

BHARATHIAR UNIVERSITY
COIMBATORE 641 046

ERP

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GRADUATE RENEWAL
USER MANUAL

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1. Requirements

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

- I. Self-attested copy of Aadhar card
- II. Residence Certificate (Format of Residence Certificate can be downloaded after the user has logged into the module)
- III. Demand Draft copy
- IV. Applicant's Signature (Size Below 50KB)
- V. Applicant's Photo (size below 50KB)

2. URL and Login Page

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

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

ONLINE APPLICATION FOR RENEWAL OF GRADUATE [Signin](#)

Login

Email

Password

Remember me

Login

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

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erp@buc.edu.in 91_477_2478160

Figure 1 Login page for Graduate Renewal

3. New User Registration

If the user is applying for graduate renewal 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. He has to enter details such as his name, email id, mobile number and password. The same password should be given again so as to confirm it. **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 entering the ‘user name’ and ‘password’ and clicking ‘login’.

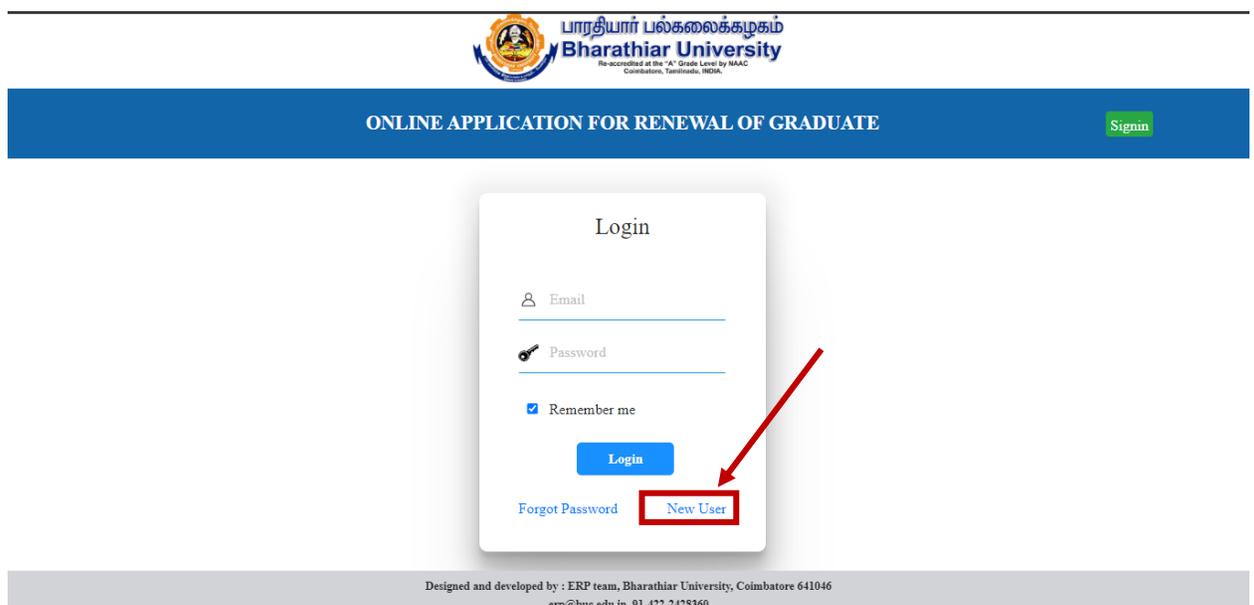


Figure 2 Link for New User Registration

The screenshot shows the 'User Registration' form on the Bharathiar University website. The form includes the following fields and options:

- Name:
- E-mail:
- Click here to GET OTP:
- Enter OTP:
- Mobile No:
- District:
- Password:
- Confirm Password:
-

A blue callout box on the right side of the form contains the text: "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."

At the bottom of the page, it says: "Designed and developed by : ERP team, Bharathiar University, Coimbatore 641046. erp@buc.edu.in. 91-422-2428360"

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 the 'Login' form on the Bharathiar University website. The form includes the following fields and options:

- User Name:
- Password:
- Remember me
-
- [Forgot Password](#)
- [New User](#)

At the bottom of the page, it says: "Designed and developed by : ERP team, Bharathiar University, Coimbatore 641046. erp@buc.edu.in. 91-422-2428360"

Figure 5 Login Page

5. Forgot Password

In case the user has forgotten his password he has to click the **‘forgot password’** link shown in figure 6. 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.

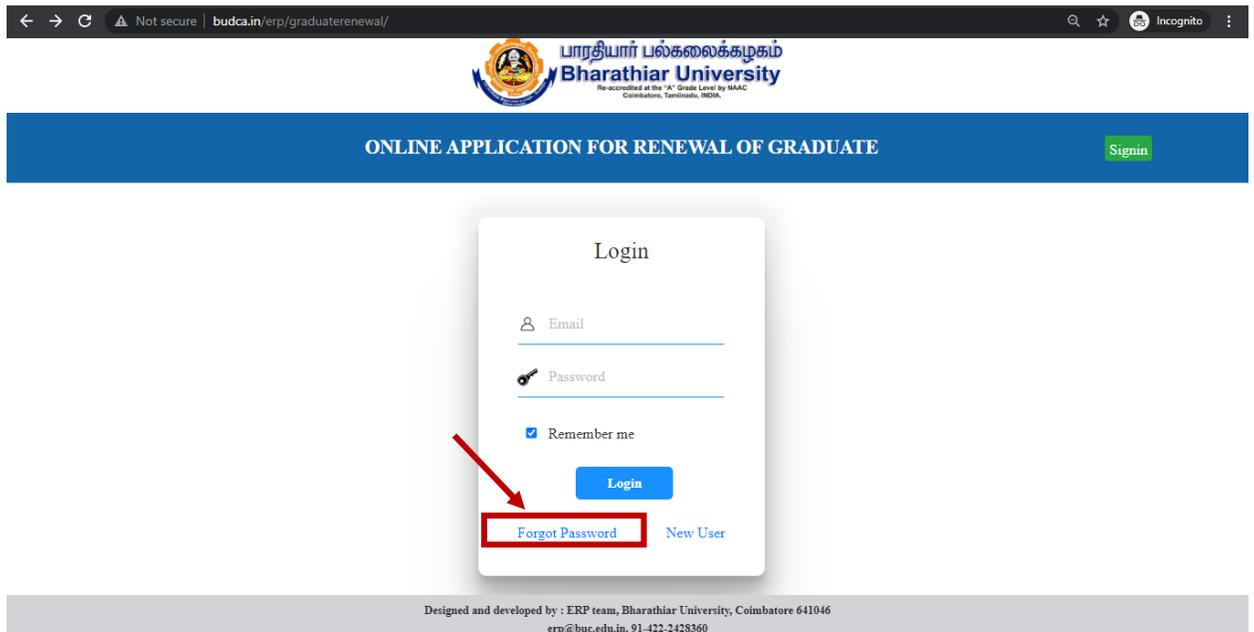


Figure 6 Link for password reset

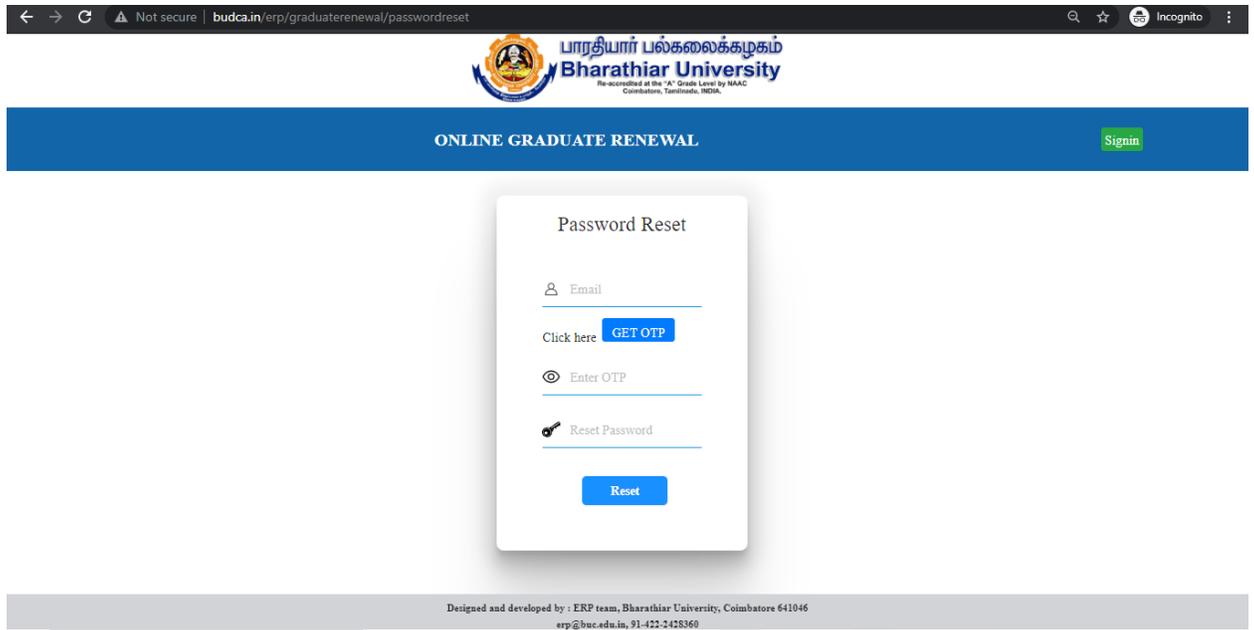


Figure 7 Password Reset Page

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 through 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 graduate registration. The applicant can also save his draft application and continue later by clicking the save button as shown in figure 16.

The screenshot shows a web browser window with the URL budca.in/erp/graduaterenewal/renewal. The page header includes the Bharathiar University logo and name in Tamil and English, along with accreditation information. The user 'SATHYA' is logged in, and the session is 'AUGUST2021'. The form is titled 'ONLINE RENEWAL OF GRADUATE' and is for the 'ERODE' district. The form fields include: Name in full (SATHYA), Aadhar Card Number (217819522722), and Father's/Husband's Name (KAMAL). A red arrow points to the 'Entry' button in the left sidebar.

Figure 10 Application Entry Form

GRADUATE

SATHYA
Online

Application - Renewal

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ONLINE RENEWAL OF GRADUATE

*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.

Name: SATHYA

*Is there is change of name: Yes No

*Aadhar Card Number: 217819522722

Aadhar Number Validated Successfully!

*Father's/Husband's Name: KAMAL

*Date of Birth: 02/06/1995

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Figure 11 Message prompting applicant to enter valid Aadhar number

The Mobile Number and/or Email Id will be used to sent the OTP while conducting the polling!

*Mobile No: 9688679553

*Mail id: sathyakamalsri@gmail.com

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

Upload Documents
(Supported Formats JPEG / JPG / PNG and size should not exceed 50KB)

1	Aadhar Card	<input type="button" value="↓"/>	
2	Residential Address Proof	<input type="button" value="↓"/>	

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Figure 12 Link to pay registration fees through online

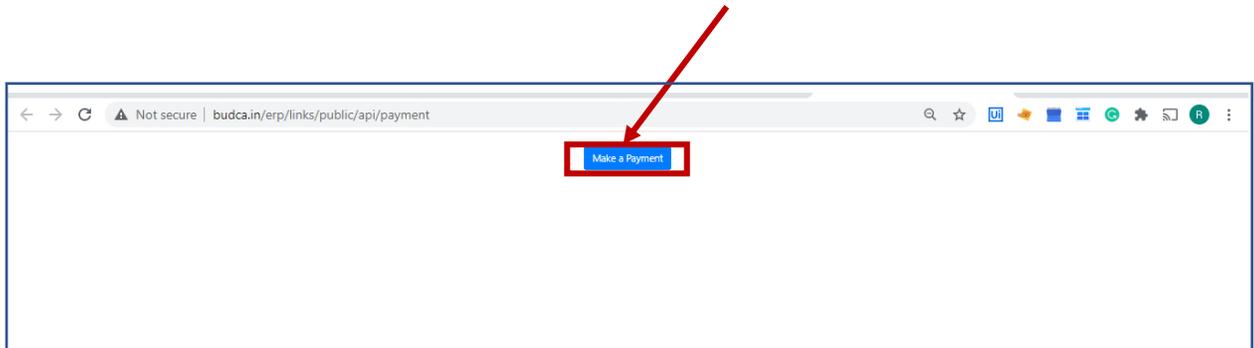


Figure 13 Online Payment Page

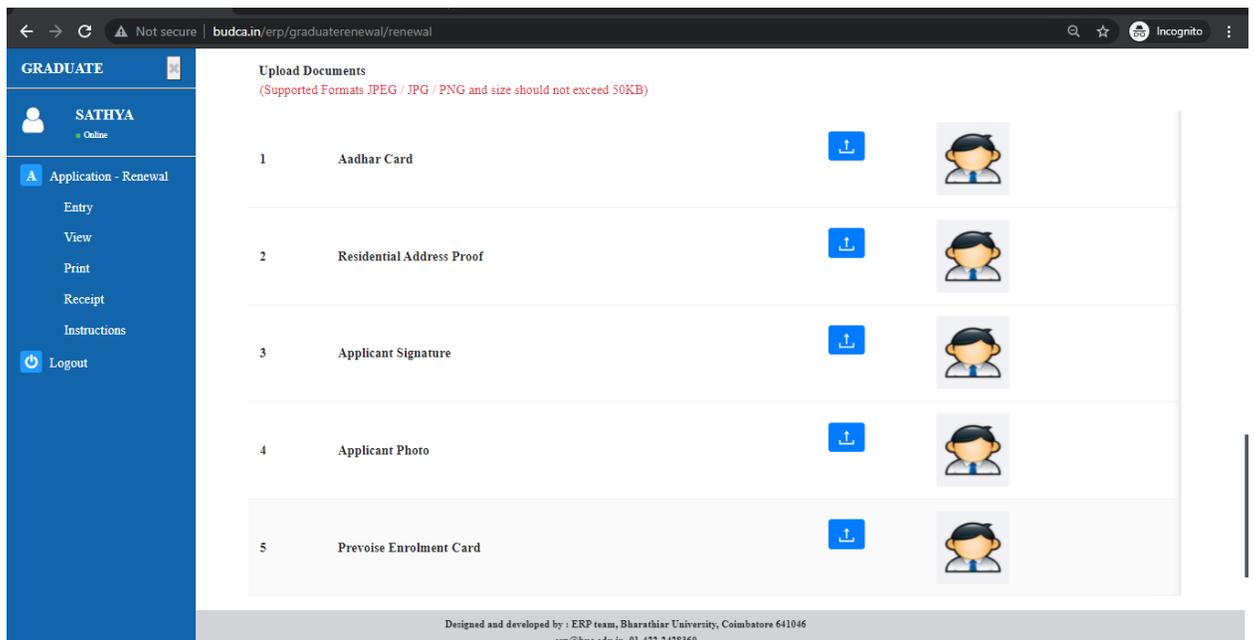


Figure 14 Link to upload Aadhar

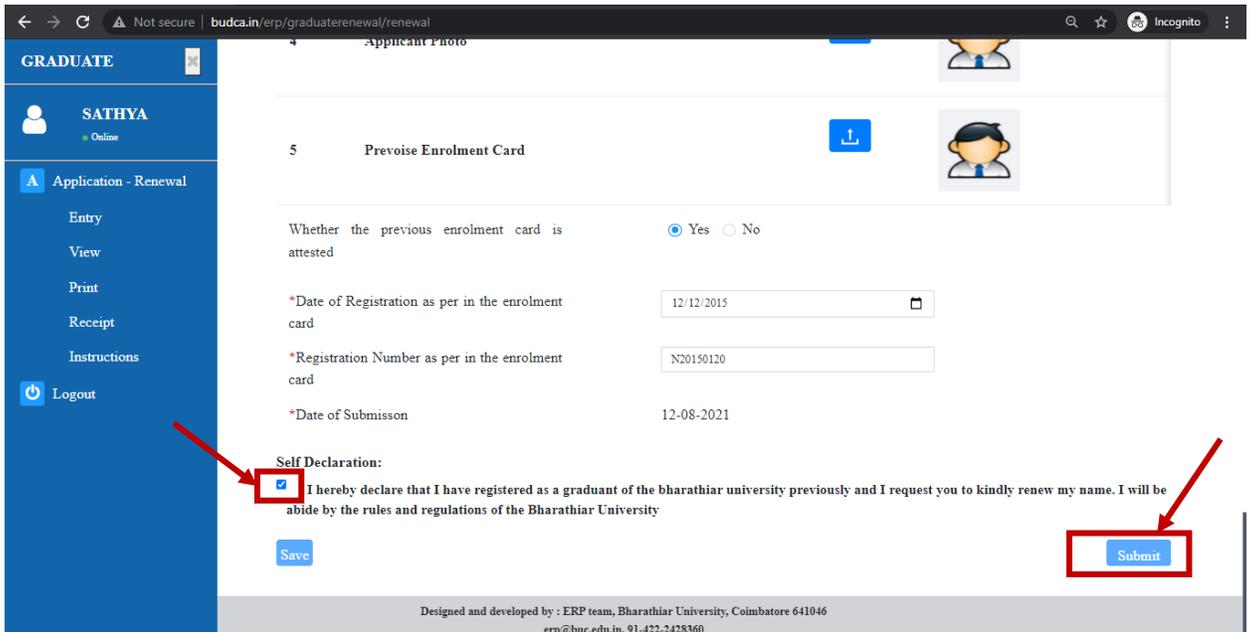


Figure 15 Declaration Checkbox and Submit button

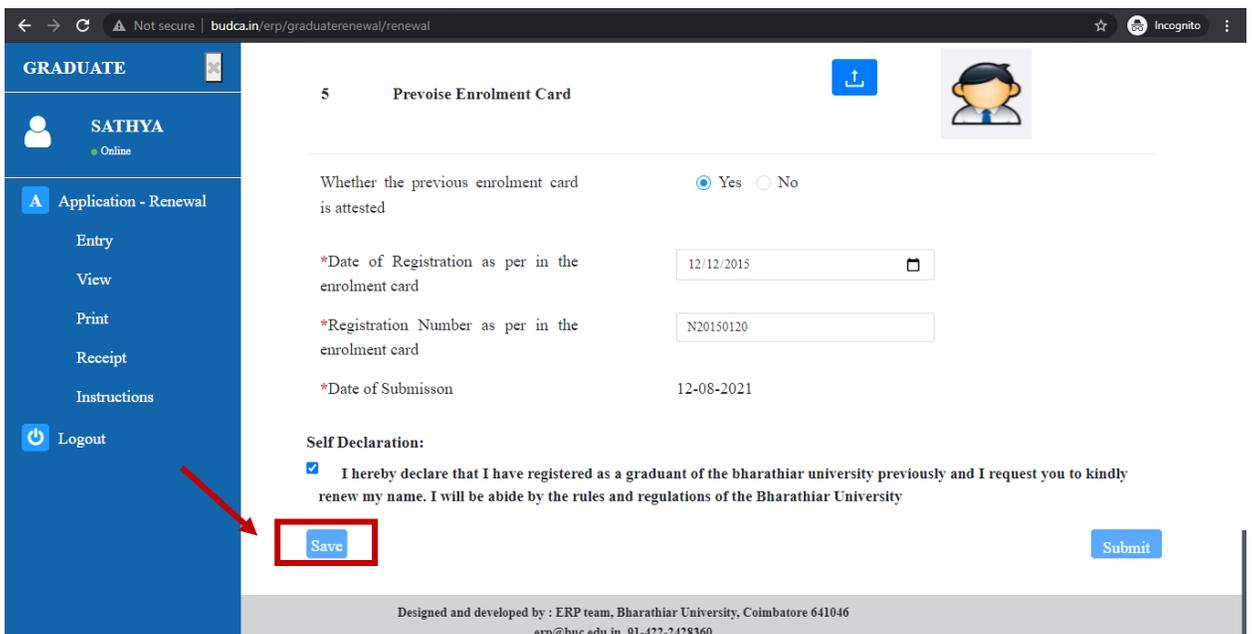
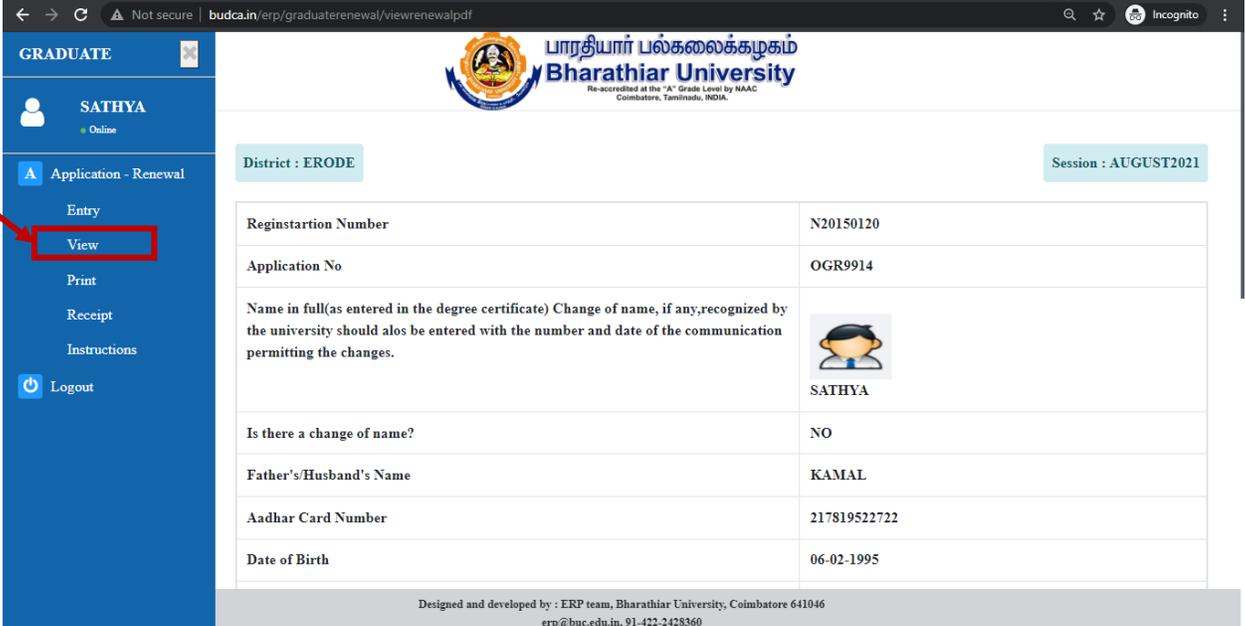


Figure 16 Save button to save the draft application

7. View Application

The applicant can view his application by clicking the ‘view’ menu as shown in figure 17.



The screenshot shows a web browser window with the URL `budca.in/erp/graduaterenewal/viewrenewalpdf`. The page header includes the Bharathiar University logo and name in Tamil and English, along with accreditation information. The user is identified as SATHYA, who is online. The left-hand menu is expanded to show 'Application - Renewal' options, with 'View' highlighted by a red box and a red arrow pointing to it. The main content area displays the following application details:

District : ERODE		Session : AUGUST2021	
Reginstaration Number	N20150120		
Application No	OGR9914		
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.	 SATHYA		
Is there a change of name?	NO		
Father's/Husband's Name	KAMAL		
Aadhar Card Number	217819522722		
Date of Birth	06-02-1995		

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

Figure 17 View application page

8. Print Application

The applicant can print his application for 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.

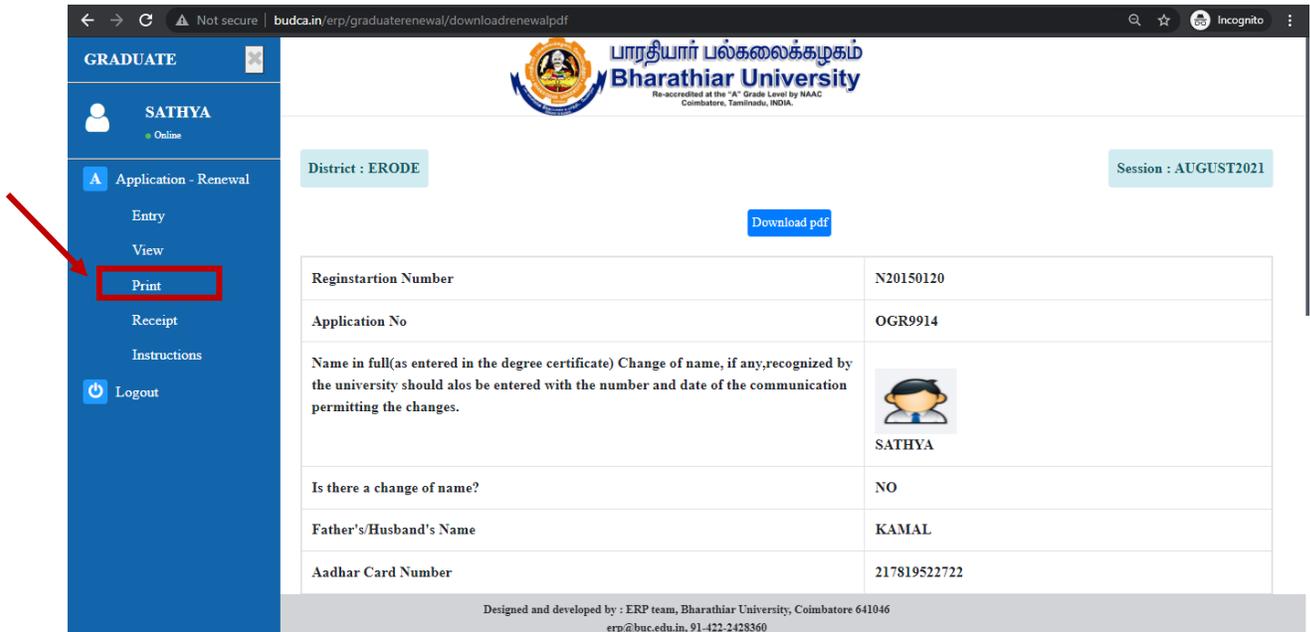


Figure 18 Print application page

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.

GRADUATE

SATHYA
Online

Application - Renewal

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- Logout

District: ERODE

Session : AUGUST2021

ONLINE RENEWAL OF GRADUATE

*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 is change of name Yes No

*Aadhar Card Number

*Father's/Husband's Name

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Figure 19 Receipt Menu

Print Receipt

1 / 1 | 100%

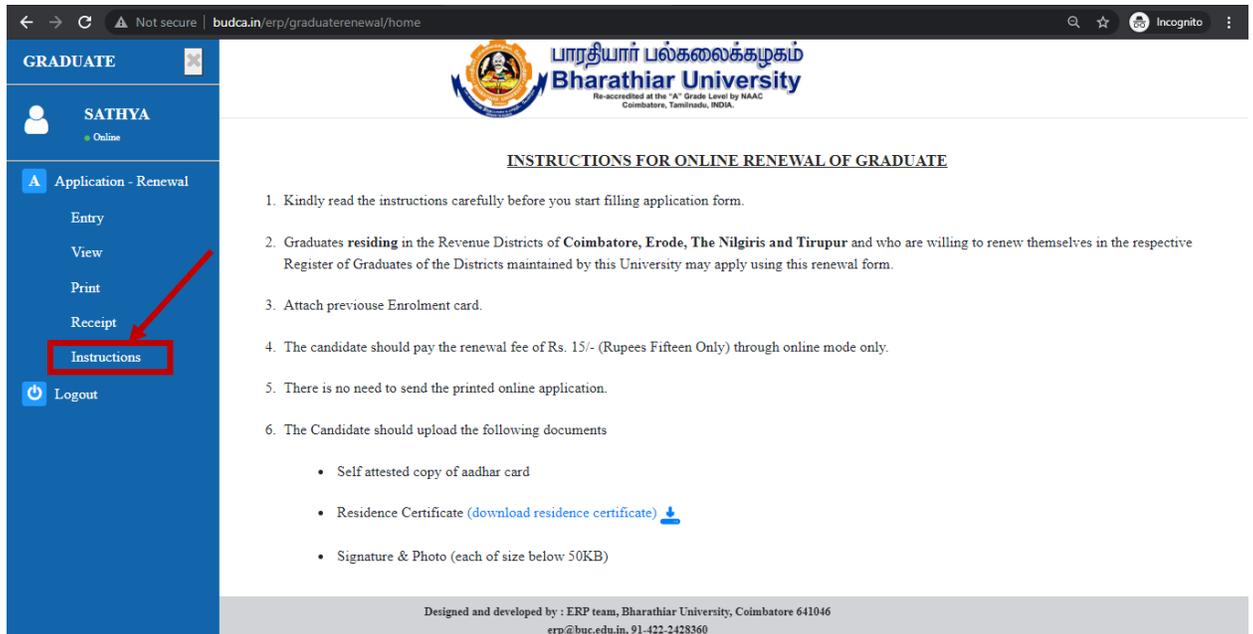
Online Graduate Registration - Receipt

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

Figure 20 Receipt

10. View Instructions

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



The screenshot shows a web browser window with the URL `budca.in/erp/graduaterenewal/home`. The page header includes the Bharathiar University logo and name in Tamil and English, along with accreditation information. The main content area is titled "INSTRUCTIONS FOR ONLINE RENEWAL OF GRADUATE" and contains a list of six instructions. A red box highlights the "Instructions" menu item in the left sidebar, with a red arrow pointing to it. The footer of the page states: "Designed and developed by : ERP team, Bharathiar University, Coimbatore 641046" and "erp@buc.edu.in, 91-422-2428360".

GRADUATE

SATHYA
Online

Application - Renewal

- Entry
- View
- Print
- Receipt
- Instructions**
- Logout

INSTRUCTIONS FOR ONLINE RENEWAL OF GRADUATE

1. Kindly read the instructions carefully before you start filling application form.
2. Graduates **residing** in the Revenue Districts of **Coimbatore, Erode, The Nilgiris and Tirupur** and who are willing to renew themselves in the respective Register of Graduates of the Districts maintained by this University may apply using this renewal form.
3. Attach previous Enrolment card.
4. The candidate should pay the renewal fee of Rs. 15/- (Rupees Fifteen Only) through online mode only.
5. There is no need to send the printed online application.
6. The Candidate should upload the following documents
 - Self attested copy of aadhar card
 - Residence Certificate ([download residence certificate](#))
 - Signature & Photo (each of size below 50KB)

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Figure 21 Instructions page

10. Logout

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

GRADUATE

SATHYA
Online

Application - Renewal

- Entry
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District: ERODE

Session : AUGUST2021

ONLINE RENEWAL OF GRADUATE

*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.

SATHYA

*Is there is change of name Yes No

*Aadhar Card Number 217819522722 ✓

*Father's/Husband's Name KAMAL

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Figure 22 Logout Link