

**Examination Section  
NOTIFICATION**

1. All the Adhyakshas of Bhavanas/Vibhaga, Visva-Bharati.
2. All the Heads of the Departments/Centres 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.

In the meeting with the Principals of the Bhavanas/Vibhaga, Heads of the Academic Departments/Centres chaired by the Hon'ble Vice-Chancellor at Bangladesh Bhavana on 23-02-2021 at 11:30 am, the following decisions have been taken :

**Sub : Extension of the date of online registration (newly admitted students to Undergraduate and Post-Graduate Course) and online submission of examination form for the students of UG/PG Semester-I Examinations (Session 2020-21) for Regular & Back.**

1.	The date for online Registration of the newly admitted students to Undergraduate and Post-Graduate Course of Semester-I for the session 2020-21.	<b>Extended upto 07-03-2021 (Sunday)</b>
2.	The extended date for online submission of examination form duly completed and deposit of <b>marksheet fees Rs.50/- (Fifty) only</b> for regular and back candidates of <b>(UG/PG) Semester-I examination (2020-21)</b> from the Examination Web Portal : <a href="http://vbu.ucanapply.com">http://vbu.ucanapply.com</a>	<b>Extended upto 07-03-2021 (Sunday)</b>
3.	The date of examinations for UG/PG Semester-I (2020) for Regular and Back students.	<b>15.03.2021 (Monday) To 31.03.2021 (Wednesday)</b>

It is hereby requested to all Adhyakshas of Bhavanas/Vibhaga as well as Heads of the Departments/Centres and all concerned to kindly bring the following information to all the concerned students.

- The students may be advised to follow the stepwise guidelines for New Registration and filling up Examination Form as enclosed herewith.
- Even after following the above guidelines properly, if there is any difficulty with regard to new registration and filling up examination forms, eligible students may contact through the following e-mail address : [vbexamhelpline@gmail.com](mailto:vbexamhelpline@gmail.com) giving full details of the problems.
- Filling up the Examination form along with deposit of Marksheet fees shall not be a claim for a student to sit for the examination.

Memo. No. Exam. E.8.9/2020-2021

Date: 24-02-2021

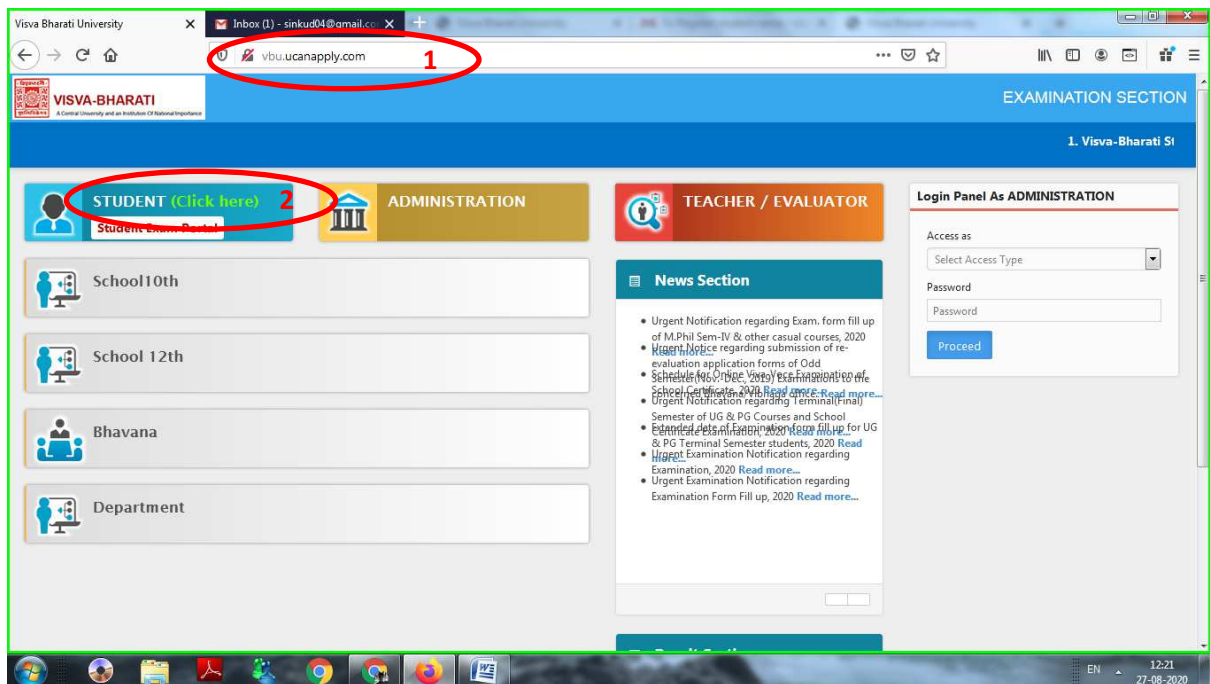
  
**Joint Registrar (Examinations)**  
**Visva-Bharati S. Roy**

**Copy forwarded for information and necessary action to :-**

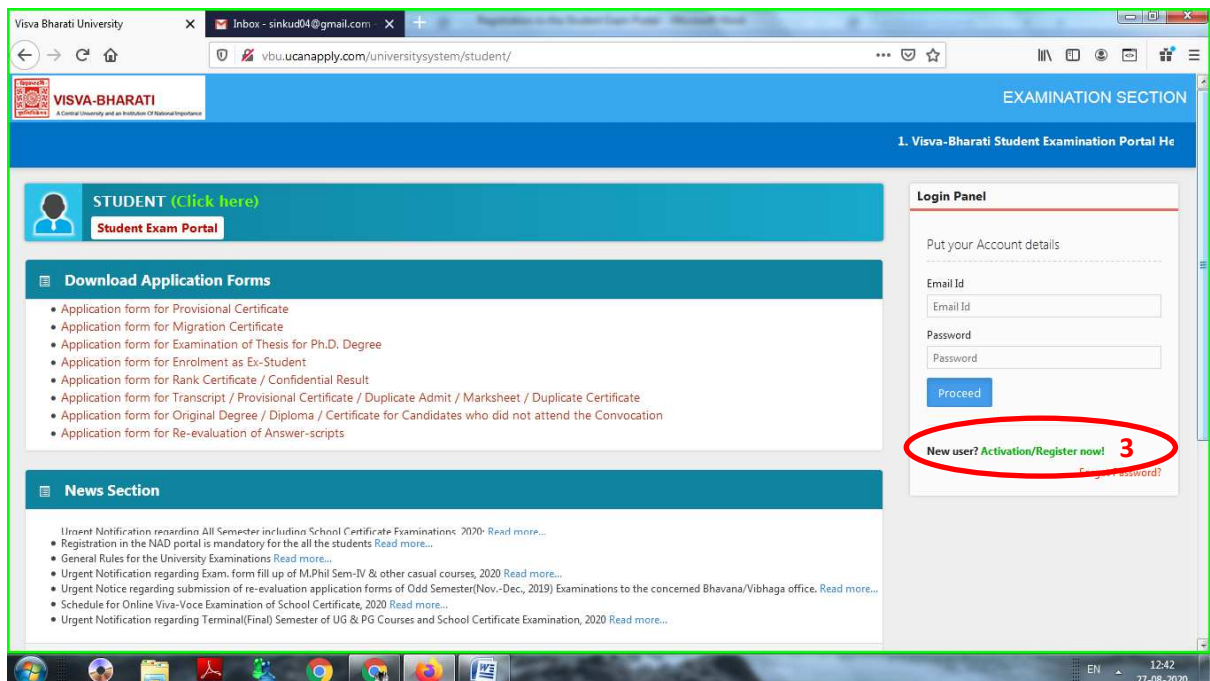
1. The Librarian (Oftg.), Central Library, Visva-Bharati
2. The Joint Registrar (Accounts), Visva-Bharati
3. The Joint Registrar (Academic & Research), Visva-Bharati
4. The Senior System Analyst & I/C Computer Centre, Visva-Bharati – He is requested to upload the notification in the University Website at the earliest.
5. The Deputy Registrar & C.S. to Vice-Chancellor, Visva-Bharati
6. The Assistant Registrars (Examinations), Visva-Bharati
7. The Section officers (Examinations), Visva-Bharati
8. The P.A. to Registrar, Visva-Bharati

## Registration to the Student Exam Portal, Visva-Bharati

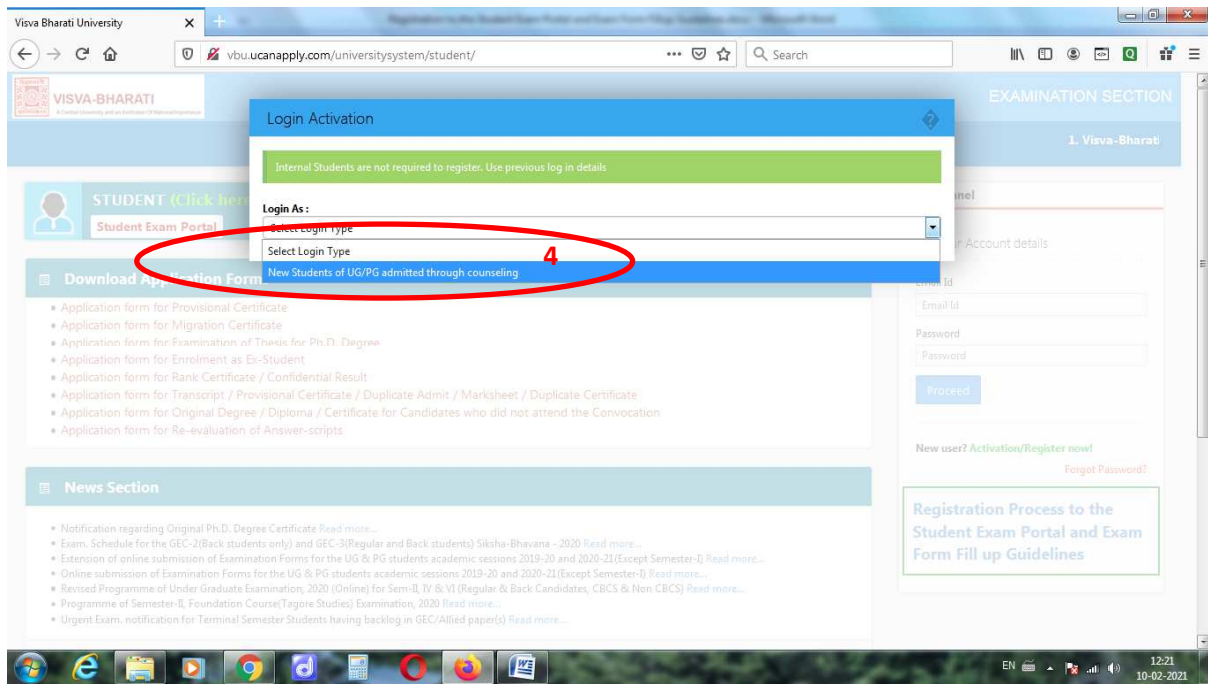
1. At first open your browser and type [vbu.ucanapply.com](http://vbu.ucanapply.com) on the address bar.
2. Click on the [Student \(Click here\)](#)



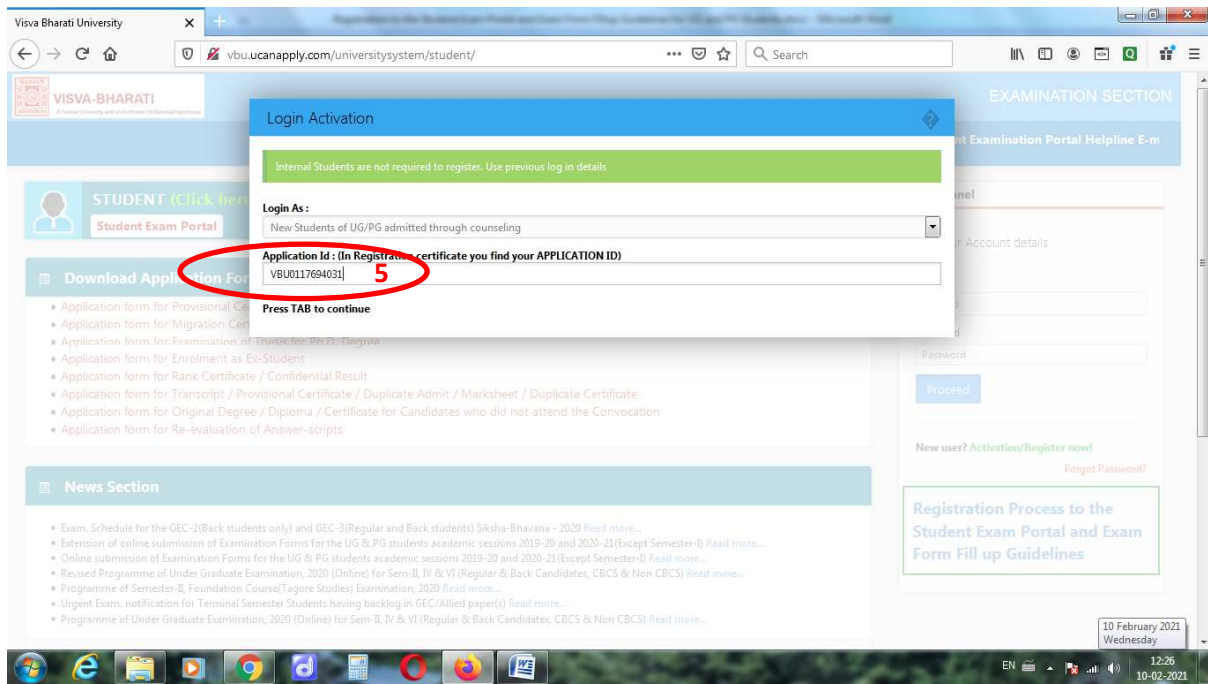
3. Click on the [New user? Activation/Register now!](#)



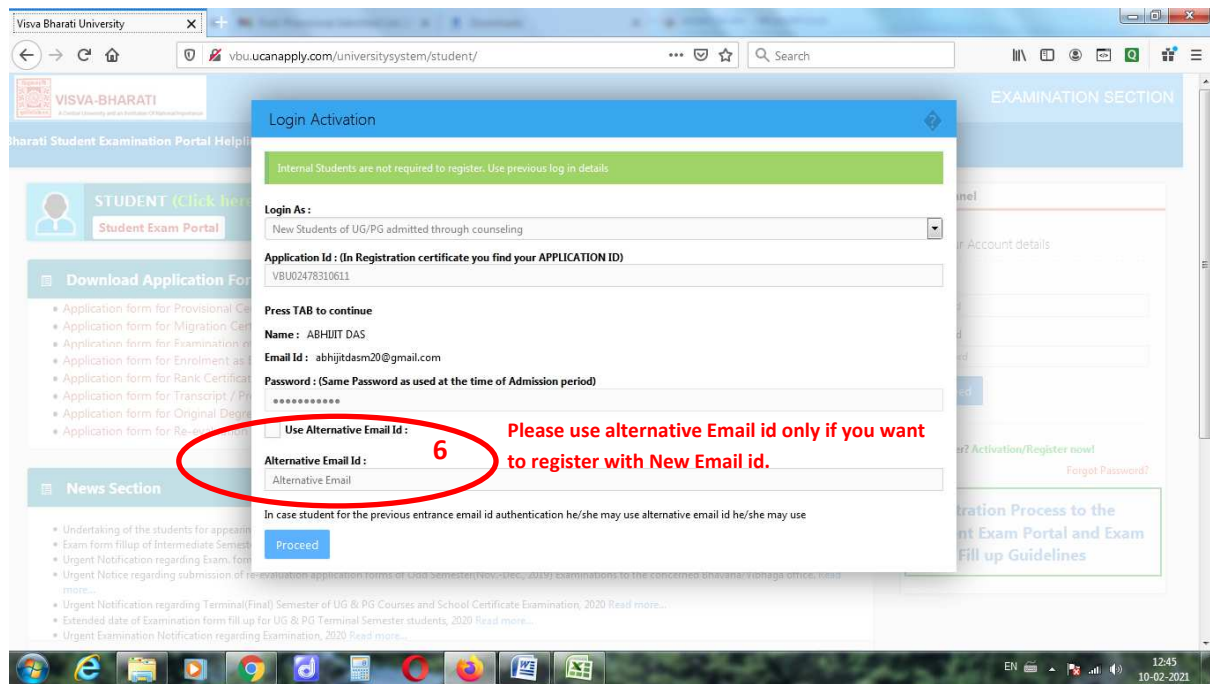
4. Please select the Login Type: New Students of UG/PG admitted through counseling.



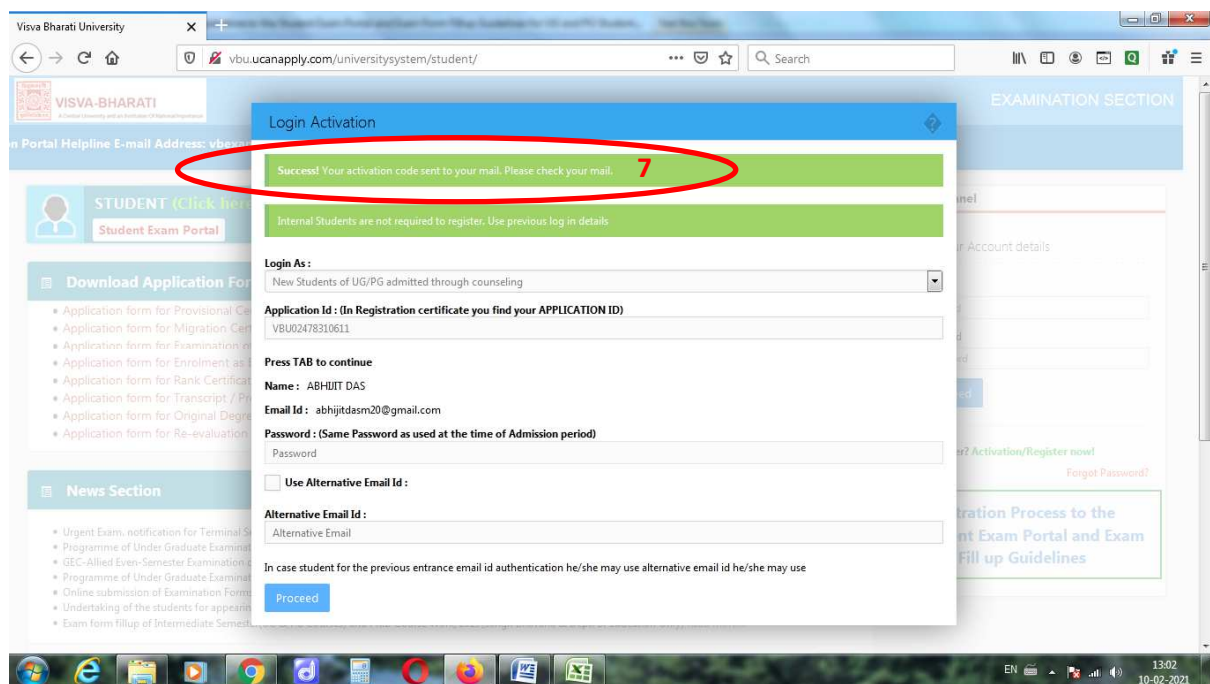
5. Please put your application id in the blank field and press the tab button.



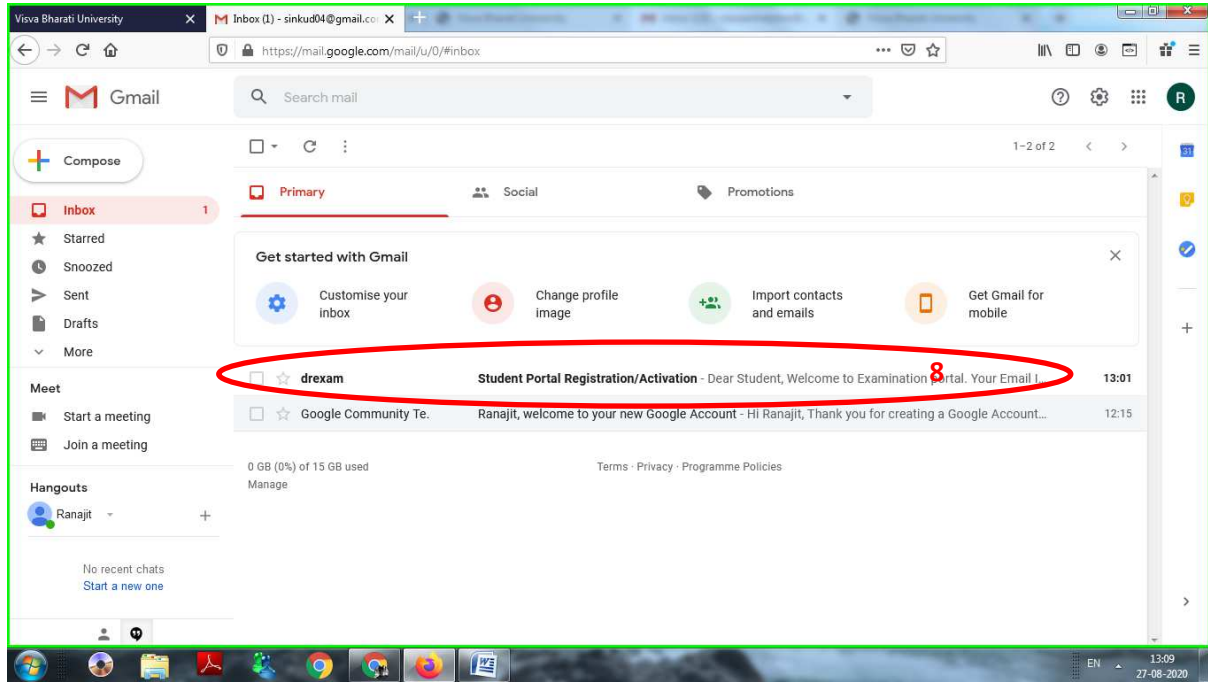
6. After pressing the tab button you can see your details (Name, Email id and password). Now please carefully note that if you want to register with new Email id or want to change the old Email id which was used at the time of admission form fill up then please click on the use Alternative Email Id and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



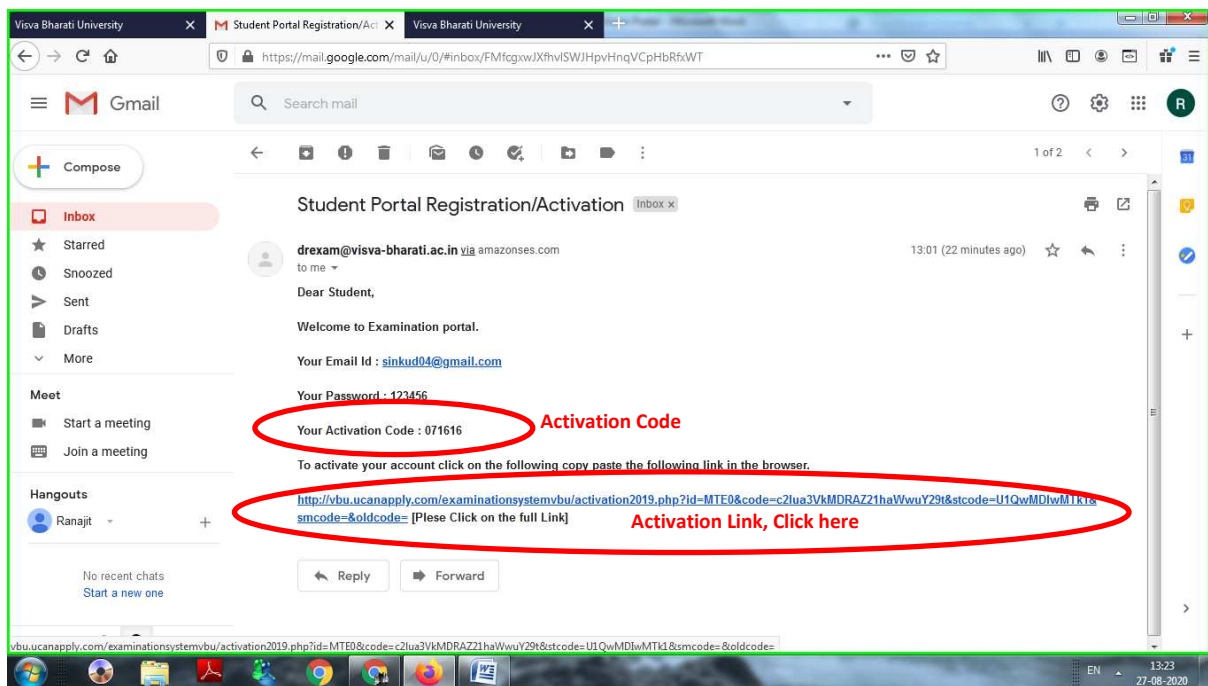
7. Please read the message at the top of the Login Activation window. If the message is showing **Success! Your activation code sent to your mail. Please check your mail**, then open or login to your E-mail account in another window. If not then follow the message and correct your details as per instruction.



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

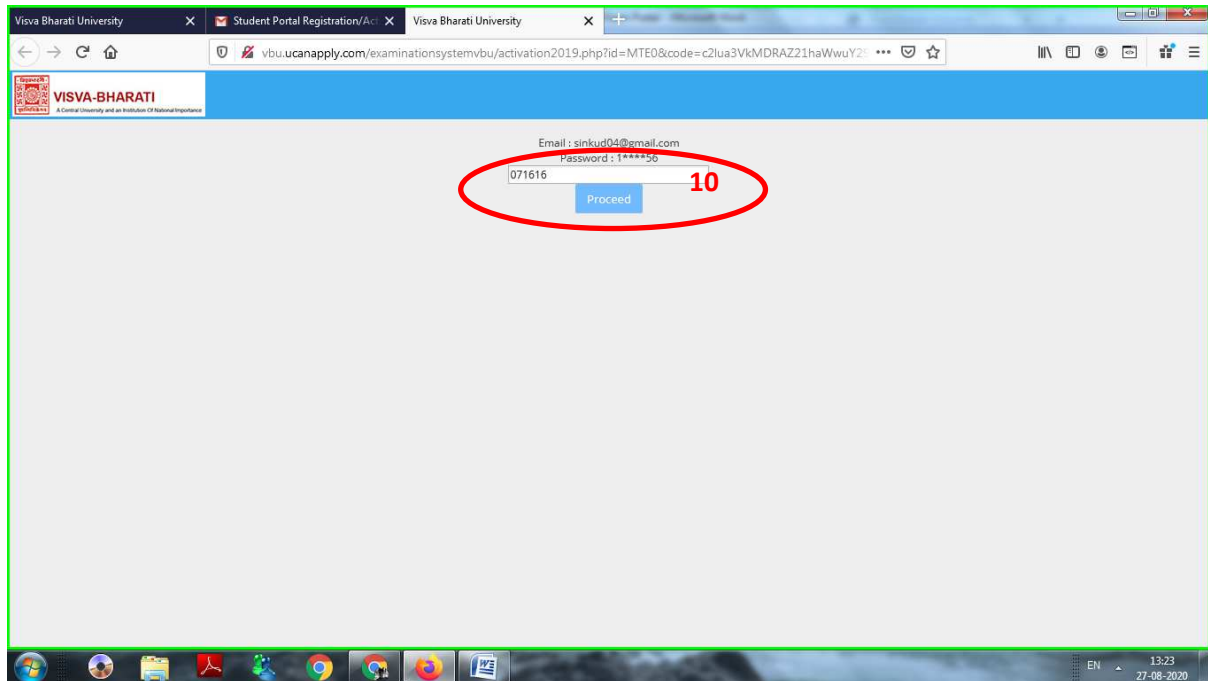


9. Copy the activation code from the e-mail and click on the activation code.

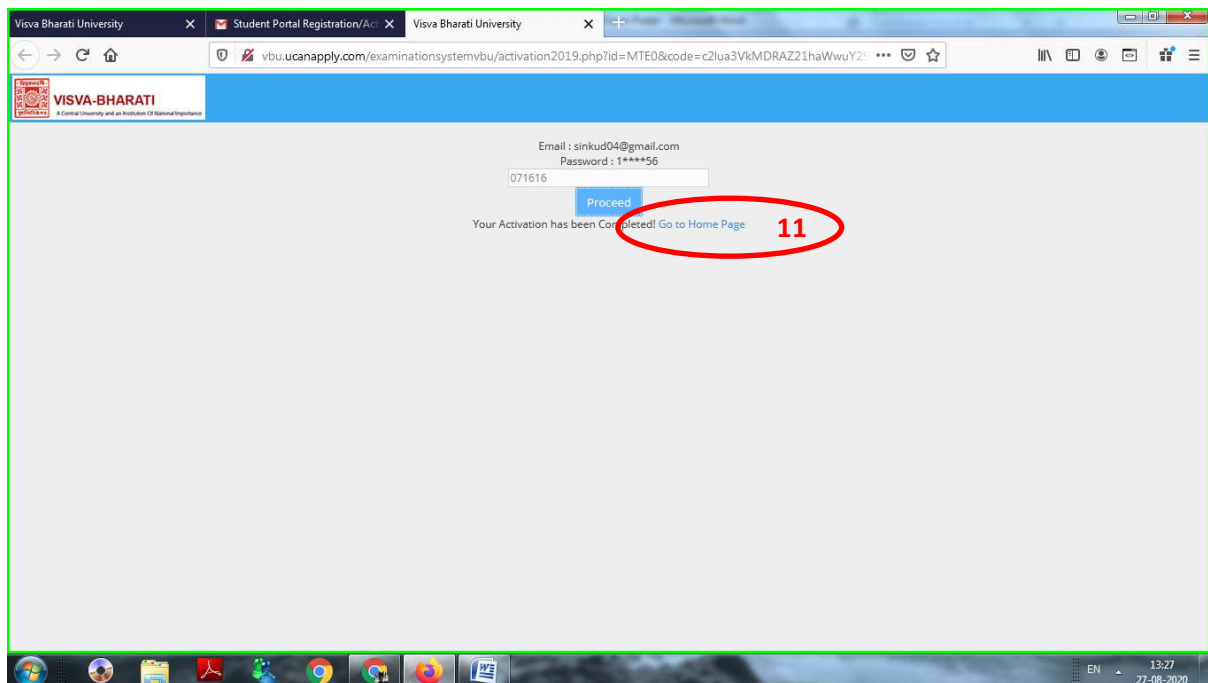




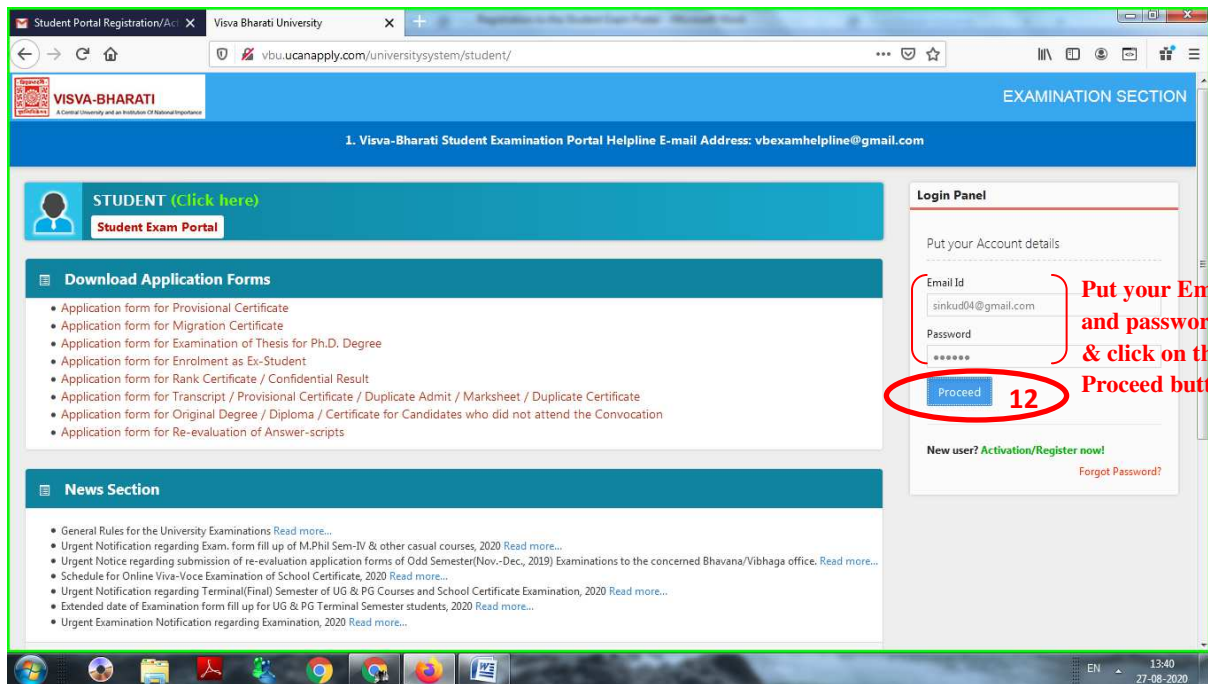
10. Paste the activation code in the blank space and click on the Proceed button.



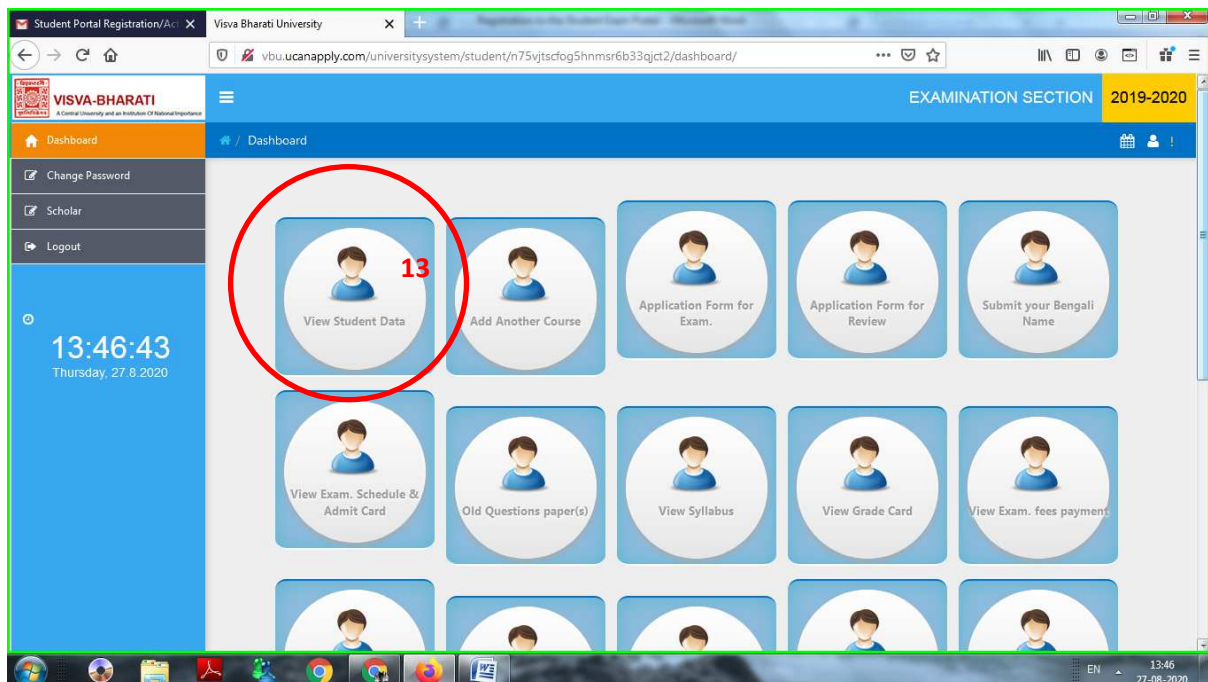
11. Now your account activation has been completed, please click on Go to Home Page.



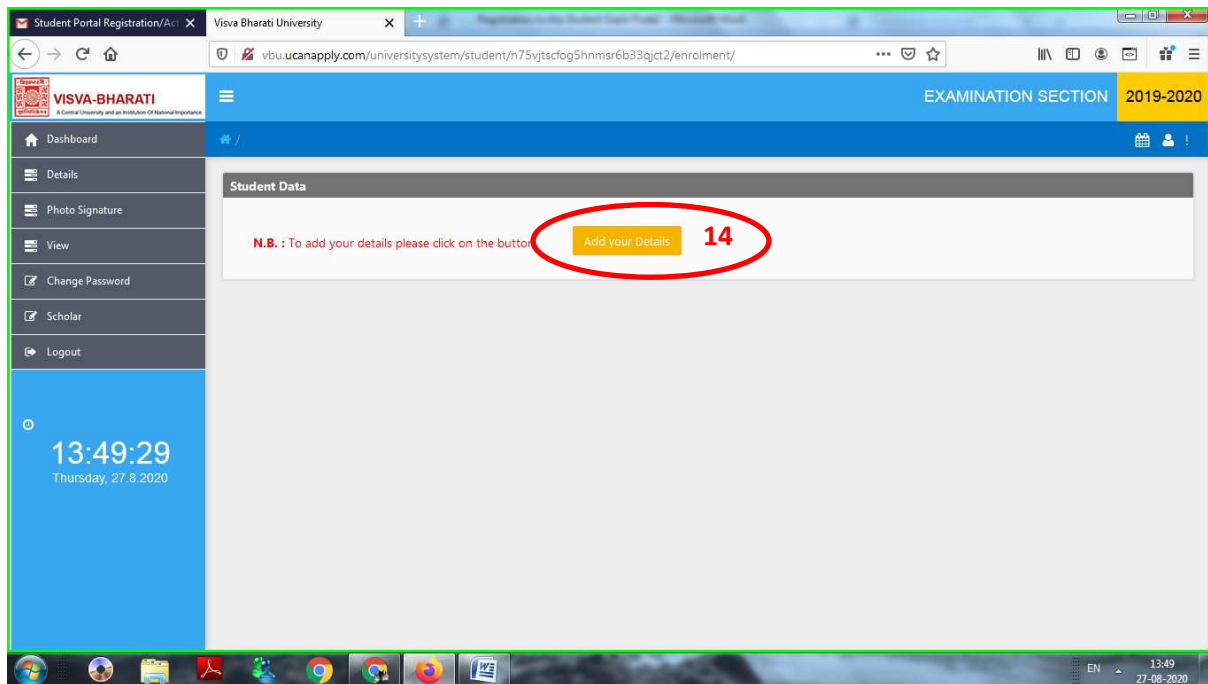
12. Now you can access to your Student Exam Portal account, please login now using your E-mail Id and Password(which was given by you at the time of activation, it is also mentioned in the E-mail received from **drexam, Subject: Student Portal Registration/Activation**)



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/A...'. The browser's address bar shows the URL. The page content is a registration form for a student at Visva Bharati University. The form is titled 'Student Data' and is divided into several sections. On the left side, there is a navigation menu with options: 'Details', 'Photo Signature', 'View', 'Change Password', 'Scholar', and 'Logout'. Below the menu, there is a blue sidebar with a clock showing '13:53:53 Thursday, 27.8.2020'. The main form area contains the following fields and sections:

- 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., Whether staying in Hostel (NO).
- Identification and Nationality:** Blood Group (B+), Identification Mark (Mole on chin), Nationality (Indian), Religion (HINDU), AADHAAR NO. (XXXXXXXX), Student NAD ID (N).
- Passport and EWS:** Passport No (if foreigner), Valid from (1990) to (1990), EWS (Economically Weaker Section) (Select), Year of Admission (Select).
- Bank Details:** Bank Name, Bank Branch, Bank Account No., IFSC CODE.
- Fellowship:** State of Domicile (Select), Name of Fellowship, Valid from (1990) to (1990), Funding Authority.
- Address:** Permanent Address and Address for Correspondence (with a checkbox 'Copy the Permanent Address'). Both address sections are filled with: Address (Suripara, Dharmarajtala, Bolpur), District (Birbhum), Pin (731204), Country (India), State (West Bengal), Email ID (Abcd@gmail.com), Mobile (000000).

At the bottom right of the form, there is a red button labeled 'Save & Continue' with the number '15' next to it, which is circled in red.

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

- Photo Upload:** Features a placeholder for a passport-size colour 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)". A yellow 'Upload Photo' button is located below the placeholder.
- Signature Upload:** Features a placeholder for a signature. A red note specifies: "Note: Upload Image to be less than 100KB". A yellow 'Upload Signature' button is located below the placeholder.
- Bengali Name Upload:** Features a placeholder for the Bengali name, with the text 'হস্তাক্ষর' (Handwritten) visible. A red note specifies: "Note: Upload Image to be less than 100KB". A yellow 'Upload Bengali Name' button is located below the placeholder.

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, a red button labeled 'Save & Continue' 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 **Student ID No.**

**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:**

**Whether staying in Hostel:** NO

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

**Signature**

Full Signature of Applicant

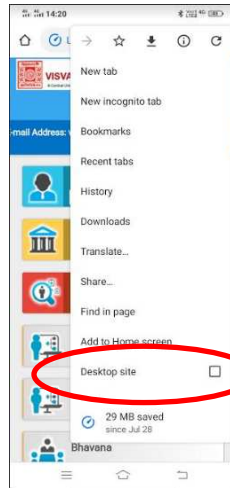
I CONFIRM THE ABOVE

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**

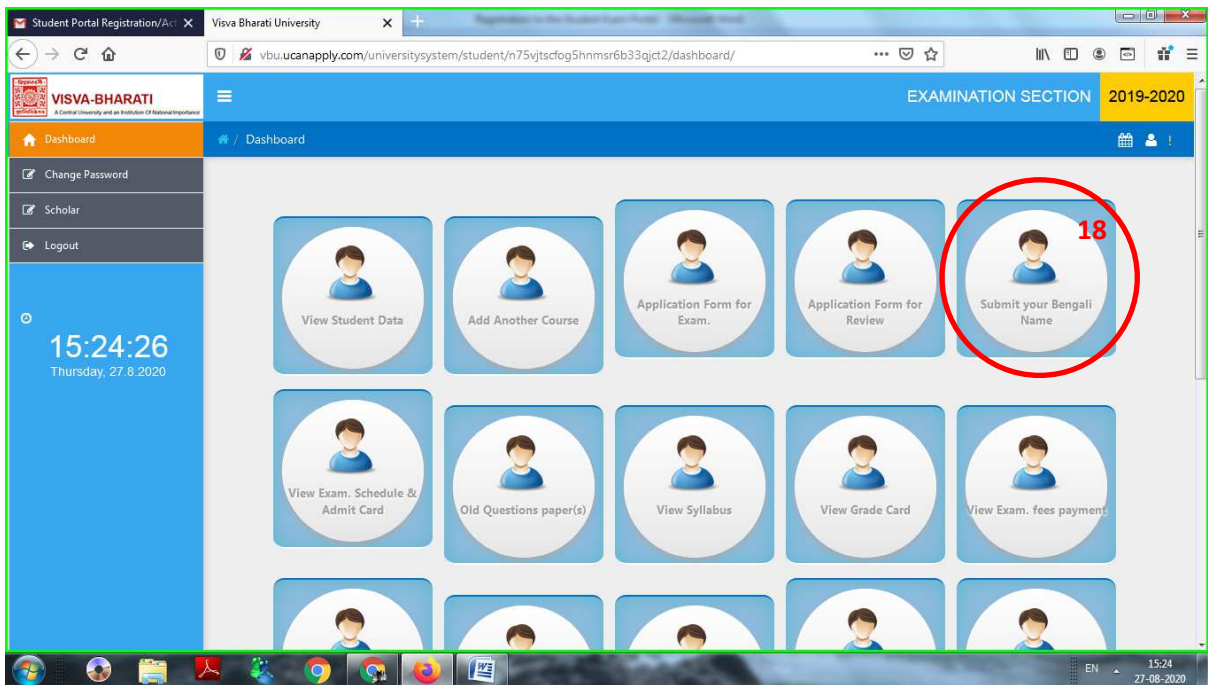
14:09:04  
Thursday, 27.8.2020

Click here for settings

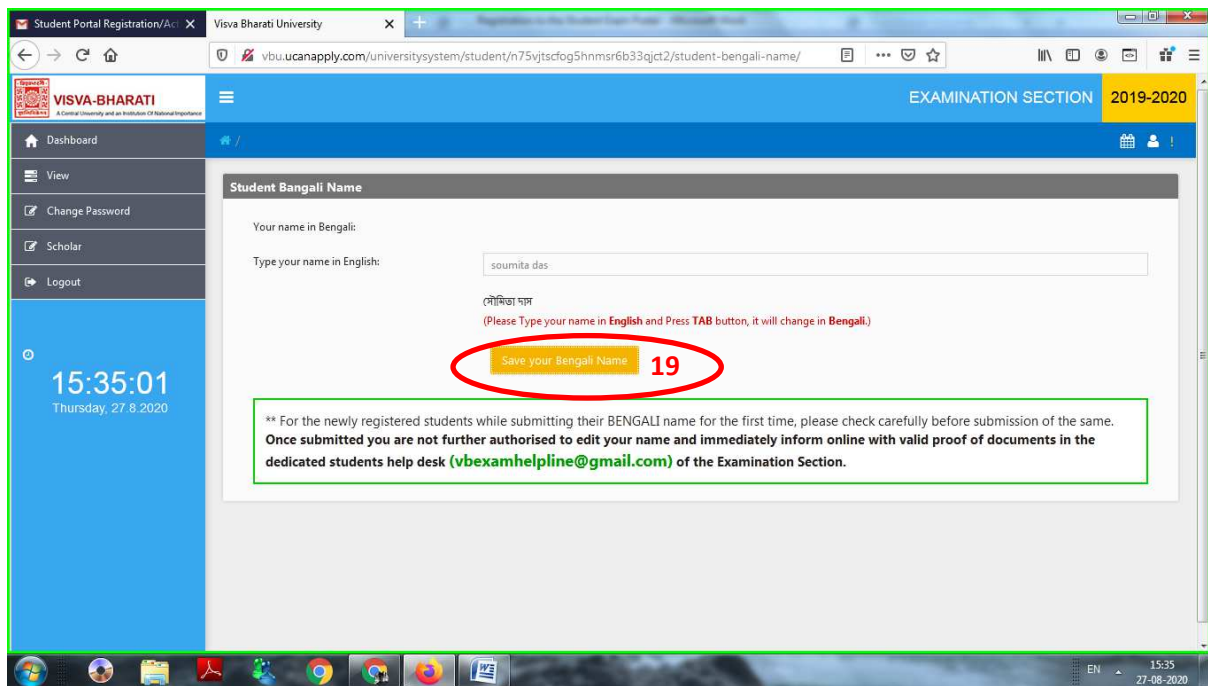


Click on the setting option in your chrome browser of your mobile phone and click on the box for desktop view in Android Mobile

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.

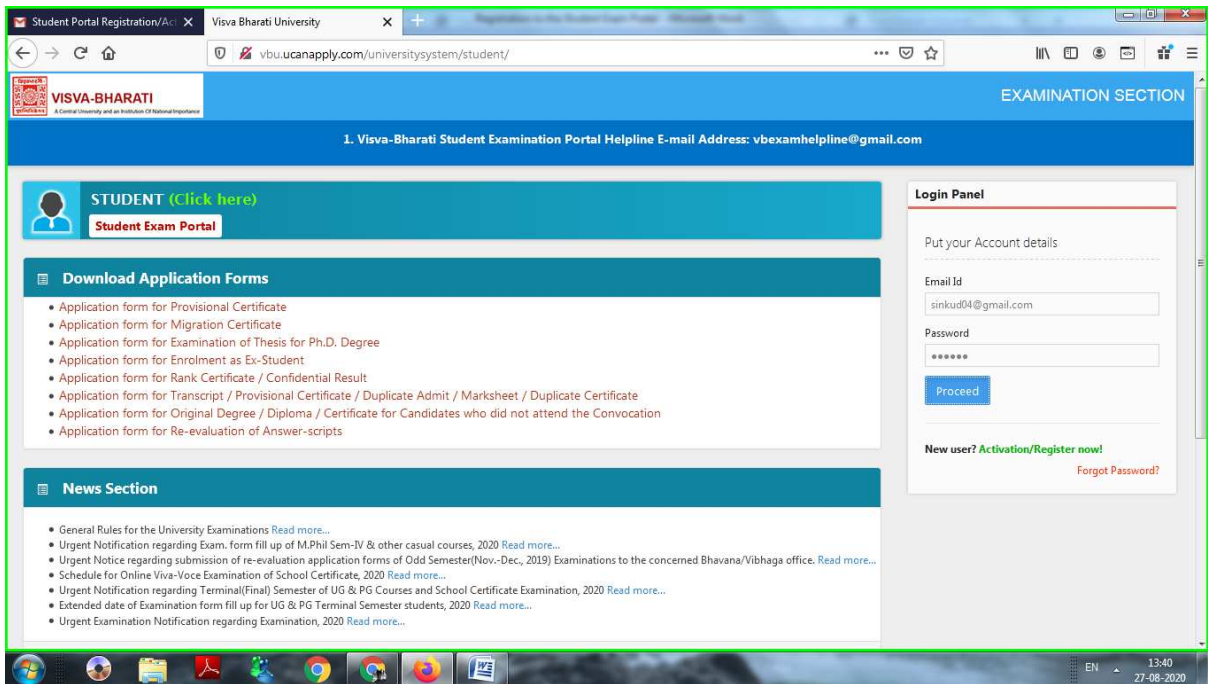


20. Now your registration is complete.

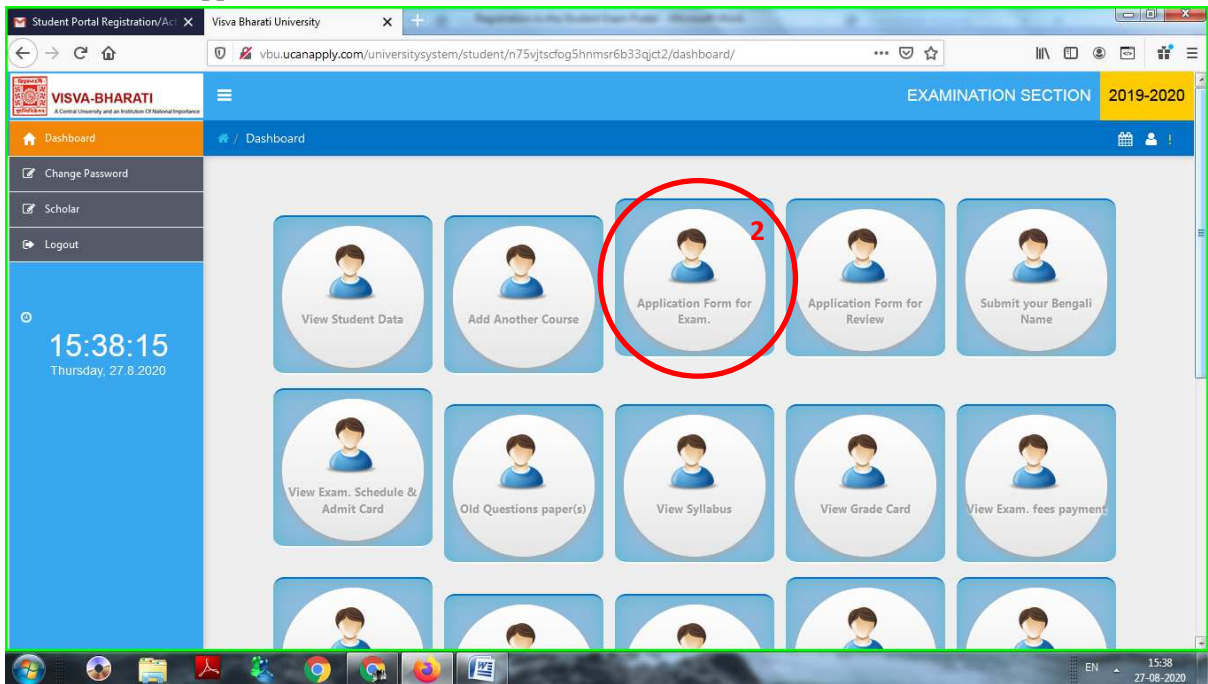


## How to fill up Examination Application Form

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.

Student Portal Registration/AC... Visva Bharati University

EXAMINATION SECTION 2019-2020

Dashboard

View

Change Password

Scholar

Logout

15:42:44  
Thursday, 27.8.2020

Exam Form

Honours: 2-Year Certificate Type: REGULAR Semester: Annual Exam

Attention of all students of the University is drawn to the following fact that :

After making a payment in the examination portal a confirmation E-mail will be sent to your registered E-mail id. Kindly check your mail Inbox/Spam for the confirmation mail if it is successful.

If the payment made is successful then you can see your Examination Application Form from here and please check all the necessary informations (i.e.-Name, Bengali Name, NAD ID, Paper/Courses etc.)

**In the event of any discrepancies or unsuccessful payment kindly contact to students help desk (vbexamhelp@vbu.ac.in) of the Examination Section.**

Paper List of 2 - Year Certificate Course in Rabindra Sangit

	Subject Name
Practical	<input checked="" type="checkbox"/> Paper-1 -

I CONFIRM THE ABOVE

Save

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

Student Portal Registration/AC... Visva Bharati University

EXAMINATION SECTION 2019-2020

Dashboard

View

Change Password

Scholar

Logout

15:50:11  
Thursday, 27.8.2020

Exam Form

Honours: 2-Year Certificate Type: REGULAR Semester: Annual Exam

Attention of all students of the University is drawn to the following fact that :

After making a payment in the examination portal a confirmation E-mail will be sent to your registered E-mail id. Kindly check your mail Inbox/Spam for the confirmation mail if it is successful.

If the payment made is successful then you can see your Examination Application Form from here and please check all the necessary informations (i.e.-Name, Bengali Name, NAD ID, Paper/Courses etc.)

**In the event of any discrepancies or unsuccessful payment kindly contact to students help desk (vbexamhelp@vbu.ac.in) of the Examination Section.**

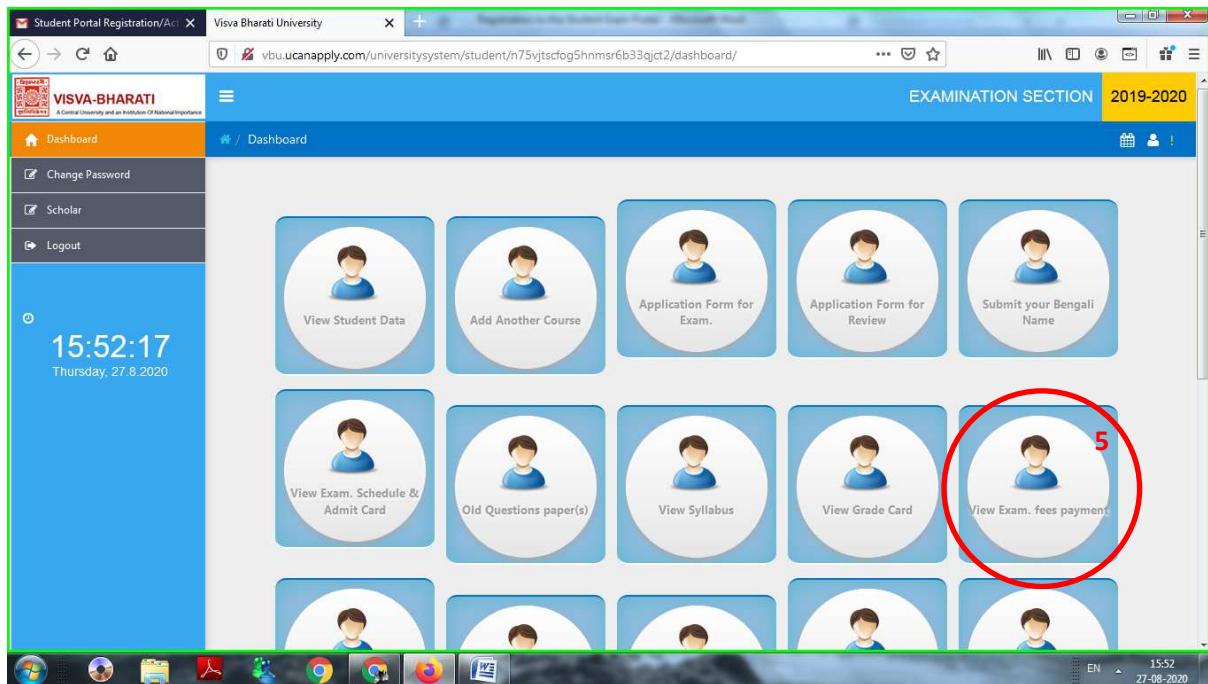
Paper List of 2 - Year Certificate Course in Rabindra Sangit

	Subject Name
Practical	<input checked="" type="checkbox"/> Paper-1 -

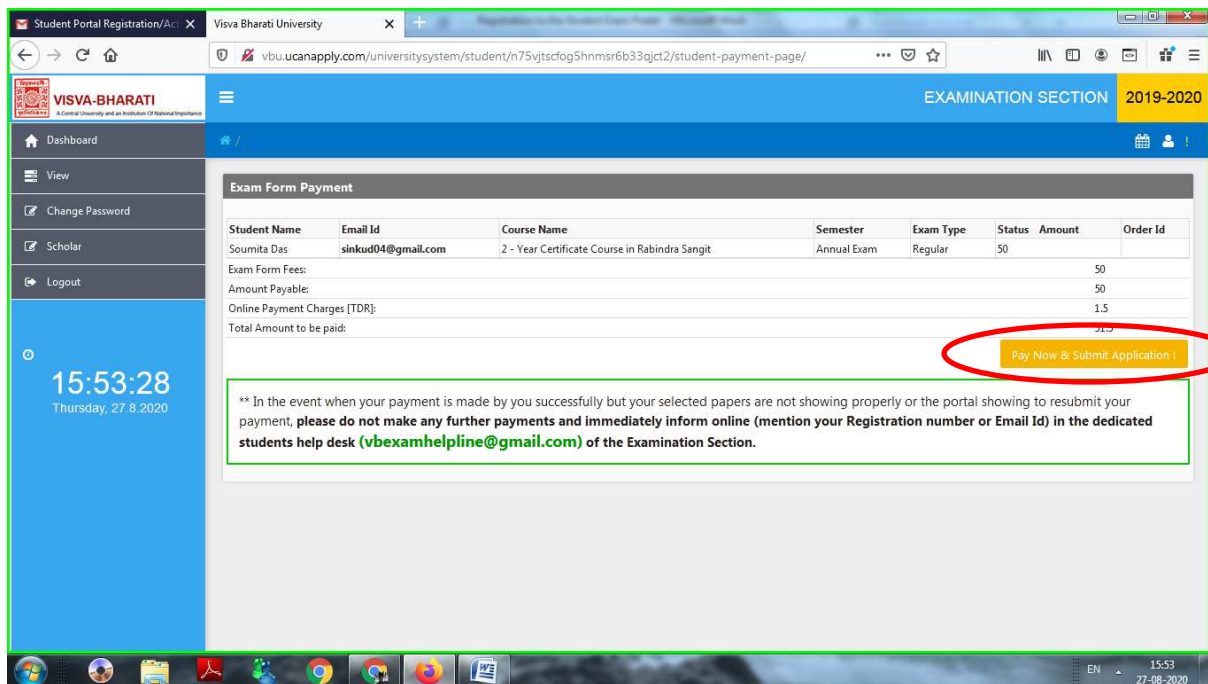
I CONFIRM THE ABOVE

Save

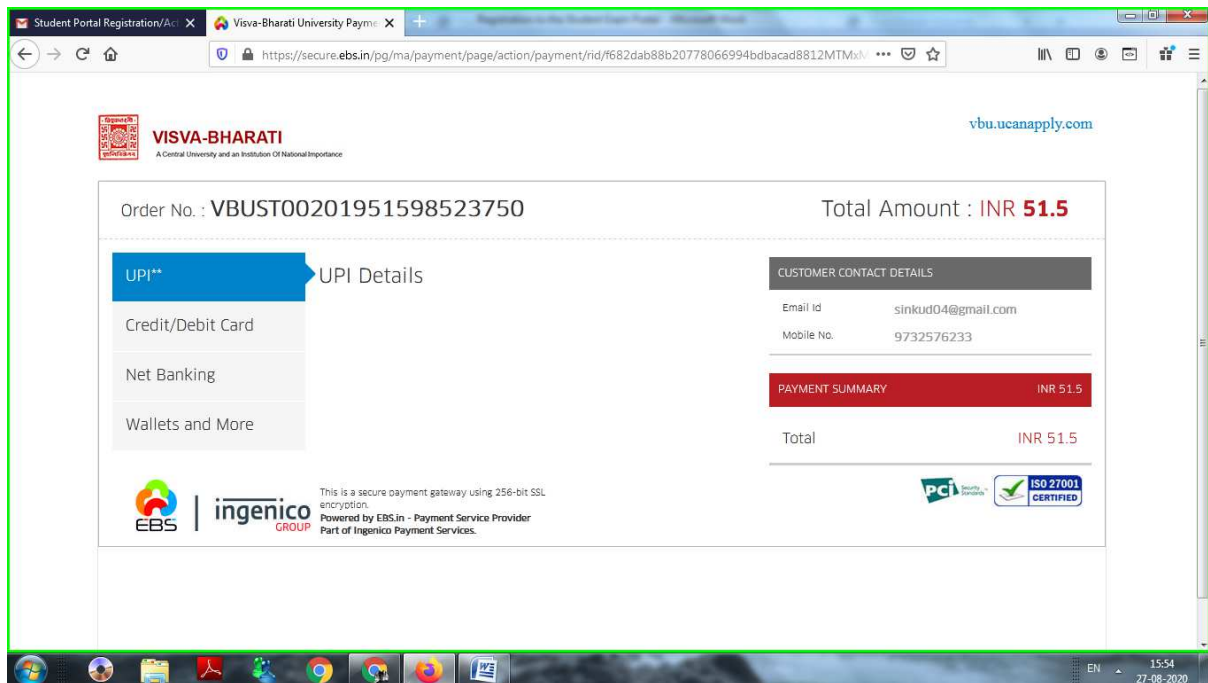
5. Select View Exam. fees Payment icon.



6. Click on Pay Now & Submit Application!



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



8. 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.