

# 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 – III (HONS. & GEN.) ON-LINE EXAMINATION FORM 2018**

**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 “PART-III” Button.

**Step 3:** Select “STUDENT” then 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, Part-III (if necessary) Mark sheet and Admit card].

**Step 8:** Pay the required examination fees to the college before 8<sup>th</sup> February.

**Step 9:** Collect Admit card from the College (7 days before the Examination Date).

**N.B. Last Date of All the office procedures relating to Submission of Examination Form is 8<sup>th</sup> February, 2018.**