General Instruction for Examination Course Selection and Examination Form Fill up

BEFORE FILLILG 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 1st SEMESTER (REGULAR), UG 1st SEMESTER (ARREAR), UG 3rd SEMESTER (REGULAR AND ARREAR) AND 5th SEMESTER (REGULAR AND ARREAR)

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.2026 Batch Students should select courses with new course codes (e.g. ASM1101004CC)

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