

INSTRUCTIONS FOR ONLINE FILLING UP THE ONLINE EXAMINATION FORM

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EXAM FORM FILL-UP
1st & 3rd Semester

Steps to be followed for filling up the 1st semester examination

- To apply the form fill up for the 1st semester examination the candidate should enter the username and password. The **Username** should be his/her **Roll no** provided by the university and the **Password** should be the **same** one as the candidate provided during his/her Admission.
- If the candidate forgets his/her password, then the candidate needs to click the forget password link , a new page will appear where the candidate needs to enter the username(i.e. his/her Roll No.) or his registered mobile number(the mobile number that was used during the admission)
- An OTP will be send to the registered mobile number. The candidate needs to enter the OTP and then enter a new password and submit it. She/he can then login with the username and the new password created.
- After login, the candidate will be reflected to the **Dashboard** where he/she needs to click on the **APPLY NOW** button present on the right side of the dashboard. Then he needs to click on the **Yes, Proceed!** Button for proceeding further.
- The candidate will be redirected to a new page where different sections like Personal Details, Address, Education, Uploads, Submit and Payment are present.
- The candidate should check his/her personal details thoroughly and if any changes requires then he/she can edit the details and then click on **Save and Continue** button and again needs to click on the **Yes, Proceed!** Button for proceeding further.
- Next the candidate should check his/her Address details thoroughly and if any changes requires then he/she can edit the details and then click on **Save and Continue** button and again needs to click on the **Yes, Proceed!** Button for proceeding further.
- Next the candidate should fill up all the mandatory fields(marked as *****) on the

BHATTADEV UNIVERSITY
Bajali, Pathsala-781325, Assam

- Education section and then select the Honours Course Subjects and Generic Elective Subjects respectively from the dropdown provided. And then click on **Save and Continue** button and again needs to click on the **Yes, Proceed!** Button for proceeding further.
- Next the candidate should upload his/her Passport Size Photo(File Size must be under 100KB), Should upload the Signature(File Size must be under 100KB) on the Uploads section. And then click on **Save and Continue** button and again needs to click on the **Yes, Proceed!** Button for proceeding further.
- Now the candidate can review if all the details are correct before final submission on the Submit section and then check the declaration checkbox. Then he/she needs to click on **Save and Continue** button and again needs to click on the **Yes, Proceed!** Button for proceeding further.
- Now the candidate is redirected to the last section i.e Payment. He/she can view and download the details fee structure by clicking **Here** link . Now the candidate needs to make the payment by clicking the "[Click here to go to SBI collect portal](#)" link. Next the candidate should upload the e-receipt downloaded by SBI collect by clicking the **Upload** button. A confirmation message will appear as Challan Uploaded.
- Then the candidate should click on **Proceed** button and again needs to click on the **Yes, Proceed!** A message will appear as "Examination Application form submitted successfully. Acknowledgement No. - EXMACK11175".
- To download the application form the candidate should click on "[Click Here](#)" link. The Acknowledgement form will appear in pdf format that can be downloaded.

Steps to be followed for filling up the 3rd semester examination

- To apply the form fill up for the 3rd semester examination the candidate should enter the username and password. The **Username** should be his/her **Registration number** provided by the university and the **Password** should be the **Roll number** of the candidate.
- After login, the candidate will be reflected to the **Dashboard** where he/she needs to click on the **APPLY NOW** button present on the right side of the dashboard under 3rd semester examination form. Then he needs to click on the **Yes, Proceed!** Button for

BHATTADEV UNIVERSITY
Bajali, Pathsala-781325, Assam

proceeding further.

- The candidate will be redirected to a new page where different sections like Personal Details, Address, Education, Uploads, Submit and Payment are present.
- The candidate should check his/her personal details thoroughly and if any changes requires then he/she can edit the details and then click on **Save and Continue** button and again needs to click on the **Yes, Proceed!** Button for proceeding further.
- Next the candidate should check his/her Address details thoroughly and if any changes requires then he/she can edit the details and then click on **Save and Continue** button and again needs to click on the **Yes, Proceed!** Button for proceeding further.
- Next the candidate should fill up all the mandatory fields(marked as *****) on the Education section and then select the Honours Course Subjects and Generic Elective Subjects respectively from the dropdown provided. And then click on **Save and Continue** button and again needs to click on the **Yes, Proceed!** Button for proceeding further.
- Next the candidate should upload his/her Passport Size Photo(File Size must be under 100KB), Should upload the Signature(File Size must be under 100KB) on the Uploads section. And then click on **Save and Continue** button and again needs to click on the **Yes, Proceed!** Button for proceeding further.
- Now the candidate can review if all the details are correct before final submission on the Submit section and then check the declaration checkbox. Then he/she needs to click on **Save and Continue** button and again needs to click on the **Yes, Proceed!** Button for proceeding further.
- Now the candidate is redirected to the last section i.e Payment. He/she can view and download the details fee structure by clicking **Here** link . Now the candidate needs to make the payment by clicking the "[Click here to go to SBI collect portal](#)" link. Next the candidate should upload the e-receipt downloaded by SBI collect by clicking the **Upload** button. A confirmation message will appear as Challan Uploaded.
- Then the candidate should click on **Proceed** button and again needs to click on the **Yes, Proceed!** A message will appear as "Examination Application form submitted successfully. Acknowledgement No. - EXMACK11175".
- To download the application form the candidate should click on "[Click Here](#)" link. The Acknowledgement form will appear in pdf format that can be downloaded.

Steps to be followed for filling up the 1st semester Repeat/Arrear examination

- To apply the form fill up for the 1st semester repeat/arrear examination the candidate should enter the username and password. The **Username** should be his/her **Registration number** provided by the university and the **Password** should be the **Roll number** of the candidate.
- After login, the candidate will be reflected to the **Dashboard** where he/she needs to click on the **APPLY NOW** button present on the right side of the dashboard under 1st semester examination form(repeat/arrear). Then he needs to click on the **Yes, Proceed!** Button for proceeding further.
- The candidate will be redirected to a new page where different sections like Personal Details, Address, Education, Uploads, Submit and Payment are present.
- The candidate should check his/her personal details thoroughly and if any changes requires then he/she can edit the details and then click on **Save and Continue** button and again needs to click on the **Yes, Proceed!** Button for proceeding further.
- Next the candidate should check his/her Address details thoroughly and if any changes requires then he/she can edit the details and then click on **Save and Continue** button and again needs to click on the **Yes, Proceed!** Button for proceeding further.
- Next the candidate should fill up all the mandatory fields(marked as *****) on the Education section and then select the Honours Course Subjects and the Generic Elective Subject respectively from the dropdown provided. And then click on **Save and Continue** button and again needs to click on the **Yes, Proceed!** Button for proceeding further.
- Next the candidate should upload his/her Passport Size Photo(File Size must be under 100KB), Should upload the Signature(File Size must be under 100KB) on the Uploads section. And then click on **Save and Continue** button and again needs to click on the **Yes, Proceed!** Button for proceeding further.
- Now the candidate can review if all the details are correct before final submission on the Submit section and then check the declaration checkbox. Then he/she needs to click on **Save and Continue** button and again needs to click on the **Yes, Proceed!** Button for proceeding further.

BHATTADEV UNIVERSITY
Bajali, Pathsala-781325, Assam

- Now the candidate is redirected to the last section i.e Payment. He/she can view and download the details fee structure by clicking [Here](#) link . Now the candidate needs to make the payment by clicking the “[Click here to go to SBI collect portal](#)” link. Next the candidate should upload the e-receipt downloaded by SBI collect by clicking the **Upload** button. A confirmation message will appear as Challan Uploaded.

- Then the candidate should click on **Proceed** button and again needs to click on the **Yes, Proceed!** A message will appear as “Examination Application form submitted successfully. Acknowledgement No. - EXMACK11175”.

- To download the application form the candidate should click on “[Click Here](#)” link. The Acknowledgement form will appear in pdf format that can be downloaded.

Please Note:

- For any technical or nontechnical issues during Examination form filling up, please mail us on admissionatbhu@gmail.com

- And if multiple challans are available, the candidate should merge the challans into one and then upload it.