

# **DEPARTMENT OF MANAGEMENT STUDIES**

## **Instructions for Online Semester Examination Form Fill Up**

**Step 1:** Go to College website [www.sxcccal.edu](http://www.sxcccal.edu)

**Step 2:** ACADEMICS → UG Departments → Department of Management Studies

**Step 3:** a) Read the [Instructions](#)

b) Click on the link [“Semester Examination Form Fill Up”](#)

**Step 4:** Input CIN ID and click Continue

**Step 5:** A student will be able to continue for Form Fill-up after successful validation of the following:

- **Minimum 75% Attendance in each subject**
- **3rd Quarter Fees cleared**

**Step 6:** After logging in, a student has to provide the following information:

- **Student’s Profile**
- **Statement of Marks of previous Semester**
- **Information relating to 3<sup>rd</sup> Quarter Fee Payment**

**Step 7:** Click on **SUBMIT** and a message **“Your application is successfully submitted.”** will be displayed.

**Step 8:** Click on **Print Application Form**.

**Step 9:** **SAVE** the Examination Form as **PDF** for future use **(if needed)**.

**Step 10:** Take a **Print out** of the Semester Examination Form.

**Step 11:** Give it to your respective **CR’s** along with the necessary documents as mentioned in the form.

**Vice - Principal**