BANKURA UNIVERSITY

(West Bengal Act XIX of 2013- Bankura University Act, 2013)
Main Campus, P.O.: Purandarpur, Dist.: Bankura,
Pin- 722155, West Bengal
Office of the Controller of Examinations

Ref. No.: BKU/CE/UG/642/2026 Date: 02.11.2026

URGENT NOTIFICATION

Subject: Examination Form fill-up for UG NEP Semester – I students in relation to UG Odd Semester Examination of the A.Y. 2026– 27

As directed, it is hereby notified for information of all UG NEP Semester I students in relation to UG Odd Semester Examination of the A.Y. 2026– 27 of Bankura University that the portal for form fill-up for the NEP Semester I Examination will be activated on **03.11.2026.** It will remain live till **12.11.2026.** The students willing to appear in the said examination must fill-up the examination form online after verifying the subjects carefully.

The students having only SNC(s) can login **(User Id: UID, Password: Aadhar Number)** to the University exam portal to fill up the examination form.

In order to fill up the examination form students may follow the attached manual by loging into the examination portal.

Fees Payable:
Examination Fees: Rs 275/- for UG Semester I (Except LL.B)
Offline Answer Script Evaluation Fees: Rs 200/- for UG Semester I
Practical Examination Fees will be taken per paper basis and will be displayed while filling up the form.
Examination Fees: Rs 100/- per paper / course for all SNC students

Any type of issue/problem faced while completing the activity may be intimated to payment1@bankurauniv.ac.in.

The approval regarding Examination Form fill-up for UG Semester I with attendance at the Principal login will remain live till 13.11.2026.

Sd/-

Dr. Shibaji Panda
Controller of
Examinations

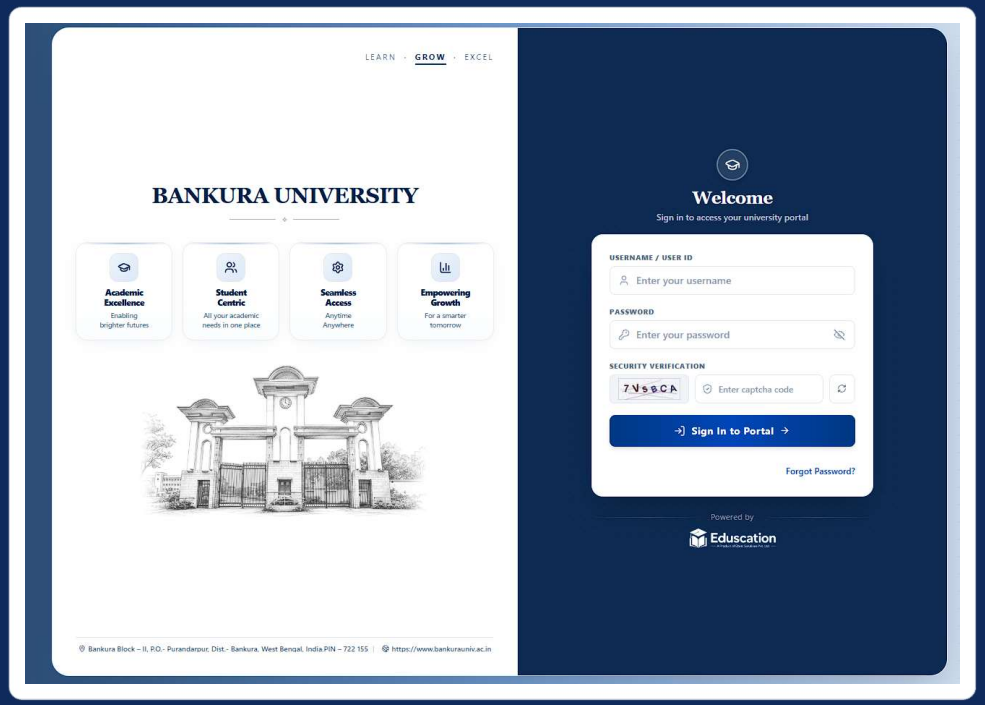
Copy to:

- The Registrar, Bankura University
- The Finance Officer, Bankura University
- The Dean, Bankura University
- The Inspector of Colleges, Bankura University
- The Secretary, Faculty Council for Under-Graduate Studies
- All Principals/TiCs/OiCs of affiliated colleges of Bankura University
- The Coordinator, Santali vernacular
- System Administrator, Bankura University to upload the notice in the University website
- The Secretary to the Hon'ble Vice Chancellor, Bankura University
- Guard file

STUDENT USER MANUAL

Examination Form Fill-Up

A step-by-step guide to confirming your papers and paying the examination fee online.



The process at a glance

STEP 1

Log in

Sign in to the student portal with your username, password and security code.

STEP 2

Open Form Fill Up

Click the Form Fill Up card under Ongoing Activities on your dashboard.

STEP 3

Check IA marks

Form fill-up opens only after the IA marks of all your papers are approved.

STEP 4

Confirm and pay

Review your enrolled papers and fee, then click Confirm & Pay.

STEP 5

Pay online

Check the payment details and proceed to the payment gateway.

STEP 6

Get your slip

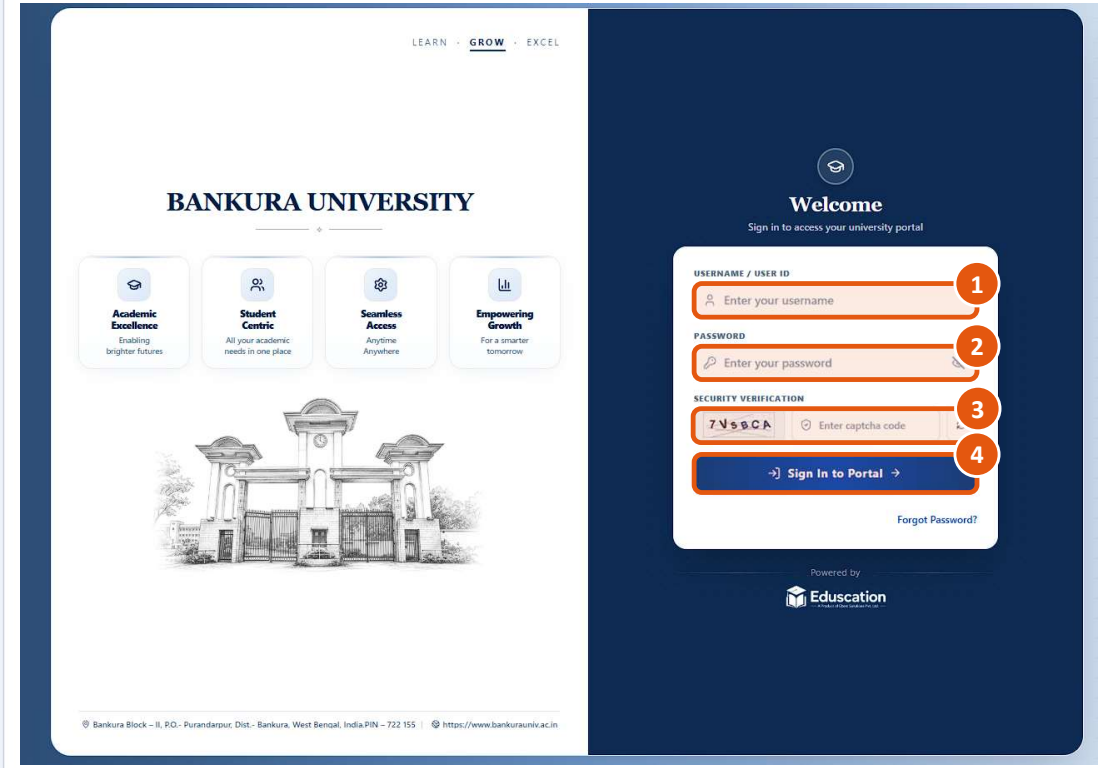
After a successful payment, download your acknowledgement slip.

STEP 1

Log in to the Student Portal

Open the university portal and sign in with your student account.

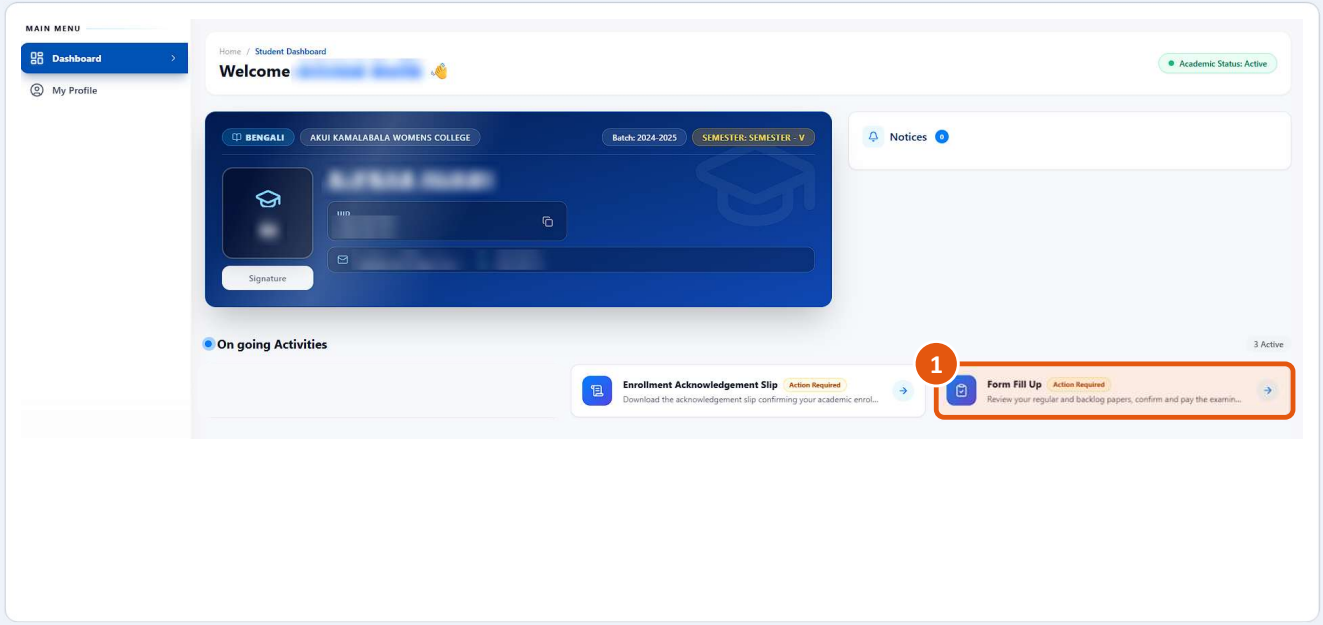
1. **Username:** Enter your username (UID).
2. **Password:** Enter your password (12-digit Aadhar card no without any space / the password you have set).
3. **Security code:** Type the characters shown in the image. Use the refresh button if the code is hard to read.
4. **Sign in:** Click Sign In to Portal.



STEP 2

Open the Form Fill Up page

After you log in, your dashboard opens. Under Ongoing Activities, click the Form Fill Up card to start your examination form fill-up.

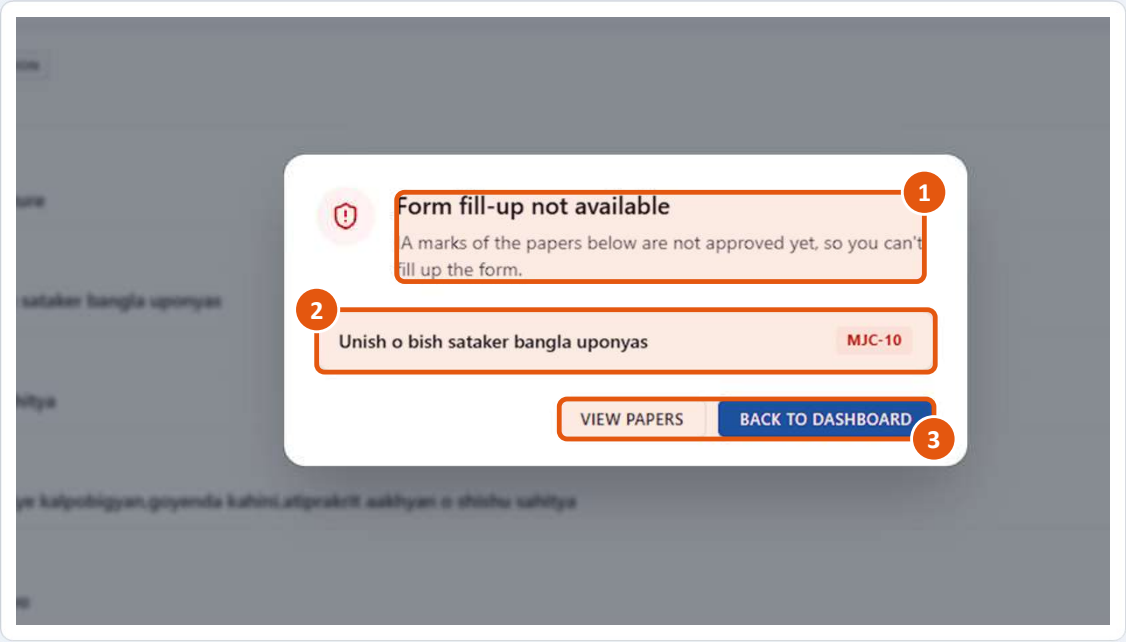


1 **Form Fill Up:** Click this card. The Action Required tag shows that your form is pending.

STEP 3

Check that your IA marks are approved

Form fill-up opens only after the Internal Assessment (IA) marks of all your papers are approved. If any paper is still pending, this message appears and you cannot continue.

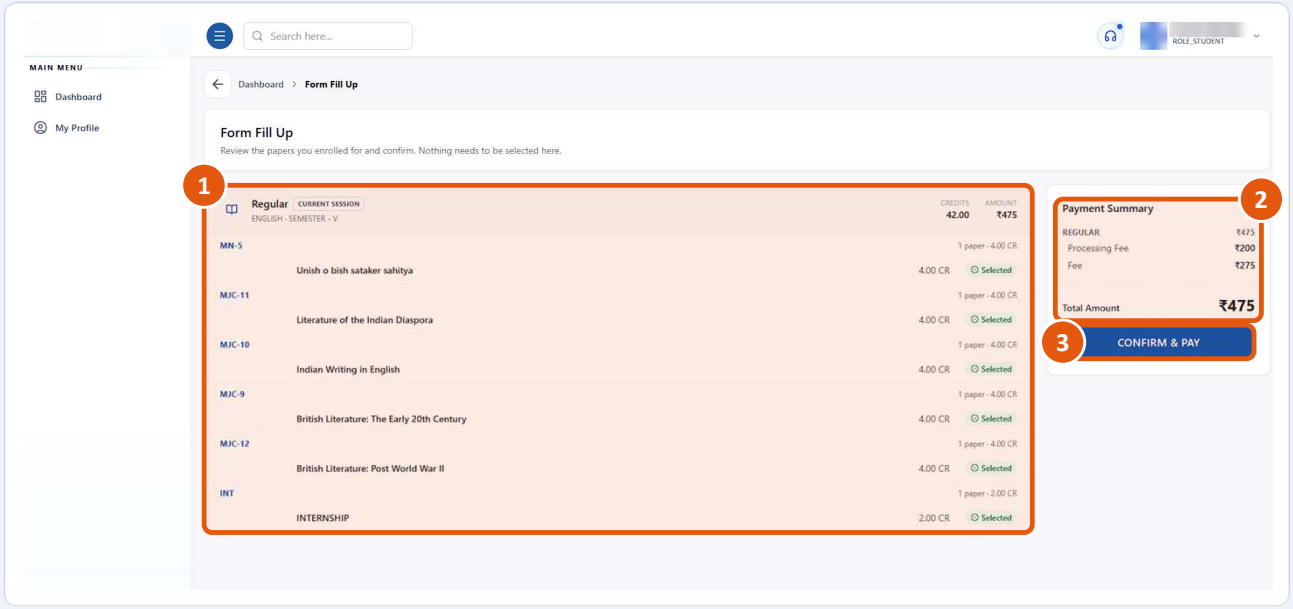


1. **Message:** The IA marks of the paper listed below are not approved yet.
2. **Pending paper:** This is the paper whose IA marks need approval (here, MJC-10).
3. **Next step:** Click Back to Dashboard, or View Papers to see your papers. Try again after the marks are approved.

STEP 4

Review your papers and confirm

When all IA marks are approved, the Form Fill-Up page lists your enrolled papers and fee. Review them, then click Confirm & Pay. If you have backlog papers, an additional Backlog card appears on this page.



1 **Enrolled papers:** Check the papers listed for the current session.

2 **Payment Summary:** See the fee and the total amount.

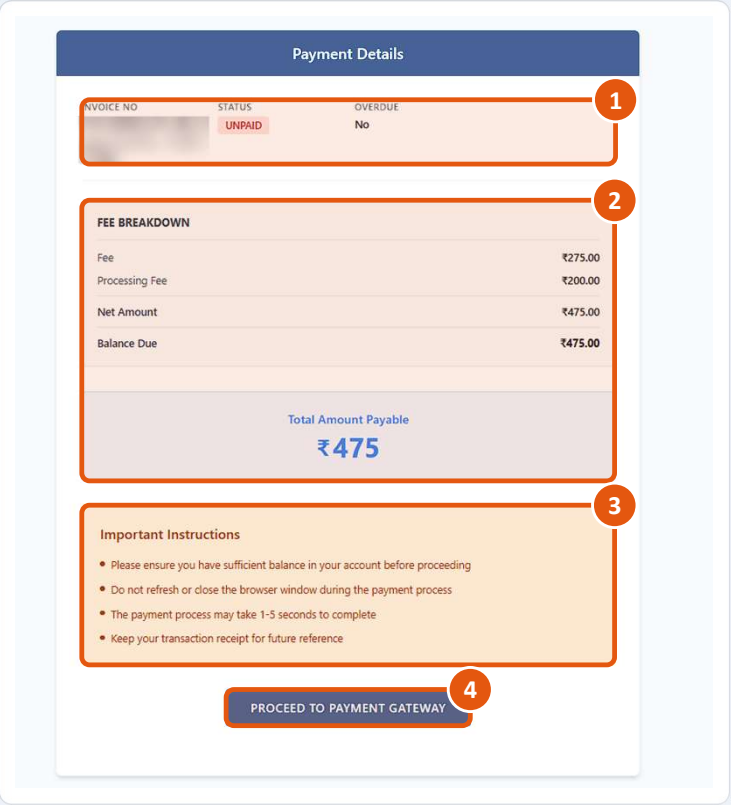
3 **Confirm & Pay:** Click this button to continue to payment.

STEP 5

Make the payment

After you click Confirm & Pay, the Payment Details page opens. Check the details, then continue to the payment gateway.

1. **Invoice and status:** Your invoice number and payment status. The status shows Unpaid until the payment is completed.
2. **Fee breakdown:** Check the fee, the processing fee and the total amount payable.
3. **Important instructions:** Keep enough balance in your account, do not refresh or close the browser window, and keep your receipt.
4. **Pay:** Click Proceed to Payment Gateway.



STEP 6

Download your acknowledgement slip

After a successful payment, your Form Fill-Up Acknowledgement Slip is generated. Download it and submit in your institute for approval.



Your examination form fill-up is complete