

How to fill up forms for B.Com Part I, 2017

Notice E/10 dated 05/04/2017

B.Com PART I (HONS. & GENERAL) EXAMINATION 2017

Eligible and regular students of 1st year and CC candidates of B.Com (Honours and General) are directed to fill up their online application form in the following manner:

1. Students can apply online from anywhere at any time **between 12 April to 17th April, 2017 through Calcutta University Portal-caluniv.ac.in and click menu –University Examination or www.cuexam.net or www.in**
2. Click on '**Online Examination Application Submission**' menu of the home page for opening up the form.
3. Application should be filled up only through **Desktop/laptop** and not through mobile/tab. Use of mobile or tab for online form fill up is prohibited and if, students will be responsible .
4. **Insert- CU Registration Number in the following format xxx-xxxx-xxxx-xx to obtain your profile information.**
5. No correction or modification is allowed in the form. However, students may select (if option is available about Subject, as is applicable
6. **U. Registration Number may be available from College office between 7th April to 11th April , 2017 as per office hours**
[Morning- 8 to 1pm, Day- 12 noon to 5 pm and Evening- 3 pm to 7.30 pm] .
7. Check the information before submit the profile page to generate your prefilled Application Form.
8. Collect the hard copy of your online examination application form and submit it **(1 copy)** to the college office with your full signature (in proper place) and other documents **(as per schedule- see next notice on 10/04/2017)**
9. **Mention your College Roll no. and Mobile no. in the above C.U. Printed Form**
10. **Documents include – Original AC Card, Photocopy of Challan of 1st Year Admission Fees Paid (2016-17) Photocopy of above documents are required in case of Offline(Manual) form fill up**

11. After proper verification, Bank Challan will be issued to the students for payment to bank required fees and ***photocopy of paid challan must be submitted to office*** for Approval on same day.

Note:1. If any error is observed in the printed form, then the student must correct it on a hard copy of the form with the supporting documents and submit to his/her college. College will inform the necessary corrections to the University.

Note 2: If any student does not find any form after giving his/her registration number, they it must be informed to the college office and he/she will apply through the University blank form [Offline] provided by the college [as was observed in the previous year's]. The corresponding fees will be collected by the college authority as usual (see schedule of submission of form and fees).

Note 3 Student must take a photocopy of the form which will be referred to for any further communication