



THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan  
West Bengal: 713 104

CONTROLLER OF EXAMINATIONS' DEPARTMENT

**NOTIFICATION**

It is notified for information of all concerned that the dates of submission of Examination Forms and Fees relating to P.G. CBCS Semester - I Examinations, 2025 (Session: 2025 – 2027) (**through ON-LINE PORTAL**) are given below:

Examinations (P.G. CBCS)	Dates of filling up of Examinations Forms by the students through Dash Board	Last date of approval through College Login ( <i>for affiliated Colleges offering P.G. Courses</i> )/HODs' Login ( <i>for B.U. Campus</i> )	Issue of Admit Card / DR (soft copy)	Tentative date of commencement of Examination(s)
Semester – I Examinations (2025) Regular and Old (back/Repeat candidates, if any)	<b>07-03-2026 to 16-03-2026</b>	<b>18-03-2026</b>	<b>23-03-2026</b>	<b>01-04-2026</b>
<ul style="list-style-type: none"><li>• <b>Link for Form Fill-up [For (Current Batch: 2025– 2027) and Back /repeat candidates (Batch: 2024 – 2026 &amp; 2023 – 2025), if any, only]</b></li><li>• <a href="https://g01.tcsion.com/per/g01/pub/1254/SelfServices/templates/login_page21092021011323/Login%20Page521092021011353.html">https://g01.tcsion.com/per/g01/pub/1254/SelfServices/templates/login_page21092021011323/Login%20Page521092021011353.html</a></li><li>• All HODs of Golapbag Campus / Principal / TIC / OIC of the College concerned are hereby requested to <b>submit the approved copy of the forms through their respective portal following the above mentioned date, positively.</b></li><li>• Admit Cards of the examinees concerned will be forwarded to the respective <b>Students' Dash Board</b> only.</li></ul>				

**After successful submission of the relevant examination form through the respective portal, candidates concerned are advised to re-check the form submission status by re-logging into the portal using their respective User I.D. & Password and check whether the current form submission appears in the list under “Exam Enrolment” and also take a print out of it for future reference.**

**If any discrepancy is found, they are also advised to bring the matter into the notice of the Controller of Examinations through their respective HoDs via e-mail within the above mentioned stipulated date, positively.**

**No such requests will be entertained after due date.**

The HODs of Golapbag Campus / Principal / Officer – in – Charge / Teacher – in – Charge of affiliated Colleges / Institutions are requested to give wide publicity to it for information of the candidates concerned and others, associated with the examinations system.

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**Examinations Fees Structure & Others:**

- **PG Examinations Fees Structure Link : <https://bit.ly/3rgiG2y>**
- I) Examination Help Desk will assist the Department / College / Institutions for Online Examinations Form fill up.
- II) **Help Desk Mail ID : [examination@buruniv.ac.in](mailto:examination@buruniv.ac.in)**
- III) **For PG Students of Golapbag Campus:** The Examination and other fees payment should be made as per guideline of the Finance Department, BU.
- IV) **For PG Students of Golapbag Campus:** All HOD / TIC of the department concerned are hereby requested to **approve the relevant forms after verifying whether the relevant examination fees in respect of the candidates concerned have been deposited or not**, and the relevant Admit cards will be distributed strictly to those students whose examination fees has been deposited.
- V) **For PG Students of the affiliated Colleges:** For Colleges/Institutions imparting instruction to the P.G. Courses of Studies, the Examination fees payment should be made (**by College**) in online mode only [*i.e.* **SBI i-Collect link : <https://bit.ly/3JfOfR0>**] within or before the issue of Admit Card. Payment Challan / Receipt, where showing the amount, payment transaction ID or number with date and form list including Students Statement (Please download the template for **Student's Fees Statement : <https://bit.ly/3qrKJKy>**) should be sent (any kind of hard copy will not be accepted by the Section concerned) **by the College (outside Golapbag Campus)** to the Department of Controller of Examinations through **Google Form link only** (<https://bit.ly/30Hdk5I>) within or before the issue of Admit Card.

**Uploading of Examination Fees Documents & Generation of 'Token Number'**

**(Mandatory)**

After successful submission of the Examination & other Fees at the time of Admission (for *Current Batch*) and at the Cash Section (for *Back/Repeat candidates*), **the students of P.G. Departments of B.U. Campuses (only) must follow the following steps** in order to upload the **Examination Fees Documents**, generate the **'Token Number'** by scanning the **'QR Code'** to be available at the Demand & Collection Section of Finance Department or by clicking the link given below and **also to register the same Token Number at the Demand & Collection Section** respectively:

**Steps to be followed:**

- 1) Scan 'QR Code' with Google lense of your smart phone
- 2) Tap the link
- 3) Fill-up the Google Form
- 4) Upload the image of **Examination Fees Documents**
- 5) Tap 'Next'
- 6) 'Agree' with the 'Declaration'
- 7) Tap "Submit"
- 8) You will get a 'Token Number' in your given e-mail ID
- 9) **Before you leave the premises, you must have to register the 'Token Number' to the 'Demand & Collection Section', failing which your Admit Card will not be generated.**
- 10) Now, your Fees Payment process is successful

**N.B.: The Candidates, who have already paid the relevant Examination & other Fees, must have to follow the above mentioned process, failing which Admit Cards will not be generated.**

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Following is the relevant link for getting the Google Form:

<https://forms.gle/ufvsQ1VNuX79yYVY7>

Sd/- Dr. A. J. Pal  
Controller of Examinations

No. C.E./State/Noti/PG CBCS/Sem - I/2025/142/(23)

Date: 05-03-2026

**Copy forwarded for information and wide circulation to:**

1. All Heads of P.G. Departments.
2. Principals/TICs/OICs of all affiliated Colleges offering P.G. Courses of studies.
3. Office of the Hon'ble Vice-Chancellor, B.U.
4. Office of the Hon'ble Pro-Vice-Chancellor, B.U.
5. Office of the Dean, Faculty of Science, B.U.
6. Office of the Dean, Faculty of Arts, Commerce, etc., B.U.
7. Registrar, BU
8. Finance Officer, BU
9. A&AO, BU
10. Accounts Officer (I), BU
11. Accounts Officer (II), BU
12. Accounts Officer (III), BU
13. Sr. Secretaries, P.G Council (Science & Arts, Commerce, Law etc.), BU
14. PSWO, In-Charge, Registration and Migration Section, BU
15. All Officers of this Department.
16. All Sections of the C.E's Deptt., B.U.
17. Registration & Migration Section, Registrar's Dept., B.U.
18. Permission Section, Registrar's Dept., B.U.
19. Sales & Information Section
20. Cash and Demand & Collection Section, Finance Dept., B.U.
21. In-house Computer Unit, CE's Department.
22. Outsourcing Computer Company
23. Webmaster, B.U. – **with the request to place the notification on the University Website ([www.buruniv.ac.in](http://www.buruniv.ac.in))**

Controller of Examinations