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.

Step 3: 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 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