OFFICE OF THE PRINCIPAL, BHADRAK AUTO. COLLEGE, BHADRAK.

ONLINE FORM FILL UP NOTICE

NO. EX- 1193 DT. 12. 11.26

ONLINE FORM FILL UP FOR U.G. SEMESTER- I (REGULAR) EXAMINATION-2026

(2026-27 Admission Batch)

It is hereby notified for information of all students admitted to the U.G. First Year Courses (Arts/Science/Commerce/BCA/BBA/B.Sc.ITM./Data Science/Mathematics & Computing) of Bhadrak Autonomous College, Bhadrak, during the academic session 2026–27, that the filling up of application forms and online examination fee payment (**Note: No convenience charges are applicable when you choose the UPI payment option**) for the U.G. Semester-I Examination, 2026 shall be conducted as per the schedule given below.

All concerned students are directed to carefully note the following instructions:

1. ELIGIBILITY

1. Only students duly admitted to the respective U.G. First Year Courses during the academic session 2026–27 shall be eligible to fill up the examination application forms.
2. Students must fulfil all the eligibility conditions prescribed under the Examination Regulations of Bhadrak Autonomous College for appearing at the Semester-I (Regular) Examination, 2026-27.
3. The student must not have obtained a College Leaving Certificate (C.L.C.) or discontinued his/her admission in the concerned U.G. Course.
4. Students must satisfy the prescribed attendance requirements and other academic conditions stipulated under the applicable regulations.
5. Every eligible student must fill up the examination application form along with examination fees pay receipt in their respective departments within the stipulated period. Failure to complete the process within the prescribed date may result in the student being debarred from appearing at the examination.
6. No student shall be permitted to change or alter the Major subject allotted at the time of admission.

2. DOCUMENTS REQUIRED

Students are required to produce the following documents in original for verification and submit photocopies wherever specified:

(a) College Identity Card or photocopy of the College Admission Acknowledgement Receipt.

(b) Original H.S.C. Certificate for verification of date of birth and other particulars.

(c) Xerox copy of ABC ID Card.

3: STEPS FOR ONLINE CREATION/UPDATION OF STUDENT PROFILES AND PAYMENT OF EXAMINATION FEES

STEP- A: VISIT THE STUDENT PORTAL

1. **Visit college website: https://bhadrakcollege.ac.in**
2. **Click on Examination Menu**
3. Click on student Login using your **College Roll Number** and **Date of Birth.**

Scanned with OKEN Scanner

4. Click on the **Login** button to access your student dashboard.

STEP- B: COMPLETE / UPDATE YOUR STUDENT PROFILE

1. After successful login, open the **Student Profile / Profile Details** section.
2. Complete your profile by entering or updating all the required personal information, including:
    - Student's Full Name
    - **Carefully check your Name in Odia (as mentioned in your student profile) and make corrections, if necessary.**
    - Mobile / Contact Number
    - Email ID
    - Date of Birth
    - Other required personal details, wherever applicable.
3. Carefully verify that all the information entered is correct.
4. Click on submit and ensure that your profile is complete and updated before proceeding further for online fee payment.

STEP -C: ACCESS ONLINE FEE PAYMENT

1. From the left-hand navigation menu, select **"Online Fee Payment"**.
2. The online fee payment page will appear on your screen.
3. Proceed with the payment process.

STEP -D: SELECT THE APPLICABLE SEMESTER

1. Select the applicable semester:
2. Carefully verify the applicable fee heads displayed on the portal, including:
    - Semester Examination Fee
    - Mid-Semester Examination Fee
    - Practical Fee (where applicable)
    - Project Fee (where applicable)
    - Course Fee (where applicable).
3. Check the total amount payable before proceeding with payment.

STEP -E: SUBMIT THE PAYMENT FORM

1. After verifying the semester and fee details, click on the **"Submit Form"** button displayed on the portal.
2. You will be redirected to the payment gateway.
3. The available payment methods will be displayed on the screen.

STEP-F: SELECT YOUR PREFERRED PAYMENT METHOD

Select any one of the available payment options:

- UPI (**Note: No convenience charges are applicable when you choose the UPI payment option.)**
- Debit / Credit Card
- EMI
- Net Banking
- Wallet

Scanned with OKEN Scanner

Complete the payment as instructed by the payment gateway

Note: **(No convenience charges are applicable when you choose the UPI payment option)**

STEP-G: COMPLETE THE PAYMENT TRANSACTION

1. Follow the instructions displayed on the payment gateway
2. Allow the payment gateway to complete the transaction.
3. Do not refresh the page or press the Back button or close the browser while the payment is being processed.
4. Wait until the payment status is successfully updated.

STEP- H: DOWNLOAD AND PRESERVE THE PAYMENT RECEIPT

1. After successful completion of the payment, the payment receipt will be generated automatically.
2. Download and save the payment receipt.
3. Take a printout of the receipt for future reference.
4. Preserve the payment receipt and transaction number safely.

STEP -I: SUBMISSION OF HARD COPY OF THE EXAMINATION FORM

1. After successful payment of the Examination Fee, print the Payment Receipt.
2. Collect the hard copy of the Examination form from your respective department and complete the hard copy of the Examination Form and put your signature in consultation with the faculties of your respective department.
3. Submit the hard copy of the Examination Form, along with the payment receipt and necessary documents in your respective Department.
5. The hard copy must be duly verified by the HOD or Staffs of the concerned departments before submission.
6. Ensure that the hard copy is submitted to your respective Department within the prescribed deadline.

IMPORTANT NOTE: Online payment alone does not complete the form fill-up process. Submission of the duly completed and verified hard copy of the Examination Form to the respective Department is mandatory.

IMPORTANT GUIDELINES AND PAYMENT PRECAUTIONS:

1. Students must carefully verify their personal profile details and applicable semester before making payment.
2. Ensure that the correct fee amount is displayed before proceeding with the transaction.
3. Do not make multiple payments for the same semester.
4. If the amount is debited from your bank account but the portal does not immediately display successful payment status, do not make another payment immediately. Wait for 24 working hours and then check the Transaction Receipt / Payment Status.
5. If the payment status is still not updated, contact the College Examination Section / Examination Cell with the relevant transaction details.
6. All students must complete the online fee payment within the prescribed schedule notified by the College.

4. FEES TO BE DEPOSITED: (For Semester-I)

Sl. No.	Head of Fee	ARTS. /SC./COM.	BCA	BBA/BSC.ITM./DATA.SC/MATH&COMP
I	Examination Fee	Rs.800/-	Rs.900/	Rs.1150/-
II	Fee for Practical(Per Paper)	Rs.50/-	Rs.50/-	Rs.100/-
III	Fee for Mid Semester Examination-2026	Rs.150/-	Rs.150/-	Rs.150/-

5. **Programme for filling up of application form**

Subject	Date without fine	Date with fine @100/-	Date with fine @300/-	Officer I/C of Verification of Form
All Arts/ Science/ Commerce/SFCs	14/11/2026 to 26/11/2026	29/11/2026 to 03 /12/2026	05/12/2026 to 15/12/2026	HOD & Staff of the Concerned department

14/11/2026

Controller of Examinations
Bhadrak Autonomous College, Bhadrak

Principal 14/11/26
Bhadrak Autonomous College, Bhadrak

Memo No. Ex- 11930 /Dt. 14.11.26

Copy to:

1. All Notice Boards/College Website/ Accountant/Cashier/Library/Controller of Examinations/Collection section for information.
2. HOD's of All P.G. Departments. They are requested to help students to fill up the form with the help of Department Teaching staff and hand over the duly verified form to the Controller of Exam. section with list of candidates.
3. Cashier for information.

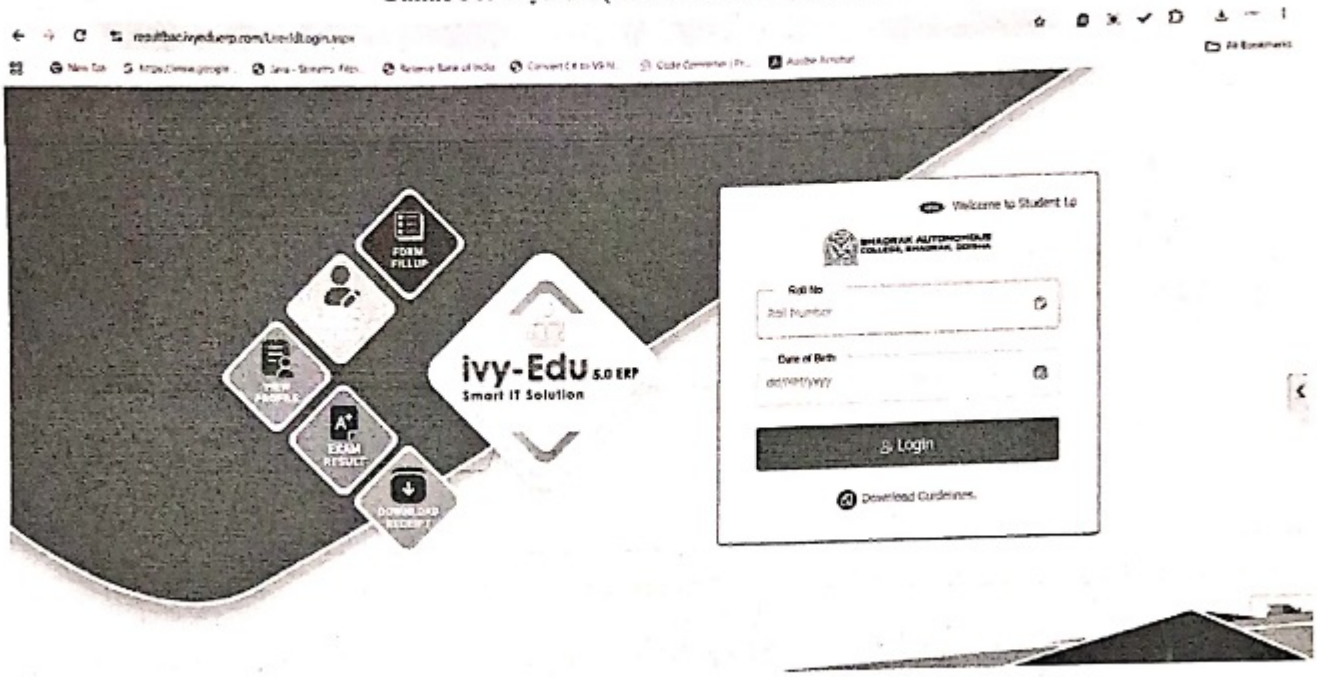
Principal 14/11/26
Bhadrak Autonomous College, Bhadrak

Scanned with OKEN Scanner

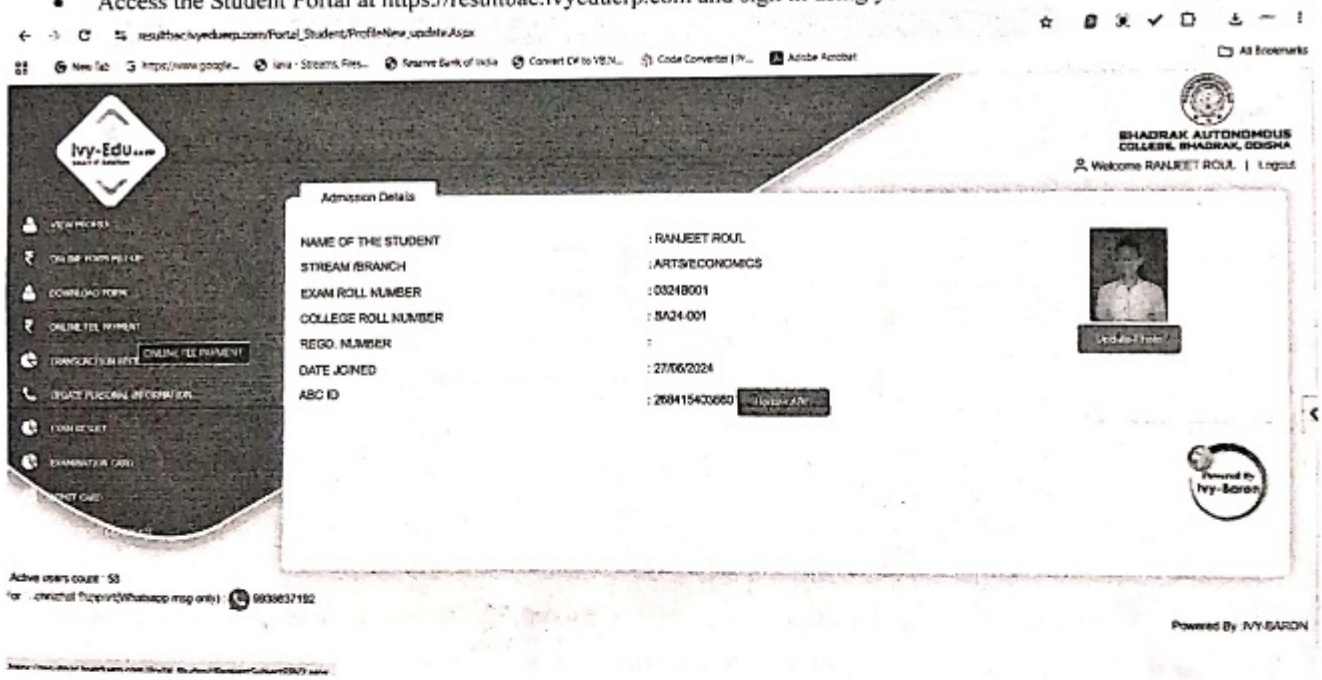
ANNEXTURE-I

STUDENT INSTRUCTION MANUAL

Online Fee Payment (Examination Fee, Course Fee etc.)

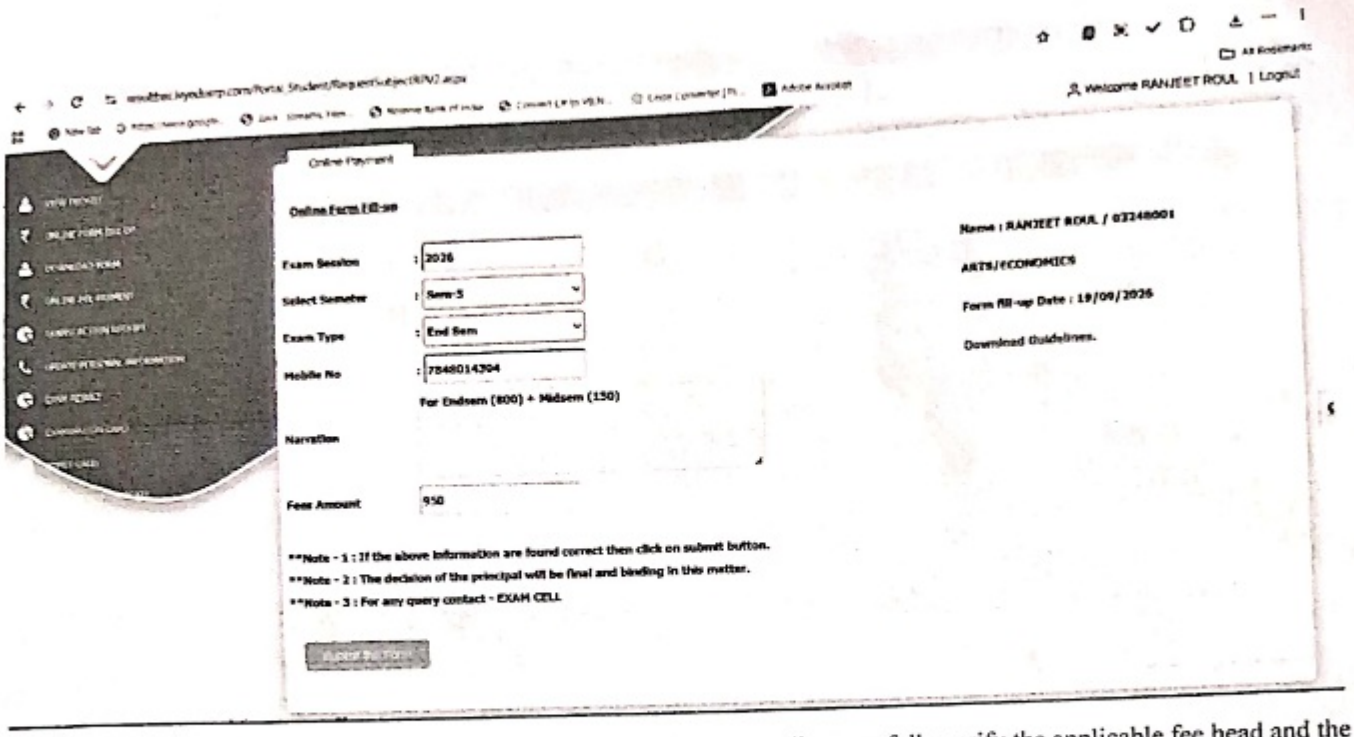


- Access the Student Portal at https://resultbac.ivyeduerp.com and sign in using your Roll Number and Date of Birth.

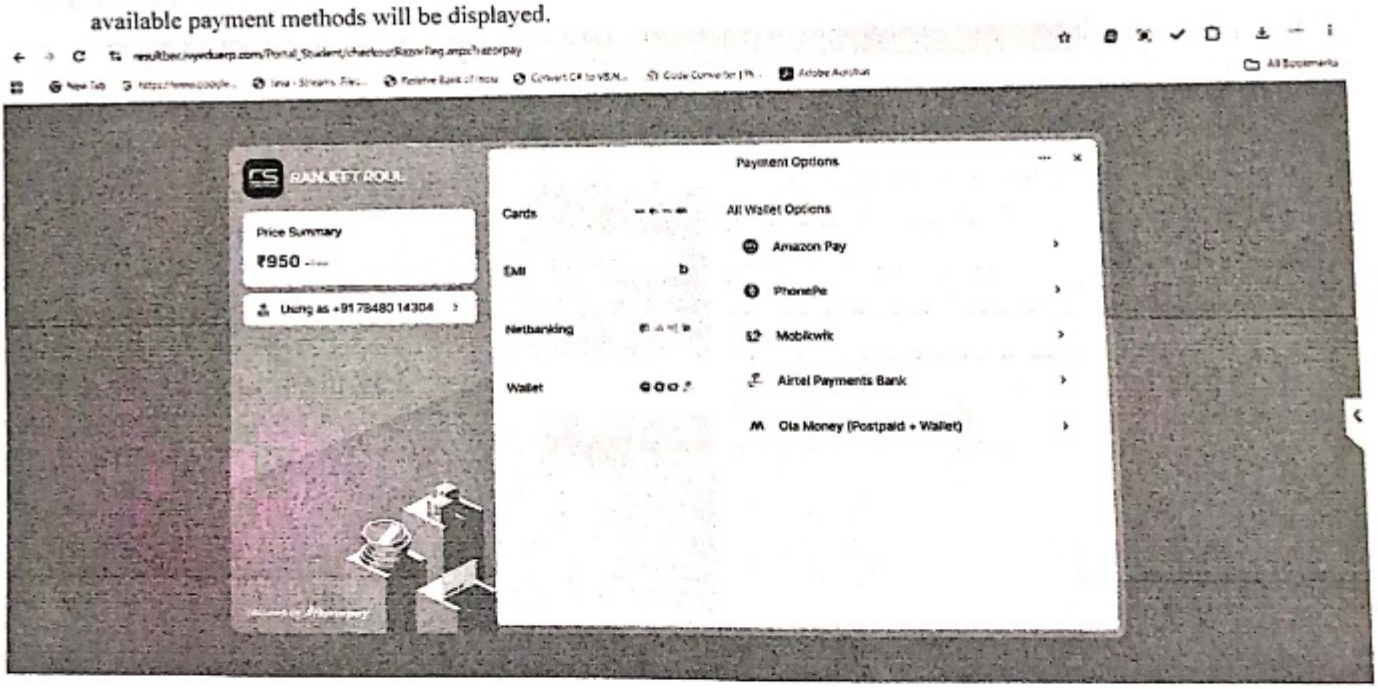


- From the left-hand navigation menu, select **"Online Fee Payment"** to proceed with the payment process.

Scanned with OKEN Scanner

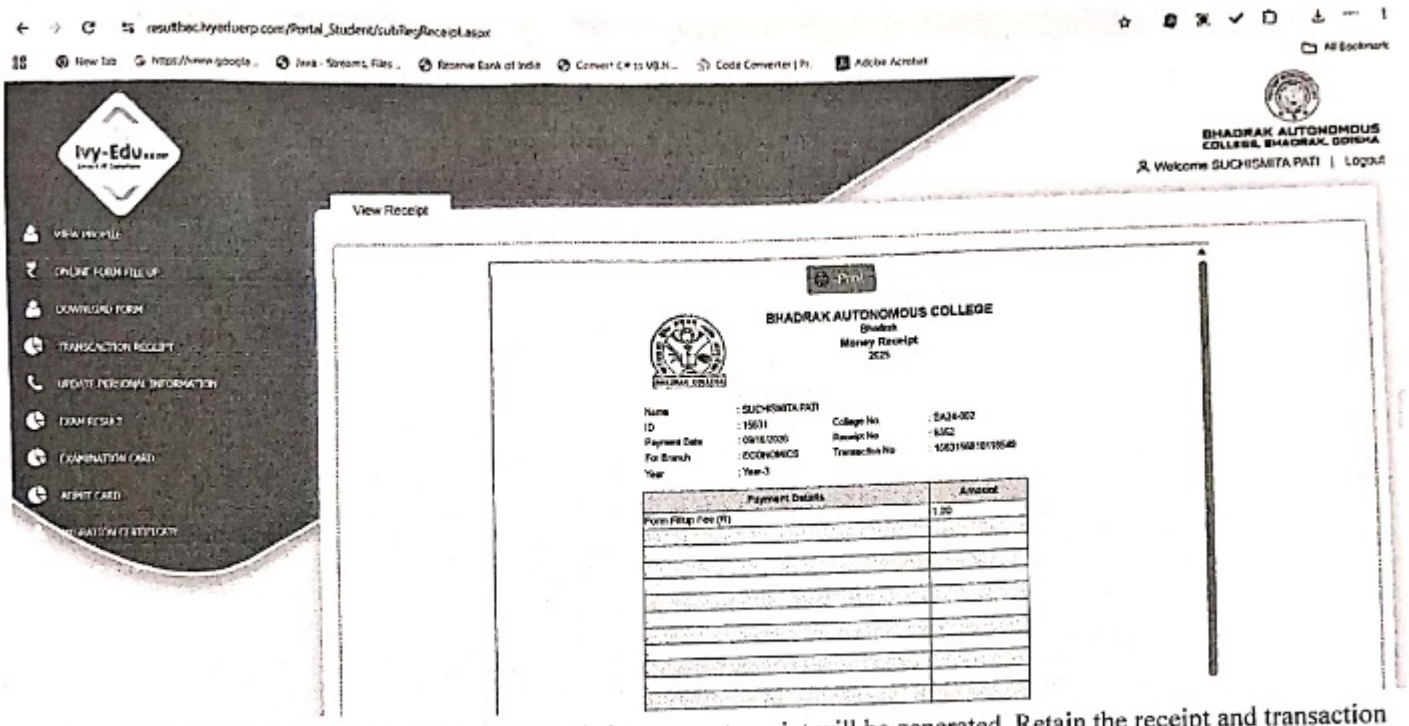


- Select the applicable Semester to view the fee details. Before proceeding, carefully verify the applicable fee head and the total amount payable.
- Click the **"Submit the Form"** button displayed on the portal. You will then be redirected to the payment screen, where the available payment methods will be displayed.



- Select your preferred payment method—Card, EMI, Net Banking, or an available Wallet/UPI option—and complete the payment as instructed. **(UPI option—No Convenience Charges)**
- Allow the payment gateway to complete the transaction. Do not refresh the page, use the Back button, or close the browser while the payment is being processed.

Scanned with OKEN Scanner



- Once the payment is successfully completed, the payment receipt will be generated. Retain the receipt and transaction number securely for future reference.

IMPORTANT INSTRUCTIONS AND PAYMENT SAFETY

• Do not refresh the page, use the Back button, or close the browser while a payment is in progress.

• If the amount is debited from your account but the portal does not immediately display a successful payment status, do not make another payment immediately. Please wait for 24 working hours and then check the Transaction Receipt/payment status. If the status is still not updated, contact the College/Examination Cell with the relevant transaction details.

4/11/25

Principal

Bhadrak Autonomous College, Bhadrak.

Scanned with OKEN Scanner