



**Office of the Controller of Examinations**

Ref No.: BKU/CE/495/2020

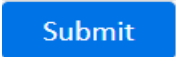
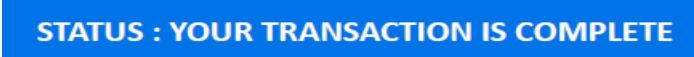

Date: 17/10/2020

**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**

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

## **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](mailto: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