SOVARANI MEMORIAL COLLEGE

JAGATBALLAVPUR , HOWRAH-711408

Date: 17/11/2026

NOTICE

EXAMINATION FORM FILL UP (Regular)

BA/BSc/BCom([ALL 4 YEAR COURSES of CCF]): SEMESTER: VII, 2026

This is to inform all students that the **University Examination Form Fill-up** for **Semester–VII Examination, 2026** will commence from **18/11/2026 to 23/11/2026**. Students are required to complete the following steps within the stipulated period.

Schedule of Submission of Documents to College Office

Course	Date	Time
All Courses of CCF	**18/11/26-23/11/26**	**From: 11:30 am** **To: 02:00 pm**

❖ Documents to be Submitted to the College Office

Every student must submit:

- **Printed copy of the University Examination Form(With Students Signature).**
- **College Examination Fee Payment Receipt.**

The College Office will verify the documents and issue the **"Student Challan Copy".**

→ ***[No Admit Card will be issued without the "signed Student Challan Copy"].***

❖ Important Instructions for Students Opting for Exit (CCF)

Students selecting "Exit with Summer Internship" must submit:

- **Printed Examination Form(with signature).**
- **Examination Fee Payment Receipt.**
- **Summer Internship Fee Payment Receipt.**

❖ Instructions

Step 1: University Examination Form Submission

Visit the University Examination Portal: https://www.cuexamwindow.in

Select the appropriate examination system:

- **CCF** (for CCF students)

Complete the online form using:

- University Registration Number
- First three characters of the student's name

Summer Internship & Exit Preference:

- a) Continue without Summer Internship (For Students who don't take summer internship in **Semester VII** and continue)
- b) Continue with Summer Internship (For Students who opt summer internship in **Semester VII** and continue)

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- Exit with Summer Internship (For Students who opt summer internship in **Semester VII** and Exit after Semester-VII ** Applicable University Rule)

[***Print the submitted Examination Form after successful submission.***]

Step 2: Payment of Examination Fees

Visit the College Student Portal: https://smc.edu.in

Login to your Student Account and pay the examination fee exactly as mentioned in the University Examination Form.

[For "C.U. EXAMINATION PRACTICAL FEE (Check the amount in CU examination Form) - give the amount mentioned in the Examination form"]

[***Print the online payment receipt after successful payment.***]

[**Note: If *the payment is successful but the receipt is not generated*, students are requested to contact the Cash Section of the College Office with a printed copy of the payment screenshot. Do not make a second payment.**]

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(Dr. Sumanta Chattopadhyay)
Teacher-in-Charge
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