



BANKURA UNIVERSITY

(West Bengal Act XIX of 2013- Bankura University Act, 2013)

Main Campus, P.O.: Purandarpur, Dist.: Bankura,

Pin- 722155, West Bengal

Office of the Controller of Examinations

Ref. No.: BKU/CE/UG/301/2022

Date: 28.05.2022

URGENT NOTIFICATION

Subject: Form fill-up for UG (Honours & Programme) Semesters II, IV & VI (both Regular & SNC) Examinations of the A.Y. 2021– 22

It is hereby notified for information of all concerned that the form fill-up portal for **UG (Honours & Programme) Semesters II, IV & VI** students (**both Regular & SNC**) in relation to the End Semester Examinations of the A.Y. 2021-22 will be live on **30.05.2022**. It will remain active till **06.06.2022**. The students willing to appear in the aforesaid examination must fill-up the examination forms online.

Fees Payable:

Examination Fee of Rs 150/- for all **regular students (Honours & Programme)**

Examination Fee of Rs 100/- per paper / course for **all SNC** students

Any type of issue/problem faced while completing the activity may be intimated to payment@bankurauniv.ac.in

Procedure for Examination Form fill-up for UG (both Honours & Programme) Semesters II, IV & VI students (both Regular & SNC) in relation to UG Even Semester Examinations of the A.Y. 2021– 22

Step 1: Using **UID & Password** and entering the **Captcha** login to Bankura University Examination portal.

Step 2: Click on the **Form Fill-up** icon.



Step3: Click on **FORM FILLUP FOR EVEN SEMESTER** of the **A.Y. 2021-22**



Step 4: Check the courses/papers corresponding to current semester (for regular students) and click on the **check box**. The button **Submit for Form Fill-up (Regular)** will be enabled. Click on the button. In this step, only courses/papers corresponding to current semester (for regular students) will be selected.



Check the courses/papers and number of SNC courses/papers, if any, carefully. If there is any error then don't proceed further to complete the process. Contact with your college immediately for necessary correction, if any
 সমস্ত পেশারকোর্স গ্রন্থা সতর্কতার সঙ্গে চেক কর। যদি পেশারকোর্স অথবা/এবং SNC পেশারকোর্স সংখ্যায় ত্রুটি থাকে তবে ফর্ম ফিল আপ না করে ত্রুটি কব্রার জন্য ডাড়াডাড়া কলেজে যোগাযোগ কর।

Form Fillup

IN : BENGALI

I, declare that all the above information are correct to the best of my knowledge.

Submit for Form Fillup (Regular)

Form Fillup

IN : BENGALI

Paper 1 :

I, declare that all the above information are correct to the best of my knowledge.

Submit for 1st year SNC Form Fillup

Semester	Course Code	Paper Type	Subject	Amount
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Total: **Rs 0 + 0**

Step 5: Selected courses/papers corresponding to current semester will be displayed as in the following screen. Additionally, regular students with SNC/students want to appear only for SNC check the courses/papers carefully. Also check the **number of SNC courses/papers**. Click on the check box and finally click on Submit button(s). In this step SNC courses/papers, if any, will be selected.



Check the courses/papers and number of SNC courses/papers, if any, carefully. If there is any error then don't proceed further to complete the process. Contact with your college immediately for necessary correction, if any
 সমস্ত পেশারকোর্স গ্রন্থা সতর্কতার সঙ্গে চেক কর। যদি পেশারকোর্স অথবা/এবং SNC পেশারকোর্স সংখ্যায় ত্রুটি থাকে তবে ফর্ম ফিল আপ না করে ত্রুটি কব্রার জন্য ডাড়াডাড়া কলেজে যোগাযোগ কর।

Semester	Course Code	Paper Type	Subject	Amount
Regular Subjects (Sem -)				
				150
SNC Subjects (Sem -)				
				100

Total: **Rs 150 + 100**

If Transaction Got Deducted From the Account, Still Didn't Get Slip, Wait for atleast 24 Hours Before Making next Attempt, For the Previous Transaction to get Cleared

Payment

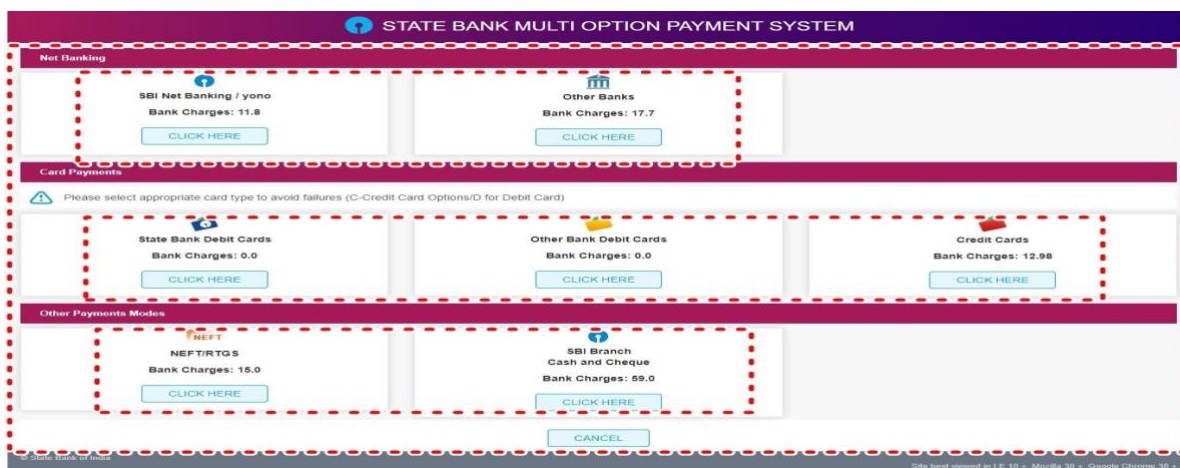
Note: For all the above-mentioned cases in Step 4 & Step 5, if there is any error(s) related to courses/papers or number of papers then don't proceed further to complete the process. Contact with your college immediately for necessary correction.

Step 6: After submission the following screen containing the submitted courses/papers along with total fees to be paid will appear. Click on **Payment**.

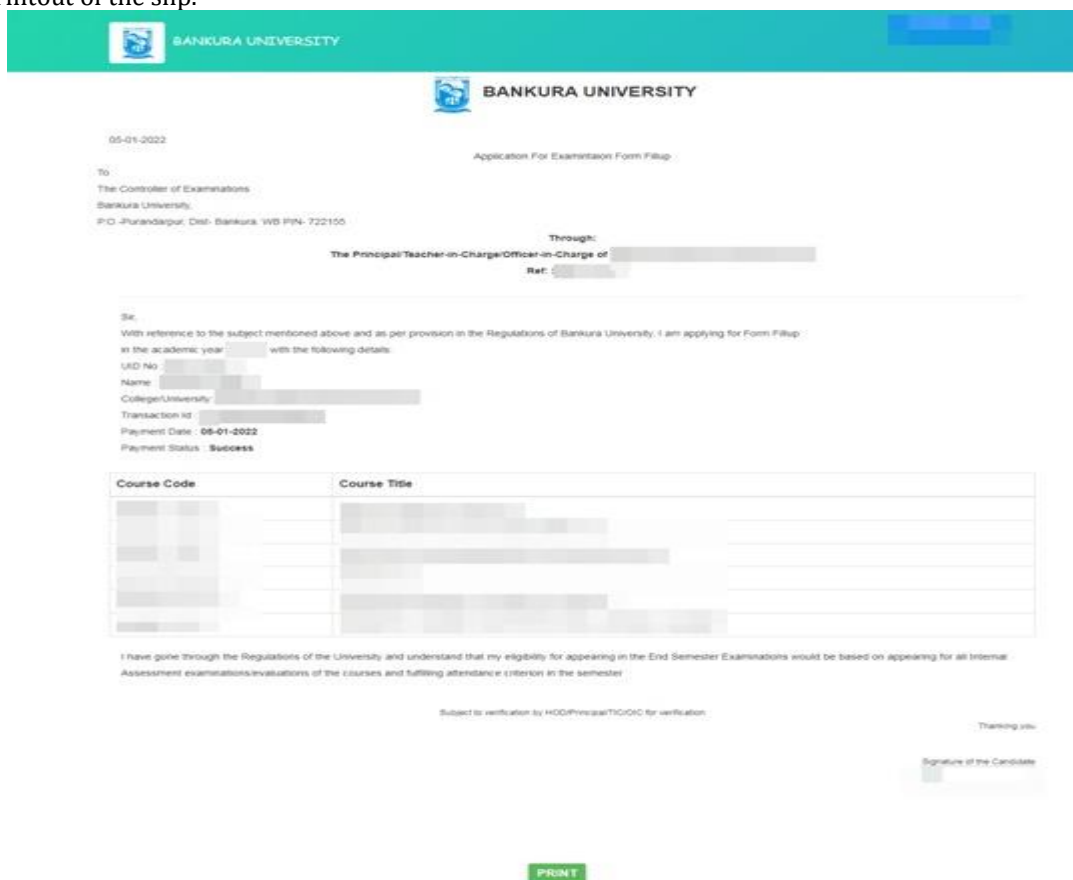
Step7: A security notification will appear on the screen. Click on **Click to Continue** to proceed.



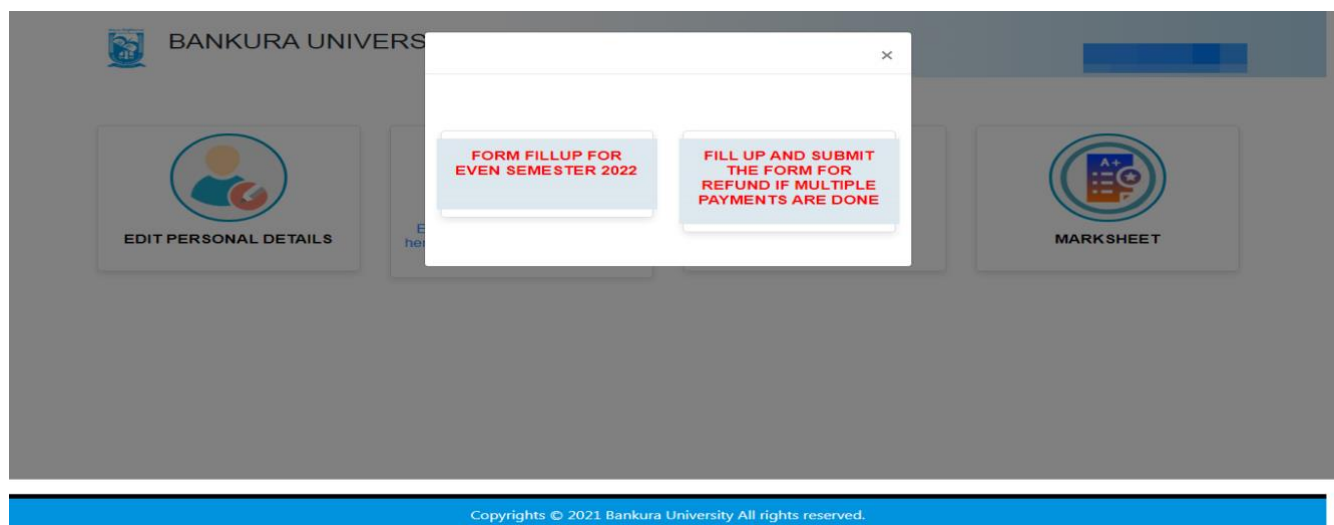
Step8: Choose the desire payment mode to pay the fees by clicking on appropriate **CLICK HERE** button and proceed further to complete the payment.



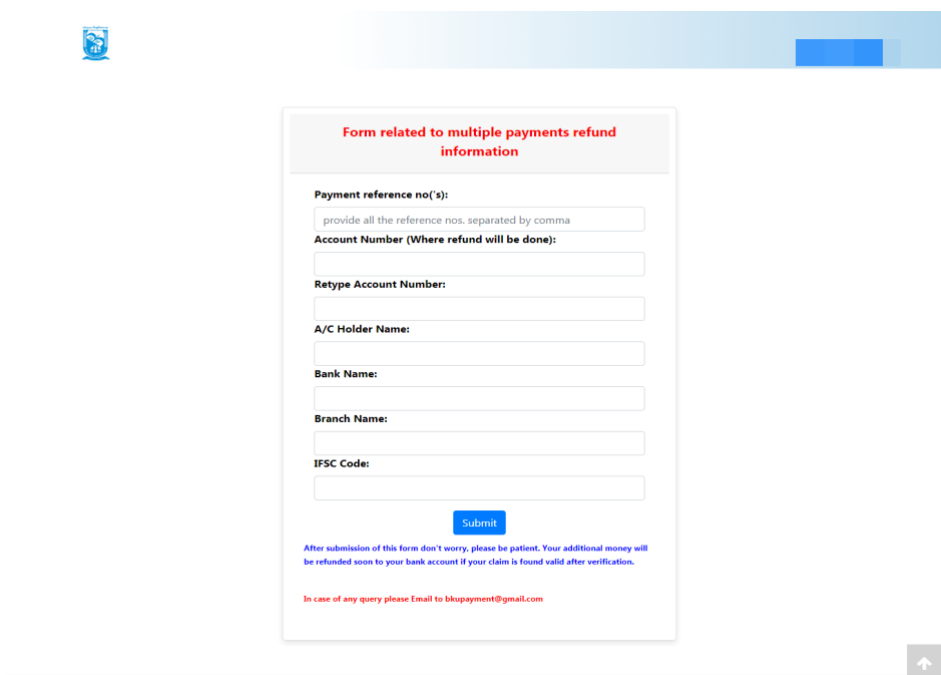
Step9: After Payment a **Payment Receipt cum Acknowledgement slip** of filled up Form will be generated. Take a printout of the slip.



STEP 1: Using **UID& Password** and entering the **Captcha** login to Bankura University Examination portal.
Step 2: Click on **FILL UP AND SUBMIT THE FORM FOR REFUND IF MULTIPLEPAYMENTS ARE DONE.**



Step3: Fill up the form with appropriate details and click on the **Submit** button to generate multiple payments refund request.



Sd/-

Dr. Shibaji Panda
Controller of Examinations

Copy to:

1. The Registrar, Bankura University
2. The Finance Officer, Bankura University
3. The Dean, Bankura University
4. The Inspector of Colleges, Bankura University
5. All Principals/TiCs/OiCsof affiliated colleges of Bankura University
6. The Secretary, Faculty Council for Under-Graduate Studies
7. The Co-ordinator Santali Vernacular, Bankura University
8. The System Administrator, Bankura University to upload the notice in the University website
9. The Secretary to the Hon'ble Vice Chancellor, Bankura University
10. Guard file