URGENT NOTIFICATION

Subject: Examination Form fill-up for UG Semesters II, IV & VI students (both Regular & SNC) in relation to UG Even Semester Examinations (both Honours & Programme) of the A.Y. 2020–21

As directed, it is hereby notified for information of all UG Semesters II, IV & VI students (both Regular & SNC) in relation to UG Even Semester Examinations (both Honours & Programme) of the A.Y. 2020–21 of Bankura University that form fill-up for the Even Semester Examinations 2021 will be commenced on and from 15.07.2021. It will be continued up to 22.07.2021. The students willing to appear in the said examinations must fill-up the examination forms online.

Fees Payable:
Examination Fee of Rs 150/- for all UG Semesters II, IV & VI (both 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 Semesters II, IV & VI students (both Regular & SNC) in relation to UG Even Semester Examinations (both Honours & Programme) of the A.Y. 2020–21

Step 1: Using UID & Password and entering the Captcha login to Bankura University Examination portal.
Step 2: Click on the Form Fill-up icon.
Step 3: Click on FORM FILLUP FOR EVEN SEMESTER 2021
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 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.

**Step 7:** A security notification will appear on the screen. Click on Click to Continue to proceed.
Step 8: Choose the desire payment mode to pay the fees by clicking on appropriate CLICK HERE button and proceed further to complete the payment.

Step 9: 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**.

**STEP 3:** 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/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