

General Instruction for Examination Course Selection and Examination Form Fill up

BEFORE FILLING UP FORM PLEASE SEE THE EXAMINATION PASSING CRITERIA FROM BHATTADEV UNIVERSITY WEBSITE (UNDER ACADEMIC)

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

Part: 1

COURSE SELECTION FOR UG 2ND SEMESTER (REGULAR AND ARREAR), UG 4TH SEMESTER (REGULAR AND ARREAR) AND 6TH 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. - 2025 Batch students should select courses with Tilde (freestanding) (e.g. ASM2104C~). 2024 Batch students should select courses with underscore (e.g. ASM4104C_) and 2023 Batch Students should select courses without underscore (e.g. ASM6104C) for both Regular and Arrear Examinations.

Part: 2

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:
 - UPI
 - Debit card
 - Credit card
 - Net banking


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**.




Controller of Examinations
Bhattadev University