

DEPARTMENT OF MANAGEMENT STUDIES

Instructions for Online Semester Examination Form Fill Up

Step 1: Go to College website www.sxcccal.edu

Step 2: Select **ACADEMICS** → **UG Departments & Courses** → **Bachelor of Management Studies**

Step 3: Click on the link "[Semester Examination Form Fill Up](#)"

Step 4: Use your **CIN No for Login**

Step 5: After logging in, a student has to provide the following information:

- Student Profile
- Statement of Marks of last Semester (**Applicable for 3rd & 5th Semester Students ONLY**)
- Student's particular relating to Class 12 Examination (**Applicable for 1st Semester Students ONLY**)
- Information relating to **1st Quarter Fee Payment**

Step 6: Click on **SUBMIT** and a message "**Your application is successfully submitted.**" will be displayed.

Step 7: Click on **Print Application Form**.

Step 8: **SAVE** the Examination Form as **PDF** for future use (**if needed**).

Step 9: Take a **Print out** of the Semester Examination Form.

Step 10: Give it to your respective CR's along with the necessary documents as mentioned in the form.

Vice - Principal