

## Notice for Batch 2024-28

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 2025, under the Faculty of Management is as follows:

Programme Batch Semester	Last date for accepting the Examination Forms			Schedule of Tentative examination	
	Without late fees	With late fees	Super late fees	Backlog	Fresh
BBA-Honours/ Honours with Research 2024-28	07-03-2025	15-03-2025	20-03-2025	29-03-2025 to 03-04-2025	07-04-2025 to 09-04-2025

### 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: -

- 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 ATKT.
- 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 ATKT 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 ATKT
4. Students whose eligibility is pending.

• **ABC ID:**

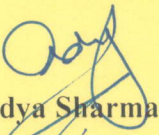
Examination form will not be released for Indian students who have not created their ABC ID. students to create ABC ID and update the same in the finance portal. The students failing to register within the dates given in the above table will be liable to pay late fees, super late fees as applicable.

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 2025 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.

