

EXAMINATION URGENT

विश्वभारती : परीक्षा अनुभाग



VISVA-BHARATI : EXAMINATION SECTION NOTIFICATION

1. All Principals of Bhavanas / Vibhaga, Visva-Bharati
2. All Heads of the Departments of Bhavanas / Vibhaga, Visva-Bharati
3. The Proctor (Chhatra Parichalaka), Visva-Bharati
4. The Dean of Students' Welfare, Visva-Bharati
5. The Foreign Students' Advisor, Visva-Bharati

It is notified for general information that the **newly admitted students to Undergraduate and Post-Graduate Courses** of Semester-I for the session 2020-21 have to register themselves in the Examination Web Portal:

<http://vbu.ucanapply.com>

Step by step instructions have been given in the 'News Section' of the portal. Registration of all the students in the Web Portal is mandatory. **However, the students who have already registered themselves in the examination portal should not register again. They will only add another course in their existing portal.** The Registration will begin from 11/02/2021 and will close on 22.02.2021.

Therefore, the Principals of the Bhavanas / Vibhaga and Heads of the Departments / Centres are requested to bring it to the notice of all students.

In the event of any inconvenience, the students may contact through the following email address: **vbexamhelpline@gmail.com**

Memo No. EXAM / E.8.9 / 2020-21
Date: 10.02.2021

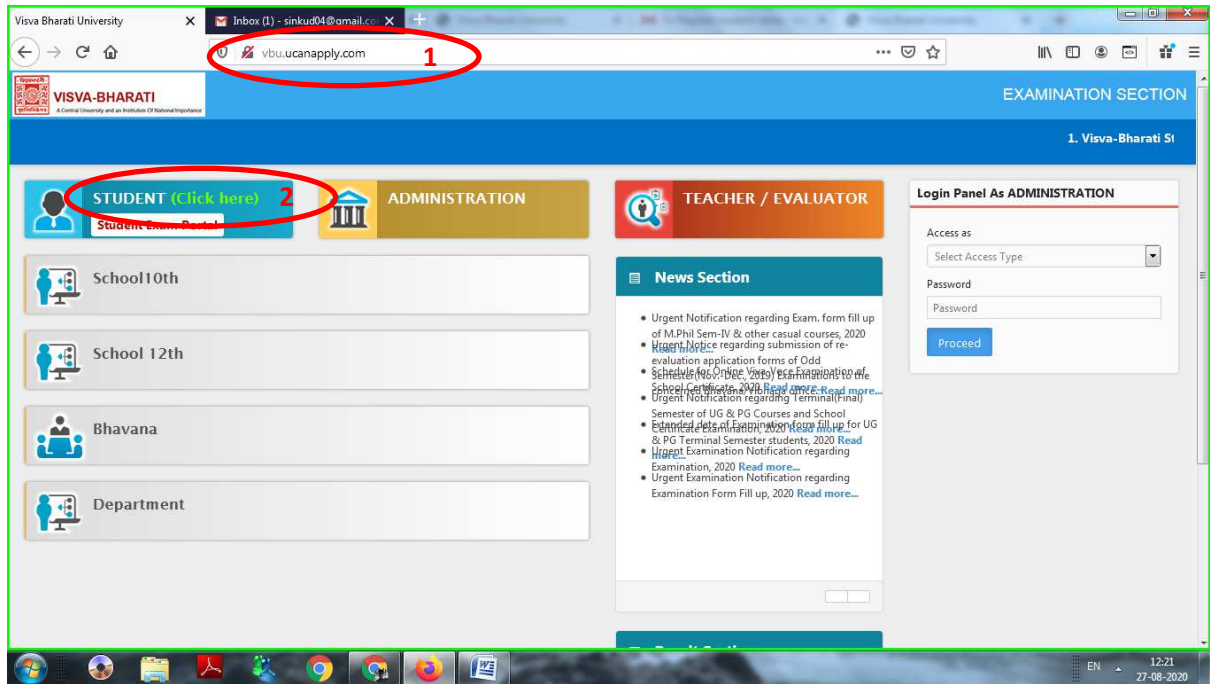

Joint Registrar (Examinations)
Visva-Bharati


Copy forwarded for information and necessary action to:

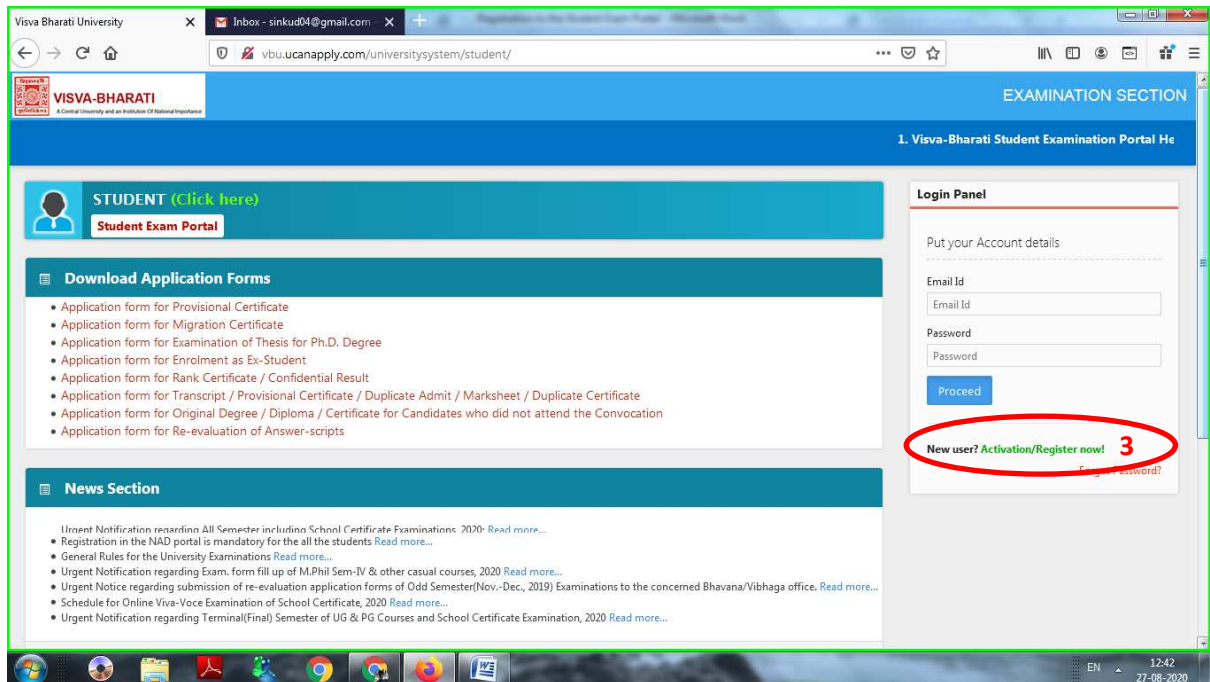
1. The Librarian (Offg.), Central Library, Visva-Bharati
2. The Senior System Analyst & Incharge, Computer Centre, Visva-Bharati – He is requested to upload the notification in the University Website at an early date.
3. Deputy Registrar & C.S. to Vice-Chancellor, Visva-Bharati
4. The Assistant Registrar (Examinations), Visva-Bharati
5. The Section Officers (Examinations), Visva-Bharati
6. P.A. to the Registrar, Visva-Bharati

Registration to the Student Exam Portal, Visva-Bharati

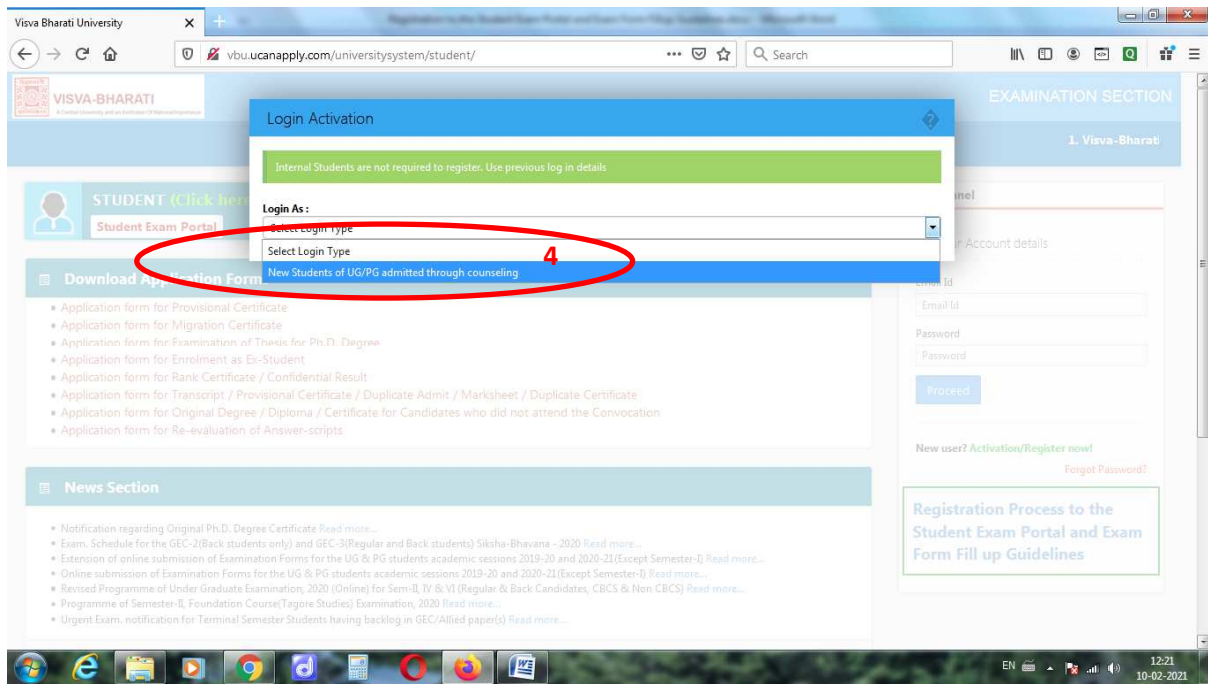
1. At first open your browser and type vbu.ucanapply.com on the address bar.
2. Click on the [Student \(Click here\)](#)



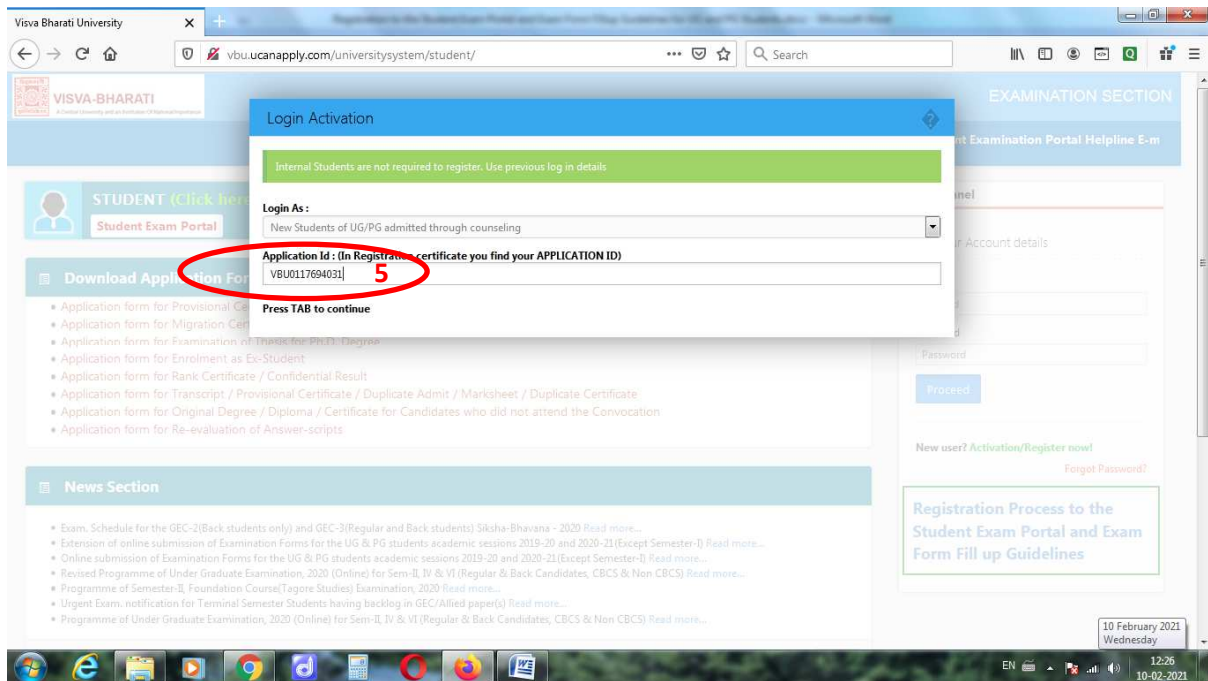
3. Click on the [New user? Activation/Register now!](#)



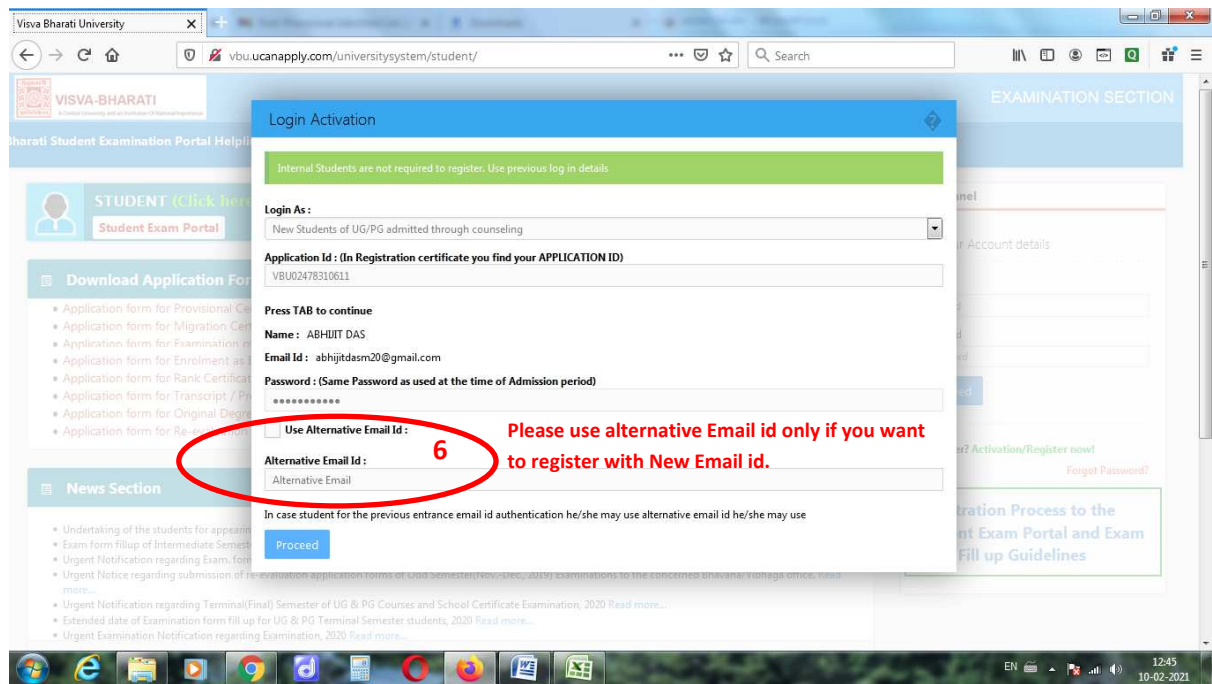
4. Please select the Login Type: New Students of UG/PG admitted through counseling.



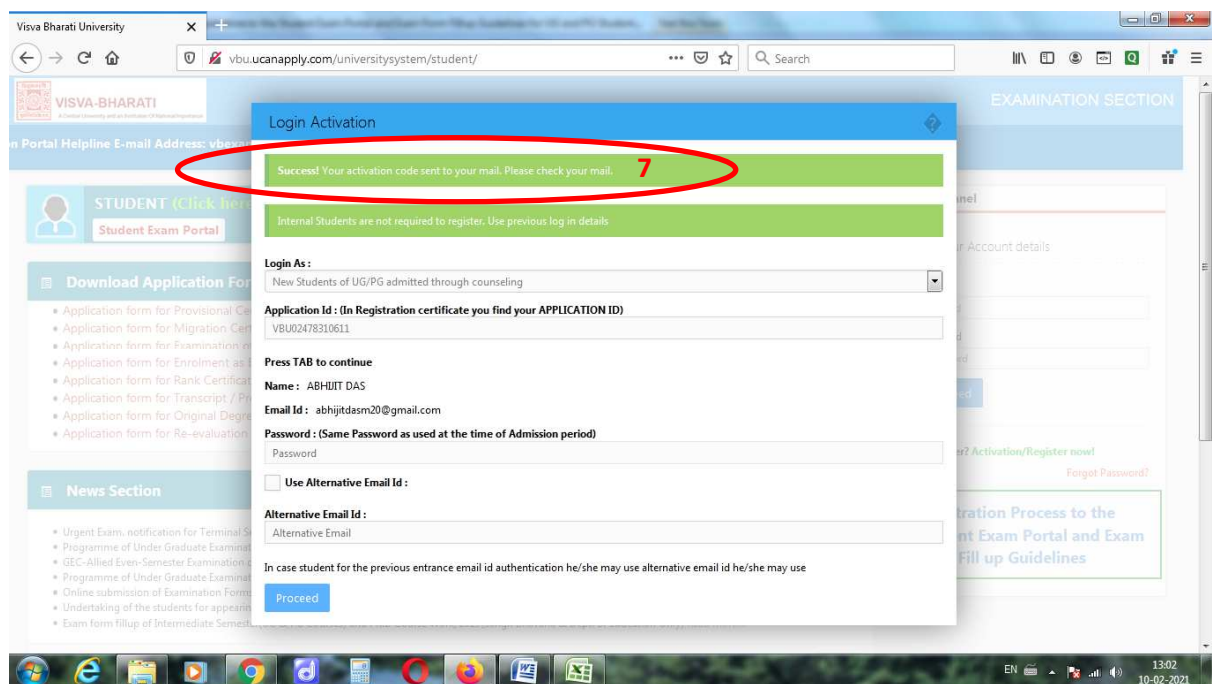
5. Please put your application id in the blank field and press the tab button.



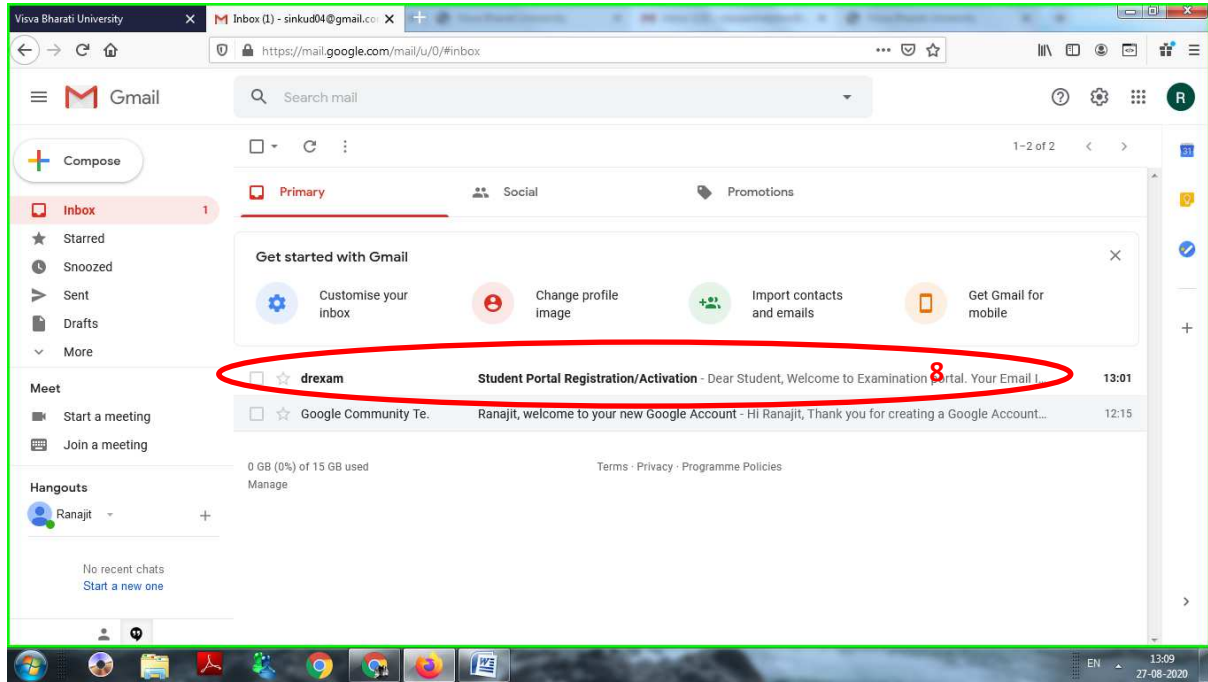
6. After pressing the tab button you can see your details (Name, Email id and password). Now please carefully note that if you want to register with new Email id or want to change the old Email id which was used at the time of admission form fill up then please click on the use Alternative Email Id and write your new Email id in the Alternative Email Id box and click on the proceed button. If you will register with the same old email id (which was given at the time of admission form fill up) then click on the proceed button.



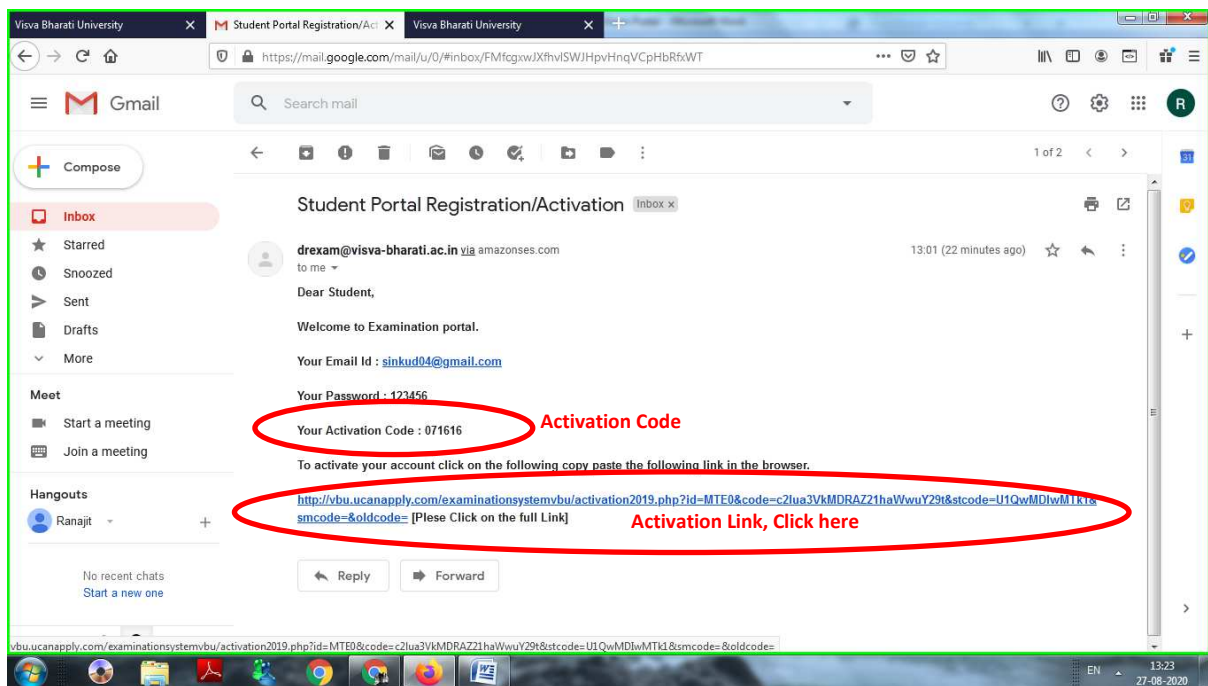
7. Please read the message at the top of the Login Activation window. If the message is showing **Success! Your activation code sent to your mail. Please check your mail**, then open or login to you E-mail account in another window. If not then follow the message and correct your details as per instruction.



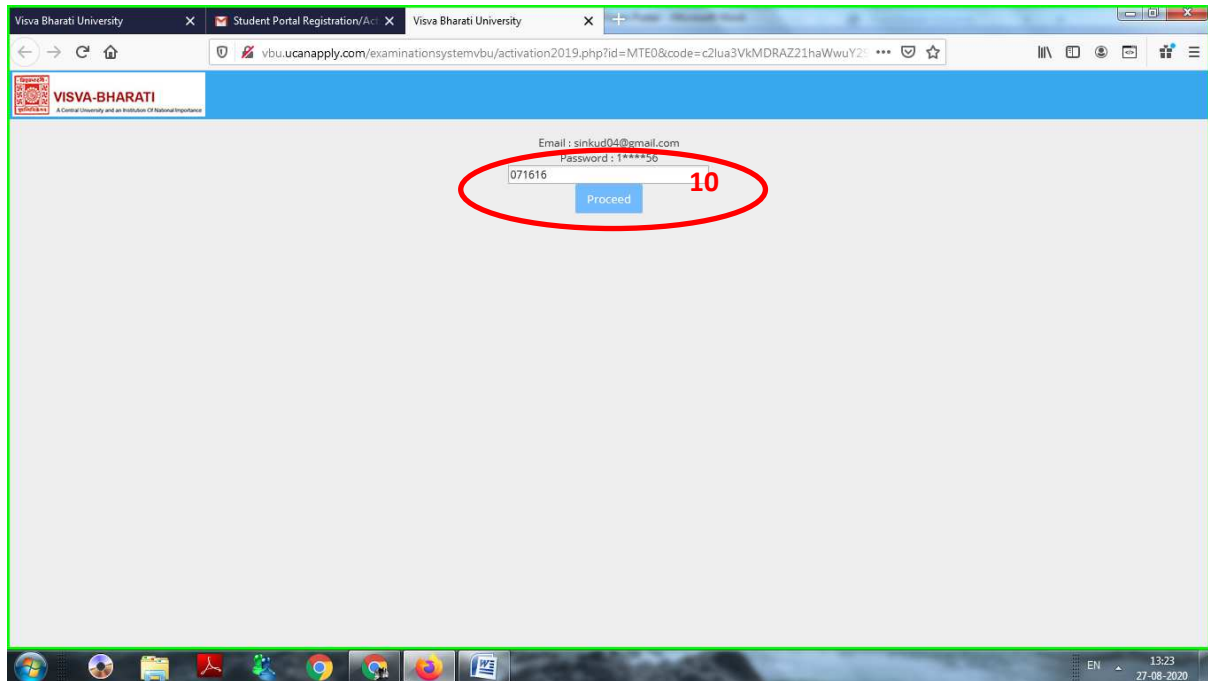
8. Click on the e-mail received from **drexam**, Subject: **Student Portal Registration/Activation**.



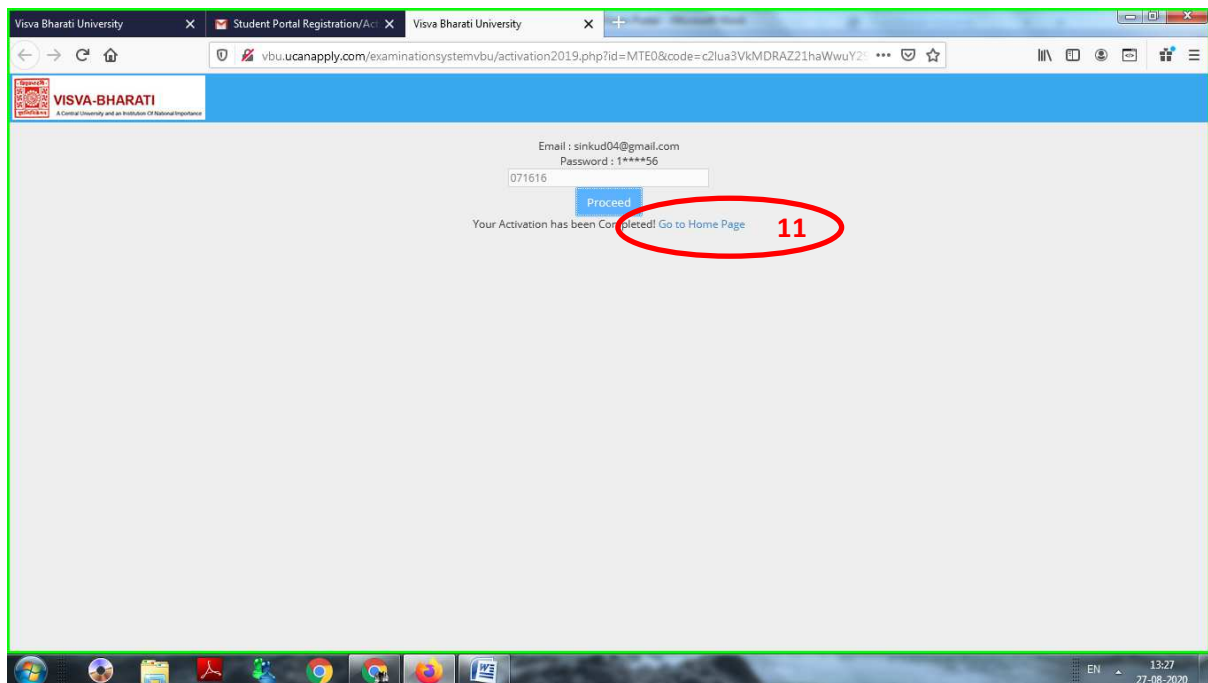
9. Copy the activation code from the e-mail and click on the activation code.



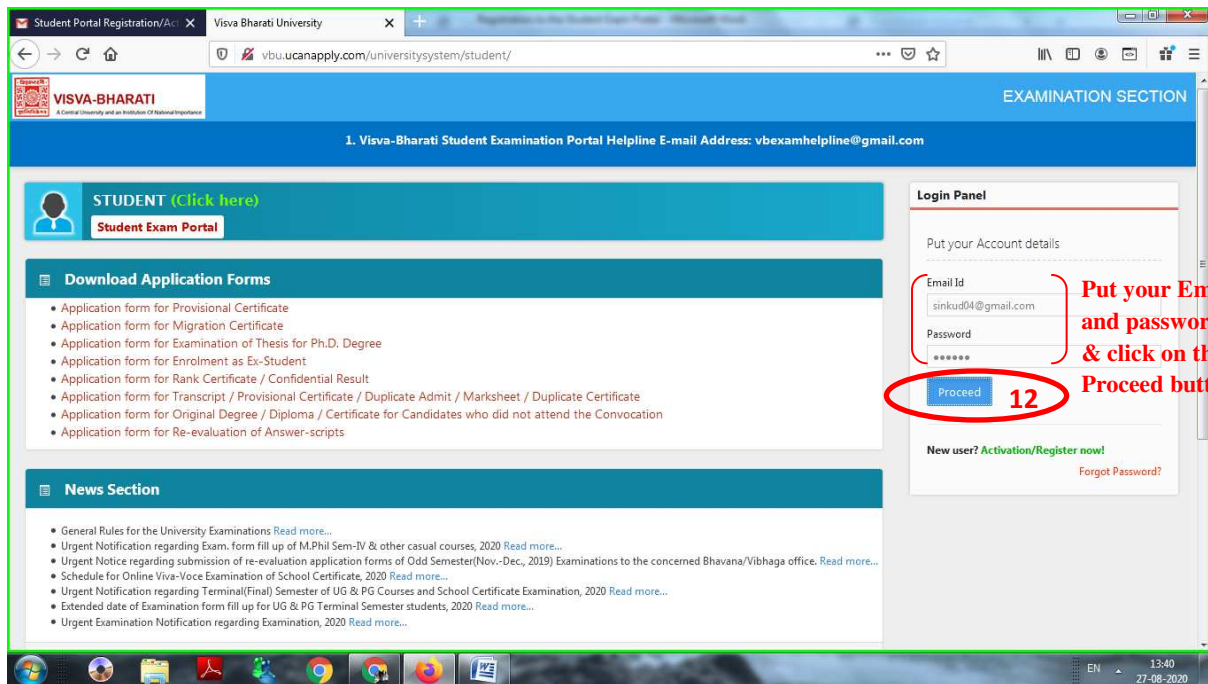
10. Paste the activation code in the blank space and click on the Proceed button.



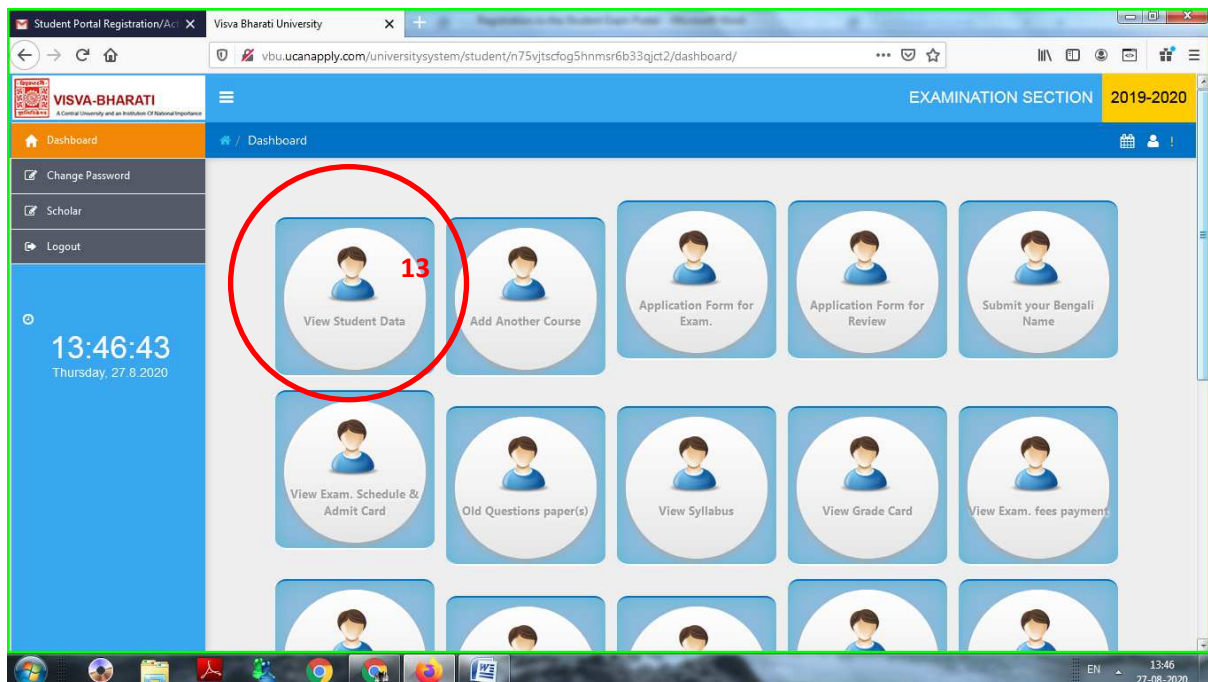
11. Now your account activation has been completed, please click on Go to Home Page.



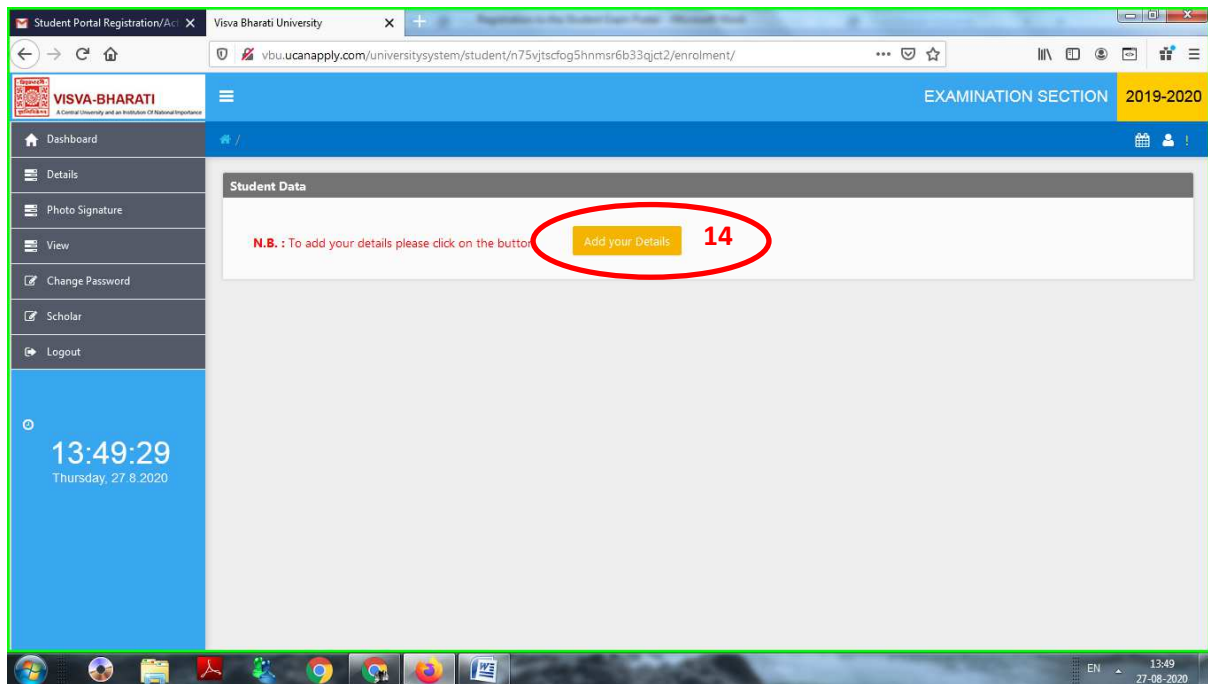
12. Now you can access to your Student Exam Portal account, please login now using your E-mail Id and Password(which was given by you at the time of activation, it is also mentioned in the E-mail received from **drexam, Subject: Student Portal Registration/Activation**)



13. Now click on the view student data.



14. Click on Add your Details.



15. Now fill your personal details, course details, contact details in this form. You can left blank the bank details part. Then click on the Save & Continue button.

The screenshot shows a web browser window with the URL vbu.ucanapply.com/universitysystem/student/n75vjtsfcog5hnmr6b33qjct2/data/. The page title is 'Student Portal Registration/VBU'. The browser shows the time as 13:53:53 on Thursday, 27.8.2020. The form is titled 'Student Data' and contains the following fields:

Personal Details:
Name: Abcd Das
Father's Name: Abcd Das
Mother's Name: Abcd Das
DOB: 07 August 1995
Gender: FEMALE
Single Girl Child: NO
Category: General
PWD: NO
Minority: NO
Bhavana: Sangit-Bhavana
Department: Department of Rabindra Sangit, Dance & Drama
Honours: 2 - Year Certificate Course in Rabindra Sangit
Student Id Allotment No: [Blank]
Whether staying in Hostel: NO

Academic and Financial Details:
Blood Group: B+
Identification Mark: Mole on chin
Nationality: Indian
Religion: HINDU
AADHAAR NO: XXXXXXXX
Student NAD ID: N
EWS (Economically Weaker Section): Select
Passport No (if foreigner): [Blank] Valid from: 1990 to: 1990
Year of Admission: Select
Bank Name: [Blank]
Bank Branch: [Blank]
Bank Account No: [Blank]
IFSC CODE: [Blank]

Address and Contact Details:
State of Domicile: Select
Name of Fellowship: [Blank] Valid from: 1990 to: 1990
Funding Authority: [Blank]
Address for Correspondence Copy the Permanent Address
Permanent Address:
Address: Suripara, Dharmarajtala, Bolpur, Birbhumi, 731204, India, West Bengal, Email ID: Abcd@gmail.com, Mobile: 000000
Address for Correspondence:
Address: Suripara, Dharmarajtala, Bolpur, Birbhumi, 731204, India, West Bengal, Email ID: Abcd@gmail.com, Mobile: 000000

Buttons:
Save & Continue 15

16. Now you have to upload your photo, signature(English) and signature(Bengali) here. After upload please click on the Save & Continue button.

The screenshot displays the 'Photo Signature Details' page on the Visva Bharati University student portal. The page is divided into three main upload sections:

- Photo Upload:** Features a placeholder for a passport-size color photo (4.5 cm x 3.5 cm). A red note specifies: "Note: Upload Image to be less than 100KB (Scan to be done in 100dpi only)".
- Signature Upload:** Features a placeholder for a signature. A red note specifies: "Note: Upload Image to be less than 100KB".
- Bengali Name Upload:** Features a placeholder for the Bengali name, shown as "হস্তাক্ষর". A red note specifies: "Note: Upload Image to be less than 100KB".

At the bottom of the page, a yellow note states: "Note: You can proceed forward only after uploading your photograph and signature and confirming the declaration provided above." Below this note, the "Save & Continue" button is circled in red, with the number "16" next to it.

17. Please check your details and click on the Confirm and submit. For Android OS(Smart Mobile Phone) please enable desktop site to view this page otherwise you can't see this page and student data will remain incomplete for your account.

EXAMINATION SECTION 2019-2020

STUDENT DATA

VISVA-BHARATI

STUDENT DATA SHEET

Candidate Name: Abed Das

Registration No: VB- OF

Father's Name: Abed Das TA

Mother's Name: Abed Das

Date of Birth: 01/11/AUGUST/1995

Gender: FEMALE

Single Girl Child: NO

Blood Group: B+

Identification Mark: Mole on chin

Category: General

PWD: NO

Minority: NO

Nationality: Indian **AADHAAR NO:** XXXXXXXX

Religion: HINDU

Course/Honours: 2 - Year Certificate Course in Rabindra Sangit

Department: Department of Rabindra Sangit, Dance & Drama

Bhavana: Sangit-Bhavana

Year of admission(Current Course):

Student NAD ID: N **EWS (Economically Weaker Section):**

Bank Details:

Bank Name: **Bank Branch:**

IFSC CODE:

State of Domicile:

Wheather staying in Hostel: NO

PRESENT ADDRESS		PERMANENT ADDRESS	
Address Line :	Suripara, Dharmarajala Bolpur	Address Line :	Suripara, Dharmarajala Bolpur
District:	Birbhum	District:	Birbhum
Pin Code:	731204	Pin Code:	731204
State:	West Bengal	State:	West Bengal
Country:	India	Country:	India
Email:	XXXXXX@gmail.com	Email:	XXXXXX@gmail.com
Mobile No:	XXXXXX	Mobile No:	XXXXXX

Signature

Full Signature of Applicant

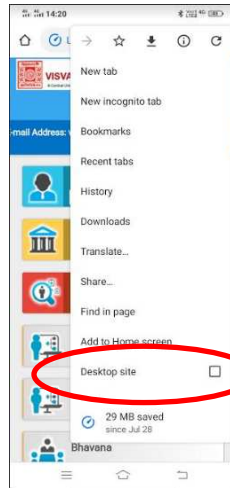
I CONFIRM THE ABOVE

PLEASE REVIEW THE ABOVE DETAILS CAREFULLY FOR ANY ERRORS BEFORE CONFIRMING SUBMISSION.
YOU WILL NOT BE ABLE TO MAKE ANY CHANGE AFTER CONFIRMATION OF SUBMISSION

Confirm and submit 17

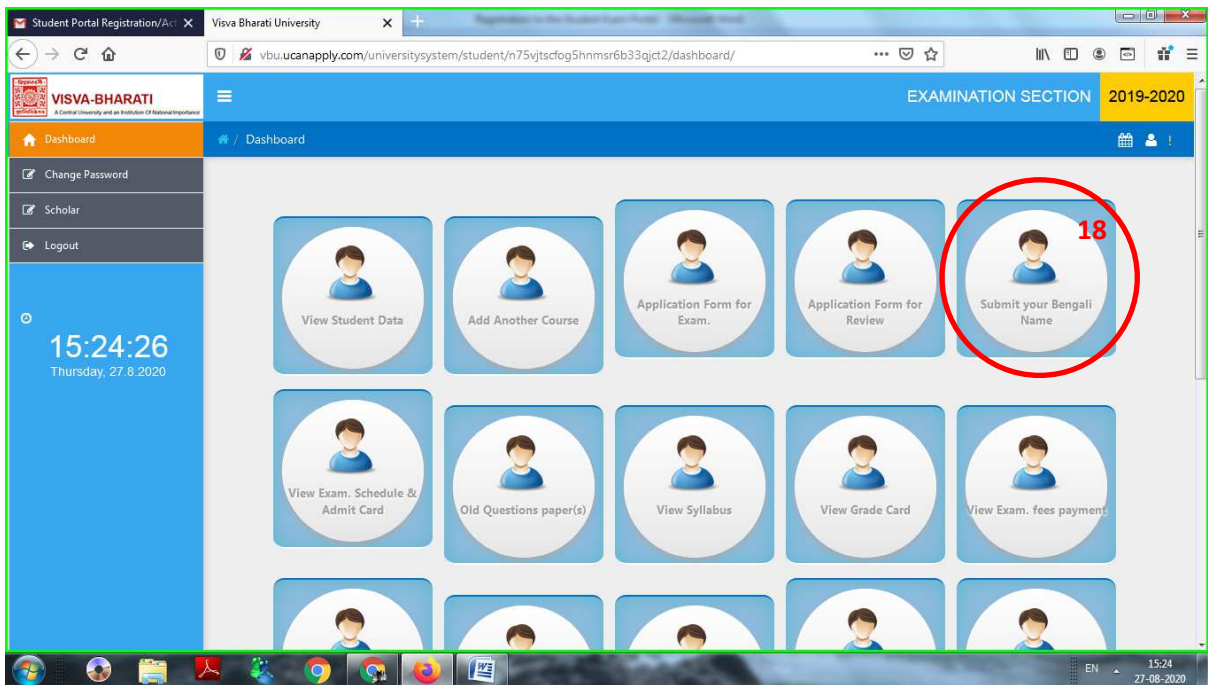
14:09:04
Thursday, 27.8.2020

Click here for settings

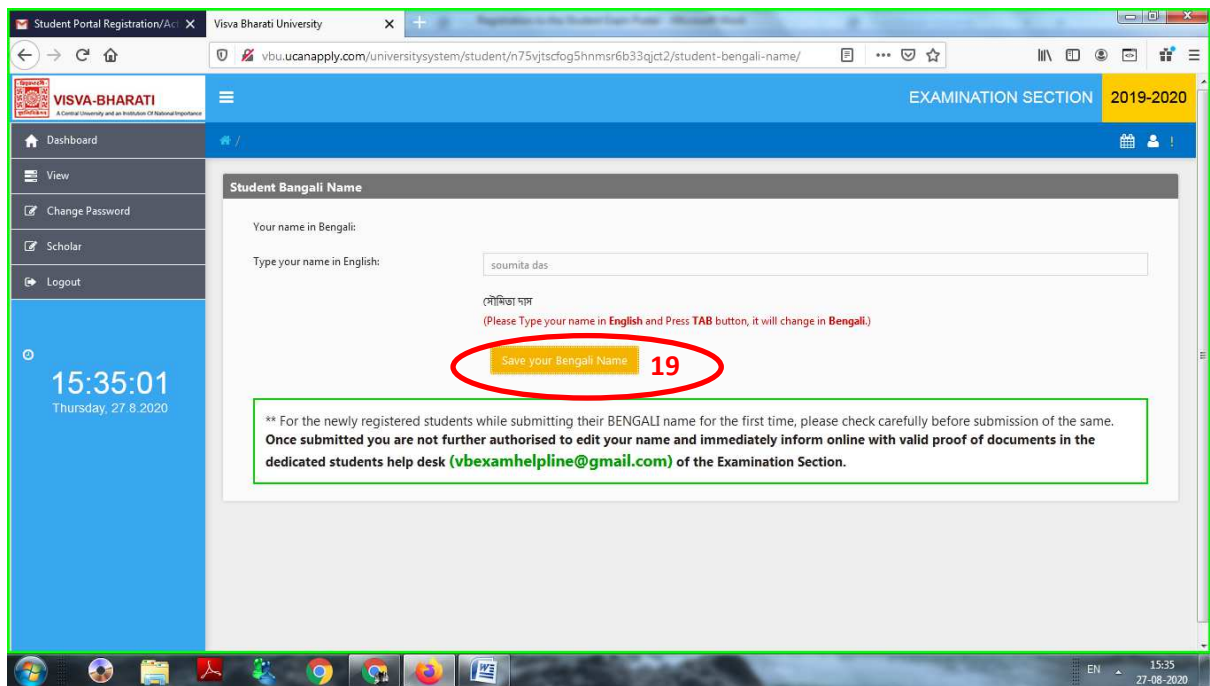


Click on the setting option in your chrome browser of your mobile phone and click on the box for desktop view in Android Mobile

18. Now click on Submit your Bengali Name.



19. Type here your name in English and press the Tab button of your keyboard, in case of mobile select the bengali keyboard and type the bengali name. Now click on Save your Bengali Name.



Student Portal Registration/Account

Visva Bharati University

vbu.ucanapply.com/universitysystem/student/n75vjtsdof5hnmr6b33qjct2/student-bengali-name/

EXAMINATION SECTION 2019-2020

Dashboard

View

Change Password

Scholar

Logout

15:35:01
Thursday, 27 8 2020

Student Bangali Name

Your name in Bengali:

Type your name in English: soumita das

সৌমিতা দাস
(Please Type your name in English and Press TAB button, it will change in Bengali.)

Save your Bengali Name 19

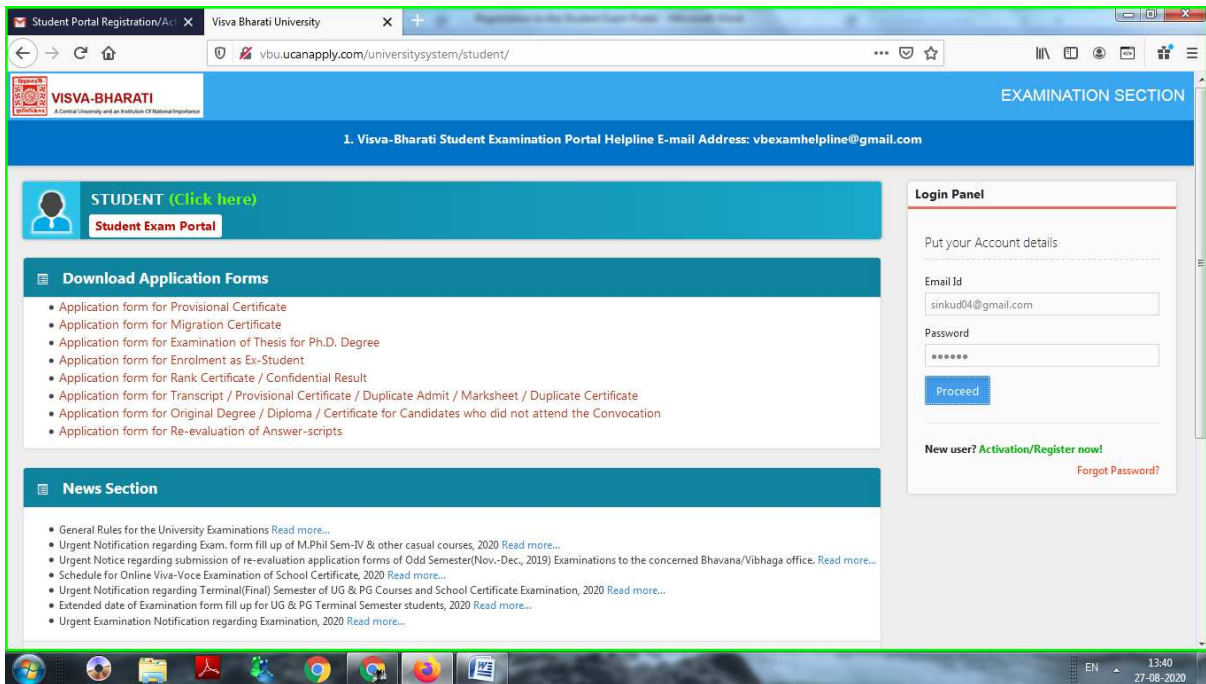
** For the newly registered students while submitting their BENGALI name for the first time, please check carefully before submission of the same. **Once submitted you are not further authorised to edit your name and immediately inform online with valid proof of documents in the dedicated students help desk (vbexamhelpline@gmail.com) of the Examination Section.**

EN 15:35
27-08-2020

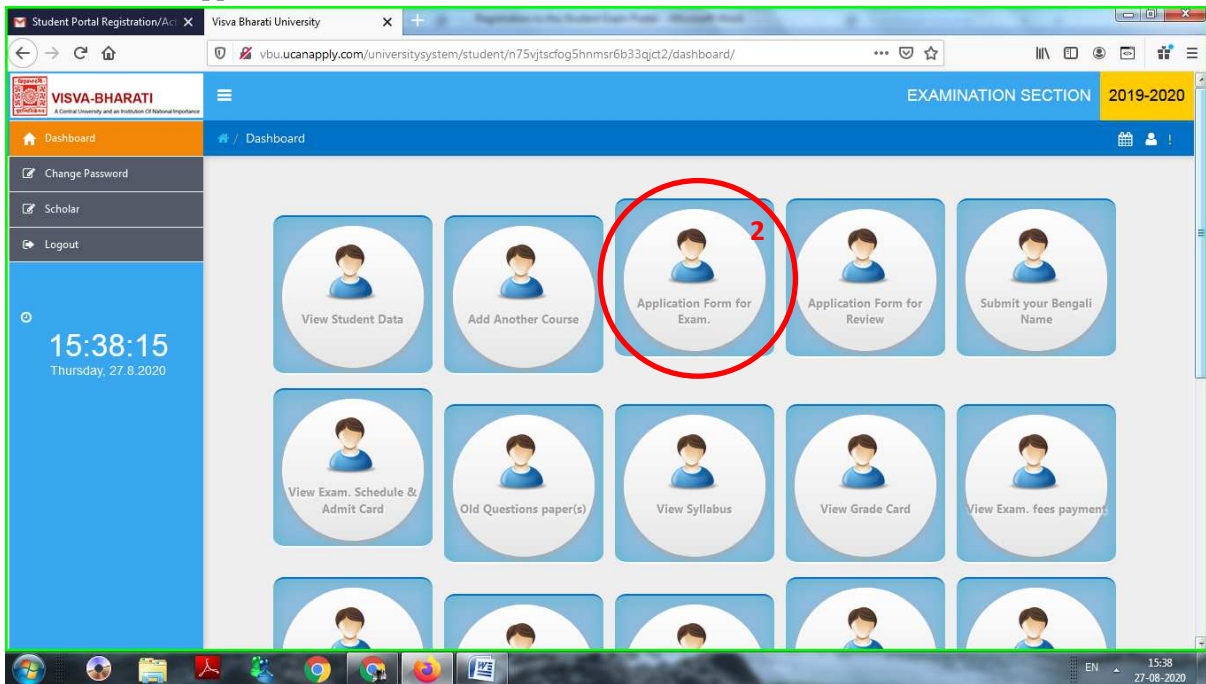
20. Now your registration is complete.

How to fill up Examination Application Form

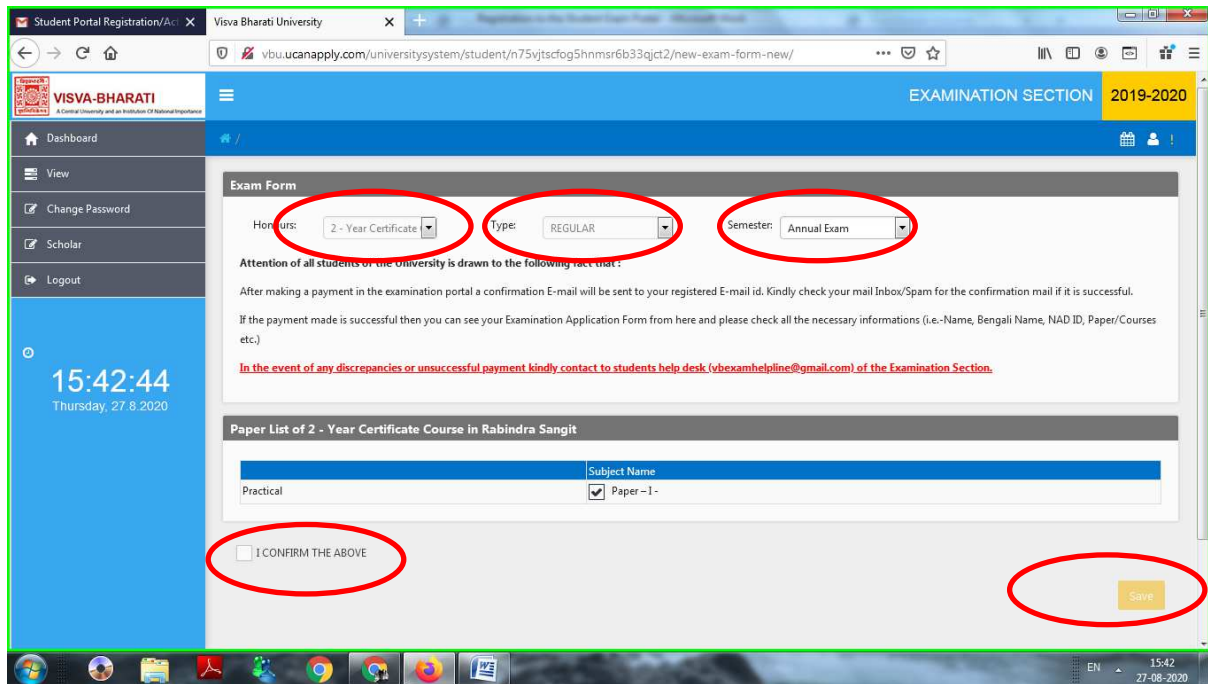
1. First login to your account at Student Exam Portal(<http://vbu.ucanapply.com>) with your email id and password.



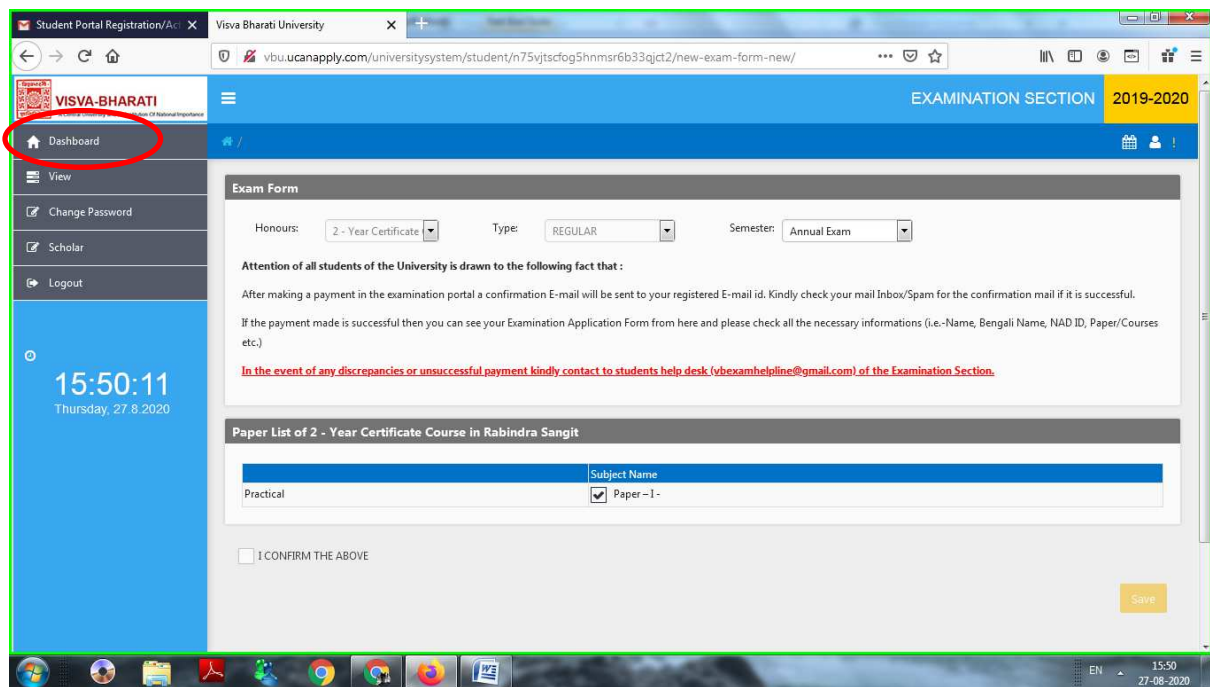
2. Click on Application Form for Exam.



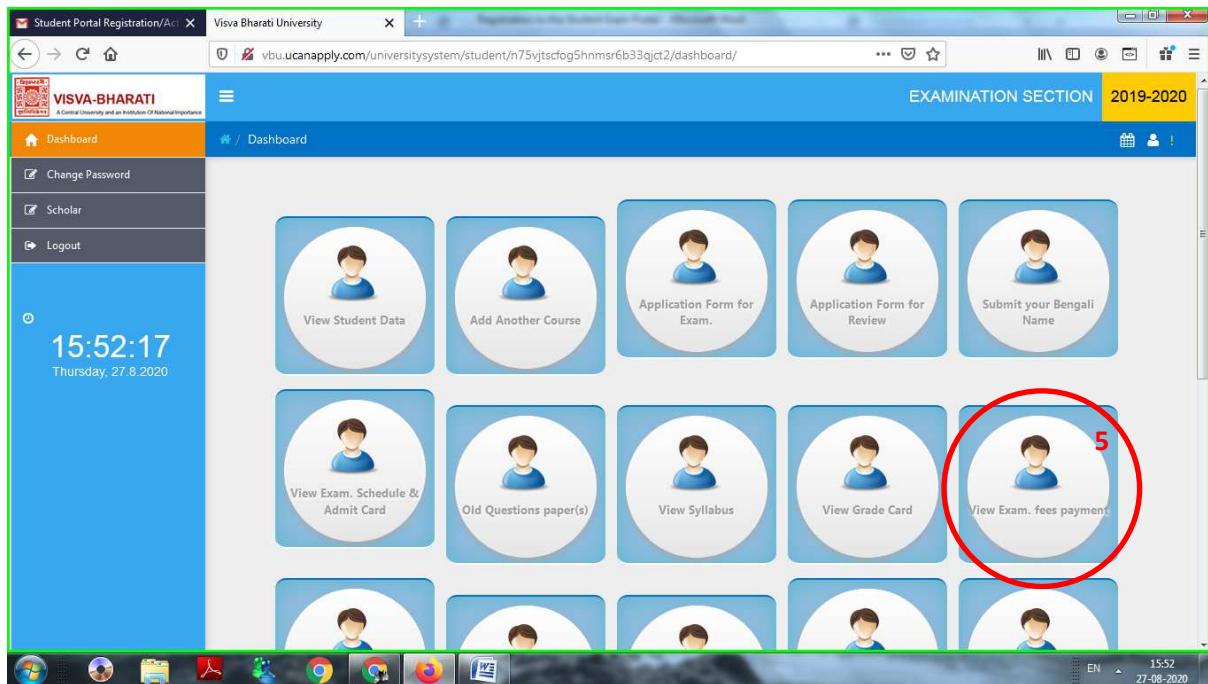
3. Select your course, Type: Regular or Back and Semester from the drop down box. Then choice your papers(if tick is given then no need to choice) and put tick on the I CONFIRM THE ABOVE, after that click on the save button.



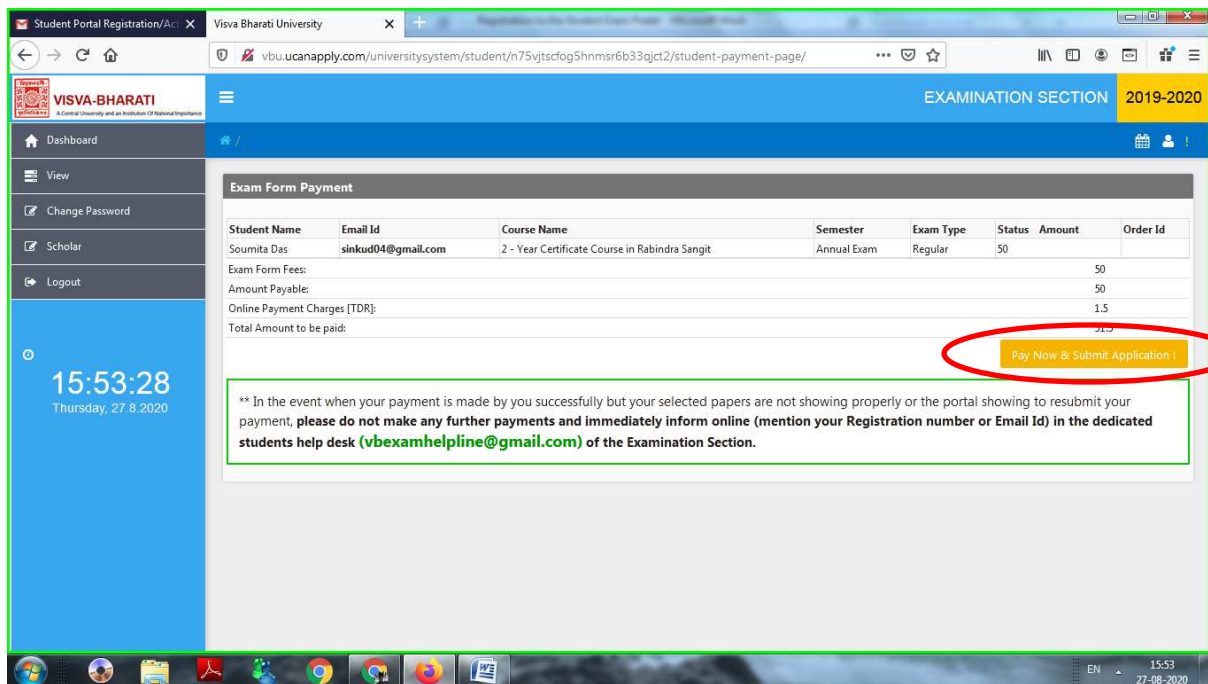
4. Now return to the dashboard by clicking Home/Dashboard.



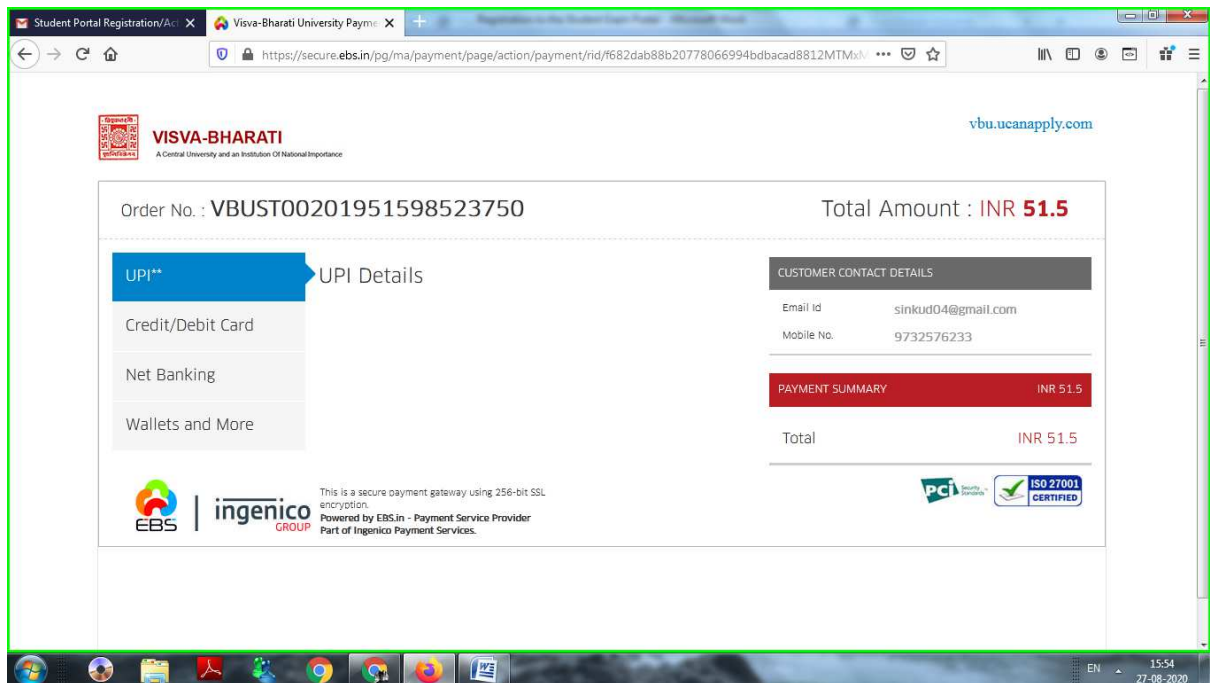
5. Select View Exam. fees Payment icon.



6. Click on Pay Now & Submit Application!



- Now you can pay the fees through UPI, Debit/Credit Card, Net Banking, Wallets etc. Select your suitable option and pay the fees.



- After successful payment you will get an E-mail from EBS, please check the status of payment in your mail. After successful payment you can print the Examination Application Form from the Application Form for Exam. icon.