URGENT NOTIFICATION

Subject: Form fill-up for PG Semesters III (both Regular & SNC) Examinations of the A.Y. 2021–22

As directed, it is hereby notified for information of all PG Semesters III students (both Regular & SNC) of the A.Y. 2021–22 of Bankura University that form fill-up will be commenced on and from 09.01.2022. It will be continued up to 14.01.2022. The students willing to appear in the aforesaid examinations must fill-up the examination forms online.

All Principals/TiCs/OiCs of affiliated colleges with PG programs & HoDs/TiCs of the departments of Bankura University are requested to approve the Regular & SNC Examination form fill-up on 15.01.2022.

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 bkupayment@gmail.com.

Procedure for Examination Form fill-up for PG Semesters III students (both Regular & SNC) in relation to PG Semester III Examinations 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 PGIII 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.

![Multiple payments refund form](image)

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