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/49/2022 **Date: 06.02.2022**

URGENT NOTIFICATION

Subject: Form fill-up for UG (Honours & Programme) Semester - I (both Regular & SNC) Examination of the A.Y. 2021– 22

As directed, it is hereby notified for information of all **UG (Honours & Programme) Semester - I** students (**both Regular & SNC**) of the A.Y. 2021 – 22 of Bankura University that form fill-up portal will be live at **5PM** on **07.02.2022.** It will remain active till **14.02.2022**. The students willing to appear in the aforesaid examination must fill-up the examination forms online.

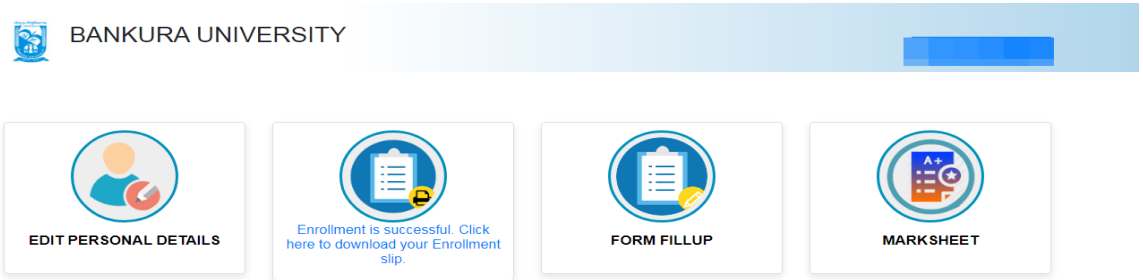
A Student having SNC(s) in Semester - I is advised to fill-up the form, if the same has not been done yet, within the above-mentioned time interval.

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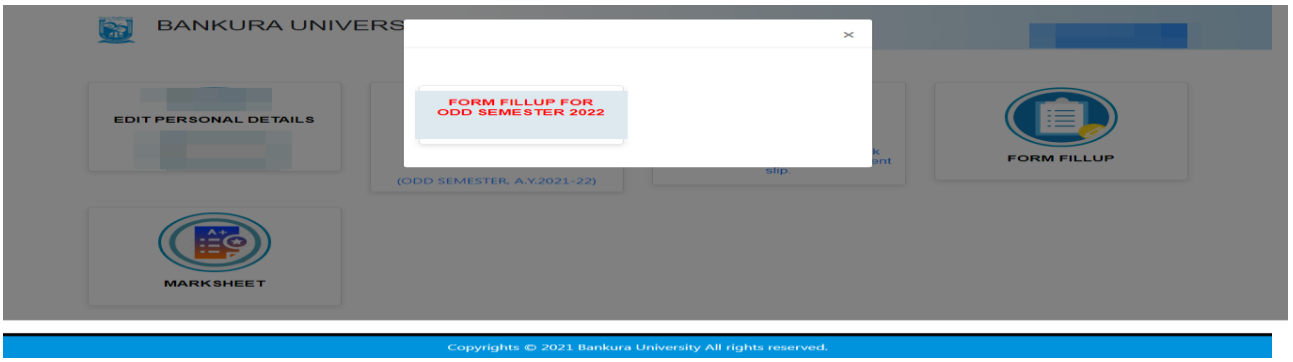
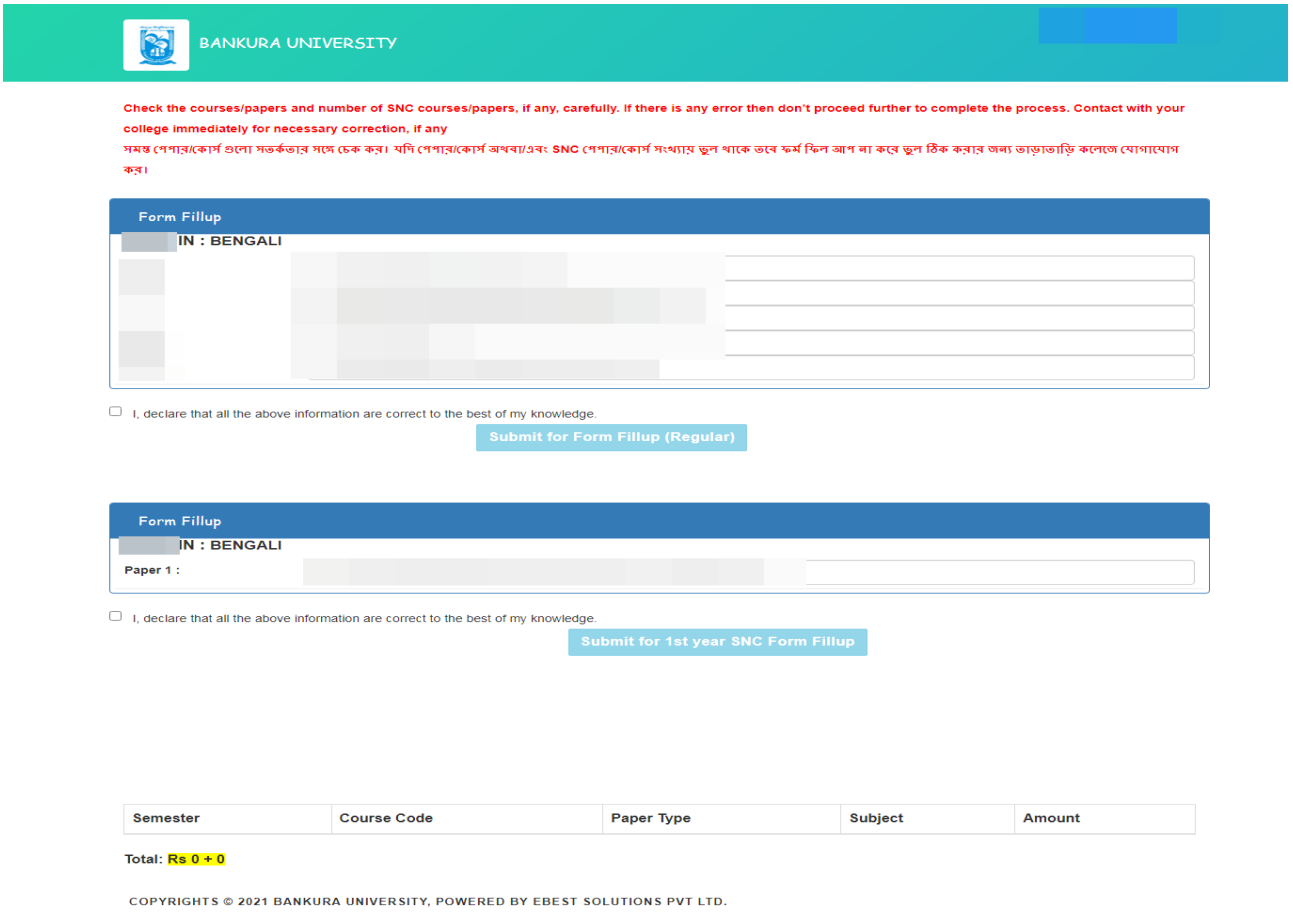
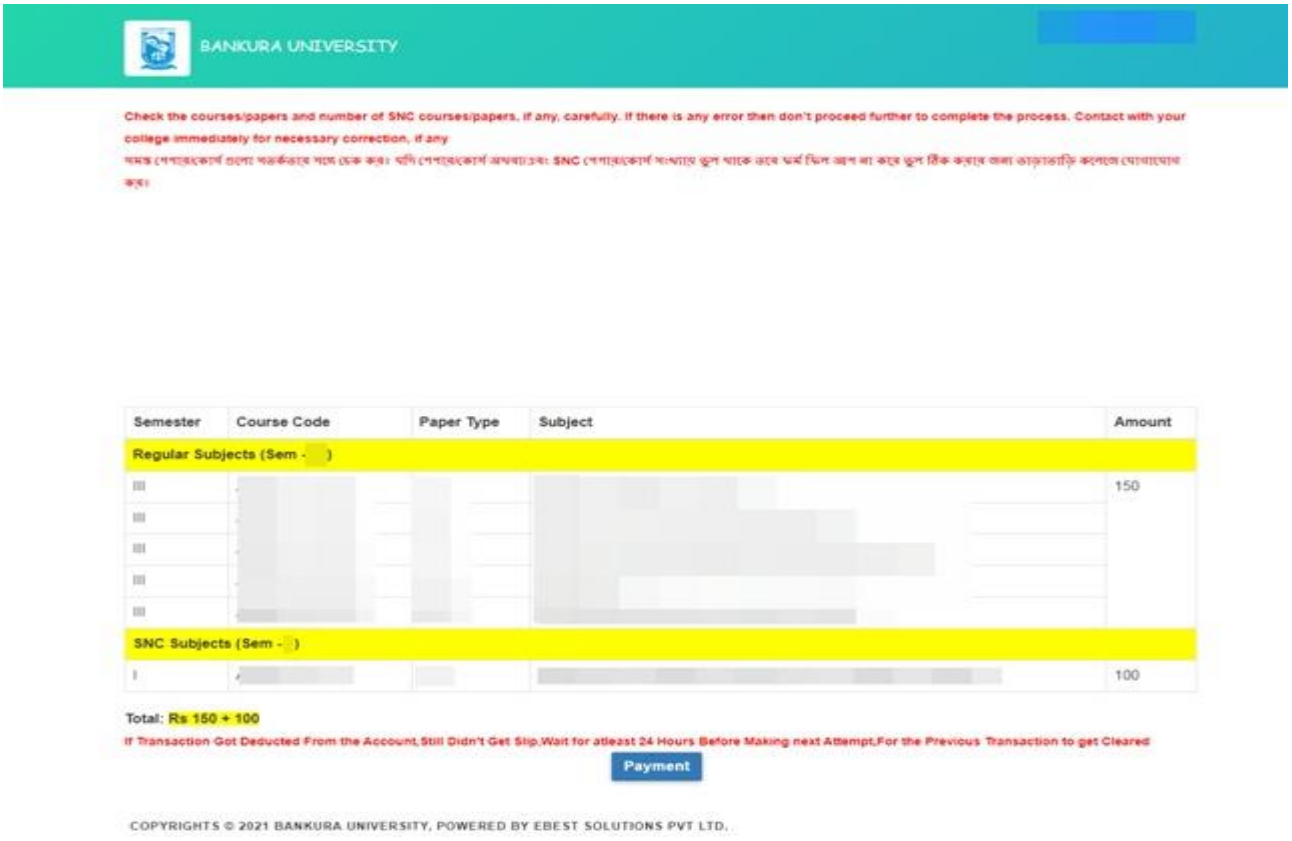
Step3: Click on **FORM FILLUP FOR ODD SEMESTER 2022**



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.



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.

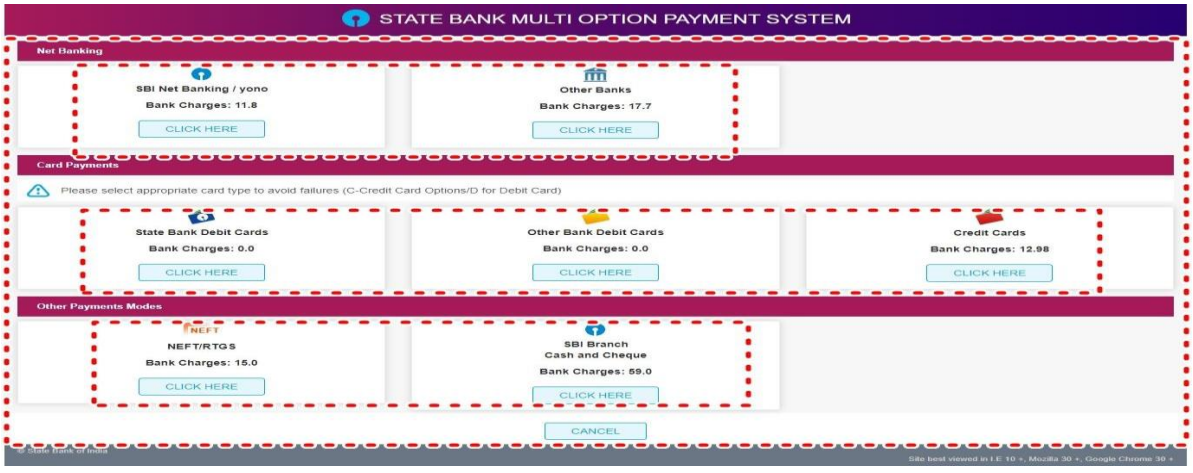


Note: For all the above-mentioned cases in Step 4 & Step 5, if there is any error(s) related to courses/papers or number of papers then don't proceed further to complete the process. Contact with your college immediately for necessary correction.

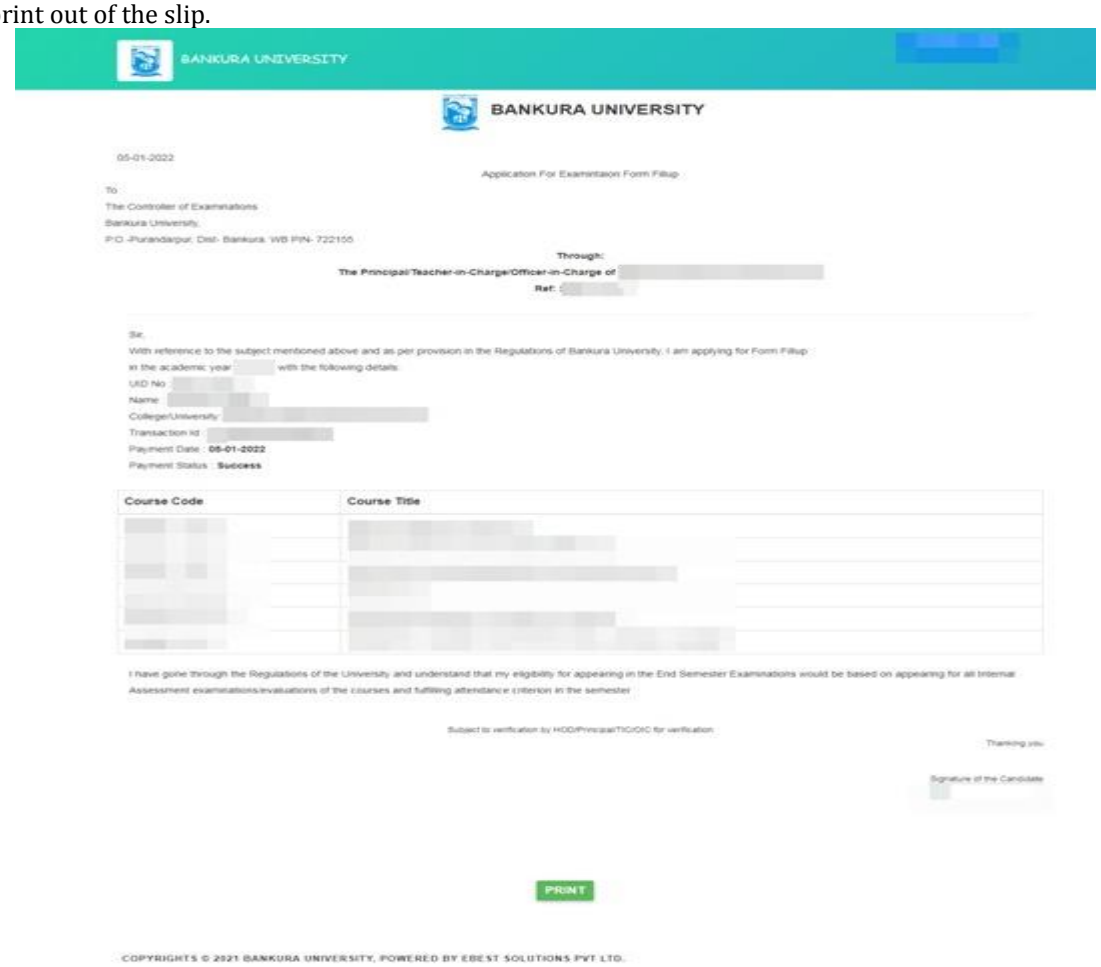
Step 6: After submission the following screen containing the submitted courses/papers along with total fees to be paid will appear. Click on **Payment.**

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.

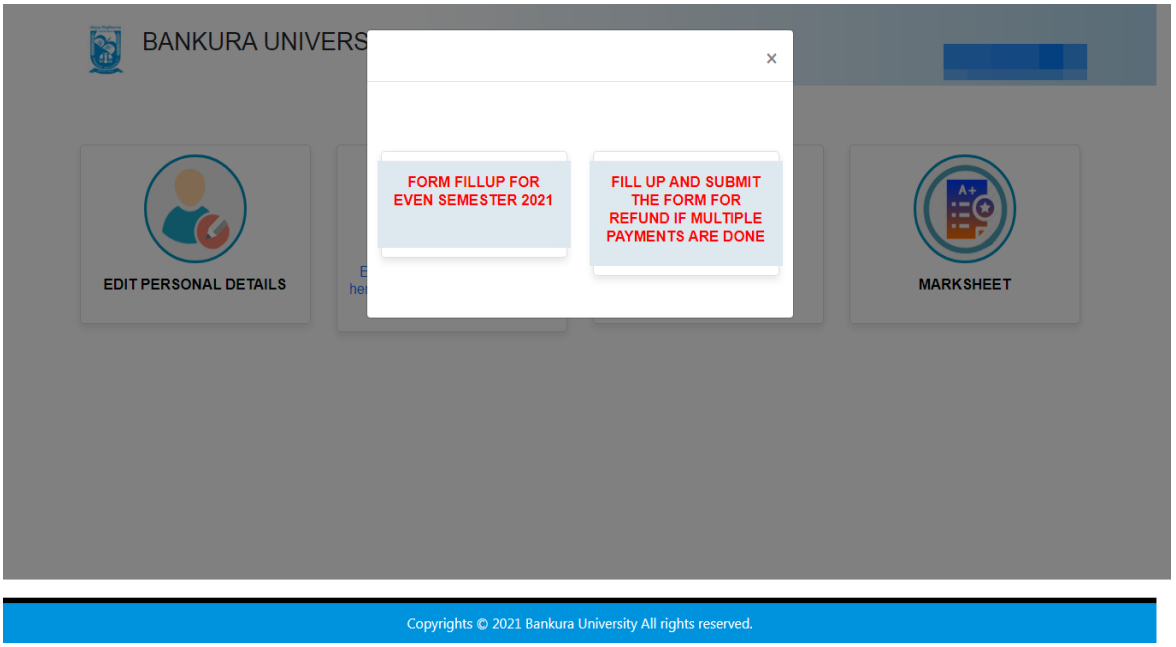


Step9: After Payment a **Payment Receipt cum Acknowledgement slip** of filled up Form will be generated. Take a print out of the slip.

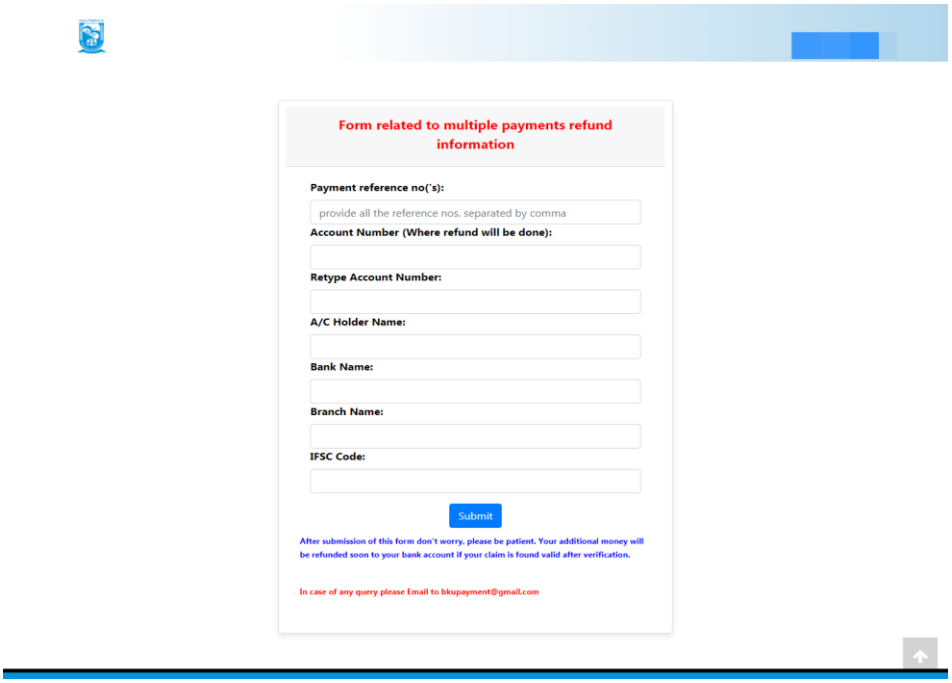


Procedure for refund request if multiple payments are done

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 MULTIPLEPAYMENTS AREDONE.



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 Co-ordinator Santali Vernacular, Bankura University
7. The Secretary to the Hon'ble Vice Chancellor, Bankura University