



Office of the Controller of Examinations

Ref No.: BKU/CE/495/2020

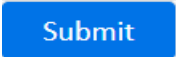
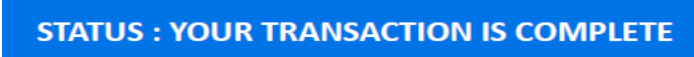

Date: 17/10/2020

URGENT NOTIFICATION

Sub: Examination Form fill-up for UG SEM IV & II students (both Regular & SNC) in relation to the UG Semesters II & IV Exams 2020

As directed, it is hereby notified for information of all Undergraduate Semester II & IV Regular students and UG SEM VI or SEM IV students with SNC in SEM IV and/or SEM II, of all affiliated colleges of Bankura University that UG Semesters II & IV Examination Form Fill-up **has to be completed ONLINE at Bankura University Unitrack portal** by all students of UG Semester II & IV (both Regular and SNC) of all affiliated undergraduate colleges in relation to UG Even Semester 2020 procedures, by logging in with their User ID and Password.

Procedure for UG SEM II & IV Regular students:

- For Examination Form fill-up, Regular students are requested to click on the  Button below the TABLE containing all the Papers / Courses selected by them during Enrolment
- After clicking SUBMIT, they would be automatically redirected to Bankura University SabPaisa PAYMENT GATEWAY for payment of requisite fees
- After completing of payment using any of the Payment Modes available (Credit Card / Debit Card / RuPay Debit Car / UPI), the following message will be displayed: 
- Students may click on NEXT button to go to next page or click on PRINT button to SAVE the Transaction Report
- After this, students can click on the  Button below the TABLE containing all their Papers / Courses and VIEW the Examination Form. Students may download the same for future reference.
- Status will change from [Exam Form FillUp Status](#) **PENDING** to

[Exam Form FillUp Status](#) **COMPLETED**

Procedure for UG SEM VI and/or IV students with SNC in either SEM IV or SEM II:

- For Examination Form fill-up, SNC students are requested to OPEN EXAM FORM FILL UP (SNC) OPTION and SELECT either SEMESTER II or IV from List and then click on the **Save** Button below the TABLE containing the Paper(s) / Course(s) in which there is CNC
- After clicking SAVE, they would be automatically redirected to Bankura University SabPaisa PAYMENT GATEWAY for payment of requisite fees
- After completing of payment using any of the Payment Modes available (Credit Card / Debit Card / RuPay Debit Car / UPI), the following message will be displayed: **STATUS : YOUR TRANSACTION IS COMPLETE**
- Students may click on NEXT button to go to next page or click on PRINT button to SAVE the Transaction Report
- After this, students can click on the **Print** Button below the TABLE containing all their Papers / Courses and VIEW the Examination Form. Students may download the same for future reference.
- Status will change from **Exam Form FillUp Status PENDING** to **Exam Form FillUp Status COMPLETED**

Important Dates

Name of activity	Start Date and End Date with time
UG SEM II & IV Examination Form fill-up done by students (Regular & SNC, as applicable) by logging into their Unitrack portal accounts & payment of requisite fees	19/10/2020 (11 AM) to 23/10/2020 (EOD)

Fees Payable:

- **Examination Results Processing Fee of Rs 200/- for all UG SEM II & IV Regular students**
- **Fee of Rs 100/- per Paper / Course for all SNC students**

Regarding payment gateway portal and payment matters the following may be noted:

- SMS from your Bank / Card company that Amount has been deducted from your Account DOES NOT MEAN THAT THE PAYMENT IS COMPLETE
- Payment is COMPLETE only when the following Unitrack Portal Status message is displayed: **STATUS : YOUR TRANSACTION IS COMPLETE**
- If Unitrack Portal Status message shows SORRY, YOUR TRANSACTION HAS FAILED or, NULL, then payment is NOT COMPLETE
- The money deducted by your Bank / Card / UPI institution will be returned to you as per your Bank / Card /UPI rules. The University has NO role in the same

Any type of issue / problem faced while completing the above activities may be emailed to helplinecoe@bankurauniv.ac.in

All students will receive text messages intimating them of the dates and times, regarding the entire process, for their convenience and appropriate action.

Sd/-

Controller of Examinations (Addl. Charge),
Bankura University

Copy to:

1. The Registrar, *Bankura University*
2. The Inspector of Colleges, *Bankura University*
3. All Principals / TiCs / OiCs of affiliated colleges where UG courses are taught
4. The Secretary to the Hon'ble Vice Chancellor, *Bankura University*
5. Guard File


Controller of Examinations
(Addl. Charge)
Bankura University