भातखंडे संस्कृति विश्वविद्यालय
Bhatkhande Sanskriti Vishwavidyalaya

Directives for "Students" to Access and Navigate through "University Management System"

Step 1 – Register on the Portal

- To register on the University Management System as a student, navigate to the URL: http://apps.bhatkhandeuniversity.ac.in/exam/registration and choose your student category:
  - A. 1st Semester Student
  - B. 3rd Semester Student
- Upon selecting your category, proceed to input the required details in the corresponding fields:
  - C. Associative Unit
  - D. Programme
  - E. Enrollment No. *(applicable for 3rd-semester students only)*
  - F. Student's Name
  - G. Mobile No.
  - H. Email ID
  - I. Captcha
- Next, click on **Register** button.
- Following this, an OTP will be sent to the provided Mobile No. and Email ID for verification purpose.
- Once the verification process is successfully completed, your registration will be confirmed, and the system will share your login credentials (Registration No. and Password) to the registered Mobile No. and Email ID.

Step 2 – Login to the Portal

- Input your Registration Number, Password, and Captcha into their designated fields, and then proceed by clicking the **Login** button.
- Following a successful login, students will seamlessly redirected to their individual dashboards.

In case user forgets password, follow these steps:

- *Locate and click on the **Forgot Password?** link positioned on the Login panel.*
- *Enter your Registration Number in the provided field and submit the request.*
- *Your current password will promptly be sent to your registered Mobile Number and Email ID.*

Step 3 – Change Password on first login

- Upon your initial login, it is imperative to change the automatically generated password for enhanced security measures. To initiate the process, you will be navigated to the designated page where you'll be prompted to input your **Current Password**, **New Password** and **Retype New Password**.
- Next, proceed by clicking the **Change Password** button.
- Subsequently, you will be automatically logged out, and need to re-enter your newly updated Password and Registration No.
  Please keep in mind that the New Password you choose must adhere to specific criteria to ensure its strength. It should consist of a minimum of 8 characters and include at least 1 lowercase letter, 1 uppercase letter, 1 numeric character, and 1 special character.

Step 4 – Submit Enrollment Form *(for 1ˢᵗ and 3ʳᵈ Semester Students only)*

- After successfully logging in, proceed by clicking on the **Submit Enrollment Form** button. Then, meticulously provide the required details (as applicable) in their designated sections:
  - **A. Basic Details**
    - Student's Name *(auto-fetched)*
    - Father's Name
    - Mother's Name
    - Date of Birth
    - Gender
      - Male
      - Female
      - Transgender
    - Passport No.
    - Category
      - General
      - OBC
      - SC
      - ST
      - EWS
    - Is Student Physically Disabled? If Yes:
      - Type of Disability
        - o Visually Impaired
        - o Hearing Impairment
        - o Locomotor Disability
        - o Other
    - Nationality
      - Indian
      - Other

- Permanent Address
  - Country *(in case of Other Nationality)*
  - State *(if Indian)*
  - District *(if Indian)*
  - Address
  - PIN Code *(if Indian)*
- Local Address
  - State *(if Indian)*
  - District *(if Indian)*
  - Address
  - PIN Code *(if Indian)*
- Once you've entered the information in the fields above, click the **Save & Next** button. This action seamlessly propels the student to the next stage of the process.

B. Qualification Details

- **Academic Qualification**
  - To successfully complete the requirements for High School or its equivalent examination, Intermediate or equivalent examination, and where applicable, for Graduation or an equivalent degree, Post-Graduation or equivalent degree, and any other relevant qualifications, students are required to furnish the following details in designated fields:
    - o Roll No.
    - o Year of Passing
    - o Maximum Marks/CGPA
    - o Obtained Marks/CGPA
    - o Percentage of Marks
    - o Board/Institute/University
- **Qualification in Music till the time of Enrolment**
  - Course
  - Year of Passing
  - Maximum Marks
  - Obtained Marks
  - Percentage of Marks
  - Board/Institution/University
    *To submit the information for multiple courses, begin by choosing a specific course. Input the relevant details for the selected course, and then proceed by clicking the **+Add More** button. Repeat the process to seamlessly incorporate information for each course.*
- **Have you ever been enrolled earlier in Bhatkhande Sanskriti Vishwavidyalaya? If Yes, submit following details:**
  - Programme

- Subjects
- Year of Passing
- Enrollment No.

  *To submit the information for multiple programmes, begin by choosing a specific programme. Input the relevant details for the selected programme, and then proceed by clicking the **+Add More** button. Repeat the process to seamlessly incorporate information for each programme.*

- Once you've entered the information in the fields above, click the **Save & Next** button. This action seamlessly propels the student to the next stage of the process.

C. Choose Subjects

- Students are required to make choices regarding their subjects by selecting a Major Subject, Minor Subject, Elective Subjects, and other relevant subjects from the designated groups.
- To initiate this selection process, students must first choose the Branch within the respective group and subsequently select the subject(s) that align with their programme.
- Once the subjects are chosen, students can proceed to the next step by clicking the **Save & Next** button. This action seamlessly propels the student to the next stage of the process.

D. Upload Documents

- The student is required to submit the following documents adhering to the specified format and size:
  - **Below documents should be in JPEG/JPG/PNG format whose maximum size should not exceed 50 KB:**
    - Photograph
    - Signature
  - **Below documents should be in PDF format whose maximum size should not exceed 02 MB:**
    - High School Marksheet
    - Intermediate Marksheet
    - *Graduation Degree (if applicable)*
    - *Post-Graduation Degree (if applicable)*
    - *Certificate of any other Qualification (if applicable)*
    - *Certificate related to Qualification in Music till the time of Enrolment (if applicable)*
    - *Marksheet/Degree/Certificate, if earlier enrolled with Bhatkhande Sanskriti Vishwavidyalaya (if applicable)*

- Once you've uploaded the documents in the fields above, click the **Save & Next** button. This action seamlessly propels the student to the next stage of the process.

E. Preview Filled Form and do Final Submission

- Once you've entered all the necessary information in the aforementioned sections, you'll seamlessly redirect to preview the form. Carefully review the details you've provided before making the final submission.
- For any necessary revisions, simply navigate to the relevant sections, make the required edits, and at the end, proceed by clicking the **Final Submit** button. Upon clicking this button, the form will be promptly submitted.

  Please Be Attentive! The form will undergo final submission after clicking the 'Final Submit' button. It's important to note that no further amendments will be permitted once the form has been finally submitted.