

Procedure of fill up and submission C.U Examination forms

B.A & B.Sc PART I (HONS. & GENERAL) EXAMINATION 2017

Eligible and regular students (allowed in college Sent-up Test of 1st year) and CC candidates [failed subject(s) in previous year(s)] of B.A and B.Sc (Honours and General) are directed to follow for online application form as mentioned below:

1. Students can apply online from anywhere at any time **between 8 May to 21 May, 2017** through Calcutta University Portal-caluniv.ac.in, and click menu –University Examination, OR cuexam.net
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 not suggested 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. **U. Registration Number Certificate is available from College office as per office hours**
[For CU Registration -Morning- 8 to 1pm, Day- 12 noon to 5 pm and Evening- 3.30 pm to 7.30 pm].
6. **Correction / modification** are allowed in the **printed form**. However, students may select (if option is available for choice of Subject etc.)
7. **Check the information** before submit the profile page to generate your prefilled **Application Form /print**.
8. Take print(**2 copies**) and submit the hard copy of your online **Examination Application Form** to the college office in their **own shift-office** with your full signature (in proper place) and other documents (**as per schedule- see Notice on E /16**)
9. Mention your **College Roll no. and Mobile no. and Student ID** in the above **C.U. Printed Examination Form**
10. **Documents include – Original AC Card, Photocopy of Challan of 1stYear Admission Fees Paid (2016-17)**

Photocopy of above documents (one set) are required in case of Offline (Manual) form fill up

11. After proper verification, Bank Challan will be issued to students for payment to bank (PNB – in the mentioned) required fees and **photocopy of paid challan (only student copy) of PNB 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 college office. College will make necessary corrections through online and send 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]. The corresponding fees will be collected by the college authority as usual (see schedule of submission of form and fees (see Notice no E/16)**
- ## Note 3: Student must take photocopy of the form which will be referred to for any further communication**
- ## Note 4 : Students are directed to collect received copy of form and challan from the college office**