



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/640/2026

Date: 29.10.2026

URGENT NOTIFICATION

Subject: Examination Form fill-up for UG Semester III, V & VII (NEP & CBCS as applicable) students (both Regular & SNC) in relation to UG Odd Semester Examination of the A.Y. 2026– 27

As directed, it is hereby notified for information of all UG Semester III, V & VII (NEP & CBCS as applicable) students (both Regular & SNC) in relation to UG Odd Semester Examinations of the A.Y. 2026– 27 of Bankura University that the portal for form fill-up for the Semester III, V & VII Examinations will be activated on **30.10.2026**. It will remain live till **06.11.2026**. 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: Aadhaar No.**) 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 logging into the examination portal.

Fees Payable:

Examination Fees: Rs 275/- for UG Semester III, V & VII (NEP, Honours & Programme) (Except LL.B)

Offline Answer Script Evaluation Fees: Rs 200/- for UG Semester III, V & VII (NEP, Honours & Programme)

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 III, V & VII with attendance at the Principal login will remain live till 07.11.2026.

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
- All Principals/TiCs/OiCs of affiliated colleges of Bankura University
- The Secretary, Faculty Council for Under-Graduate Studies
- 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 screenshot displays the Bankura University student portal login interface. The page is divided into two main sections: a header and a main content area. The header includes the text "LEARN · GROW · EXCEL" on the right. The main content area features the "BANKURA UNIVERSITY" logo at the top center. Below the logo, there are four icons representing different aspects of the university's mission: "Academic Excellence" (graduation cap), "Student Centric" (person icon), "Seamless Access" (globe icon), and "Empowering Growth" (lightbulb icon). Each icon has a brief description: "Enabling brighter futures", "All your academic needs in one place", "Anytime Anywhere", and "For a smarter tomorrow" respectively. Below these icons is a large illustration of the university's main gate. At the bottom of the page, there is a footer with the address "Bankura Block - II, P.O. - Purandarpur, Dist. - Bankura, West Bengal, India PIN - 722 155" and the website URL "https://www.bankurauni.ac.in". On the right side of the page, there is a "Welcome" message with a "Sign in to access your university portal" link. Below this, there is a login form with fields for "USERNAME / USER ID" (with a hint "Enter your username"), "PASSWORD" (with a hint "Enter your password" and a toggle for visibility), and "SECURITY VERIFICATION" (with a CAPTCHA image showing "7V56CA" and a hint "Enter captcha code"). A "Sign In to Portal" button is located below the form, and a "Forgot Password?" link is at the bottom right. The page is powered by "Eduscation".

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Welcome
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USERNAME / USER ID
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7V56CA Enter captcha code

[Sign In to Portal](#)

[Forgot Password?](#)

Powered by
Eduscation

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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.

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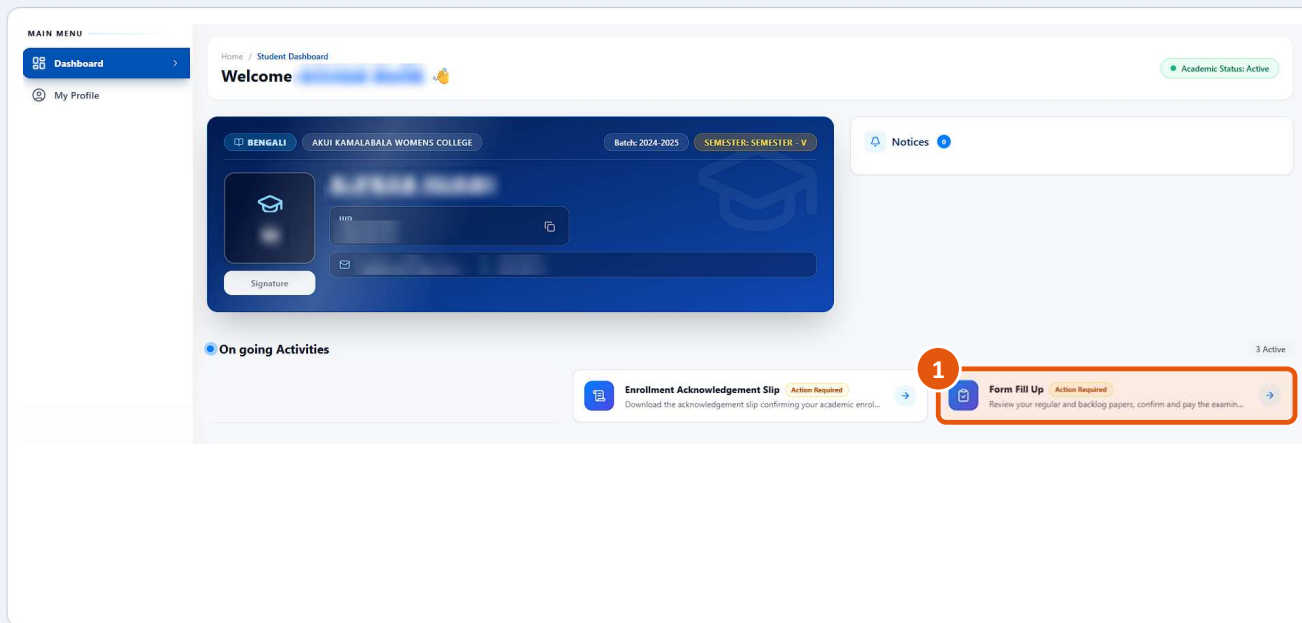
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STEP 2

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.



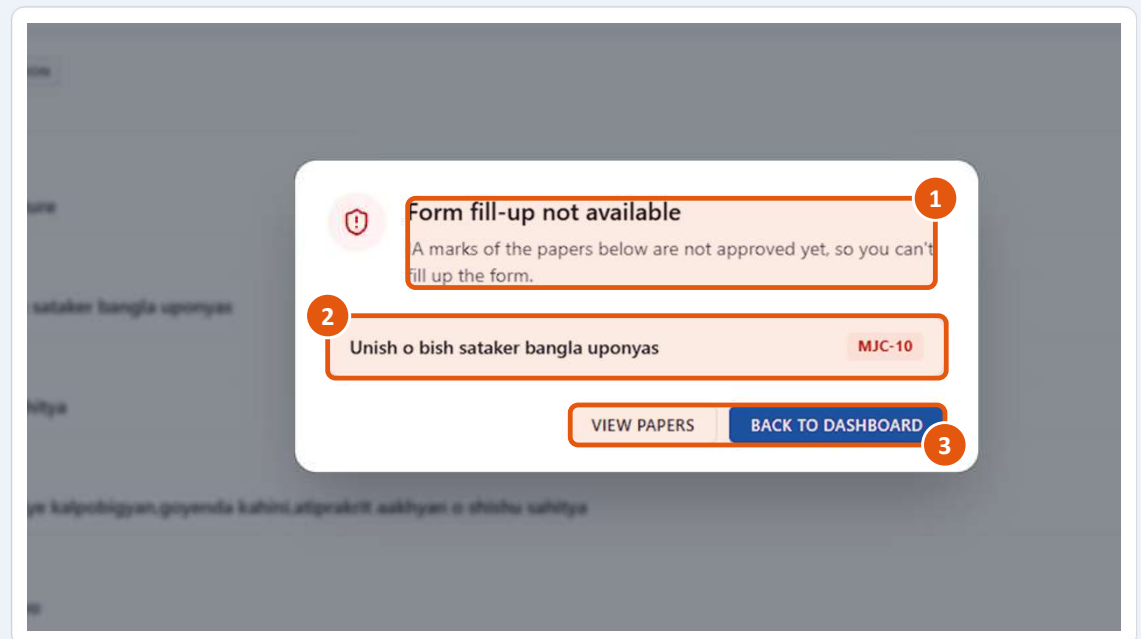
1 Form Fill Up: Click this card. The Action Required tag shows that your form is pending.

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.

The screenshot displays the 'Form Fill Up' page in a student portal. The page title is 'Form Fill Up' with a subtitle 'Review the papers you enrolled for and confirm. Nothing needs to be selected here.' The page is divided into three main sections: a table of enrolled papers, a payment summary, and a confirmation button. The table lists papers for the 'Regular' session, including 'MN-5' (Unish o bish sataker sahitya), 'MJC-11' (Literature of the Indian Diaspora), 'MJC-10' (Indian Writing in English), 'MJC-9' (British Literature: The Early 20th Century), 'MJC-12' (British Literature: Post World War II), and 'INT' (INTERNSHIP). Each paper has a 'Credits' column (4.00 CR or 2.00 CR) and an 'Amount' column (₹475). A 'Selected' status is indicated by a green circle with a checkmark. The payment summary on the right shows a 'Total Amount' of ₹475. A blue button labeled 'CONFIRM & PAY' is located at the bottom right of the page.

Paper	Credits	Amount	Status
MN-5	4.00 CR	₹475	Selected
MJC-11	4.00 CR	₹475	Selected
MJC-10	4.00 CR	₹475	Selected
MJC-9	4.00 CR	₹475	Selected
MJC-12	4.00 CR	₹475	Selected
INT	2.00 CR	₹475	Selected

Payment Summary

Item	Amount
REGULAR	₹475
Processing Fee	₹200
Fee	₹275
Total Amount	₹475

CONFIRM & PAY

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.

The screenshot shows a 'Payment Details' page with the following sections:

- Section 1:** A header area containing 'INVOICE NO' (blurred), 'STATUS' (UNPAID), and 'OVERDUE' (No).
- Section 2:** A 'FEE BREAKDOWN' table with the following data:

FEE BREAKDOWN	
Fee	₹275.00
Processing Fee	₹200.00
Net Amount	₹475.00
Balance Due	₹475.00

Below the table, it states 'Total Amount Payable' in blue text, followed by '₹475' in large blue font.
- Section 3:** An 'Important Instructions' box with a bulleted list:
 - Please ensure you have sufficient balance in your account before proceeding
 - Do not refresh or close the browser window during the payment process
 - The payment process may take 1-5 seconds to complete
 - Keep your transaction receipt for future reference
- Section 4:** A blue button at the bottom labeled '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

