Ref. No.: SBJITMR/CoE/2026/376 **Date:** 04 /11/2026

NOTICE

Online Examination Form Submission for End Semester Examination Winter-2026 (EW-26)

Applicable to:

Program	Semester	Student Category
M.B.A.	I & III Semester	Regular & Backlog Students
	II & IV Semester	Backlog Students

This is to inform all **Regular and Backlog/Ex-students of M.B.A** that the online process for submission of the Examination Form for **End Semester Examination Winter-2026 (EW-26)** will commence from **23rd November 2026** through the Learner ERP Portal.

Examination Fees (Regular Students) **:- Rs. 5100/-**

Examination Fees (Backlog Students) **:- Rs. 500 per course**

Examination Form Submission Schedule:

Without Late Fee	**23rd November to 08th December 2026**
With Late Fee of Rs.100/- per day	09th December to 14th December 2026
With Super Late Fee of Rs.200/- per day	15th December to 17th December 2026

Important Instructions :

- **Only one Examination Form is to be submitted by each student**, covering the applicable **regular semester courses and backlog courses, if any**.
- **Regular Students having No Backlog Courses:** Students must carefully verify the displayed regular semester courses before submitting the Examination Form.
- **Regular Students having Backlog Courses:** Students must carefully verify the displayed **regular semester courses as well as backlog courses** and **select all backlog courses** for which they wish to appear in the examination.
- **Backlog/Ex-students:** Students must carefully verify the displayed backlog courses and select all backlog courses for which they wish to appear in the examination.
- Students must verify all applicable courses and the examination fee details carefully before submitting the Examination Form. The examination fee will be calculated based on the regular and eligible backlog courses included in the form.
- **No re-registration or reopening/modification of the Examination Form will be permitted** if any applicable course is missed.
- **No Examination Form will be accepted after 17th December 2026.** No request for submission of the Examination Form after the stipulated deadline shall be entertained.

Note: Ex-students wishing to opt for the forego of their Continuous Assessment marks must obtain the "Forego Form" from the Examination Section, fill it in, and submit the duly completed form to the Examination Section along with the Examination Form. For practical courses, a Term Work Completion Certificate must also be submitted. Once the forego option is exercised, it shall be final and binding for all subsequent examinations of that course

Procedure for Online Examination Form Submission

1. **Login:** Log in to **learner.sbjit.edu.in** and click on the **Examination** tile on the dashboard.
2. **Check Form Details:** Verify the **Academic Year, Semester First/Second (1 for ODD and 2 for EVEN),** and examination dates, and click **NEXT**.
3. **Verify and Select Courses:**
   The Examination Form will display the applicable **regular semester courses and backlog courses**, as applicable.
4. Carefully verify all displayed **regular semester courses**.
5. If backlog courses are applicable, carefully verify and **select all backlog courses** for which you wish to appear in the examination.
6. Select both declarations and click **NEXT**.
7. **Submit Form:** Review the fee breakup, including examination fee and applicable late fee, and click **SUBMIT FORM**.
8. **Pay Fees:** Click **PAY FEES**.
9. **Confirm Payment:** Verify the payable amount and click **PAY BY EASEBUZZ**.
10. **Complete Payment:** Select the desired payment method and complete the payment.
11. **After Payment:** Print the **Examination Registration Form** and **Payment Receipt** for future reference.
12. **Submission of Hard Copy of Examination Form:**
    a. Sign & Submit the Examination Form along with the Fee Receipt to respective Department
    b. Keep a copy of both documents as proof of submission.

For Examination Form-related issues, students should contact the respective Departmental ERP Coordinator.

॥ विद्या धनम् सर्वधन: प्रधानम् ॥



(Pankaj Jaiswal)
Controller of Examinations

Encl: **Online examination form submission process**

Copy to:

- *The CEO for information*
- *The Principal for information*
- *Dean Academics / Dean Students Affairs /All HoD's*
- *Uploaded on Website https://www.sbjit.edu.in / Examination Section Notice Board /Student section*