Guidelines to Fill and Submit the Backlog Exam Form

Dear Students,

With reference to the **Government Resolution (GR) No. Samiti-2026/प्र.क्र.82/मदत-2, dated 25 September 2026**, issued by the Government of Maharashtra, Relief and Rehabilitation Department, and the applicable directions issued by **Savitribai Phule Pune University**, all backlog students under the **Autonomy Scheme** are hereby informed about the examination fee concession applicable to students belonging to notified drought-affected talukas.

Students are instructed to carefully read the attached undertaking and follow the procedure given below.

1. Examination Fee and Eligibility Declaration

Students must select the applicable declaration in the attached undertaking based on their residential address and eligibility.

Option 1: Students Belonging to a Notified Drought-Affected Taluka

- The examination fee will be **₹0 (Zero)**, subject to verification of eligibility under the applicable Government Resolution, the notified list of talukas, and University/Institution instructions.
- If verification establishes that the student is not a resident of a notified drought-affected taluka or is otherwise ineligible for the concession, the student shall be required to pay the **entire applicable examination fee** as determined by the Institution.
- No claim for exemption shall be entertained if the student is found ineligible.

Option 2: Students NOT Belonging to a Notified Drought-Affected Taluka

- The applicable examination fee shall be **₹250 per course head**.

All students must ensure that the information furnished in the undertaking is true and correct. Any incorrect declaration shall be the responsibility of the student, and the applicable rules and directions shall be binding.

2. Procedure for Submission of Backlog Exam Form

All backlog students are instructed to complete the following steps:

1. **Fill in and submit the Backlog Examination Form** through the ERP portal by navigating to: **ERP → Examination → Backlog Exam Form**

2. Under **Exam Subject Selection**, choose the applicable subject(s) and click **Submit Application**.
3. **Fees on the ERP Portal for all Subjects will be shown as ZERO**
4. **Take a printout of the attached undertaking**, which consists of **two pages**. Print the document **back-to-back (on both sides of a single sheet)**.
5. **Duly fill in the undertaking** by providing your correct residential address and selecting the applicable declaration based on your eligibility and the notified list of drought-affected talukas.
6. **Sign the undertaking at the bottom** after carefully reading and verifying all the details furnished.
7. Submit the following **documents – As Applicable.**
    - The duly filled and signed undertaking.
    - The printout of the filled and submitted Backlog Examination Form generated from the ERP portal. (As Applicable)
    - Address Proof of Residence. (As Applicable)
8. Submit both documents to the **Students' Section, Window No. 1**, to **Mrs. Kavita Kulkarni Madam**.

3. Last Date for Submission

Last Date: 14 November 2025, up to 5:00 PM

Students are advised to complete the process and submit both documents within the prescribed deadline. Incomplete undertakings, incorrect declarations, or failure to submit the required documents may affect the processing of the examination fee concession, wherever applicable.

Important: Students must carefully verify their residential address and eligibility against the notified list of drought-affected talukas before selecting the applicable declaration. The fee concession, if claimed, will be subject to verification by the competent authority.

All backlog students under Autonomy are requested to take this notice seriously and comply with the above instructions.

Regards,

Examination CELL