

NOTICE

SEMESTER-END ADDITIONAL EXAMINATION – JANUARY - 2023

All students of First/Second Year Semester-I/III BA/ BCOM those who have not appeared for the November/ December 2022 Regular semester end examination due to Medical/ NSS/ NCC/ Sports or any other specific reason are hereby informed to apply for additional examination to be conducted in January 2023 (as per the decision of the Academic Council held on 26th December, 2018, vide item no. 7.4); by following the under mentioned steps.

- ✓ **The students will be eligible for Additional semester end examination only if he/she had taken permission from the I/c Principal by sending an email (principal.sksasc@somaiya.edu) of their absentee application along with scan copy of supporting original documents during or before the regular examination conducted.**
- ✓ Students should mention their full details (name, member-id, class, seatno, roll number etc.) in the email. Subject of the email should be 'applying for additional examination- January 2023'
- ✓ The supporting documents which are required with the email application.
 - ❖ Readable Scan copy of Original documents for absentee. (Medical Certificate/ Sports/ NSS/ NCC etc. participation certificate/letter from Committee In-charge/ Any other documents [specify])
 - ❖ Copy of their respective regular semester end timetable (available on the web site)
- ✓ Additional Semester End Examination Forms will be mailed to eligible students only, from Exam Committee on 04/01/2023. Students are required to download the form, take the printout and fill the entire form with necessary details.
- ✓ Mode of Fees payment will be informed to eligible students along with the additional examination form. Accordingly, students are required to pay the additional examination fees on 05/01/2023.

*Fees (Rs.) PER SEMESTER for all the above-mentioned courses		
1 subject fail: Rs. 300/-	2 subjects fail: Rs. 540/-	3 or more subjects fail: Rs. 1,150/-

- ✓ Students are required to mail the scan copy of **filled additional examination form, supporting documents & fees payment details** to exam.sksac@somaiya.edu on or before 06/01/2023. On receiving the said email, students will be allowed to appear for the additional examination January 2023.
- ✓ If students failed to send the above email or any information or document is found false, the same will be rejected & student will not be allowed for the additional examination – January 2023.

Note:

If the student has already appeared for regular semester end regular examination held in November/ December 2022 then his/ her additional semester end marks will be void and his/ her regular semester end examination marks will be considered.

Sd/-

I/c Principal