



F.No.16(4)/MBBU/COE/UG Correspondence/Vol-VI/2025/ <sup>2283</sup>September <sup>04</sup>, 2025  
92

## NOTIFICATION

This is for information of all the concerned students of B.A., B.Sc. B.Com. Second Semester (Regular) Examinations – 2025 (as per NEP-2020) admitted in the Academic Year 2024-25 of MBB College and BBM College are instructed to fill up the **Examination Form** using the students' login of Samarth Portal of MBB University (<https://mbbuniversity.samarth.edu.in>) during **September 04, 2025 to September 10, 2025**. Detailed process of fill up of Examination Form in Samarth Portal has been depicted in the '**User Manual to fill up the Examination Form on Samarth Portal**' (Annexure-I). After completion of filling-up the online **Examination Form**, students are instructed to deposit requisite Examination Fees along with Registration fees as per *Notification vide No.F.15(8)/MBBU/Academic/Admission/UG Course/2017/581-89 dated July 02, 2019*.

The students are also instructed to submit the printed copy of the Examination Form after depositing requisite fees to the concerned Departments of the respective college for endorsement from the HoD/In-Charge of the Department. The concerned Principals are requested to submit all the **Examination Forms** endorsed by concerned departments to *the Office of the Controller of Examinations, MBB University* by **September 11, 2025**.

For any problem / correction of information, students are requested to contact with the nodal officer of the concerned college.

The principals of MBB College, Agartala and BBM College, Agartala, are requested to circulate the information among the students.

*kef 04/9/2025*

( J. P. Debbarma )

Controller of Examinations

### Copy to:

1. The P.A. to the Hon'ble Vice-Chancellor, MBB University, Agartala.
2. The P.A. to the Registrar, MBB University, Agartala.
3. The Principal, MBB College, Agartala.
4. The Principal, BBM College, Agartala.
5. Dr. Sanjoy Chakraborty, Nodal Officer, Samarth and Associate Professor, BBM College, Agartala.
6. Dr. Smita Das, Nodal Officer, Samarth and Assistant Professor, MBB College, Agartala.
7. The Examination Committee Convener, MBB College, Agartala.
8. The Examination Committee Convener, BBM College, Agartala.
9. The Assistant Controller of Examinations, MBB University, Agartala, with a request to upload the notification on MBB University website.

*kef 04/9/2025*

Controller of Examinations

# User Manual for Online Exam Form Fill-up on SAMARTH Portal

## Steps to Fill the Online Exam Form

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### Step 1: Accessing the Portal

- Open a web browser (Google Chrome, Mozilla Firefox, or Microsoft Edge).
- Visit the official SAMARTH Portal:  
**<https://mbbuniversity.samarth.edu.in>**

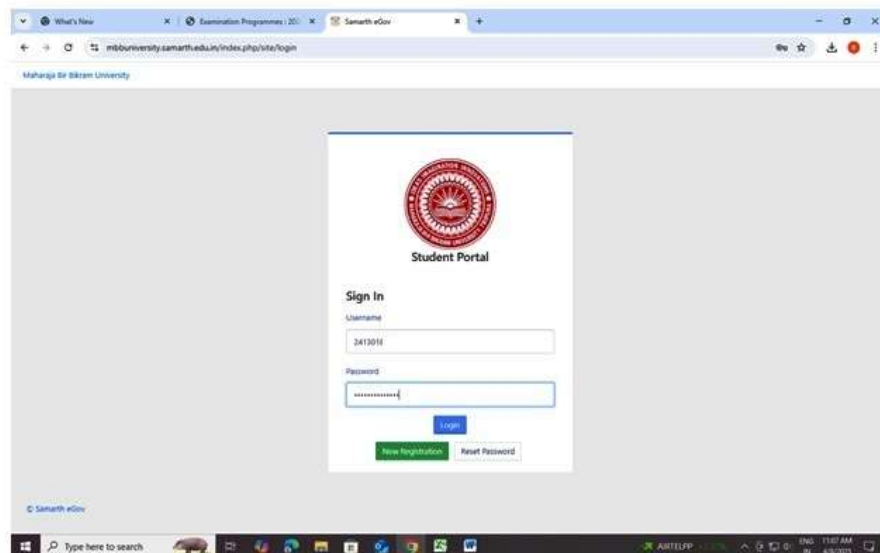


Fig No. 1

### Step 2: Logging In

- Enter your **username** and **password**.
  - **Username:** 10-digit Enrolment Number
  - **Password:** As set by the candidate during the registration process.
- Click **Login** to access your dashboard.

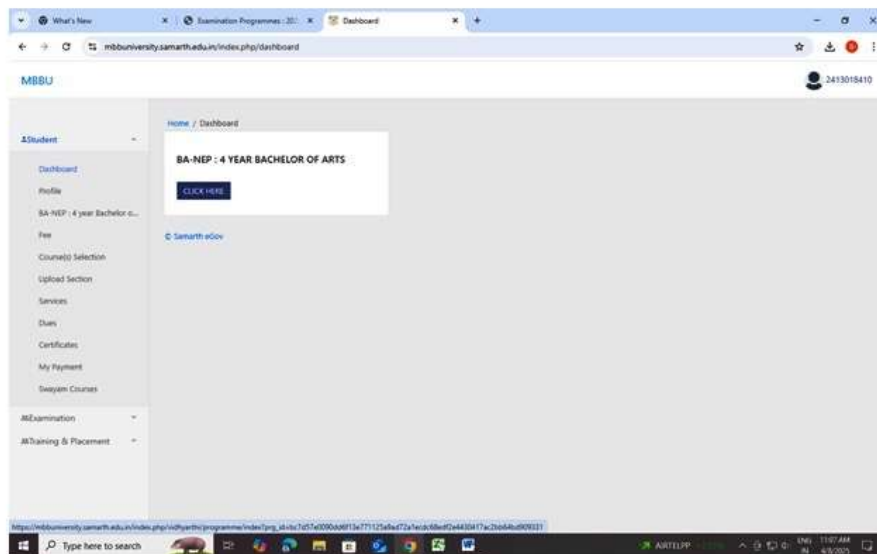
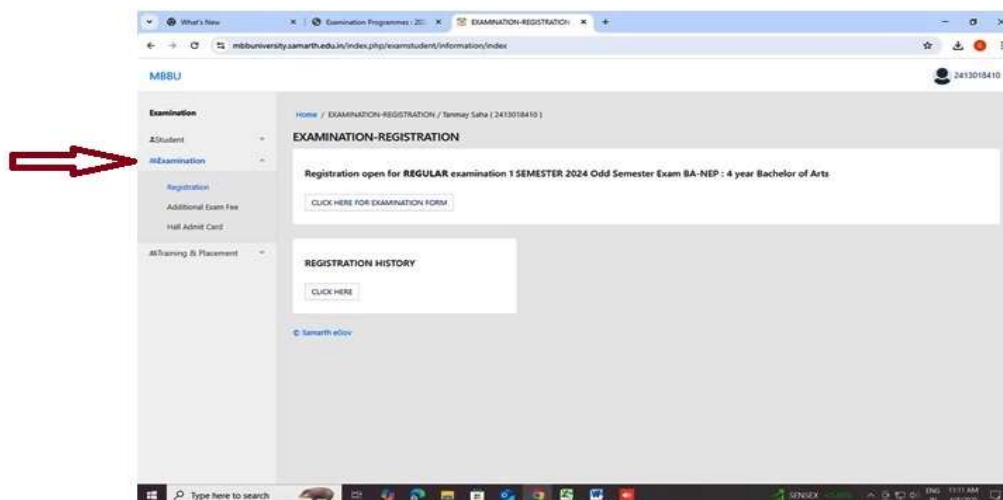


Fig No. 2

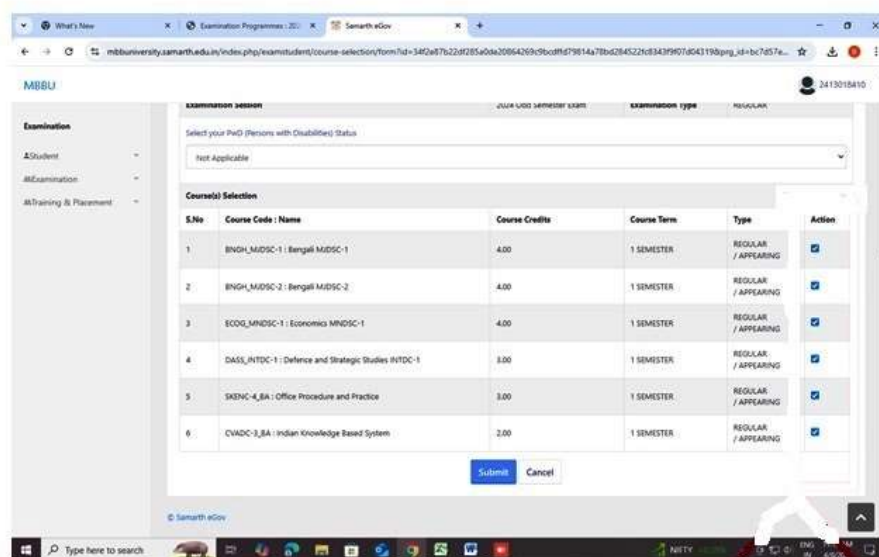
### Step 3: Accessing the Exam Form

- After successful login, the student dashboard will appear.
- On the **left panel**, click the "**Examination**" tab.
- Under the Examination tab, click "**Registration**".
- A new page will appear (see Fig. No. 2).  
Under the "**Examination – Registration**" section, click  
"**CLICK HERE FOR EXAMINATION FORM.**"



## Step 4: Course Details Display

- The main page will display with all the details of the courses selected by the student for the academic session **2024-25**.
- The courses will be automatically selected.
- Select your PwD (Persons with Disabilities) Status
- Click the **Submit** button to proceed.



The screenshot displays the MBGU examination portal interface. At the top, there's a navigation bar with 'MBGU' and a user profile icon. The main content area is titled 'Examination session' and includes a dropdown for 'Select your PwD (Persons with Disabilities) Status' with 'Not Applicable' selected. Below this is a 'Course(s) Selection' table. The table has columns for S.No, Course Code : Name, Course Credits, Course Term, Type, and Action. It lists six courses, all with 1 semester and 4.00 credits. The 'Type' column shows 'REGULAR / APPEARING' for all. The 'Action' column contains checkboxes, all of which are checked. At the bottom of the table, there are 'Submit' and 'Cancel' buttons. The footer of the page shows '© Samarth eGov'.

S.No	Course Code : Name	Course Credits	Course Term	Type	Action
1	BNGH_MJDC-1 : Bengali MJDC-1	4.00	1 SEMESTER	REGULAR / APPEARING	<input checked="" type="checkbox"/>
2	BNGH_MJDC-2 : Bengali MJDC-2	4.00	1 SEMESTER	REGULAR / APPEARING	<input checked="" type="checkbox"/>
3	ECOL_MJDC-1 : Economics MJDC-1	4.00	1 SEMESTER	REGULAR / APPEARING	<input checked="" type="checkbox"/>
4	DASS_INTDC-1 : Defence and Strategic Studies INTDC-1	3.00	1 SEMESTER	REGULAR / APPEARING	<input checked="" type="checkbox"/>
5	SKINC-4_BA : Office Procedure and Practice	3.00	1 SEMESTER	REGULAR / APPEARING	<input checked="" type="checkbox"/>
6	CVADC-3_BA : Indian Knowledge Based System	2.00	1 SEMESTER	REGULAR / APPEARING	<input checked="" type="checkbox"/>

### Note:

If any discrepancy is found in the course list, students are requested to inform the **Nodal Officer** of their respective college.

## Step 5: Payment Process

- After clicking the **Submit** button, the next page will appear with payment details.
- Click on **“Click Here for Payment”** to proceed.
- The payment gateway will open for submission of the required **Registration** and **Examination** fees for **1st Semester NEP 2024–25**.

S.No	Fee Component	Amount
1	CENTER FEE	INR 80
2	MARKSHEET FEE	INR 50
3	REGISTRATION FEE	INR 300
4	EXAMINATION FEE	INR 150
<b>Total fee</b>		<b>INR 580</b>

**Payment Details**

Please ensure that your card is enabled for online (E-Commerce) transactions  
 कृपया सुनिश्चित करें कि कार्ड ऑनलाइन (ई-कॉमर्स) लेनदेन के लिए सक्षम है

Card Number:

Name of the card holder:

Expiry Date/Valid Thru:

CVV/CVC + DBC:

☒ Use your GSTIN for claiming input tax (Optional)

**Pay Now**

**Order Summary**  
 Kindly note Order No.  
 Order No.: 18\_STUDENT\_EXAM\_FEE  
 Merchant Name: MBB University Samarth  
 Amount: 580.00  
 Processing fee:  
 GST:  
 Total:  
 APM ID: PG\_TRANS\_396

## Payment Modes Accepted:

Debit Card, Credit Card, Internet Banking, UPI

## Important:

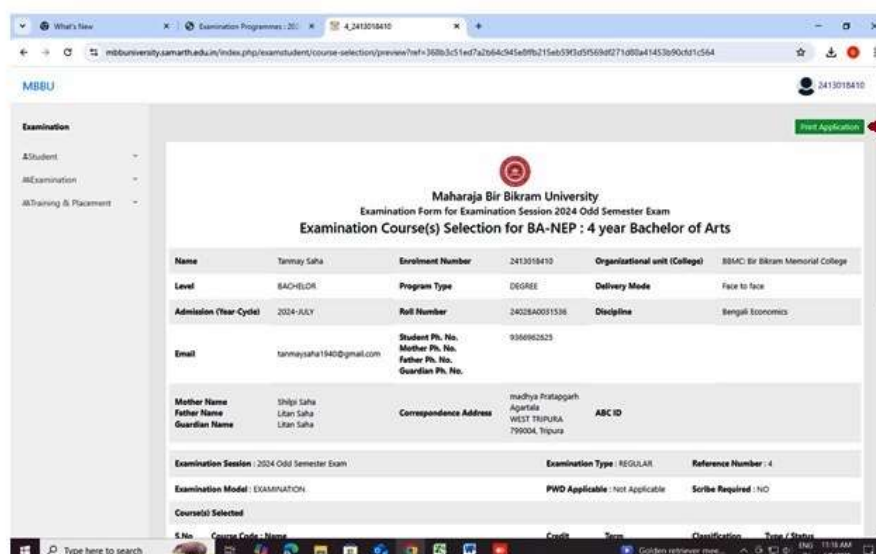
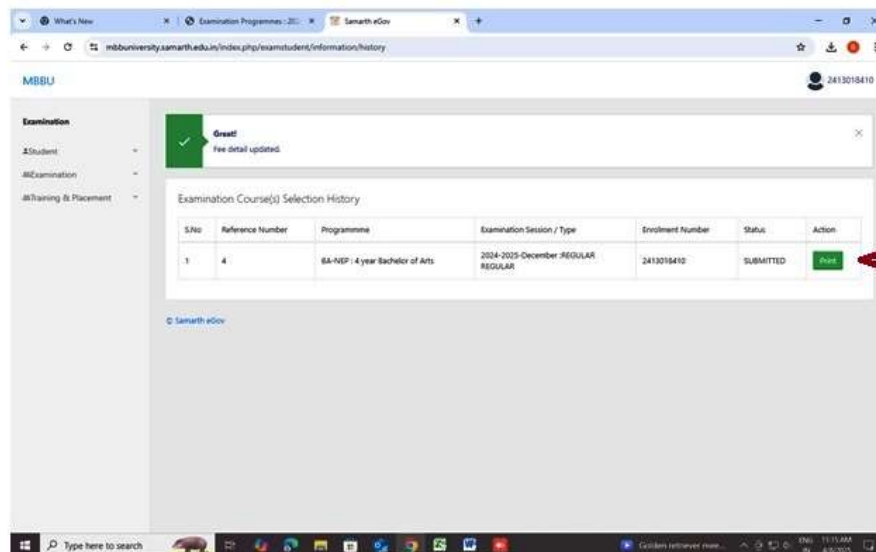
Do **not** click the **Back** or **Refresh** button during the payment process.

Wait patiently until the payment is successfully completed.

After payment, the portal will automatically redirect back to the SAMARTH site with payment confirmation and history.

## Step 6: Final Submission and Print

- Once redirected, your details and payment history will be displayed.
- Click the **“Print”** button on the right side.
- A report will be generated.
- To download or print the final application, click on **“Print Application”** at the **top-right corner** of the dashboard.
- Submit the printed copy to the corresponding **Department** you belong to.



**Important Notes:**

- The **10-digit Enrolment Number** will be provided by the respective colleges.
- **Enrolment Number** and **University Roll Number** are **not** the same.

**Returning to Portal (if needed)**

- Go to the SAMARTH Portal homepage.
- Click **Login**.
- Enter your credentials again and click **Sign In** to access your dashboard.

**Dashboard Access:**

Once logged in, you will have access to various academic and administrative features.

**NOTIFICATION**

As per approval of the MBB University Council in its 24<sup>th</sup> Meeting held on June 11, 2019 and in partial modification of the earlier Notification No.F.16(12)/MBBU/COE/UG/Rules & Regulations/2017/2669-73 dated July 17, 2018, this is to inform all concerned that the Examination and different Academic Fee for UG courses of the MBB University has been revised as appended below:

**Under-Graduate Examinations Fee:**

Examinations Fee (per Semester) for B.A./B.Sc./B.Com. (Honours & General)/B.A.L.L.B. (Honours) [For all Regular/Casual Students]	With Practical (Rs.)	Without Practical (Rs.)
Examination Fee	200	150
Mark Sheet Fee	50	50
Centre Fee	80	80
Total:	330	280

**Under-Graduate Academic Fee:**

Sl No.	Particulars	Normal (Rs.)	Urgent (Rs.)
1	Registration Fee	300	NA
2	Migration Fee	300	500
3	Cancellation of Migration	300	500
4	Duplicate Registration	200	300
5	Duplicate Migration	300	400
6	Review of Exam per paper	150	NA
7	All Provisional Certificates	200	400
8	Rank Certificate	150	300
9	Duplicate Fee Card	100	NA
10	Duplicate Mark Sheet / Certificate	300	400
11	Supplementary Exam Fee	100	NA

By Order of the MBB University Council

(Dr. Sumanta Chakrabarti)

Registrar

Maharaja Bir Bikram University  
Agartala, Tripura**Copy to:**

1. The Vice-Chancellor, MBB University, Agartala, Tripura.
2. The Controller of Examinations, MBB University, Agartala, Tripura.
3. The Principal, Maharaja Bir Bikram College, Agartala, Tripura.
4. The Principal, Bir Bikram Memorial College, Agartala, Tripura.
5. The Principal, Tripura Government Law College, Agartala, Tripura.
6. The DDO, MBB University, Agartala, Tripura.
7. The Assistant Controller of Examinations, MBB University, Agartala, Tripura with a request to upload the Notification in the MBBU website.
8. Notice Boards of Academic and Administrative Blocks, MBB University Agartala, Tripura.

Guard File of this Office.

(Dr. Sumanta Chakrabarti)

Registrar

Maharaja Bir Bikram University  
Agartala, Tripura