EXAMINATION FORM FILLUP NOTICE
Dt. 05.12.2025

This is for general information for all the students of B.A./B.Sc./B.Com that the examination form fill up of Semester – 1ST(REGULAR BATCH -2025 NEP & ARREAR BATCH 2024), Examination 2025 Under Bhattadev University is going on. Student can log in to the https://bhattadevuniversity.samarth.edu.in/index.php/site/login for filling their forms from 6th December/2025 to 10TH December/2025.

DATE OF SUBMISSION OF FORMS & FEES AT COLLEGE OFFICE FOR
REGULAR BATCH 2025 NEP : 10.12.2025 to 11.12.2025
ARREAR BATCH 2024 NEP : 12.12.2025

Fees Details :

1. **Examinations Fees of Rs 950/ to be submitted Bhattadev University Through SBI Collect.**
   FEES TO BE SUBMITED AT COLLEGE
2. **Centre Fees of Rs. 400/-**
3. **Practical Fees Rs. 350/- (if applicable for one paper)**
4. **Practical Fees Rs. 450/- (for more then one paper if applicable)**

Enclo :

Bhattadev University Notice.

PRINCIPAL
B.H.COLLEGE, HOWLY
Principal
B.H. College, Howly

No. BU/CoE./02/Misc-06-B/2025/97   Date: 04-12-2025

To

    The Principals

    All Affiliated Colleges under Bhattadev University.

Sub: Examination form fill up of B.A./B.Sc./B.Com Semester- I Examination, 2025 (Regular Batch – 2025 NEP and Arrear Batch 2024)

Sir/Madam,

    This is for your kind information that the Examination form fill up process for the students of B.A./B.Sc./B.Com Semester- I (Regular Batch – 2025 NEP and Arrear Batch 2024) Examination, 2025 will be carried out through online mode as per the details mentioned below

:

	Date of form fill up
B.A. / B.Sc./B.Com Semester- I (Regular Batch- 2025 and Arrear Batch 2024)	**6ᵗʰ December to 10ᵗʰ December, 2025**

- For filling up form visit university website (https://bhattadevuniversity.samarth.edu.in/index.php/site/login)
- No forms will be accepted after the closing date.
- **Before filling examination form, please verify the eligibility criteria from the University Website.**

Fees to be paid: (Regular and Arrear)

Examination Fees	**Rs. 950/-**
Centre Fee	**Rs. 400/-**
Practical Fee (for one paper)	**Rs. 350/-**
Practical Fee (for more than one paper)	**Rs. 450/-**

Note: Centre Fees and Practical Fees will be collected & retained by the concerned college.

Last Dates:

1. The last date for filling up of examination forms is **10ᵗʰ December, 2025** (for the students).
2. Admit cards for ineligible students will not be generated.

This has the approval of the Hon'ble Vice-Chancellor, Bhattadev University dated 4-12-25.

Controller of Examinations
Bhattadev University
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Bhattadev University

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

COURSE SELECTION FOR UG 1ST SEMESTER (REGULAR AND ARREAR) & 5TH 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**.
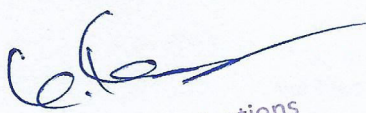
Step 4: Select Courses

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. – Regular Batch (2025) student should select courses with Tilde (freestanding) (e.g. ASM1104C~). Arrear Batch (2024) student should select courses with underscore (e.g. ASM1104C_) and Batch (2023) Student should select courses without underscore (e.g. ASM1104C).

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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.
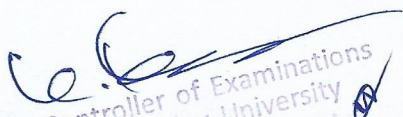
Step 7: Pay Examination Fees

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**.

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