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.
**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 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**.

**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.

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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