

**\*\*\* 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 3<sup>RD</sup> 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. – Students of 2024 Batch (BA/B.Sc./B.Com/Integrated Courses) must select courses with (e.g.- ASM3104C).

### **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

  
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- 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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