



बिलासपुर विश्वविद्यालय, बिलासपुर (छत्तीसगढ़)
BILASPUR VISHWAVIDYALAYA, BILASPUR (CHHATTISGARH)
www.bilaspuruniversity.ac.in

**STEP-BY-STEP PROCEDURE FOR FILLING ONLINE EXAMINATION FORM
FOR SEMESTER EXAMINATION IN BILASPUR UNIVERSITY'S PORTAL**

**बिलासपुर विश्वविद्यालय की सेमेस्टर परीक्षा के लिए
विश्वविद्यालय के पोर्टल में ऑनलाइन परीक्षा आवेदन करने की प्रक्रिया**

GENERAL INSTRUCTIONS

1. ऐसे परीक्षार्थी जो सत्र 2017-18 में बिलासपुर विश्वविद्यालय की परीक्षा में सम्मिलित होने के लिए ऑनलाइन नामांकन/परीक्षा आवेदन किये हैं और USER ID & PASSWORD प्राप्त कर चुके हैं, वे पूर्व में प्राप्त USER ID & PASSWORD के द्वारा विश्वविद्यालय के पोर्टल में लॉगिन करने के पश्चात निम्नानुसार प्रक्रिया के माध्यम से परीक्षा आवेदन ऑनलाइन भर सकेंगे और परीक्षा शुल्क/फीस का ऑनलाइन भुगतान कर सकेंगे.)
2. जो परीक्षार्थी अपना USER ID भूल गये है, ऐसे परीक्षार्थी अपने विभाग/महाविद्यालय में संपर्क करें. विभाग/महाविद्यालय सत्र 2017-18 में बिलासपुर विश्वविद्यालय की परीक्षा में सम्मिलित होने के लिए ऑनलाइन नामांकन/परीक्षा आवेदन करने वाले परीक्षार्थियों की डाउनलोड की गयी सूची (ENROLMENT RETURN/ROLL LIST) में से परीक्षार्थियों को USER ID बता सकते हैं अथवा विश्वविद्यालय के परीक्षा विभाग में संपर्क कर सकते हैं.
3. जो परीक्षार्थी अपना PASSWORD भूल गये है, ऐसे परीक्षार्थी विश्वविद्यालय के पोर्टल में Forgot Password / Re-Send User-Id and Password ऑप्शन में क्लिक करें अथवा दिए गये लिंक http://exam.bucgexam.in/public/authentication/recover_account/student पर क्लिक करें और USER ID अथवा AADHAAR NO. अथवा ENROLMENT NO. अथवा STUDENT NAME, FATHER'S NAME & DATE OF BIRTH डालकर Search Detail में क्लिक करें. Enter Full Mobile Number का ऑप्शन आने पर परीक्षार्थी अपना 10 अंको का मोबाइल नंबर डालें और Send My Account Detail में क्लिक करें. परीक्षार्थी द्वारा सत्र 2017-18 की अन्य परीक्षा हेतु पूर्व में ऑनलाइन नामांकन/परीक्षा आवेदन करते समय जो मोबाइल नंबर दर्ज किया गया था, उस मोबाइल नंबर में यूजर आईडी और पासवर्ड पुनः प्रेषित किया जायेगा.
4. कृपया अपना USER ID & PASSWORD को सुरक्षित रखें. भविष्य में विश्वविद्यालय के पोर्टल में लॉग इन करने के लिए इसी USER ID & PASSWORD का उपयोग करें.

BRIEF INSTRUCTIONS ARE GIVEN BELOW: -

1. VISIT WEBSITE OF BILASPUR UNIVERSITY

<http://www.bilaspuruniversity.ac.in>

OR VISIT EXAMINATION PORTAL OF BILASPUR UNIVERSITY

<http://exam.bucgexam.in>

2. GO TO LOGIN-

SELECT STUDENT AREA &

LOGIN WITH USER ID & PASSWORD

OR

CLICK ON LINK GIVEN BELOW & LOGIN WITH USER ID & PASSWORD

http://exam.bucgexam.in/public/authentication/student_login

3. AFTER LOGIN -

CLICK ON ADD NEW EXAMINATION

a. **Select Examination Code & Name (in which you want to appear)**

b. **Select Your Category - REGULAR OR ATKT**

c. **Click on Add Exam Option**

4. CLICK ON SELECT SUBJECT -

a. **Select Subject As Per Scheme Of Examination (for subject selection, you may ask from teacher of your Department/College)**

B. Click on Save Detail

5. CLICK ON APPLY FOR EXAMINATION -

a. **click on Apply Now**

6. CLICK ON PROCEED TO PAYMENT (Note & keep safe Transaction ID)

7. CLICK ON MAKE PAYMENT

(pay exam fees through Internet Banking/Debit Card/Credit Card)

8. TAKE PRINT OUT OF EXAMINATION FORM & FEES RECEIPT - AFTER SUCCESSFUL PAYMENT OF EXAM FEES, TAKE PRINT OUT OF EXAMINATION FORM & FEES RECEIPT

9. SUBMIT EXAMINATION FORM & FEES RECEIPT (ALONG WITH ALL COMPULSORY/NECESSARY DOCUMENTS) IN YOUR DEPARTMENT/COLLEGE

DETAIL INSTRUCTIONS ARE GIVEN IN FOLLOWING PAGES: -

1. VISIT WEBSITE OF BILASPUR UNIVERSITY

<http://www.bilaspuruniversity.ac.in>

OR VISIT PORTAL OF BILASPUR UNIVERSITY

<http://exam.bucgexam.in>

2. GO TO LOGIN-SELECT STUDENT AREA & LOGIN WITH USER ID & PASSWORD

OR

CLICK ON LINK GIVEN BELOW & LOGIN WITH USER ID & PASSWORD

http://exam.bucgexam.in/public/authentication/student_login

3. AFTER LOGIN -

CLICK ON ADD NEW EXAMINATION

a. Select Examination Code & Name (in which you want to appear)

b. Select Your Category - REGULAR OR ATKT

c. Click on Add Exam Option

The screenshot shows a web browser window with the URL exam.bucgexam.in/student/new_student_area/add_new_examination. The page header includes the Bilaspur University logo and navigation links: HOME, VIEW/EDIT PROFILE, and VIEW ALL TRANSACTIONS. A user greeting reads "Welcome DURGESH (BUB17060520)" with a Logout button and the name Arctic. A left sidebar menu lists options: Personal Detail, Previous Marks Detail, Select Subjects, Upload Photo and Sign, Apply for Examination, Add New Examination (highlighted), View Full Profile, Submit Fee, View Payment Status, Print Application Form, and Print Fee Receipts. The main content area is titled "ADD NEW EXAM" and contains two dropdown menus: "Examination" set to "164 - M.SC. MICROBIOLOGY & BIOINF. IV SEM (UNDER 2YR P.G. C.)" and "Category" set to "Regular". An "Add Exam" button is located below the category dropdown. The Windows taskbar at the bottom shows the system tray with the date 4/4/2018 and time 12:40 PM.

4. CLICK ON SELECT SUBJECT -

a. Select Subject As Per Scheme Of Examination (for subject selection, you may ask from teacher of your Department/College)

b. Click on Save Detail

The screenshot displays a web browser window with the URL `exam.bucgexam.in/student/new_student_area/select_subject/164`. On the left, a dark sidebar contains a list of menu items: Add New Examination, View Full Profile, Submit Fee, View Payment Status, Print Application Form, Print Fee Receipts, Print Admit Card, Change Photo/Sign, and Transaction Complaint. The main content area is titled "SELECT SUBJECT" and features a table with the following data:

SN	#	Code	Subject Name
Compulsary			
1	<input checked="" type="checkbox"/>	41	INDUSTRIAL MICROBIOLOGY
2	<input checked="" type="checkbox"/>	42	PROGRAMMING IN PERL
3	<input checked="" type="checkbox"/>	49	INDUSTRIAL MICROBIOLOGY AND PROGRAMMING IN PEARL LAB
4	<input checked="" type="checkbox"/>	50	LAB MAJOR ELECTIVE
5	<input checked="" type="checkbox"/>	51	PROJECT WORK/DISSERTATION
Optional			
6	<input type="checkbox"/>	43	AGRICULTURAL MICROBIOLOGY
7	<input checked="" type="checkbox"/>	44	FERMENTATION TECHNOLOGY
8	<input type="checkbox"/>	45	INTRODUCTION TO COMPUTERS INTERNET PROGRAMMING LANG & DATA STRUCTURES
9	<input type="checkbox"/>	46	MEDICAL MICROBIOLOGY
10	<input type="checkbox"/>	47	DRUG DESIGNING,INTELLECTUAL PROPERTY RIGHTS & PATENT LAWS
11	<input type="checkbox"/>	48	FOOD MICROBIOLOGY

Below the table is a blue button labeled "Save Detail". The Windows taskbar at the bottom shows the system tray with the time 12:43 PM and date 4/4/2018.

5. CLICK ON APPLY FOR EXAMINATION -

a. click on Apply Now



The screenshot displays the student interface of the Bilaspur University Examination Portal. The browser address bar shows the URL: exam.bucgexam.in/student/new_student_area/current_examination. The page header includes the university logo, navigation links (HOME, VIEW/EDIT PROFILE, VIEW ALL TRANSACTIONS), and a welcome message for user DURGESH (BUB17060520) with a Logout button and the name Arctic.

On the left, a sidebar menu lists various options: Personal Detail, Previous Marks Detail, Select Subjects, Upload Photo and Sign, Apply for Examination, Add New Examination, View Full Profile, Submit Fee, View Payment Status, Print Application Form, and Print Fee Receipts.

The main content area features a table titled "AVAILABLE EXAMINATIONS" with the following data:

SN	Examination	Category	Start Date	End Date	Exam Fee	Late Date	Late Fee	Action
1	163 - M.SC. MICROBIOLOGY & BIOINFORMATICS III SEM (UNDER 2YR POST GRADUATE COURSE)	Regular	03-11-2017	12-11-2017	1180	13-11-2017	200	Applied
1	164 - M.SC. MICROBIOLOGY & BIOINF. IV SEM (UNDER 2YR P.G. C.)	Regular	02-04-2018	07-04-2018	1180	09-04-2018	200	Apply Now

The Windows taskbar at the bottom shows the system tray with the date 4/4/2018 and time 12:43 PM.

6. CLICK ON PROCEED TO PAYMENT

(Note & keep safe Transaction ID)

The screenshot shows a web browser window with the URL exam.bucgexam.in/student/new_student_area/apply_for_exam/164. The page displays the correspondence address as VILL-LOHARI POST+TEH-MARWAHI, Bilaspur - 495118, Chhattisgarh. Below this, a table titled "Selected Subject" lists the following subjects:

SN	Code	Name
Compulsory		
1	41	INDUSTRIAL MICROBIOLOGY
2	42	PROGRAMMING IN PERL
3	49	INDUSTRIAL MICROBIOLOGY AND PROGRAMMING IN PEARL LAB
4	50	LAB MAJOR ELECTIVE
5	51	PROJECT WORK/DISSERTATION
Optional		
6	44	FERMENTATION TECHNOLOGY

A blue button labeled "Proceed to Payment" is located below the table. The footer of the page includes the Bilaspur University logo, contact information (Address: Near Gandhi Chowk Bilaspur (C.G.)), and quick links for the online exam form and home page. The Windows taskbar at the bottom shows the system time as 12:44 PM on 4/4/2018.

7. CLICK ON MAKE PAYMENT

(pay exam fees through Internet Banking/Debit Card/Credit Card)

The screenshot shows a web browser window with the URL exam.bucgexam.in/student/new_student_area/submit_fee/examination/164. The page content is as follows:

Compulsory		
1	41	INDUSTRIAL MICROBIOLOGY
2	42	PROGRAMMING IN PERL
3	49	INDUSTRIAL MICROBIOLOGY AND PROGRAMMING IN PEARL LAB
4	50	LAB MAJOR ELECTIVE
5	51	PROJECT WORK/DISSERTATION

Optional		
6	44	FERMENTATION TECHNOLOGY

Examination Fee	Rs 1180	Late Fee	Rs 0
Total Fee	Rs 1180	Your IP	45.127.46.245
Transaction ID	69EEE66C7B (Please Note-Down It for Further Use.)		

Note: The following button click redirect you on payment gateway website. Please check url address carefully before enter any detail. After completing the payment process we will with you again. please proceed.

[Make Payment](#)

The Windows taskbar at the bottom shows the time as 12:45 PM on 4/4/2018.

8. AFTER SUCCESSFUL PAYMENT OF EXAM FEES -

TAKE PRINT OUT OF EXAMINATION FORM & FEES RECEIPT

9. SUBMIT EXAMINATION FORM & FEES RECEIPT

(SUBMIT EXAMINATION FORM & FEES RECEIPT ALONG WITH ALL COMPULSORY/NECESSARY DOCUMENTS) IN YOUR DEPARTMENT/COLLEGE ON OR BEFORE LAST DATE OF FORM SUBMISSION.

**Assistant Registrar
(Examinations)
Bilaspur University,
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