



FORESIGHT

College of Commerce
Affiliated to Savitribai Phule Pune University



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Chairman: Chetan Rathod

Secretary: Shailesh G Mehta

PUNCODE: CAAP014880

AISHE CODE: C-41344

NAAC: B++

EXAMINATION DEPARTMENT

Procedure for applying for University Examination forms: -

1. Notification made by the University by issuing a circular.
2. Sharing of circular information with the students.
3. Students apply for the University Exams.
4. Verification of the University Examination forms by the faculty incharge.
5. The forms get inwarded, done by the Examination Department.
6. Exam fee payment by the student (online) through its profile.
7. The Exam form submission at the Examination Department along with all required documents.
8. Examination schedule announced by the University and notified to the students.
9. Issuing Hall tickets and Hall tickets correction if any.
10. Conduction of the Examination.
11. Declaration of the results.
12. Application for revaluation and hard copy for the answer books.
13. Declaration of the re-revaluation results.

Procedure for resolving grievances of the students:-

1. The student fills an online form along with relevant documents if any.
2. The Examination redressal team gets notified.
3. Grievance redressal process begins.
4. The application gets forwarded to the University if required.