

# UNIVERSITY OF GOUR BANGA

Established under West Bengal Act XXVI of 2007 & recognized by UGC U/S 2(f) & 12(B)  
NAAC accredited University with "B" Grade(2016)  
P.O. Moukdumpur Dist.- Malda-732103 (West Bengal)



**Professor Shyamapada Mandal**  
Controller of Examinations (A/C)

URL:www.ugb.ac.in  
Phone:(03512)223668  
Fax:(03512)223668  
E-mail:controller@ugb.ac.in

Ref.No.: 335(30) B.Ed/UGB/CE-17

Date:- 06.09.2017

To

The Principal/Teacher-in-Charge  
All B.Ed. College

**Sub: Regarding online Re-assessment of B.Ed. 1<sup>st</sup> and 3<sup>rd</sup> Semester Examination 2017**

Dear Sir,

This is to inform you that the application for post-publication Re-assessment of the B.Ed. 1<sup>st</sup> & 3<sup>rd</sup> Semester Examination 2017 will be conducted only through **online mode during September 11, 2017 to September 18, 2017.**

This is for your kind information and well circulation please.

Thanking you,

Sincerely yours,

A handwritten signature in black ink, appearing to be 'Shyamapada Mandal'.

(Professor Shyamapada Mandal)  
Controller of Examinations(A/C)  
University of Gour Banga  
Controller of Examinations  
University of Gour Banga  
Malda.

**Enclose: 1. Instruction for online Re-assessment /Scrutiny.**

**Copy to :**

1. Office of The Hon'ble Vice-Chancellor ,UGB
2. Registrar, UGB
3. Finance Office(A/C), UGB

## Step by Step Instruction for Online Application:

**Student should follow the following points while applying for post-publication re-assessment:**

1. Visit the website: [www.ugb.ac.in](http://www.ugb.ac.in)
2. Click on the tab “**Apply for Re-assessment(B.Ed. 1<sup>st</sup> & 3<sup>rd</sup> Semester Examination 2017)**”.
3. Filled in the online application with necessary details including a valid mobile number and email id.
4. After providing the necessary information, click on the “**submit**” tab at the bottom of the page.
5. An **user id** and **password** will immediately be sent to the given mobile number and email id.
6. The candidates have to log in the same web portal by providing the auto-generated user id and password.
7. After logging in, the student will have to provide his/her academic and personal details and preferred choice of papers for re-assessment.
8. After filling the form with all the necessary details, students have to submit the same.
9. After final submission, students can take print out of the application by clicking on the “**print**” option.
10. Students can also cancel the application if he or she desires so.
11. After taking the print of the application(in two parts: College Copy & Student Copy), students should contact the concerned college for verification and fee submission.
12. After successful submission of the fees, the colleges should keep the “College Copy” and the students will be provided with the “Student Copy” duly signed by the college official with date and seal.
13. **Candidate can apply for either one full course or maximum two half course at a time.**
14. **Candidate must secured 40% marks in all other subjects excluding selected subjects.**

### **Instruction to the College:**

1. The colleges will be provided with a confidential **user id** and **password**.
2. Colleges have to verify the applications of the students in the given web portal by using the confidential **user id** and **password** at the time of verification and submission of the fees.
3. College should keep the “College Copy” of the application duly signed by the student after receiving the required fees printed in the application. After receiving the fees, the college official should **approve** the submission of the fees of the student in the web portal.
4. After the completion of the process, the college should send a printed list(available in the web portal)of the students and the fees in demand draft to the office of the Controller of Examination, UGB.

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