

DEPARTMENT OF B. B. A.

B. H. College, Howly, P.O. Howly Dist : Barpeta (Assam)

EXAM FORM FILLUP NOTICE FOR
B.B.A. 1st Sem. (Regular Batch-2025 & Arraer Batch- 2024)
Examination, 2025 Under Bhattadev University

06/12/2025

It is hereby informed to the students of B.B.A. 1st Sem. (Regular Batch-2025 & Arraer Batch-2024) Examination, 2025 under Bhattadev University, that their form fillup process has been started from 06/12/2025 at

<https://bhattadevuniversity.samarth.edu.in/index.php/site/login>.

Students are asked to filled the forms as early as possible in the form fillup portal.

Student have to submit their **Examination Form** and **Payment Receipt** of Examination Fee at college.

Examination Fee to be paid to university :

Rs. 1000/- (Examination fees must be paid directly to Bhattadev University through Online)

Fee to be paid at college :

Centre Fee of Rs. 1000/-

Date of form submission at college : 09th December, 2025
(10.00 AM to 2.00 PM)

N. B. : No forms will be accepted after this day.



Principal

B. H. College, Howly

Principal
B.H. College, Howly



ভট্টদেব বিশ্ববিদ্যালয়

বজালী, পাঠশালা-৭৮১৩২৫, অসম

BHATTDEV UNIVERSITY

(A State University established under Assam Act No. XXXVI of 2017)

BAJALI, PATHSALA-781325, ASSAM

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Dr. Utpal Misra
Controller of Examinations

E-mail: coe@bhattadevuniversity.ac.in
Website: www.bhattadevuniversity.ac.in

No. BU/CoE./02/Misc-06-B/2025/100

Date: 04-12-2025

To

The Principals
All Affiliated Colleges under Bhattadev University.

Sub: Examination form fill up of BBA/BCA Semester- I Examination, 2025 (Regular Batch 2025 and Arrear Batch 2024)

Sir/Madam,

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

BBA/BCA Semester- I Examination, 2025

Date of form fill up

6th December to 10th December, 2025

- ◆ For filling up form visit university Samarth website
- ◆ 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. 1000/-

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** (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.


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***** 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>)

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

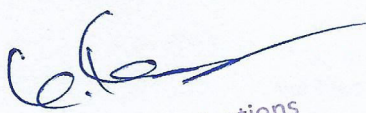
Step 5: Preview and Validate

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

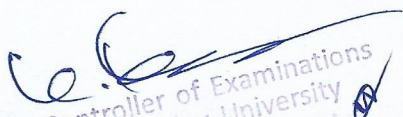
1. Click on “**Make Payment**”.
2. You will be redirected to the university payment gateway.
3. Pay using:
 - Debit card
 - Credit card
 - Net banking
 - UPI

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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