

Important Message to all Students of 2005, 2006, 2007 & 2008 batch students (except 2004 – All Courses, 2005 – PGDIM & 2006 – PGDRM, PGDCRM & PGDIM students)

From 1st March 2009, online exam form processing will be done till 28th of every month. The process will be carried out as under:-

- 1) Online Exam Form acceptance at SCDL till 28th of every month till 5.00 p.m. only. **Exam form/s can be submitted to Mail Department of SCDL Or at SCDL Cash Counter every day up to 5.00 p.m. only.**
- 2) On receipt of duly filled exam form/s at SCDL, the exam form/s processing will be done within **next 3 – 5 working days** (applicable to all exam form/s received every day, in Mail Department of SCDL & also exam form/s submitted at Cash Counter of SCDL)
- 3) Exam Form/s processing activity will be done as under :-
(e.g. if exam form/s is been received on 10th of any particular month to SCDL, then the said exam form will get processed between the dates 13th – 15th of that month)
- 4) On the basis of exam form processed (i.e. **within 3 – 5 working days after receipt of exam form to SCDL**) exam slot booking access for students will be released.
- 5) On the basis of exam form/s processed, students can book the exam slot for the available days of current month & Or within 28 days of next month. (e.g. **if exam form/s has been processed on 12th of any particular month, student can do exam slot booking from 13th to 28th of that month & again between 1st to 28th of next month**)
- 6) Students are required to send separate DD along with exam form for the online exam fees towards the respective subjects; they wish to appear for. Exam Fee DD should not be clubbed together with any other fees **e.g. exam fee + assignment fee, exam fee + duplicate ID card fee, exam fee + course fees etc.**
- 7) **Students are requested to send a consolidated DD for all the respective subjects & not to send separate DD for every subject towards the online exam fees.**