Shaheed Bhagat Singh State University, Ferozepur

(Formerly, Shaheed Bhagat Singh State Technical Campus, Ferozepur)
(Established by Punjab Government vide Act No. 10 of 2021)

RefNo.SBS/FZR/COE/3832 Date:06/11/25

NOTICE

Sub: Procedure for filling of Exam Forms by the students in their login IDs for End semester Examination

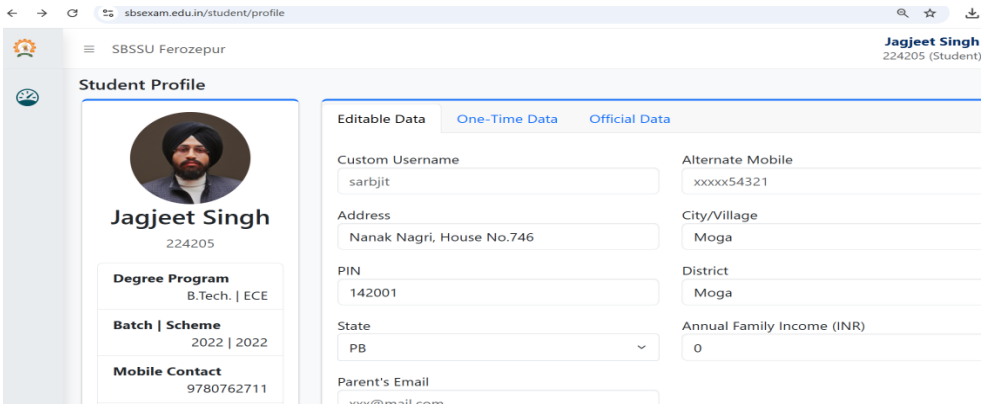
The exam forms may be filled by visiting the university examination website www.sbsexam.edu.in.

SBS Exam portal has been upgraded to SBS-Sarthi with same domain name.

Your login is your university Roll No. If your password is not working, then it may be obtained from the respective HOD. After Logging in, update your profile in **Student Profile.**

Student Profile:

1) Under **Student Profile** page, 3 tabs are available- **Editable data, One-time data and Official data.** Upload your photograph and signature under **One-Time data** tab.



2) Update your personal information in **Student Profile**. **Submit** the data
3) In case the information needs to be updated in **Official tab/One time** data after submission, contact your HoD for getting it unlocked.

B: **Examination Form Filling:**

The procedure for form filling/locking is as given below:

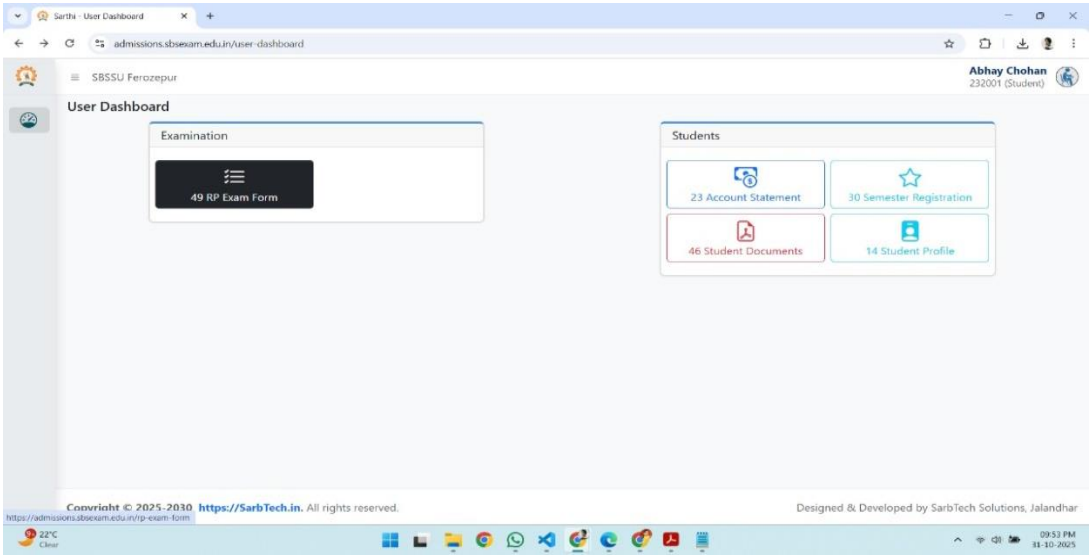
1. **Regular Exam Forms**: The forms are to be filled by respective departments and **Not by the students individually.**

2. **Re-appear Exam Forms**: The steps are given below:

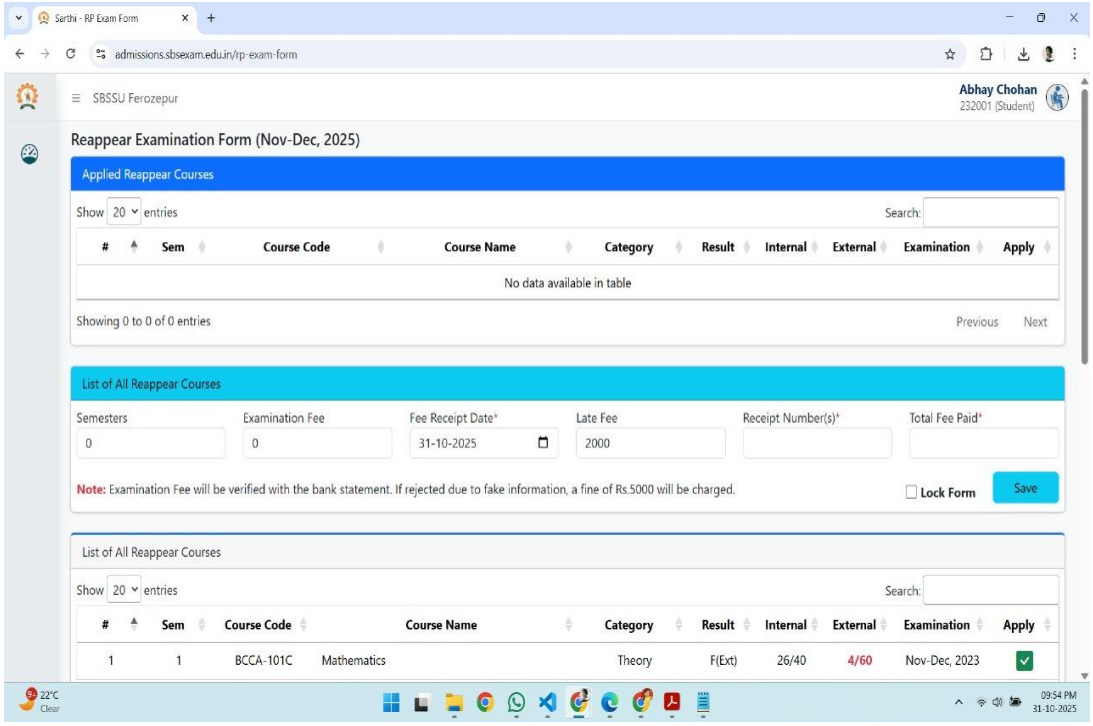
The student is required to fill the form individually by following the steps given below:

a. Deposit the requisite reappear fees and keep the receipt ready.
b. Visit the university examination website **www.sbsexam.edu.in**
c. Your login is your university Roll No. Your password is to be obtained from the respective HOD.

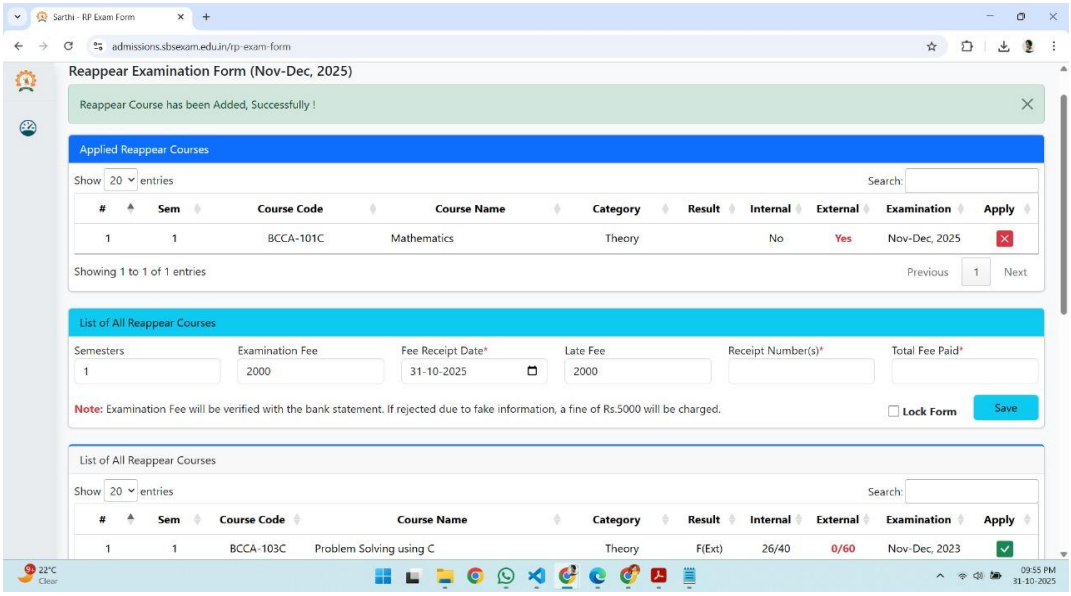
d. After logging in, select **'RP Exam Form'** from User Dashboard Go to tab RP ***Exam***.

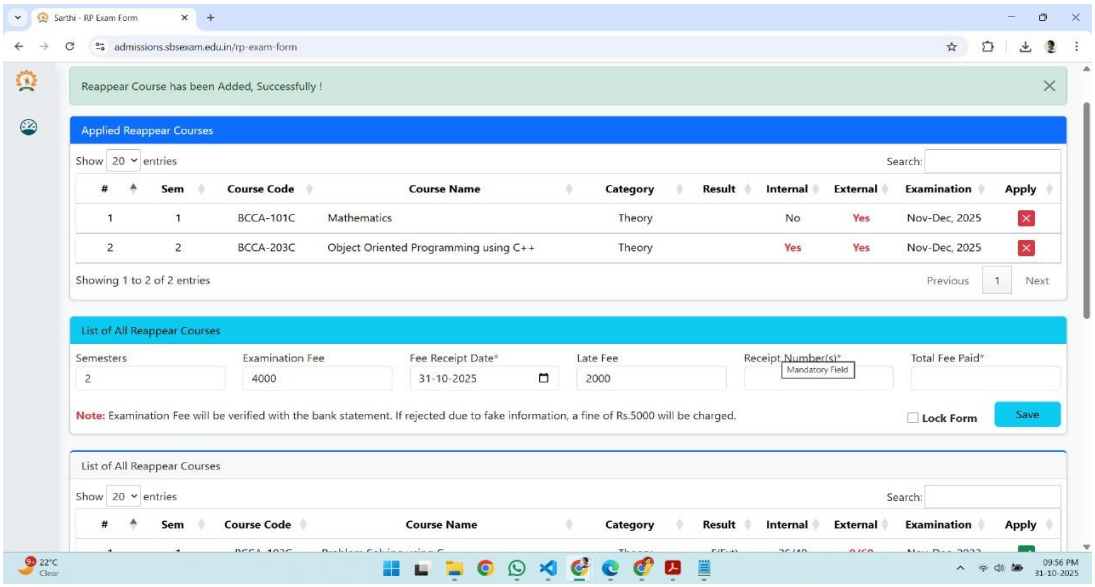


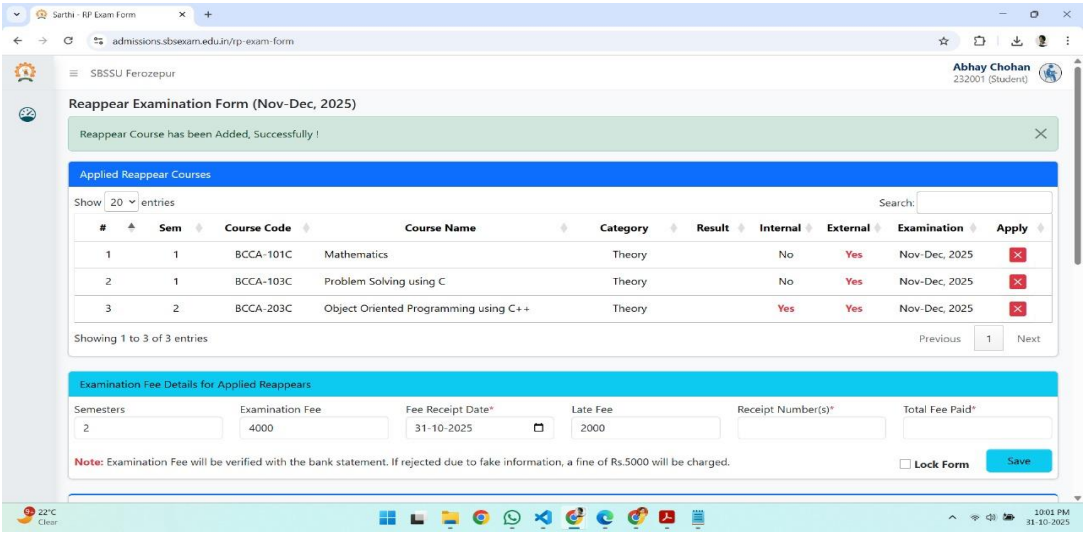
e. All the subjects in which Reappear can be applied are displayed.
f. Initially, '**Applied Reappear Courses'** show **no record** in the table.



g. A table of List of All Reappear Courses' will be displayed at the bottom of page.
h. Select **Reappear Course** with option **internal/external** from table **'List of All Reappear Courses**' and ADD subject. The added subjects appear in **Applied Reappear Courses** table.
i. Semesters, Examination Fee, & applicable Late Fee/fine automatically updates with Fee Receipt Date.
Repeat for different subjects. You also have an option to delete a wrong entry from the table of subjects chosen. After the form filling, the data will be displayed as shown.







j. Enter the **Receipt Numbers** vide which you have paid the examination fee**.**
k. **Enter Total Fee Paid** and **Save** (Tick Lock Form, if all done)
l. A message is displayed confirming that submission and locking of form.

m. Visit the department office and deposit your **original receipt** and get the form **locked from department.**

n. In case, after locking, the student wants to apply for or remove some subjects applied: he/she should contact the HoD. **Correction Fee will be applicable as per notice issued by the examination cell.**

o. Get the admit card issued from the department.

In case a particular subject for reappear is not available in the data bank, contact the examination cell with an application countersigned by the respective HOD and supporting result gazette showing reappear in that particular subject.

6/11/2025

Controller of Examinations

C.C: Dean Academics, for information

- All HODs to provide intimation to the students.
- Conduct Nov-Dec 2025 file
- University website

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