

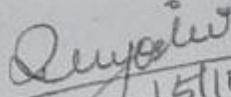
## Important General Instructions for Filling Examination Form – 2025

1. General Instructions for filling out the examination application form: For all information related to the examination, continuously visit [www.subodhpgcollege.com](http://www.subodhpgcollege.com).
  - Portal for UG exam form: <https://subodhpgcollege.in/>
  - Portal for PG exam form: <https://admissionsubodh.com/spgc/examfee>
2. The candidates filling the examination form should upload their scanned photo and signature in the designated space on the application form that opens with their roll number. The candidate's name, father's name, and mother's name should be filled in according to the mark sheets of the previously passed examinations from the board or university. Please check this carefully.
3. For filling the examination application form, ABC IB is required for candidates. Therefore, students should enter their Exam ID, Aadhaar Card Number and ABC ID. The applicant will be responsible for the cancellation of the application form if incorrect information is entered.
4. The payment of the examination fee will be done through the online payment gateway specified in the online application process. **The examination fee will not be accepted through any other medium.** After the examination fee has been paid, if the payment is not successful after the payment verification on the portal within a period of 24 hours, then the process of payment should be started again. The applicant will be responsible for any additional payment made before the specified time and the examination fee deposited in the college will not be refunded.
5. If after Payment Success, payment is intentionally made for more than one examination application, then all responsibility will be of the applicant, and the additional examination fee deposited in the college will not be refunded. **In case the payment receipt is not downloaded, do not deposit the fees again and contact the college.**
6. **Important information regarding amendments in student records**

Please note that the following details are considered permanent and cannot be changed online: student's name, father's name, mother's name. To make any kind of amendment in the above details, the following process must be adopted:

  - Clearly mark the required amendment in the downloaded examination form while filling the examination form.
  - Attach the following documents:
    - Copy of Examinations form (with Correction)
    - Copy of Aadhaar card
    - Copy of 10th board marksheet
  - Submit the examination form along with the above documents in person at window number 17 in the college premises.
7. The candidate should clearly note that the college allots an enrollment number (Roll No.) to a student only once, and in the future, the enrollment number allotted for examinations conducted by the college will remain the same as already allotted.
8. The fees for students with back papers along with the main examination will be deposited with the main fee.
9. The hard copy of the examination form and examination fee receipt need not be submitted to the college campus, rather kept safe with you.

**Note: Do not wait until the last date to fill the examination form.**

  
15/10/2025  
(Prof. (Dr.) Renu Joshi)  
Principal