

**SCHOOL OF BUSINESS**  
**NOTICE**  
**EXAMINATION FORM FILLING**

Date: 16<sup>th</sup> May 2023

This is to inform all the students of FY, SY & TY students of BBA – all programs that the Examination Form Filling for Regular & Backlog Term End Examination- May/June 2023 is **scheduled from Tuesday, 16<sup>th</sup> May 2023 to Friday, 19<sup>th</sup> May 2023**. The examination form is available on the respective ERP login.

**Please Note: TYBBA-EM students should not fill the Examination Form till further instructions from authorities.**

**IMPORTANT INSTRUCTIONS:**

1. A. ERP Issues: In case any student is facing any technical difficulties in filling or submitting the exam form on ERP (forgot password, form not shown, some Message is shown, Form fee related issues etc.)

OR

B. Exam Issues: In case any student is facing any issue related to Exam form filling (the correct courses/subjects are not reflected on the Examination Form or any subjects are missing)

In case of above any issue please **fill the google form through official email id only** and read the instructions carefully.

Link- <https://forms.gle/kDrZeZyj7n4grHyEA>

2. In case you are getting a message regarding Eligibility or Fees (structural/nonstructural) on ERP, then please contact Program Office or email to [programoffice.somug@mitwpu.edu.in](mailto:programoffice.somug@mitwpu.edu.in).

**3. ALL THE STUDENTS SHOULD MANDATORILY DOWNLOAD AND PRINT THE FORM AFTER SUBMISSION.** No queries regarding the Exam Form will be entertained if PDF/Hard Copy form is NOT available with the students.

4. Process of Examination Form Filling: **Backlog Forms are available separately under the "Backlog Application" Form section on ERP. Please first fill the backlog application form for FY and then followed by the backlog application for SY, as applicable, then only proceed for Regular Examination Form for current year. [while filling backlog examination form make sure you select the respective checkbox against the course(s)]**

Please note: In the case of the Backlog Application form, it is clearly mentioned in the examination form whether you have an External or Internal backlog.

5. Exam Form Fee is Rs. 300/- per course (including External & Internal) for Regular Examination and for Backlog Rs.300/-per course for External Backlog and Rs. 100/- per course for Internal Backlog which has to be paid Online through ERP. (Please select the check box on the Payment Page and then pay the amount)

6. No query will be answered by any faculty on WhatsApp or on Personal email and must be routed through google form only.

7. Please read all the instructions/information written on the Exam form carefully. The student will be allowed to appear for the examination ONLY if the ELIGIBILITY\* is met and/or examination form is filled/paid successfully.

9. NO EXAMINATION FEES WILL BE REFUNDED ONCE PAID.

*\*Attendance Criteria/ Submission of Eligibility documents/ other if any.*

\*\*\*\*\*