

# SYMBIOSIS LAW SCHOOL, PUNE

## URGENT IMPORTANT NOTICE

EXAMINATION FORMS: April,2017

09/04/2017

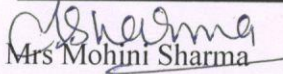
**Diploma Programme ( 2014-15,2015-16 & 2016-17) BATCH INTERNAL AND EXTERNAL FRESH AND BACKLOG EXAMINATION FORMS ARE AVAILABLE ONLINE FROM 09/04/2017.**

**The Link and Process of filling online forms are given below.**

### **PROCESS FOR FILLING ONLINE EXAM FORMS**

#### **STUDENT INTERFACE**

1. The students will receive the username and password from their respective institute.
  2. The link to access the student portal will be  
**<http://intechsolutionspune.in/siu/studentloginM.html>**
  3. Choose the institute and enter the username and password.
  4. Click on "Examination Form" tab.
  5. Accept the primary information of the student essential for printing further documents.
  6. If there is no problem with the information click on accept button. If there is a problem enter the reason for rejection and click on the reject button.
  7. Then proceed to accept the forms irrespective of whether you **accept or reject** the personal information.(Institute to make changes in consultation with SIU)
  8. Acceptance for course is separate for each semester.
  9. **Fresh Examination fee is Rs.2400/- Per Semester to be paid to the institute (Accounts Department SLS) by Cash .**
  10. **For Backlog examination fee is Rs.500/- per Course. Additional Fee Rs.500/- Per Semester.( For Form Fee, Statement of Marks, TAP Fee, Grade Sheet Fee & Certificate of Passing fee ).**
  11. **If you do not give acceptance for the fresh examination form you cannot appear for the same.**
  12. **Amount is to be paid in the accounts department and submit challan copy to concerned coordinator in admin office.**
- **THE LAST DATE OF SUBMISSION OF FORMS WITHOUT LATE FEE IS 25/04/2017.**
  - **THE LAST DATE OF SUBMISSION OF FORMS WITH LATE FEE (RS 1000/-) IS 06/05/2017.**
  - **Fresh and Backlog Examination forms will not be accepted after the last date.**

  
Mrs Mohini Sharma  
Administrative Officer