URGENT NOTIFICATION

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

As directed, it is hereby notified for information of all PG Semester - I students (both Regular & SNC) of the A.Y. 2021 – 22 of Bankura University that form fill-up will be commenced on and from 07.02.2022. It will be continued up to 14.02.2022. 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.

All Principals/TiCs/OiCs of affiliated colleges with PG programmes & HoDs/TiCs of the Departments of Bankura University are requested to approve the Regular & SNC Examination form fill-up.

Fees Payable:
Examination Fee of Rs 250/- for regular students
Examination Fee of Rs 100/-per paper for 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 PG Semesters I students (both Regular & SNC) in relation to PG Odd Semester Examination of the A.Y. 2021–22

STEP 1: Login to the examination portal and then click the on the Form Fill up icon.
**STEP 2:** Click on **FORM FILL UP FOR PGOdd SEMESTER 2022**

**STEP 3:** 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. 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).
STEP 4: After submission the following screen containing the submitted courses/papers along with total fees to be paid will appear. Click on Payment.

STEP 5: A security notification will appear on the screen. Click on Click to Continue to proceed.

- This is a secure payment gateway using 128 bit SSL encryption.
- When you submit the transaction, the server will take 1 to 5 seconds, but it may take longer at certain times.

STEP 6: Choose the desire payment mode to pay the fees by clicking on appropriate CLICK HERE button and proceed further to complete the payment.

STEP 7: After Payment a Payment Receipt cum Acknowledgement slip of filled up Form will be generated. Take a printout 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
Bankura University

Copyto:
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 where PG courses are taught
6. All HoDs/TiCs of Bankura University
7. The Secretary to the Hon'ble Vice Chancellor, Bankura University.
8. System Administrator, Bankura University to upload the notice in the University website
9. Guard file