



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/07/2022

Date: 07.01.2022

URGENT NOTIFICATION

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

As directed, it is hereby notified for information of all **UG (Honours & Programme) Semesters III & V** students (**both Regular & SNC**) of the A.Y. 2021 – 22 of Bankura University that form fill-up will be commenced on and from **08.01.2022**. It will be continued up to **16.01.2022**. The students willing to appear in the aforesaid examinations must fill-up the examination forms online.

Fees Payable:

Examination Fee of Rs 150/- for all **UG Semesters III & V (Honours & Programme)**

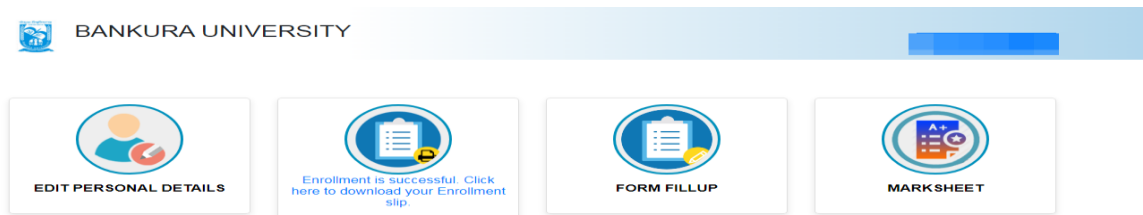
Examination Fee of Rs 100/- per paper / course for all **SNC** students

Any type of issue/problem faced while completing the activity may be intimated to bkupayment@gmail.com.

Procedure for Examination Form fill-up for UG (Honours & Programme) Semesters III & V students (both Regular & SNC) in relation to UG Odd Semester Examinations of the A.Y. 2021- 22

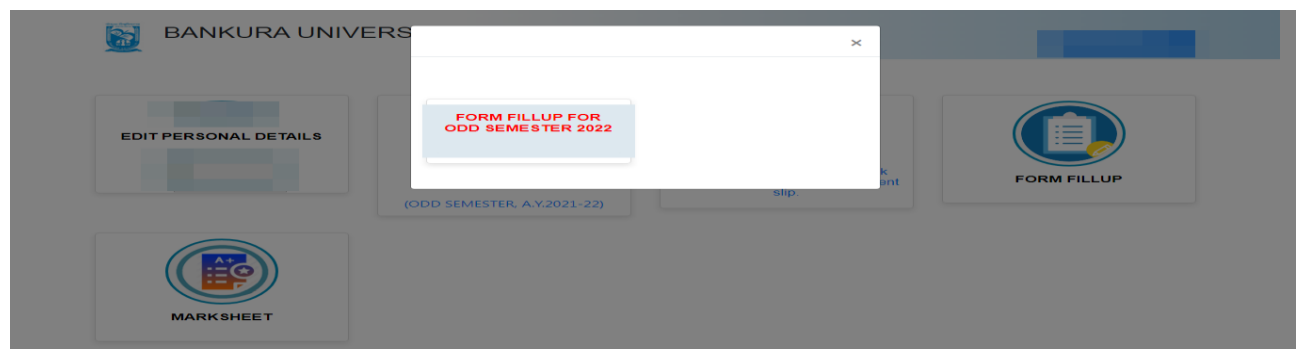
Step 1: Using **UID & Password** and entering the **Captcha** login to Bankura University Examination portal.

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



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Step3: Click on **FORM FILLUP FOR ODD SEMESTER 2022**



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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.

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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 পেপার/কোর্স গুলো সতর্কতার সঙ্গে চেক কর। যদি পেপার/কোর্স অথবা/এবং SNC পেপার/কোর্স সংখ্যায় ভুল থাকে তবে ফর্ম ফিল আপ না করে ভুল টিক করার জন্য তাড়াতাড়ি 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
Total: Rs 0 + 0				

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Step 5: Selected courses/papers corresponding to current semester will be displayed as in 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.

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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 পেপার/কোর্স গুলো সতর্কতার সঙ্গে চেক কর। যদি পেপার/কোর্স অথবা/এবং SNC পেপার/কোর্স সংখ্যায় ভুল থাকে তবে ফর্ম ফিল আপ না করে ভুল টিক করার জন্য তাড়াতাড়ি কলেজে যোগাযোগ কর।

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

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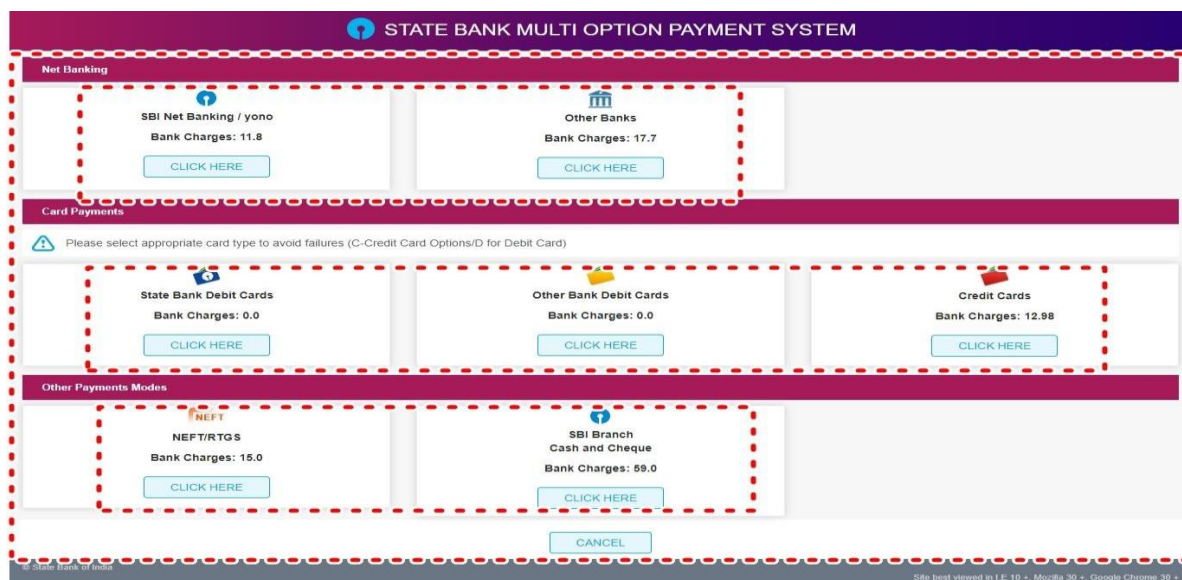
Note: For all the above-mentioned cases in Step 4 & Step 5, if there is any error(s) related to courses/papers or number of papers then don't proceed further to complete the process. Contact with your college immediately for necessary correction.

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

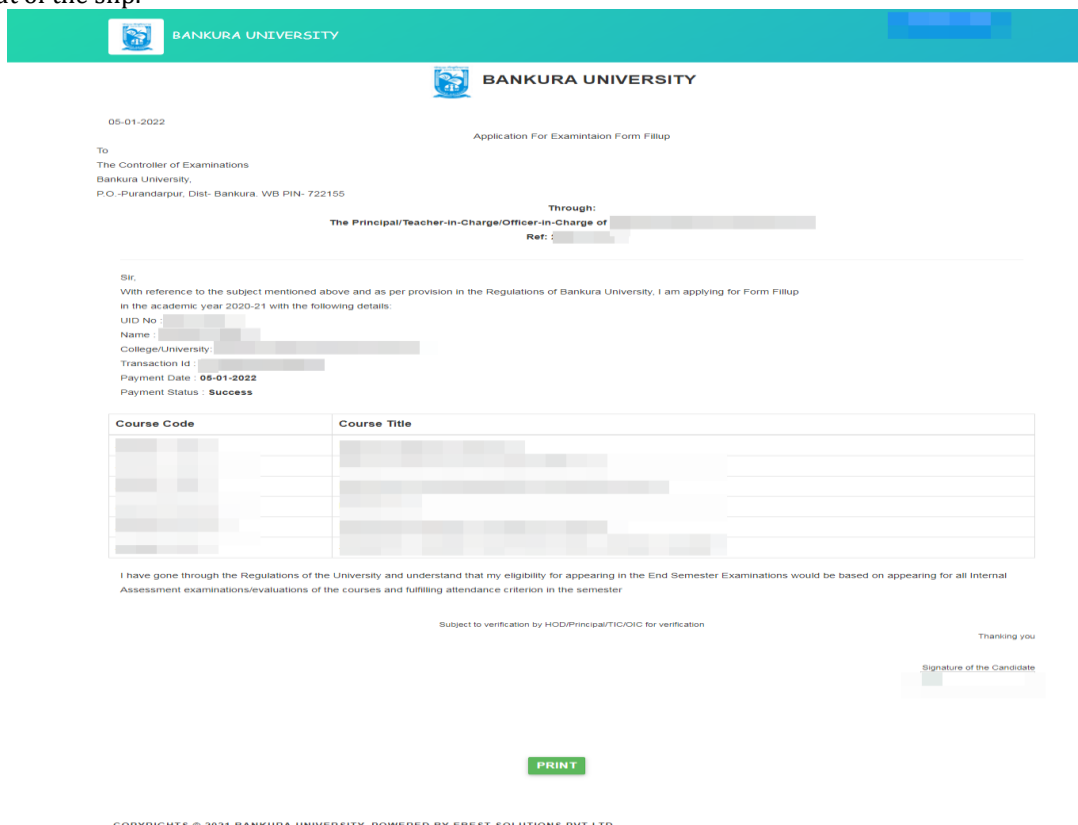
Step7: A security notification will appear on the screen. Click on **Click to Continue** to proceed.



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



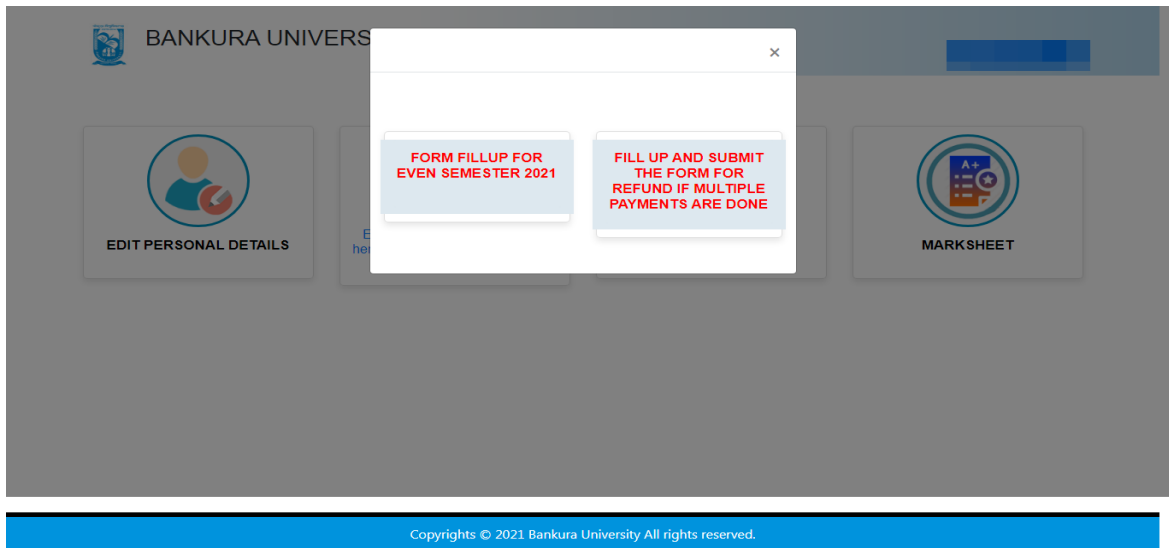
Step9: After Payment a **Payment Receipt cum Acknowledgement slip** of filled up Form will be generated. Take a print out of the slip.



Procedure for refund request if multiple payments are done

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 MULTIPLE PAYMENTS ARE DONE**.



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

A screenshot of the 'Form related to multiple payments refund information' form. The form includes the following fields: 'Payment reference no(s):' (with a note 'provide all the reference nos. separated by comma'), 'Account Number (Where refund will be done):', 'Retype Account Number:', 'A/C Holder Name:', 'Bank Name:', 'Branch Name:', and 'IFSC Code:'. A blue 'Submit' button is located at the bottom of the form. Below the button, there is a disclaimer: 'After submission of this form don't worry, please be patient. Your additional money will be refunded soon to your bank account if your claim is found valid after verification.' and a contact email: 'In case of any query please Email to bkupayment@gmail.com'.

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/OiCs of affiliated colleges of Bankura University
6. The Co-ordinator Santali Vernacular, Bankura University
7. The Secretary to the Hon'ble Vice Chancellor, Bankura University