

# UMESCHANDRA COLLEGE

13, Surya Sen Street, Kolkata – 700 012 (Main)  
FC-129, Sector – III, Salt Lake, Kolkata – 700 106 (2nd)

## **GUIDELINES FOR SUBMISSION OF B.COM PART – I (HONS. & GEN.) ON-LINE EXAMINATION FORM 2017**

**Step 1:** Visit [www.cuexamwindow.in](http://www.cuexamwindow.in) or [www.cuexam.net](http://www.cuexam.net) (Select On-line Examination Application Submission).

**Step 2:** Select the “STUDENT” Button.

**Step 3:** Put your **Registration Number** and select **Continue**.

**Step 4:** In the next page you will see an application form filled with your data relating with the selected examination viz. Name, Guardian’s name, College name, Roll-No, Subjects to be appeared. **For Regular students** Select **Paper Group** from the dropdown list **Accounting & Finance** (if required).

**Casual Students need not to select the Paper Group.**

**Step 5:** Select **Submit** button. After Submitting, You will get a Confirmation “Record Submitted Successfully.”

**Step 6:** Click “OK”. In the next page select “Print” button. A PDF form with the requisite fees and details will be downloaded, **take the hard copy (printout)** of the on-line form.

**Step 7:** Put your **Signature in proper place in that form and visit the College’s Account Section with the duly signed online form, Fees Book, Registration Certificate and Xerox copies of Admit card and Mark sheet (if necessary).** [For Casual students: Casual fees receipt (Rs. 250/-), Part – I (Part – II and Part – III if necessary) Mark sheet and Admit card].

**Step 8:** Pay the required examination fees to the college before 19<sup>th</sup> April, 2017.

**Step 9:** Collect Admit card from the College or through online providing registration number on the same site (7 days before the Examination Date).

**N.B. Last Date of All the office procedures relating to Submission of Examination Form is 19<sup>th</sup> April 2017.**