DRIEMS
UNIVERSITY

DRMU/ EXAM (GEN)/02/4/ 2026   Date: 19/03/2026

NOTICE
FORM FILL UP FOR EVEN SEMESTER REGULAR/ BACK EXAMINATIONS- 2026

It is for the information of the School of Management that the University Form fill up for 2nd semester regular/ back examinations- 2026 for **BBA & MBA** will be held in online through ERP as per the programme given below.

Sl. No.	Programme	Semester	Form fill up Fees	Form fill up Date (Without fine)	Form fill up Date (With fine Rs. 1000/-)	Form fill up Fee (Back)
1	BBA	2ND	Rs. 2500/-	From 30/03/2026 to 08/04/2026	From 09/04/2026 to 10/04/2026	(i)Center Charge- Rs. 1000/- (ii) Rs 500/- per paper
2	MBA	2ND	Rs. 4000/-	From 30/03/2026 to 08/04/2026	From 09/04/2026 to 10/04/2026	(i)Center Charge- Rs. 1000/- (ii) Rs 500/- per paper

STEP BY STEP PROCEDURE FOR ONLINE FORM FILL UP OF TERM END EXAMINATION

The following steps must be followed by the students for the online form fill up of their Term End Examination.

Step1: Open the DRIEMS Website (www.driems.ac.in) and click on the **"ERP"** link
Step2: Select your School
Step3: Enter the Login Credentials and click on the **"Login"** button
Step4: Click on the **Menu-icon (≡)**
Step5: From the Menu, select the "Exam Forms" menu
Step6: Select the **"Assessement"** Tab
Step7: Click on the **"Apply"** of the Examination Form
Step8: Confirm your subjects and proceed by clicking **"Submit"** button
Step9: For Examination Form Fill Up Fee Payment, click on the **"Pay"**
Step10: Select the Payment Gateway
Step11: Fill-up the Billing Information and Pay the Examination Form Fill Up Fee
Step12: Now download the submitted Form from the **"View Form"** link
Step13: Print the downloaded Form and submit the form in the Department

By order of Vice-Chancellor

Controller of Examinations 19/03/2026

Copy to: Chairman's office for kind information to Hon'ble Chairman
                   Office of the Vice-Chancellor
                   Director (Admin) / Director (Co-ordination)/ Director (SR)
                   Office of the Registrar
                   Dean, School of Management / ERP Head/ Accounts/ CDC/ Estt.

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