

Step by Step Instruction for Online Application:

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

1. Visit the website: www.ugb.ac.in
2. Click on the tab “Apply for Re-assessment/ Scrutiny (UG Part I & Part II Examination 2016)”
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/ scrutiny
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.

Instruction to the Colleges:

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. Colleges 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 Examinations, UGB.



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Controller of Examinations
University of Gour Banga
Malda.