

Instructions For Course Selection & Examination Form Fill-Up of UG 3rd Semester Under Bhattadev University

Bhattadev University – Samarth Portal (<https://bhattadevuniversity.samarth.edu.in/index.php/site/login>)

A. COURSE SELECTION UG 3RD SEMESTER

Step 1: Visit the Samarth Portal

1. Open your browser and go to:
<https://bhattadevuniversity.samarth.edu.in/index.php/site/login>

2. Click on **Student Login**.

Step 2: Login to Your Account

1. Enter your **registered username**
2. Enter your **password**.
3. Click **Sign In**.

Step 3: Navigate to Course Registration

1. After logging in, go to the **left-side menu**.
2. Click on “**Course Registration**” OR “**Academics → Course Registration**” (menu name may vary by semester).
3. Select your:
 - Academic Year
 - Programme (BA/BSc/BCom etc.)
 - Semester
4. Click **Proceed**.

Step 4: Select Courses

Step 5: Preview and Validate

1. After selecting all courses, click **Preview**.
2. Check:
 - Course codes
 - Course titles
 - Credits
 - Elective choices
3. If corrections are needed, go back and edit.

Step 6: Submit Course Registration

1. Click “**Final Submit**”.
2. After submission:
 - You **cannot edit** the course selection (unless reopened by the university).
 - A confirmation message will appear.
3. Take a **printout** or **PDF download** of the course registration slip for your records.

N.B. – Students of 2024 Batch (BA/B.Sc./B.Com/Integrated Courses) must select courses with _ (e.g.- ASM3104C_).

B. EXAMINATION FORM FILL-UP

Step 1: Login to Samarth Portal

Same process as in Course Registration:

- Go to <https://bhattadevuniversity.samarth.edu.in/index.php/site/login>
- Login with username and password

Step 2: Navigate to Examination Module

1. From the **left menu**, select:
“**Examination → Exam Form**”
2. Choose:
 - Academic Year
 - Semester
 - Programme

3. Click **Proceed**.

Step 3: Verify Auto-filled Details

You will see:

- Your name
- Roll number
- Registration number
- Programme and semester
- Courses registered (from Course Selection)

Check everything carefully.

If any information is incorrect, contact the Examination Branch before submitting.

Step 4: Select Courses for Examination

1. All your registered courses will be shown.
2. Tick the checkboxes for:
 - **Theory Papers**
 - **Practical Papers**
 - **SEC/AECC/GEC papers** if applicable
3. Ensure:
 - Core + Elective courses are selected correctly
 - You have not missed any paper

Step 6: Preview Your Filled Exam Form

1. Click **Preview**.
2. Check:
 - All subjects selected
 - Examination type (Regular/Arrear)
 - Personal details
3. If correct, proceed.
4. If wrong, click **Back** to edit.

Step 7: Pay Examination Fees

1. Click on **“Make Payment”**.
2. You will be redirected to the university payment gateway.
3. Pay using:
 - Debit card
 - Credit card
 - Net banking
 - UPI

After successful payment:

- You will receive a **payment receipt**.
- The portal will update your payment status automatically.

Step 8: Final Submission

1. After payment is confirmed, click **“Final Submit”**.
2. Download:
 - Examination Form PDF
 - Payment Receipt
 - Acknowledgement Slip
3. Take a **printout**.

Regards,

Dr. Utpal Misra

Controller of Examinations

DIST. BAJALI (ASSAM)