

BHARATHIAR UNIVERSITY
COIMBATORE 641046

ERP

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NEW GRADUATE REGISTRATION
USER MANUAL

Contents

- 1. Requirements**
- 2. URL and Login Page**
- 3. New User Registration**
- 4. User Login**
- 5. Forgot Password**
- 6. Submit Application**
- 7. View Application**
- 8. Print Application**
- 9. Receipt**
- 10. View Instructions**
- 11. Logout**

1. Requirements

The applicant should have the following documents ready in order to submit the application for new graduate registration:

- I. Self-attested copy of Aadhar card
- II. Copy of the degree certificate or provisional certificate duly attested by a Gazetted officer, Syndicate / Senate member of Bharathiar University in proof of qualification.
- III. Residence Certificate (Format of Residence Certificate can be downloaded after user logs into the module)
- IV. Demand Draft copy
- V. Applicant's Signature (Size Below 50KB)
- VI. Applicant's Photo (size below 50KB)

2. URL and Login Page

Open a browser and type the URL: budca.in/erp/graduateregistration (correct URL may be used). The login page of new graduate registration module will be displayed as given in figure 1.

← → ↻ ⚠ Not secure | budca.in/erp/graduateregistration/ 🔍 ☆ 1 ⋮

பாரதியார் பல்கலைக்கழகம்
Bharathiar University
 Re-accredited at the "A" Grade Level by NAAC
 Coimbatore, Tamil Nadu, INDIA.

ONLINE APPLICATION FOR NEW GRADUATE REGISTRATION Sign in

User Login

Email

Password

☒ Remember me

Login

[Forgot Password](#) [New User](#)


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Figure 1 Login page for New Graduate Registration

3. New User Registration

If the user is applying for graduate registration for the first time then he has to click ‘**New User**’ link as shown in figure 2. The new user has to provide his minimum credentials as shown in figure 3 by entering details such as his name, email id, mobile number, password. The password should be entered twice to confirmation. **The user also should enter the ‘One Time Password’ which is sent to the given email when the user clicks ‘Get OTP’.** If you cannot find the OTP in your inbox, look into other categories of mails such as promotion / updates / SPAM. Once the submit button is clicked, the user is registered and he can login to the site by enter the ‘user name’ and ‘password’ and clicking ‘login’.

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ONLINE APPLICATION FOR NEW GRADUATE REGISTRATION
Sign in

User Login

☒ Remember me


Login

[Forgot Password](#)
New User

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Figure 2 Link for New User Registration

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ONLINE APPLICATION FOR NEW GRADUATE REGISTRATION
Sign in

User Registration

• Name:

• E-mail:

Click here to GET OTP: GET OTP

• Enter OTP:

• Mobile No:

• District: Select District ▼

• Password:

• Confirm Password:

Submit

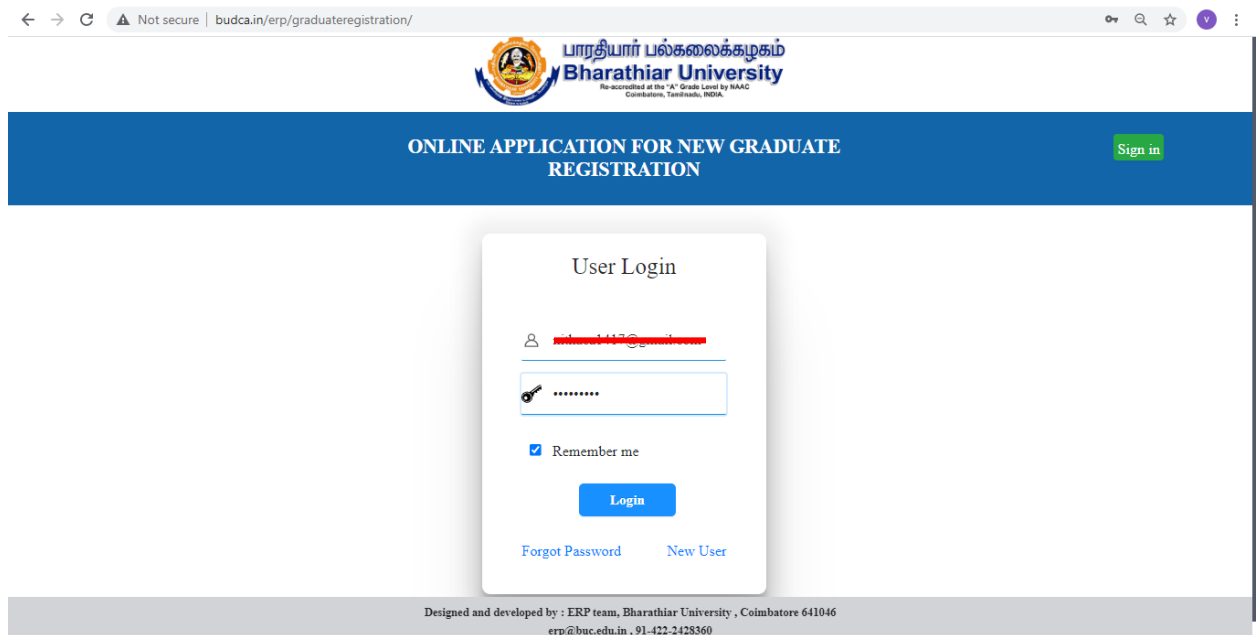
If you click "Get OTP" button, the OTP will be sent to your email id.
 If you cannot see OTP in your mailbox, please see in your spam folder.

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Figure 3 New User Registration Form

4. User Login

If the user is already registered, he can just enter the ‘user name’ and ‘password’ in the login page and click ‘Login’ as given in figure 4.



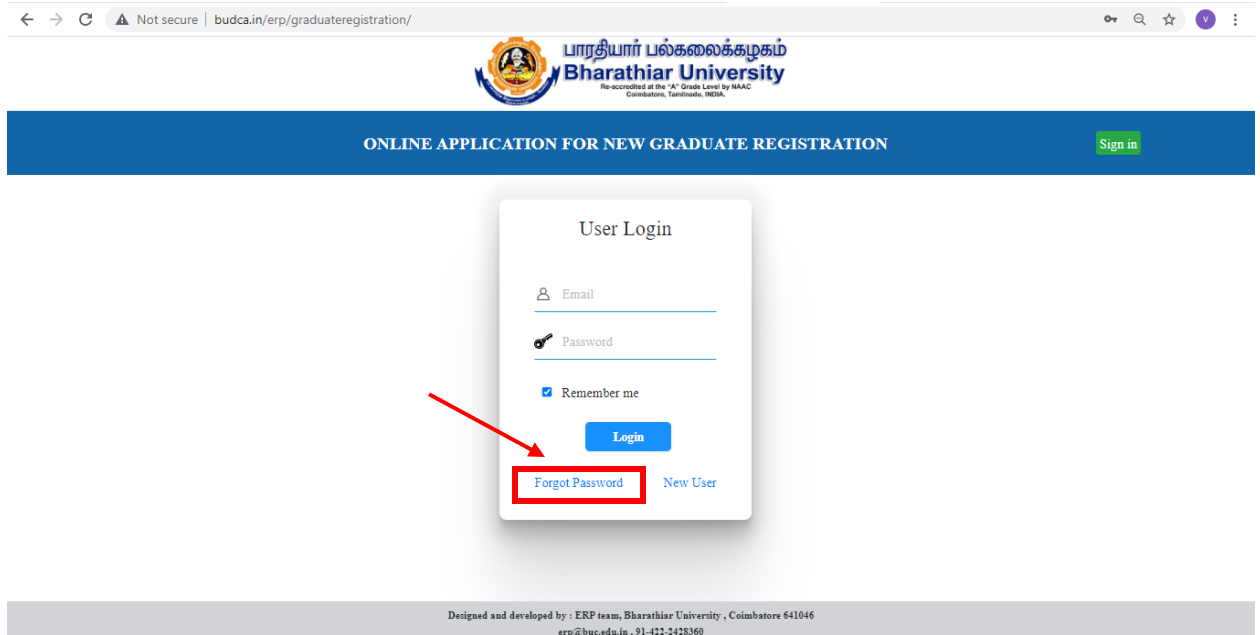
The screenshot shows a web browser window with the URL <http://budca.in/erp/graduateregistration/>. The page header features the Bharathiar University logo and name in Tamil and English, along with accreditation details. A blue banner reads "ONLINE APPLICATION FOR NEW GRADUATE REGISTRATION" with a "Sign in" button. The main content area displays a "User Login" form with fields for username and password, a "Remember me" checkbox, and a "Login" button. Links for "Forgot Password" and "New User" are at the bottom of the form. The footer states: "Designed and developed by : ERP team, Bharathiar University , Coimbatore 641046" and "erp@buc.edu.in , 91-422-2428360".

Figure 5 Login Page

5. Forgot Password

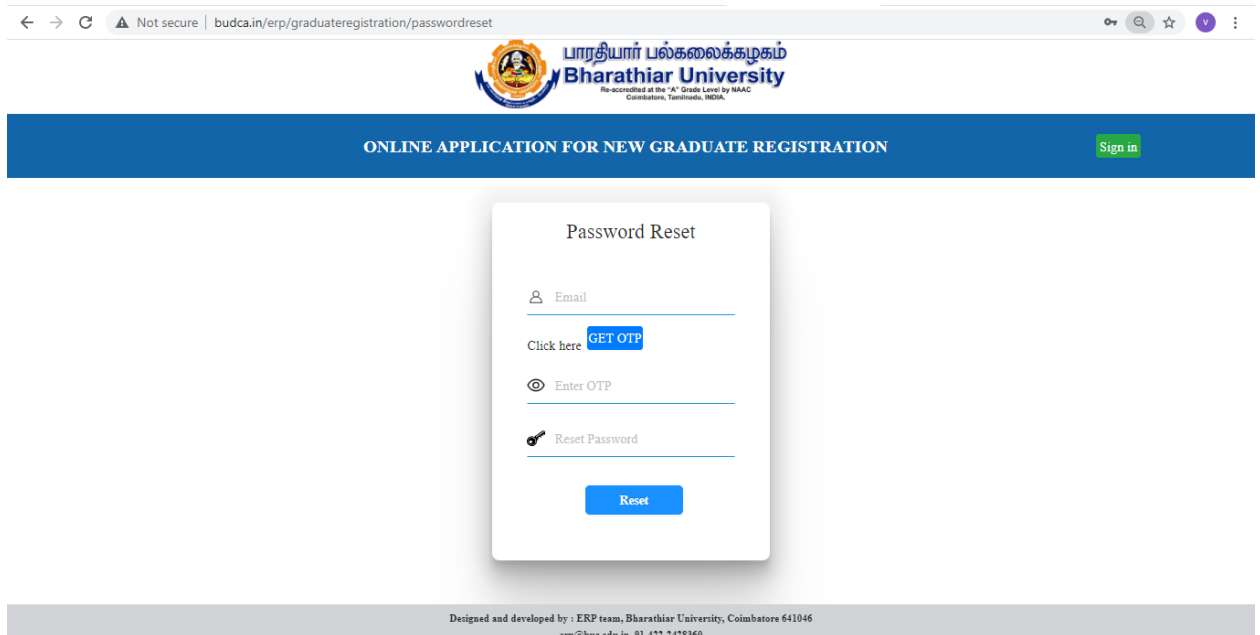
In case the user has forgotten the password he has to click the ‘**forgot password**’ link shown in figure 6. Using this form user can reset his password. When the user clicks this link, he lands in the form shown in figure 7. The user has to enter his registered email. Then he has to click the ‘Get OTP’ button to get the OTP. The OTP sent to the user’s registered mail should be entered. The user can

then enter his new password and click ‘reset’ button to change his password.



The screenshot shows the 'User Login' form on the Bharathiar University portal. The form includes fields for 'Email' and 'Password', a 'Remember me' checkbox, and a 'Login' button. A red arrow points to the 'Forgot Password' link, which is highlighted with a red box. A 'New User' link is also visible. The page header includes the university logo and name in Tamil and English, and the URL 'budca.in/erp/graduateregistration/'.

Figure 6 Link for password reset



The screenshot shows the 'Password Reset' form on the Bharathiar University portal. The form includes fields for 'Email', a 'GET OTP' button, an 'Enter OTP' field, and a 'Reset Password' field. A 'Reset' button is at the bottom. The page header includes the university logo and name in Tamil and English, and the URL 'budca.in/erp/graduateregistration/passwordreset'.

Figure 7 Password Reset Page

6. Submit Application

When the user clicks the **‘Entry’** menu he lands in a page shown in figure 10. All fields are mandatory. The Name of the applicant entered should be as given in the degree certificate. The Aadhar number entered should be a valid number otherwise a message is displayed asking the applicant to enter a valid Aadhar number as shown in figure 11. The date of birth of the applicant should be given in dd-mm-yyyy format i.e. day of month in two digits, a hyphen, month in two digits, a hyphen and year in four digits. The applicant can also select the date by clicking the calendar. The applicants can pay registration fees online by clicking the link ‘click here to pay amount’ as given in figure 12. Once the user clicks the link, the applicant is redirected to the payment page as shown in figure 13. The applicant can upload the scanned copy of Aadhar by clicking the link beside ‘Aadhar Card’ as shown in figure 14. Similarly other relevant documents can be uploaded by clicking the link beside the corresponding document’s name. As the applicant is registering for the first time, he has to click the checkbox shown in figure 15 and click submit button to submit his application form for new graduate registration. The applicant can also save his draft application and continue later by clicking the save button as shown in figure 16.

← → ↻ Not secure | budca.in/erp/graduateregistration/registration

GRADUATE

NITHYA
Online

Application

Entry

View

Print

Instructions

Logout

District: ERODE

Session : AUGUST2021

ONLINE NEW GRADUATE REGISTRATION

*Name in full
(as entered in the degree certificate)
Change of name, if any , recognized by the university should also be entered with the number and date of the communication permitting the changes.

NITHYA

*Is there a change of name? ☐ Yes ☐ No

*Aadhar Card Number

*Father's/Husband's Name

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Figure 10 Application Entry Form

← → ↻ Not secure | budca.in/erp/graduateregistration/registration

GRADUATE

NITHYA
Online

Application

Entry

View

Print

Instructions

Logout

ONLINE NEW GRADUATE REGISTRATION

*Name in full
(as entered in the degree certificate)
Change of name, if any , recognized by the university should also be entered with the number and date of the communication permitting the changes.

NITHYA

*Is there a change of name? ☐ Yes ☐ No

*Aadhar Card Number

123745896354

Aadhar number entered is not valid!

*Father's/Husband's Name

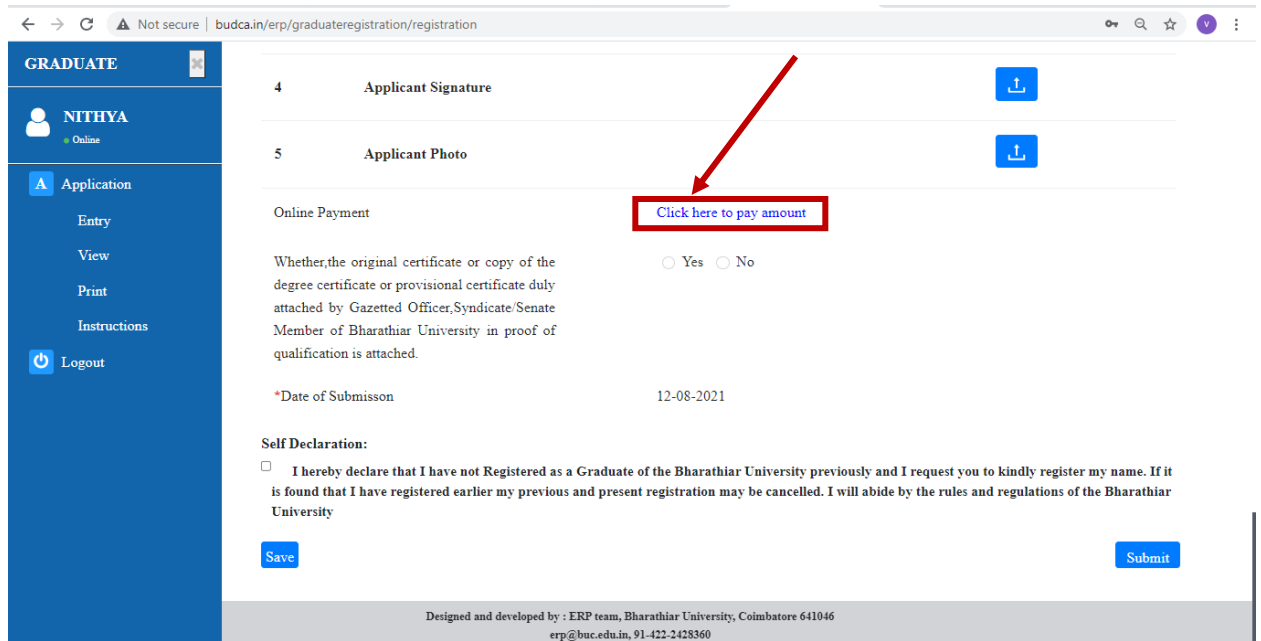
*Date of Birth

mm/dd/yyyy

*Gender ☐ Male ☐ Female

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Figure 11 Message prompting applicant to enter valid Aadhar number

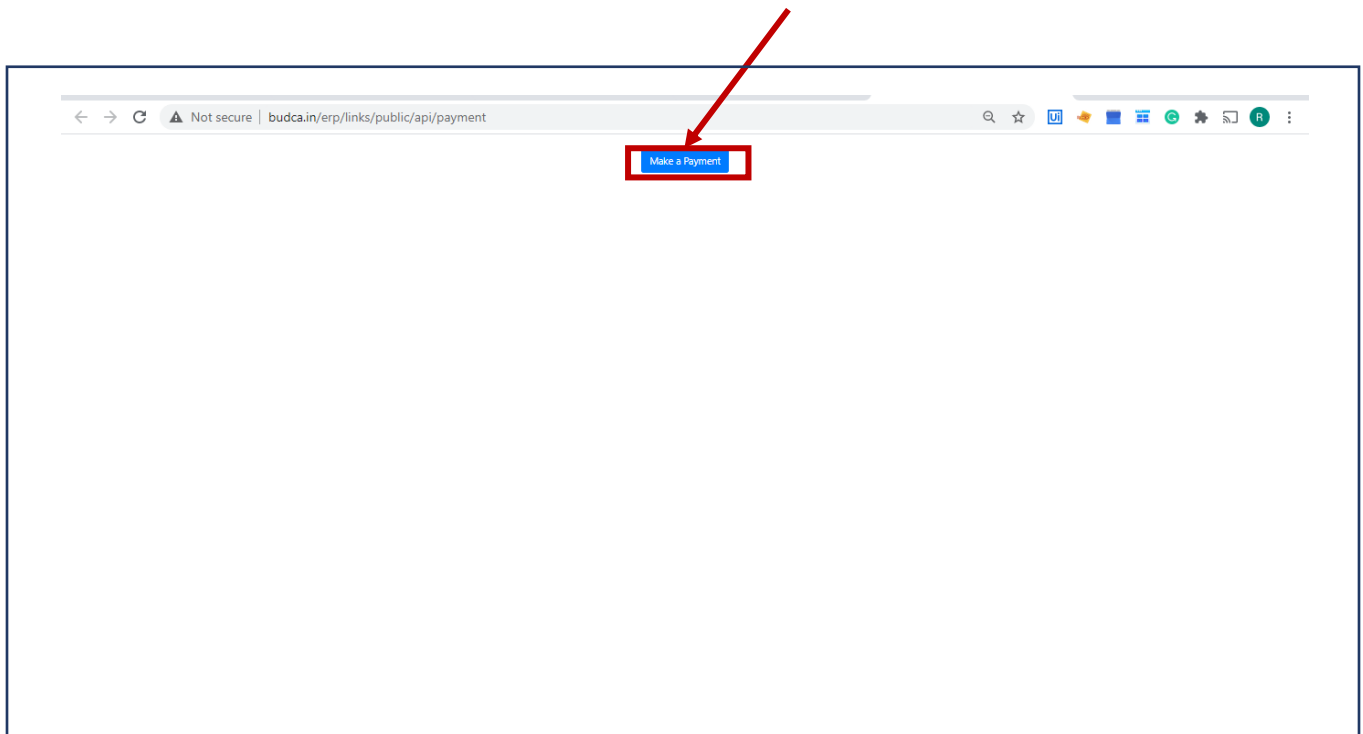


The screenshot shows a web browser window with the URL `budca.in/erp/graduateregistration/registration`. The page has a blue sidebar on the left with the following menu items: **GRADUATE**, **NITHYA** (Online), **Application**, **Entry**, **View**, **Print**, **Instructions**, and **Logout**. The main content area contains a form with the following sections:

- 4 Applicant Signature** and **5 Applicant Photo**: Each has a blue upload icon.
- Online Payment**: A red box highlights the text [Click here to pay amount](#), with a red arrow pointing to it from above.
- Declaration**: A text area with the prompt: "Whether, the original certificate or copy of the degree certificate or provisional certificate duly attached by Gazetted Officer, Syndicate/Senate Member of Bharathiar University in proof of qualification is attached." Below this are radio buttons for **Yes** and **No**.
- Date of Submission**: A label with the value `12-08-2021`.
- Self Declaration**: A checkbox followed by the text: "I hereby declare that I have not Registered as a Graduate of the Bharathiar University previously and I request you to kindly register my name. If it is found that I have registered earlier my previous and present registration may be cancelled. I will abide by the rules and regulations of the Bharathiar University".
- Buttons**: **Save** and **Submit** buttons are at the bottom right.

The footer of the page states: "Designed and developed by : ERP team, Bharathiar University, Coimbatore 641046" and "erp@buc.edu.in, 91-422-2428360".

Figure 12 Link to pay registration fees through online



The screenshot shows a web browser window with the URL `budca.in/erp/links/public/api/payment`. The page is mostly blank, with a red box highlighting a **Make a Payment** button in the top right corner. A red arrow points to this button from above.

Figure 13 Online Payment Page

← → ↻ Not secure | budca.in/erp/graduateregistration/registration

GRADUATE

NITHYA
Online

Application

- Entry
- View
- Print
- Instructions
- Logout

*Mobile No 8012395334

*Mail id nithaca1417@gmail.com

Upload Documents
(In JPEG / JPG / PNG format, each file size should not exceed 50kb)

1	Aadhar Card	
2	Residential Address Proof	
3	Degree/Provisional Certificate	
4	Applicant Signature	
5	Applicant Photo	

Online Payment [Click here to pay amount](#)

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Figure 14 Upload Documents

← → ↻ Not secure | budca.in/erp/graduateregistration/registration

GRADUATE

NITHYA
Online

Application

- Entry
- View
- Print
- Instructions
- Logout

4 Applicant Signature

5 Applicant Photo

Online Payment [Click here to pay amount](#)

Whether, the original certificate or copy of the degree certificate or provisional certificate duly attached by Gazetted Officer, Syndicate/Senate Member of Bharathiar University in proof of qualification is attached. ☐ Yes ☐ No

*Date of Submission 12-08-2021

Declaration:

☐ I hereby declare that I have not Registered as a Graduate of the Bharathiar University previously and I request you to kindly register my name. If it is found that I have registered earlier my previous and present registration may be cancelled. I will abide by the rules and regulations of the Bharathiar University

[Save](#) [Submit](#)

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Figure 15 Declaration Checkbox and Submit button

GRADUATE

NITHYA
Online

Application

Entry

View

Print

Instructions

Logout

4 Applicant Signature

5 Applicant Photo

Online Payment [Click here to pay amount](#)

Whether, the original certificate or copy of the degree certificate or provisional certificate duly attached by Gazetted Officer, Syndicate/Senate Member of Bharathiar University in proof of qualification is attached. ☐ Yes ☐ No

*Date of Submission 12-08-2021

Self Declaration:

☐ I hereby declare that I have not Registered as a Graduate of the Bharathiar University previously and I request you to kindly register my name. If it is found that I have registered earlier my previous and present registration may be cancelled. I will abide by the rules and regulations of the Bharathiar University

Save Submit

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Figure 16 Save button to save the draft application

7. View Application

The applicant can view his application by clicking the 'view' link as shown in figure 17.

GRADUATE

NITHYA
Online

Application

Entry

View

Print

Receipt

Instructions

Logout

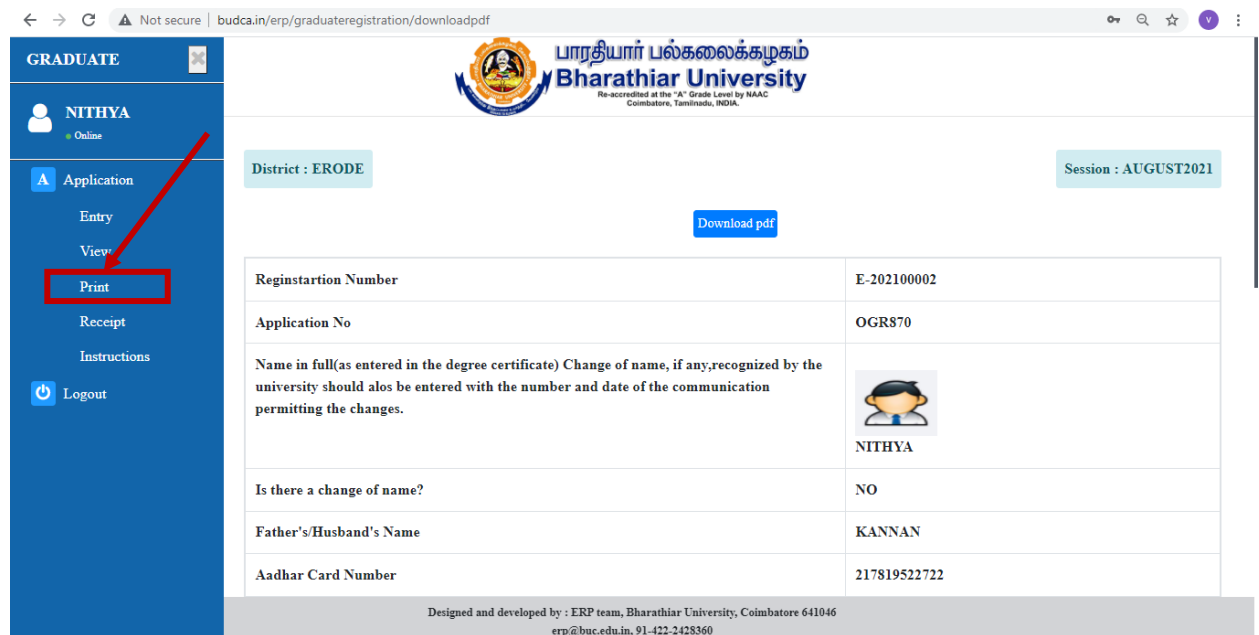
District : ERODE Session : AUGUST2021

Registration Number	E-202100002
Application No	OGR870
Name in full(as entered in the degree certificate) Change of name, if any, recognized by the university should also be entered with the number and date of the communication permitting the changes.	 NITHYA
Is there a change of name?	NO
Father's/Husband's Name	KANNAN
Aadhar Card Number	217819522722
Date of Birth	12-12-1992


Figure 17 View application page

8. Print Application

The applicant can print his application for new graduate registration in pdf format by clicking the **‘Download pdf’** inside **‘print’** menu as shown in figure 18. The applicant can also save his application form.



The screenshot shows the Bharathiar University Graduate Registration Portal. The sidebar on the left contains the following menu items: Application, Entry, View, Print (highlighted with a red box), Receipt, Instructions, and Logout. The main content area displays the user's application details for the District of ERODE, Session AUGUST2021. A 'Download pdf' button is visible above the application details table.

Registration Number	E-202100002
Application No	OGR870
Name in full(as entered in the degree certificate) Change of name, if any, recognized by the university should also be entered with the number and date of the communication permitting the changes.	 NITHYA
Is there a change of name?	NO
Father's/Husband's Name	KANNAN
Aadhar Card Number	217819522722

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Figure 18 Print application page

9. Receipt

The applicant can print their online payment receipt for new graduate registration in pdf format by clicking the **‘Receipt’** menu as shown in figure 19. This menu is activated after the successful payment.

If you click this menu you will get the receipt in pdf format as shown in figure 20.

← → ↻ Not secure | budca.in/erp/graduateregistration/registration

GRADUATE

NITHYA
Online

A Application
Entry
View
Print
Receipt
Instructions
Logout

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District: ERODE

Session : AUGUST2021

ONLINE NEW GRADUATE REGISTRATION

*Name in full
(as entered in the degree certificate)
Change of name, if any, recognized by the university should also be entered with the number and date of the communication permitting the changes.

NITHYA

*Is there a change of name?
☐ Yes ☒ No

*Aadhar Card Number

217819522722

*Father's/Husband's Name

KANNAN

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Figure 19 Receipt Menu

Manuals - vid... | Mail from Bha... | WhatsApp | budca.in / loc... | laravel - Pass... | Graduateregi... | Print Receipt | Print Receipt

← → ↻ Not secure | budca.in/erp/links/public/api/downloadreceipt/5

Print Receipt

1 / 1 | 100% +

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Online Graduate Registration - Receipt

Status	success
Name	Nithya
Email	nithaca1417@gmail.com
Transaction Date	07:22:14 am 08/12/2021
Amount	1
Tansaction ID	90531889

Type here to search

30°C 3:32 PM 8/12/2021

Figure 20 Receipt

10. View Instructions

The applicant can view the instructions to be followed while filling up the new graduate registration form by clicking the ‘**Instructions**’ menu as shown in figure 21.

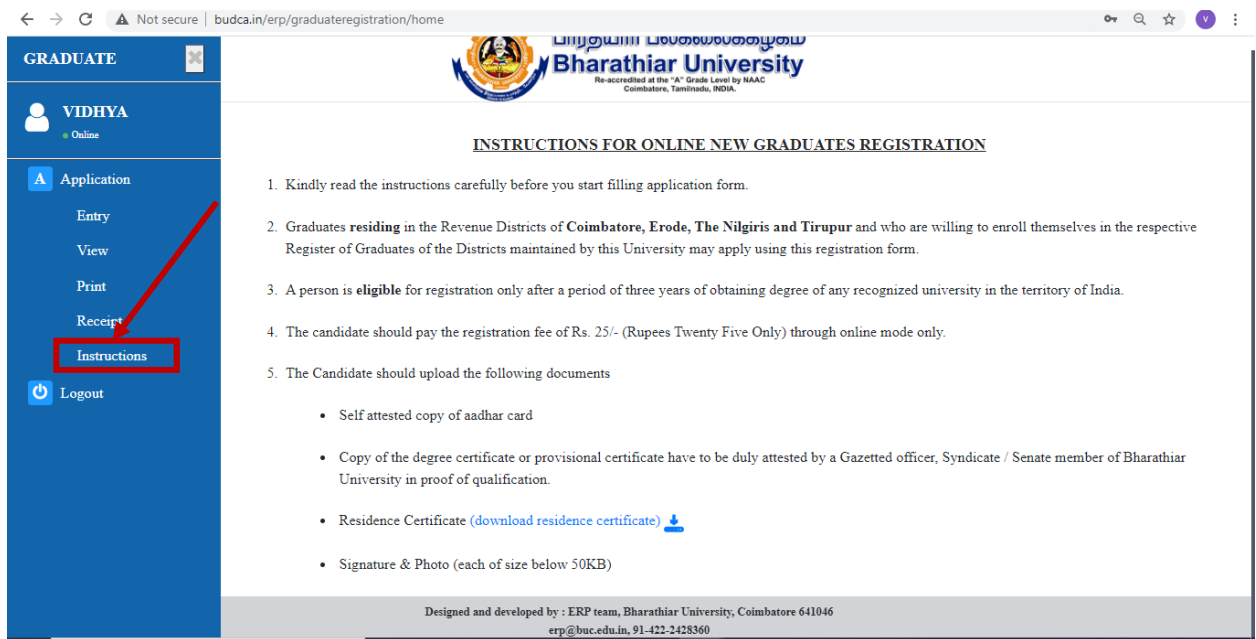


Figure 21 Instructions page

11. Logout

The applicant can logout from the new graduate registration module by clicking the ‘**logout**’ menu as shown in figure 22.

← → ↻ ⚠ Not secure | budca.in/erp/graduateregistration/registration

GRADUATE

NITHYA
Online

Application

Entry

View

Print

Receipt

Instructions

Logout

District: ERODE

Session : AUGUST2021

ONLINE NEW GRADUATE REGISTRATION

*Name in full
(as entered in the degree certificate)

Change of name, if any, recognized by the university should also be entered with the number and date of the communication permitting the changes.

*Is there a change of name? ☐ Yes ☒ No

*Aadhar Card Number 217819522722 ✓

*Father's/Husband's Name KANNAN

*Date of Birth 12/12/1992

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Figure 22 Logout Link