figure 4. Basic Details**

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Label Type</th>
<th>Actions to be performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student Name</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>Date of Birth</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>Gender</strong></td>
<td>Select the Gender from the list.</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>Marital Status</strong></td>
<td>Select the Marital Status from the list.</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td><strong>Differently Abled</strong></td>
<td>Click Yes or No depending on whether student is disabled/handicapped. If “Yes”, then provide the “Handicap Card No.”</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td><strong>Nationality</strong></td>
<td>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 &amp; Family Welfare.</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td><strong>Religion</strong></td>
<td>Select Religion from list. If not mentioned, select Other.</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td><strong>Mother’s Name</strong></td>
<td>Enter the correct Mother’s Name</td>
</tr>
<tr>
<td><strong>9</strong></td>
<td><strong>Father’s Name</strong></td>
<td>Father’s Name will be pre-filled.</td>
</tr>
<tr>
<td><strong>10</strong></td>
<td><strong>Address Line 1, 2</strong></td>
<td>Enter the correct Address.</td>
</tr>
<tr>
<td><strong>11</strong></td>
<td><strong>City/Locality/Village</strong></td>
<td>Enter the correct City/Locality/Village</td>
</tr>
<tr>
<td><strong>12</strong></td>
<td><strong>Country</strong></td>
<td>Enter the correct Country</td>
</tr>
<tr>
<td><strong>13</strong></td>
<td><strong>State</strong></td>
<td>Enter the correct State</td>
</tr>
<tr>
<td><strong>14</strong></td>
<td><strong>District</strong></td>
<td>Enter the correct District</td>
</tr>
<tr>
<td><strong>15</strong></td>
<td><strong>Pincode</strong></td>
<td>Enter the correct Pincode</td>
</tr>
<tr>
<td><strong>16</strong></td>
<td><strong>E-mail ID</strong></td>
<td>The E-mail Id will be pre-filled.</td>
</tr>
<tr>
<td><strong>17</strong></td>
<td><strong>Mobile No.</strong></td>
<td>The Mobile No. will be pre-selected. SMS will be sent to the Applicant for viewing his/her Registration form after submission.</td>
</tr>
</tbody>
</table>

If the Permanent Address is same as that of Present Address click “Yes”, otherwise “No” and fill-up the Present Address.

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

![Figure 5. Qualification Details](image)

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Label Name</th>
<th>Actions to be performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of Examination</td>
<td>Enter the previous name of the examination qualified.</td>
</tr>
<tr>
<td>2</td>
<td>Board/University</td>
<td>Enter the name of the Board/University.</td>
</tr>
<tr>
<td>3</td>
<td>Year of Passing</td>
<td>Select the correct Year of Passing from the drop-down.</td>
</tr>
<tr>
<td>4</td>
<td>Roll No.</td>
<td>Enter the previous roll no.</td>
</tr>
<tr>
<td>5</td>
<td>Total Marks</td>
<td>Enter the total marks.</td>
</tr>
<tr>
<td>6</td>
<td>Marks Obtained</td>
<td>Enter the marks obtained</td>
</tr>
<tr>
<td>7</td>
<td>Marks%</td>
<td>Marks% will be auto-calculated</td>
</tr>
<tr>
<td>8</td>
<td>Upload Marksheets and certificates</td>
<td>Marksheets and Certificates can be uploaded in a zip file.</td>
</tr>
<tr>
<td>9</td>
<td>Break in Studies</td>
<td>If “Yes”, then upload applicant’s self-declaration</td>
</tr>
<tr>
<td>10</td>
<td>Whether registered in West Bengal University of Health Science</td>
<td>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.</td>
</tr>
</tbody>
</table>
Scroll down to upload photo and signature

Upload Photo and Signature

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

![Document / Image Upload](Image)

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

2) Click Signature tab beside Photograph as shown below

![Signature tab](Image)

a) Scan your signature of the dimension **80mm width X 3.5 cm height** as shown
b) Ensure that the scanned image does NOT exceed 20KB in size
c) 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:

![Payment Details Diagram]

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:

![Online Payment Page Diagram]

**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:

![Snapshot of Registration Form](image)

---

**Student Profile Details**

- **Application Sequence Number**: 93
- **Student Name**: KRISHNA PRAGAD
- **Degree**: BSc
- **Course of Study**: Bachelor in Prosthetic and Orthodontics
- **Subject**: Bachelor in Prosthetic & Orthodontics
- **College Id**: 60001
- **College Name**: NATIONAL INSTITUTE FOR LOCOMOTOR DYSFUNCTION (DIVYANGAN)
- **Date Of Birth**: 2001-01-03
- **Gender**: Female
- **Marital Status**: Single
- **Is Differently Abled**: No
- **Religion**: Hindu
- **Caste Category**: GENERAL
- **Mother’s Name**: SUDHA
- **Father’s Name**: NICOLAS
- **If Minority Community**: No
- **Adhar Number**: 1212341234313

**Age Proof Certificate**

**Higher Secondary Marks Details**

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Total Marks</th>
<th>Obtained Marks</th>
<th>Marks%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physics</td>
<td>100</td>
<td>78</td>
<td>78.00</td>
</tr>
<tr>
<td>Chemistry</td>
<td>100</td>
<td>67</td>
<td>67.00</td>
</tr>
<tr>
<td>Biology</td>
<td>100</td>
<td>98</td>
<td>98.00</td>
</tr>
</tbody>
</table>

**Permanent Address Details**

- **Address Line 1**: 23456789012
- **City/Locality/Village**: COMPLETE ADDRESS
- **District**: DARJEELING
- **State**: WESTBENGAL
- **Country**: India
- **Pincode**: 123456

**Present Address Details**

- **Address Line 1**: COMPLETE ADDRESS
- **City/Locality/Village**: COMPLETE ADDRESS
- **District**: DARJEELING
- **State**: WESTBENGAL
- **Other State**: India
- **Country**: India
- **Pincode**: 123456

**Address for Correspondence**

- **Email ID**: abc@gmail.com
- **Mobile Number**: 9876543210

**Previous Academic Qualification(s)**

<table>
<thead>
<tr>
<th>Sr no.</th>
<th>Name Of Examination</th>
<th>Board/University</th>
<th>Year of Passing</th>
<th>Roll No.</th>
<th>Total Marks</th>
<th>Marks Obtained</th>
<th>Marks %</th>
<th>Marksheets</th>
</tr>
</thead>
</table>

**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 action/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/](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:

![Login Form](image)
**STEP- IV:** After Login, view the Registration Form as shown below. Check all the details mentioned in the Registration form.

---

### Student Profile Details

<table>
<thead>
<tr>
<th>Application Sequence Number</th>
<th>92</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>KRISHNA KMARAD</td>
</tr>
<tr>
<td>Degree</td>
<td>MSc</td>
</tr>
<tr>
<td>Course of Study</td>
<td>Bachelor in Prosthetic and Orthodontics</td>
</tr>
<tr>
<td>Subject</td>
<td>Bachelor in Prosthetic &amp; Orthodontics</td>
</tr>
<tr>
<td>University</td>
<td>NATIONAL INSTITUTE FOR LOCOMOTOR DISABILITIES (DIVYANGAN)</td>
</tr>
<tr>
<td>Date Of Birth</td>
<td>2001-01-03</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Marital Status</td>
<td>Single</td>
</tr>
<tr>
<td>Is Differently Abled</td>
<td>No</td>
</tr>
<tr>
<td>Religion</td>
<td>Hindu</td>
</tr>
<tr>
<td>Caste Category</td>
<td>GENERAL</td>
</tr>
<tr>
<td>Father's Name</td>
<td>NARENDRA</td>
</tr>
<tr>
<td>Mother's Name</td>
<td>SUNITA</td>
</tr>
<tr>
<td>If Minority Community</td>
<td>No</td>
</tr>
<tr>
<td>Adhaar Number</td>
<td>121234123412</td>
</tr>
</tbody>
</table>

### Age Proof Certificate

To view Age Proof Certificate, here.

### Higher Secondary Marks Details

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Total Marks</th>
<th>Obtained Marks</th>
<th>Marks %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physics</td>
<td>100</td>
<td>78</td>
<td>78.00%</td>
</tr>
<tr>
<td>Chemistry</td>
<td>100</td>
<td>87</td>
<td>87.00%</td>
</tr>
<tr>
<td>Biology</td>
<td>100</td>
<td>90</td>
<td>90.00%</td>
</tr>
</tbody>
</table>

Total PCE Percentage: 81

### Permanent Address Details

- Address Line 1: rtwrtds1231233
- City/Locality/Village: Infos71123123
- District: Darjeeling
- State: West Bengal
- Country: India
- Pincode: 123123

### Present Address Details

- Address Line 1: rtwrtds1231233
- City/Locality/Village: Infos71123123
- District: Darjeeling
- State: West Bengal
- Other State: India
- Pincode: 123123

### Address for Correspondence

- Email ID: abc@gmail.com
- Mobile Number: 09303017852

### Previous Academic Qualification(s)

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Name Of Examination</th>
<th>Board/University</th>
<th>Year of Passing</th>
<th>Roll No.</th>
<th>Total Marks</th>
<th>Marks Obtained</th>
<th>Marks %</th>
</tr>
</thead>
</table>

### 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 to 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."
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:

![Login Form Screenshot]

**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:

**Step-III:** The Password will be changed.
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:

![Helpdesk Button](image)

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

![Log Grievance Button](image)

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

![Grievance Form](image)
Finally the issue will be logged as shown below:

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](image)

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](image)

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](image)

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

![Figure 12. Student Registration](image)

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](image-url)
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.

Figure 14. Approval of Registration form

After this, the status of the Application form will be changed accordingly as shown below:
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:
   - **Download Application** – To download all the data of the applied candidates in Excel.
   - **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.

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.

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