

## Notice for Batch 2025-29

It is hereby notified for the information of all the students that the schedule for filling the Examination Forms by the candidates appearing for Semester End Examination for BBA Programme Examinations to be held during the EVEN season 2026, under the Faculty of Management is as follows:

| Programme<br>Batch<br>Semester  | Last date for accepting the Examination Forms |                |                 | Schedule of Tentative examination |                                |
|---|---|----------------|-----------------|-----------------------------------|--------------------------------|
|   | Without late fees                             | With late fees | Super late fees | Backlog                           | Fresh                          |
| BBA-<br>Honours/<br>Honours<br>with<br>Research<br><br>2025-29<br>1 & 2 | 29/03/2026                                    | 06/04/2026     | 11/04/2026      | 20-04-2026<br>to<br>23-04-2026    | 27-04-2026<br>to<br>29-04-2026 |

### Details of Fees: (As applicable)

| Particulars     | Fees                    |
|-----------------|-------------------------|
| Backlog Fees    | Rs. 1000/- per course   |
| Late Fees       | Rs. 1500/- per semester |
| Super late fees | Rs. 500/- per day       |
| Processing fees | Rs. 1000/- per semester |

### Note: -

- Choose the following one Option during the exam form filling
  - I Wish to exit the programme after third year and receive the Bachelor of Business Administration degree.
  - I Wish to Continue the fourth year of the programme to obtain Bachelor of Business Administration-Honours/Honours With Research Degree  
And then click on Proceed Tap.

- **Payment of the above fees to be made online using the payment gateway available during the registration process.**
- Student will not deposit fees with institute account department.
- Examination form is kept on hold for students falling under ATKTK.
- Payment of the above fees to be made online using the payment gateway available during the registration process.
- Students who were awarded TNG, CNG and were not eligible as per the ATKTK rule in the previous exam season will be charged backlog fees.
- Examination forms will not be released for: -
  1. Students photographs not been uploaded / uploaded but not as per the specifications provided by the university.
  2. Students who have not paid tuition fees
    1. Tuition fees paid request received prior to 12 Noon will be considered without late fees.
    2. Requests received on last date without late fees after 12 Noon will be processed on the subsequent day with late fees.
    3. Requests received on last date with late fees after 12 Noon will be processed on the subsequent day with super late fees.
  3. Students who are falling under ATKTK
  4. Students whose eligibility is pending.
- **ABC ID:**

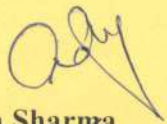
**Examination form will not be released for Indian students who have not created their ABC ID. students to create ABC ID and update the same in the finance portal. The students failing to register within the dates given in the above table will be liable to pay late fees, super late fees as applicable.**

ABC ID will not be applicable to international students.

## 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 EVEN season 2026 exam is online. Online payment gateway is accessible within the registration process.**
12. Student will not deposit fees with institute account department.
13. For further enquires, do contact to your respective batch co-coordinator.

  
Dr. Adya Sharma  
Director,  
SCMS, Pune.

Bhau