Notice E/6 dated 2/3/2017

How to fill up forms for Part II

In continuation of Notice no. E/5 dated 28/2/17

B.COM PART II (HONS. & GENERAL) EXAMINATION 2017

Eligible and regular students of 2nd year and CC candidates of B.Com. (Honours and General) are directed to fill up their online application form in the following manner:

1. Students can apply online from anywhere at any time **within 8th March, 2017.**
2. Entry into the Online Application will be available through University**portal www.cuexam.net** / **in**
3. Application should be filled up only through ***Desktop/laptop*** and <u>not through</u>***mobile/tab.*** Use of mobile or tab for online form fill up is strictly prohibited and if, students will be responsible .
4. Click on '***Online Examination Application Submission*** menu of the home page for opening up the form.
5. Insert CU Registration Number in the following format**xxx-xxxx-xxxx-xx** to obtain your profile information.
6. No correction or modification is allowed in the form. However, B.Com students may select their Honours subject/ group, as is applicable (i.e., **Accounting & Finance**for Morning, Day and Evening shift students and **Marketing**in the case of Evening Shift only.)
7. Check and submit the profile page to generate your prefilled Application Form.
8. Collect the hard copy of your online examination application form and submit it **(2 copies**) to the college office with your full signature (in proper place) and other documents (as mentioned below) **by 8th March, 2017.**
9. **Documents include – AC Card, Photocopy of Challan of Admission Fees Paid (2016-17), and all Mark Sheets of Part I, Part II**)
10. **Original documents**are required to be shown at the college counter while submitting the online /offline application Form.

11. After proper verification, Bank Challan will be issued to the students for payment to bank..

Note:1. If any error is observed in the printed form, then the student must correct it on a hard copy of the form with the supporting documents and submit to his/her college. College will inform the necessary corrections to the University.

Note 2: If any student does not find any form after giving his/her registration number, they it must be informed to the college office and he/she will apply through the University blank form [Offline] provided by the college [as was observed in the previous years]. The corresponding fees will be collected by the college authority as usual.

Note 3 Student must take a photocopy of the form which will be referred to for any further communication