

**Notice for Batch 2014-17, 2015-18, 2016-19, 2017-20 & 2018-21**

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 BBA Programme Examinations to be held during the season of October 2018, under the Faculty of Management is as follows:


Name of the Programme	Batch & Semester	Examination Fee	Additional Fee
BBA (Fresh & Backlog)	2018-21 (Sem I)	Rs.500/- Per subject & Practical Fee (Wherever Applicable)	Rs.500/- per semester i.e. (Form Fee, Statement of Marks, TAP Fee, Grade Sheet Fee, Certificate of passing Fee etc.)
	2017-20 (Sem I to III)		
	2016-19 (Sem I to V)		
	2015-18 (Sem I to VI)		
	2014-17 (Sem I to VI)		

The last date to accept the online examination form **without late fee is 20/08/2018** and the **last date with late fee of Rs.1000/- per semester is 28/08/2018**

Note:-

- Follow the dates given in the circular for filling the exam forms.
- Students appearing for fresh semesters will fill the online exam form but fees will not be charged as examination fee is collected with tuition fees.
- Students appearing for backlog examination will fill online exam form and pay the requisite fees to complete the process.
- Backlog fees to be charged as Rs. 500/- per course. Additional Fee to be charged as Rs. 500/- (Per semester i.e. Form fee, statement of marks TAP Fee, Grade Sheet Fee, Consolidated grade sheet & Certificate of Passing )
- Examination form of Students who have not paid tuition fees is kept on hold. Their examination form will be released, only if they pay before the last date for accepting exam forms given in column no.4.
- **Please note that UGC has made 'NAD ID' a compulsory field for students registering for examinations and we will be implementing it from Oct'2018 exam season. Kindly ensure that this is completed before the last date for accepting exam forms.**

For further enquires, do contact to your respective batch co-coordinator.


  
Dr. Adya Sharma  
Director,  
SCMS, Pune.

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## 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 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. The students will have to make the payment as per the regular process and get the challan from the bank.
12. The student will have to Submit / show the challan to the accountant, accountant will go to fee management in the software, enter the PRN/name of student, verify the amount to be paid and select accept payment option.

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

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