

Notice for All Students

It is hereby notified for the information of all the students that the schedule for filling the Online Examination Forms by the candidates appearing for Semester End Examination for BBA Programme Examinations to be held during the season of April, 2022, under the Faculty of Management is as follows:

Sr. No	Examinations	Last date for accepting Exam Forms & paid Exam fees without late fees.(Rs.700/- per course)	Last date for accepting Exam Forms & paid Exam fees with Late Fees (Rs.1000/- per semester)	Last date for accepting Exam Forms & paid Exam fees with Super Late Fees (Rs.500 per day, per instance)	Examination Schedule
01	02	03	04	05	
a	<b>BBA (Backlog)</b> Batch – 2021-24 Semester – I	28/03/2022	04/04/2022	08/04/2022	13/04/2022 to 19/04/2022
b	<b>BBA (Fresh)</b> Batch – 2021-24 Semester – II				14/06/2022 to 21/06/2022

- If the student has not submitted photographs prescribed format, he /she cannot accept the form for this semester as photograph for examination documents is not as per the specification.
- Student kindly contact the batch coordinator and submit their photographs as per format.
- Examination form is kept on hold for students falling under Eligibility is pending. Kindly complete the task.
- So we will open the exam form within the deadline.

**Note: -**

- **Payment for Backlog fees from April 2022 exam season is online. Online payment gateway is accessible within the registration process.**
- Backlog fees per course: Rs. 700/-
- Additional Fees per semester:Rs. 700\-
- Student will not deposit fees with institute account department.
- **We will inform you timetable and examination pattern shortly.**

**PROCESS FOR FILLING ONLINE EXAM FORMS**

**STUDENT INTERFACE**

1. The students will receive the username and password from their respective institute.
2. The link to access the student portal will be (available for <http://www.scmspune.ac.in/>)  
<http://eduwiz.intechsolutionspune.in/eduwiz/login.html>
3. Choose the institute and enter the username and password.
4. Click on “Examination Form” tab.
5. Accept the primary information of the student essential for printing further documents.
6. If there is no problem with the information click on accept button. If there is a problem enter the reason for rejection and click on the reject button.
7. Then proceed to accept the forms irrespective of whether you accept or reject the personal information. (Institute to make changes in consultation with SIU)
8. Acceptance for course is separate for each semester.
9. In case of students with backlog, amount will be displayed which needs to be paid online to the institute.
10. . The student will get a notification stating that he/she has registered but the process will be completed only after the payment has been made.
11. **Payment for Backlog fees from April 2022 exam season is online. Online payment gateway is accessible within the registration process.**
12. Student will not deposit fees with institute account department.
13. **We will inform you timetable and examination pattern shortly.**
14. For further enquires, do contact to your respective batch co-coordinator.

**Dr.Adya Sharma**  
**Director,**  
**SCMS, Pune.**