



Office of the Registrar

IMS/RO/Exam Form/2022

January 3, 2022

## **NOTICE** **(For First Semester)**

**Attn: Students of BBA/BCA/BJMC/MJMC/MIB/BALLB/BCOMLLB/LLB**  
**Sub: Online Filling of CCS University Odd Semester Examination Form – 2021-22**

All the students of First Semester are hereby informed that the CCS University Examination Form for Odd Semester to be filled online at CCS University Portal ([exam.ccsuweb.in](http://exam.ccsuweb.in)). The dates are as under:

1. Last date of Online Filling of Exam Form at CCSU Portal - 10.01.2022
2. Last date of submission of printout of exam form in the Institute - 11.01.2022

The Printout of the Examination Form along with below-mentioned documents & College NOC (from Accounts) will be submitted in the respective department only. **No exam form will be accepted online/email in any case.**

**The following documents (in 02 sets) will be attached along with the Examination Form:**

S. No.	For UG Course (BBA/BCA/BJMC/BALLB/BCOMLLB)	For PG Courses (MJMC/MIB/LLB)
1	Self-attested Photocopies of Mark-sheets of 10 <sup>th</sup> & 12 <sup>th</sup>	Self-attested Photocopies of all Mark-sheets of 10 <sup>th</sup> , 12 <sup>th</sup> & Graduation.
2	Original <b>Migration Certificate</b> (other than UP Board), if not submitted earlier in the College.	Original <b>Migration Certificate</b> of Graduation if not submitted earlier in college other than CCSU.
3	Original <b>Transfer Certificate</b> of the last attended College	Original <b>Transfer Certificate</b> of the last attended College, if any
4	AIU Certificate for International Students, if any	AIU Certificate for International Students, if any

**Important Instructions:**

1. Students are required to read instructions of CCSU carefully before online filling the Examination Form.
2. In case of PG Course, the students are advised not to fill any Enrolment No. / Other no. in the Exam Form (except students who have passed graduation from CCSU and allotted Enrolment from CCSU).
3. **If any student fails to submit Original Migration Certificate before the Examination Form, then the Migration Certificate will be accepted with late fee only and student will be responsible for any further consequences.**
4. Students are also required to check the subjects carefully before filling / submitting the Examination Form at CCSU Portal.
5. In case of wrong filling of option/subject(s), the students will be responsible for the same.
6. Without documents no form will be accepted.
7. **No Exam Form will be accepted without clearing Fee Dues (College / Hostel).**

\* In case of any query/problem during filling of online exam form, students can meet Mr. Pawan / Mr. Praveen, Registrar's Office between 2:00 PM to 4:00 PM (Or call on 9311124685 between 10:00 AM to 5:00 PM on working days only).

[Pradeep K Saraswat]  
Registrar



Office of the Registrar

## Instructions for Online Filling of CCSU First Semester Exam Form – 2021-22

- Go to the University website [exam.ccsuweb.in](http://exam.ccsuweb.in)
- Click on “**Fill New Form**” Tab and then click link “**UG/PG Odd Semester Exam Forms**”  
Below screen will appear

The screenshot shows a web form titled "Search Student". It has several dropdown menus and text input fields. The "Exam Type" dropdown is set to "U.G. Semester (Regular) Odd". The "Course" dropdown is set to "B.B.A-YEAR-2-SEM-3". The "Search In?" dropdown is set to "Roll Number". The "Entrance/Registration/Roll/Enroll. No." field contains "Entrance/Registration/Roll/Enroll. No.". The "Father's OR Mother's Full Name" field contains "Either Father or Mother name". The "Admission year of this course?" dropdown is set to "Select an option". There is a CAPTCHA field with the text "XS3CVR" and a "Search" button.

- **Select Exam Type:**  
**UG Semester (Regular) Odd:** For Regular students of First Semester of UG Courses such as BBA/BCA/BJMC/BALLB/BCOMLLB  
**PG Semester (Regular) Odd:** For Regular students of First Semester of PG Courses such as MJMC/MIB/LLB
- **Course:** Select your course YEAR-1-SEM-1
- **Search In?:** Please enter you CCSU Registration Number provided during online registration at CCSU Portal.
- **Father's OR Mother's Full Name:** Please enter your father or mother's name as entered in Registration Form.
- **Admission year of this course:** Please selection year 2021 (as for first semester)
- After entering Captcha code click on **Search** button.
- Now few students' details will be displayed.
- Tick on check box (given below) and Click on “**Proceed to Registration Form**” button.
- Now Exam Form will be opened
- Please enter your details carefully.
- Please do not fill Enrollment Number (expect students who have passed graduation from CCSU in case of PG course admission).
- Please check your Subjects carefully before submitting exam form. In case of any difference in subject or wrong subjects then inform the Registrar Office.
- **After Entering details, please upload your recent passport size Photograph and Signature in JPG format below 20 KB size.**
- Then save your form and go for payment of Examination Fee.
- After payment of fee download the exam form and take the printout.