MARATHWADA MITRA MANDAL'S

COLLEGE OF COMMERCE

Affiliated to Savitribai Phule Pune University, Re-Accredited by NAAC
ISO 9001:2015 Certified, Awarded as Best College by Savitribai Phule Pune University
202 A, Deccan Gymkhana, Pune – 411004
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Very Important **Date: 17/09/2025**

LIST OF DOCUMENTS TO BE ATTACHED for Verification:

SYBBA and SYIB	1. Exam Form Print 2. Admission Fees Paid Challan 3. FY all clear mark list 4. Ledger print

Instructions for SYBBA / SYBBA(IB) Students – Exam Form Filling (SPPU Portal)

A. Exam Form Filling

1. Login to the SPPU Examination Portal.
2. Select "Other than First Year" while filling the exam form.
3. Choose the correct specialization and elective subject as per your course.
4. For Mercantile Law (OE-201-ML):
    - Path to select OE:
        1. Faculty of Humanities
        2. Sub-Faculty: Law
        3. Course: BALLB Credit Pattern 2023
        4. Subject: Mercantile Law (OE-201-ML)
5. Ensure all details are correctly filled before submitting.
6. No corrections/deletions will be allowed after submission.

B. Payment Instructions

1. **Do NOT** make payment on the Vriddhi Portal.
2. Payment will be done only through the SPPU Portal after the inward process is completed.

C. Flow Chart Process

1. Take a printout of the flow chart.
2. Refer to the attached flow chart for step-by-step guidance
3. Follow the sequence strictly as per the chart.
4. Take the required signatures at each stage before proceeding further.

Important Note

- Students to note form will not be accepted after the scheduled time.
- Mistakes in the exam form will be the sole responsibility of the students and the college will not be accountable in this regard.
- Exam form submission in the office from 10.00 am to 12.30 pm.

Prof.Pankaj Ghorpade	Prof.Smita Koppal	Dr.Gurmeet Kaur Rajpal
Exam In-charge BBAIB	**Exam In-charge BBA**	**HOD**

Marathwada Mitra Mandal's College Of Commerce
Pune-04