CITY COLLEGE

Affiliated to the University of Calcutta
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GST No. : 19CALC00619D1DE

Notice   Date: 29.01.2023

All students of **B.A./B.SC./B.Com. (Hons./Gen.) Semester – I (CBCS)** of City College are hereby intimated that as per University of Calcutta Notice No. **CE/R&F/09/22/89** dated **20.01.2023**, online submission of application form for **B.A./B.SC./B.Com. Semester – I (CBCS) (Hons./Gen.) Examination, 2022** will be open from **30.01.2023** in the website **cuexamwindow.in**. All the concerned students are instructed to complete the online application process at **cuexamwindow.in** and submit Examinations fees as mentioned in the downloaded Application form online at City College Student Portal (**https://aimes-citycollege.in/StudentPortal/Login.aspx**). Students are also requested to submit duly **signed hard copy of the application form and Exam fees payment receipt** to the office of City College as per following schedule:-

Semester & Stream	Date of submission of duly signed Application form and Exam fees payment receipt	Venue and Time
B.Com Sem- I (Hons. & General); B. Sc. Sem –I (Hons. & General); B. A. Sem – I (Hons. & General)	30.01.2023 (Monday) 31.01.2023 (Tuesday) 01.02.2023 (Wednesday) 02.02.2023 (Thursday) 03.02.2023 (Friday)	Cash Section, 12.00 pm to 2.30 pm
Students must bring College Feesbook and Receipt of Examination Fees Payment on scheduled date		

Note:
Checklists of B.A./B.SC./B.Com. Semester – I (CBCS) (Hons./Gen.) Examination, 2022 will be uploaded to City College Portal as and when they are available from CU.
If there is any error in the Application form, the concerned candidate is requested to make necessary corrections in the form, sign beside each and every corrections made and submit two copies of Application form at the College office.

Enclosed:

1. University of Calcutta Notice No. CE/R&F/09/22/89 dated 20.01.2023
2. Instructions for filling the online application form at cuexamwindow.in
3. Instructions for paying the online Exam fees at City College Student Portal (**https://aimes-citycollege.in/StudentPortal/Login.aspx**)

Principal
City College
Kolkata -09

UNIVERSITY OF CALCUTTA

No. CE/R&F/09/22/89

Activity Schedule

From: The Controller of Examinations
University of Calcutta

To: The Principals,
All Affiliated Colleges for B.A./B.Sc./B.Com. Semester – I (Hons./Gen./Major) Examination, 2022
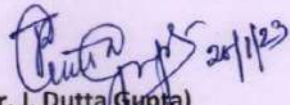(Under CBCS)

Dear Sir/Madam,

This is to inform you that as approved by the University authority the system of on-line submission of forms for the **B.A./B.Sc./B.Com. Semester – I (Hons./Gen./Major) Examination, 2022 (Under CBCS)** will be available on the web site **cuexam.net** and **cuexamwindow.in** as per the following schedule.

Examination: B.A./B.Sc./B.Com. Semester – I (Hons./Gen./Major) Examination, 2022 (Under CBCS)

Activity	Sem - I
a. Uploading of Checklist	28.01.2023
b. On-line form submission and submission of duly signed form (generated after online application) with requisite fees by the candidate to college.	30.01.2023 to 07.02.2023
c. Online approval of the candidates' enrollment	06.02.2023 to 09.02.2023
a. Last date of deposition of fees using SBI collect by the Colleges.	13.02.2023
b. Last date of submission of approval list & Fees submission documents by the college to the University.	15/02/2023
c. *Downloading of Admit card by the college	20/02/2023

In case of corrections related to candidate's enrolment , Colleges should contact Statement Major Section, Darbhanga Building, 2nd floor, Dept. of Controller of Exams. along with forwarding letter from the principal by 15/02/23. Corrections are not entertained after 15/02/2023

* Kindly note that only candidates having admit cards shall appear for the aforesaid examinations.

(Dr. J. Dutta Gupta)
Controller of Examinations (Acting)
University of Calcutta

Instructions for filling online application form at cuexamwindow.in

Students are suggested to fill the application form through a Computer as the page may not load properly in a mobile phone

Step 1: Go to the website: https://www.cuexamwindow.in/

Step 2: Click "**CBCS**" tab.

Step 3: Click either "**BA/BSc**" or "**BCom**" tab according to your stream.

Step 4: Click "**Semester-I**"

Step 5: Click "**Form Submission**" tab.

Step 6: You will be asked to enter your CU Registration Number or CU Roll Number. Enter correctly as given in the Examination Checklist.

Step 7: Enter any other detail as required.

Step 8: Check all your relevant details and make necessary corrections if required.

Step 9: **Submit** the form once all corrections are done.

Step 10: Take **two print outs** of the form and sign at appropriate place.

Step 11: Write your College Roll Number on top right corner of the form and Submit one copy of the duly signed form at City College Office. Keep one copy for your personal record.

Instructions for paying the online Exam fees at City College Student Portal

(https://aimes-citycollege.in/StudentPortal/Login.aspx)

1. Visit the Student Portal from the link given above.

2. Log in with Student Id (Roll Number) and Password (Roll Number).

3. Click on '**Pay Exam Fees**' under Student Panel.

4. An amount of Rs.355/- is fixed. Enter excess fees (if any) as mentioned in your Exam Application Form.

5. Select Semester.

6. Enter Subject Info.

7. Click on 'Tick to Confirm before payment'.

8. Click on Pay button.

9. Complete the Payment procedure.

Note: Do not make duplicate payment.

Exam Fees Receipt will be generated 48 Hrs after payment. Contact Mr. Asit Bhattacharya at College office in case the receipt is not generated after 48 hrs of payment.