
User Manual

For

Admission Module

Version 1.0

Bundelkhand University, Jhansi

Submitted By :



Designed & Developed By:



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1. Login Page

Steps :

- Open <http://Admission.bujhansi.org> in a browser in your computer.

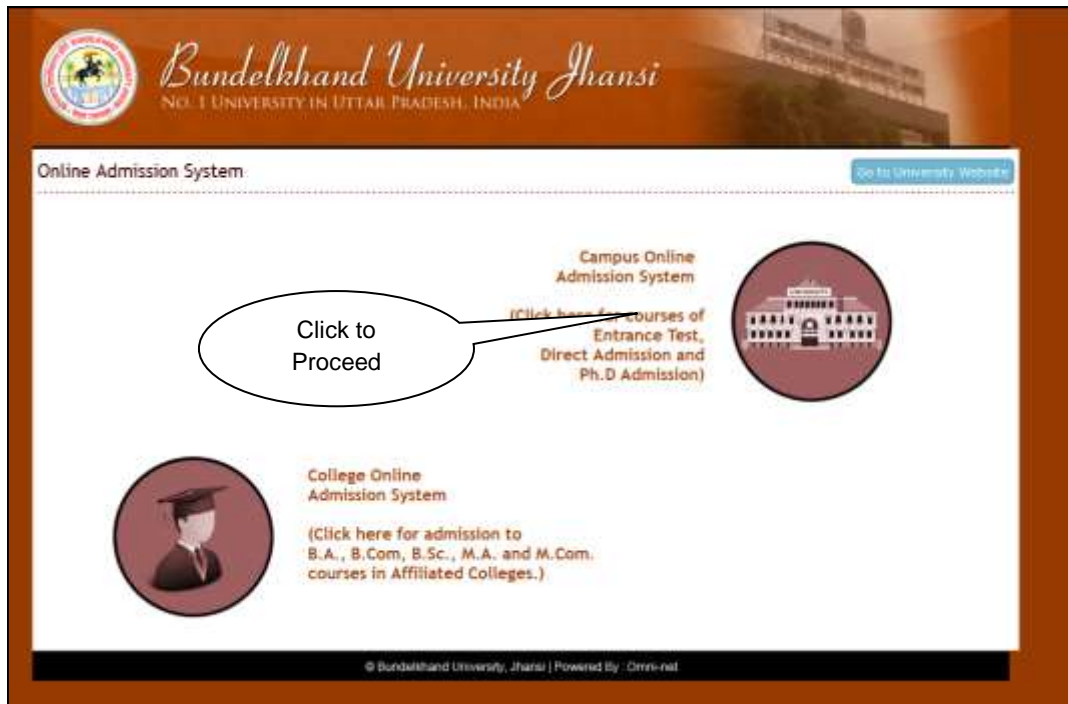


Image: Login Page

2. Welcome Page

Steps :

- Welcome page looks like this:-



Image: Welcome Page

- Click on **APPLY ONLINE FOR NEW REGISTRATION** Tab, page will be navigated to **Admission System Module**.

3. Online Admission Form

Step 1:

Online Admission Form looks like this:-

The image shows a screenshot of the Bundelkhand University Jhansi Online Admission System. The form is titled "PERSONAL INFORMATION" and contains the following fields and callouts:

- Fill Full Name of student:** Points to the "Name" field (POOJA KUMARI).
- Fill Father Name:** Points to the "Father's Name" field (MR. PRAMLA SINGH).
- Fill Date of birth:** Points to the "Date of Birth" field (06/10/1995).
- Fill Mother Name:** Points to the "Mother's Name" field (MR. PRAMLA SINGH).
- Fill Mobile No.:** Points to the "Mobile No." field (919460427671).
- Select Gender:** Points to the "Gender" field (MALE).
- Fill Address of Student:** Points to the "Address" field (H.NO. 248/2, TAGORE LINES, MPAR K.V. NO. 2, BHANSI CAMPUS).
- Select State:** Points to the "State" dropdown menu (UTTAR PRADESH).
- Select District:** Points to the "District" dropdown menu (JHANSI).
- Select Domicile:** Points to the "Domicile State" dropdown menu (BHAR).
- Select Religion:** Points to the "Religion" dropdown menu (HINDU).

Other fields visible include "Applied For" (Graduate / B.TECH), "Admission Type" (Direct Admission Courses), "Land Line No.", "Mail ID" (pojasingh1966@gmail.com), "Pincode" (234001), "Caste Category" (UN-RESERVED), and "Whether Kashmiri Migrant" (No).

Image: Online Admission Form

- Fill the form and Click on the **Academic Qualification** Tab.

4. Academic Qualification page

Step2:-

- Academic Qualification page looks like this:-

The screenshot shows the 'Academic Qualification' page for Bundelkhand University Jhansi. The page is divided into sections for 10TH, 12TH, UNDER GRADUATE, POST GRADUATE, B.ED, B.ED THEORY DETAILS, B.ED PRACTICAL DETAILS, and GATE SCORE. Callouts provide instructions for each section:

- 10TH:**
 - Roll No.: 5212490
 - Board: CENTRAL BOARD (Select Board)
 - Division: FIRST
 - Max Marks: 300
 - Obtained Marks: 44 (Fill Obtained Marks)
 - Sr. No.: 1E35300
 - Pass From District: OTHER (Select Pass out District)
 - Pass Year: 2012 (Pass year button)
 - Min Marks: 1
 - Percentage: 89.20
 - Stream: SCIENCE (Select Stream)
- 12TH:**
 - Roll No.: 5716361 (Fill 12th roll no)
 - Board: CENTRAL BOARD
 - Subject Studied: P.C.M (PHYSICS,CHEMISTRY,MATHE) (Select Subject)
 - Division: FIRST
 - Max Marks: 500
 - Obtained Marks: (Fill obtained marks)
 - Sr. No.: 1070447
 - Stream: SCIENCE
 - Pass From District: OTHER
 - Pass Year: 2014 (Select Pass year)
 - Min Marks: 1
 - Percentage: 84.00
- UNDER GRADUATE:**
 - Stream: -SELECT-
 - University: -SELECT-
 - Division: -SELECT-
 - Max Marks: 0
 - Obtained Marks: 0
 - Class: -SELECT-
 - Pass From District: -SELECT-
 - Pass Year: -SELECT-
 - Min Marks: 0
 - Percentage: (Click here for help to fill the details)
- POST GRADUATE:**
 - Stream: -SELECT-
 - University: -SELECT-
 - Division: -SELECT-
 - Max Marks: 0
 - Obtained Marks: 0
 - Class: -SELECT-
 - Pass From District: -SELECT-
 - Pass Year: -SELECT-
 - Min Marks: 0
 - Percentage:
- B.ED:**
 - Stream: -SELECT-
 - University: -SELECT-
 - Pass Year: -SELECT-
 - Class: -SELECT-
 - Pass From District: -SELECT-
- B.ED THEORY DETAILS:**
 - Max Marks: 0
 - Obtained Marks: 0
 - Division: -SELECT-
 - Min. Marks: 0
 - Percentage: (Fill here Theory Marks Detail)
- B.ED PRACTICAL DETAILS:**
 - Max Marks: 0
 - Obtained Marks: 0
 - Division: -SELECT-
 - Min. Marks: 0
 - Percentage:
- GATE SCORE (ONLY FOR M.PHARMA STUDENTS):**
 - GATE/GPAT: GATE GPAT
 - GATE/GPAT Score: (Fill GATE Score)

Image: Academic Qualification page

- Fill the form and Click on the **Reservation & Weightage** Tab.

5. Reservation & Weightage Form

Step 3 :

- Reservation & Weightage Form looks like this:-

The screenshot displays the 'Reservation & Weightage' form within the Bundelkhand University Jhansi Online Admission System. The interface includes a navigation sidebar on the left with steps 1 through 6, and a main content area. The user's profile information is shown at the top: Name: POOJA KUMARI, Email ID: poojasrigh1966@gmail.com, Registration ID: NEP1015208, and Applying For: Direct Admission Courses (UG). The form title is 'RESERVATION & WEIGHTAGE'. Below the title, it states 'Reservation is only for UP candidates.' and provides two dropdown menus: 'Vertical/Caste Category Reservation' (set to 'UN RESERVED') and 'Horizontal Reservation' (set to 'NOT APPLICABLE'). A callout bubble points to the 'Horizontal Reservation' dropdown with the text 'Select Horizontal Reservation'. Below the dropdowns, it states 'Weightage is only for UP candidates.' and provides a note in Hindi: 'अभिज्ञान केवल उत्तरी प्रदेशियों को मान्य है जो 20% के मूल निवासी हो तथा जिन्होंने अपनी शिक्षा (10th/12th) बुन्देलखण्ड 20%0 (Jhansi, Hamirpur, Jalaun, Mahoba, Banda, Chitrakoot, Lalitpur) से प्राप्त किया है'.

Image: Reservation & Weightage Form

- Fill the form and Click on the **Photo & Signature** Tab.

6. Photo & Signature Form

Step 4:

- Photo & Signature Form looks like this:-

Click on Browse Button to Upload photo

Bundelkhand University Jhansi
NO. 1 UNIVERSITY IN UTTAR PRADESH, INDIA
Online Admission System

Name : POOJA KUMARI
Registration Id : NEP1015208
Email Id : poojasingh1966@gmail.com
Applying For : Direct Admission Courses (UG)

UPLOAD PHOTO & SIGNATURE

Upload Photo /
आवृत्त चित्र अपलोड करें

Browse... No file selected

Click on "Browse" button to select the photo, then click on "Upload Photo" to upload photograph. Maximum upload size is 50 KB, only .jpg/.jpeg files are allowed. Maximum Dimension should be 100x100.

Upload Signature /
आवृत्त हस्ताक्षर अपलोड करें

Browse... No file selected

Click on "Browse" button to select the signature, then click on "Upload Signature" to upload signature. Maximum upload size is 50 KB, only .jpg/.jpeg files are allowed. Maximum Dimension should be 100x100.

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Image: Photo & Signature Form

- Upload photo and signature and click on the **Choices** Tab.

7. Choices Form

Step 5:

- Choices Form looks like this:-

Select Course

Bundelkhand University Jhansi
NO. 1 UNIVERSITY IN UTTAR PRADESH, INDIA
Online Admission System

Name : POOJA KUMARI
Registration Id : NEP1015208
Email Id : poojasingh1966@gmail.com
Applying For : Direct Admission Courses (UG)

Select Courses : -SELECT-

Sl. No.	Course Name	Choice Type	Up	Down	Delete
1	B.B.A. (Hons.) (Bachelor of Business Administration)	Mandatory			
2	B.Com. (Hons.)	Optional			

Image: Choice Form

- Select Course Name and click on the Final Submission & Payment.

8. Final Submission and Payment Form

Step 6:

- Final Submission and Payment Form looks like this:-

Image: Final Submission and Payment Form

- Click on **Proceed To Payment** Button and Click on **Download Form & Receipt** Tab.

9. Download Form & Receipt page

- Download Form & Receipt page looks like this:-

Image: Download Form & Receipt page

- Click on download application form to download the form.
- Click on download bank receipt to get the receipt.
- Click on Download Admit Card.

10. Download Admit Card

- Download Admit Card Form looks like this:-



11. Download Counseling Letter

- Download Counseling Letter Form looks like this:-



- Click on **Download Counseling Letter**.

12. Allotment Letter

- Allotment Letter Form looks like this:-



- Click on **Download Allotment Letter**.

13. Change Password page

- Change Password page looks like this:-



Image: Change Password page

- Fill the form and click on the **Update Password** Button to change the password.