

10/02/2022

Examination Notice

**Additional Class Test February 2022**

*(This Notice is in accordance with the decision of the Academic Council held on 26th December, 2018, vide item no. 7.4)*

All students of Third Year Semester-VI CS/ IT/ BMS/ BMM/ BAF/ BBI/ BFM those who have not appeared for the January 2022 Internal Class Test due to Medical/ NSS/ NCC/ Sports or any other specific reason are hereby informed to apply for Additional Class Test to be conducted in February 2022 by following the under mentioned steps.

- ✓ **The students will be eligible for Additional Class Test only if they had taken permission from the I/c Principal by sending an email ([principal.sksac@somaiya.edu](mailto:principal.sksac@somaiya.edu)) of their absentee application along with scan copy of supporting original documents during or before the Regular Internal Class Test conducted in January 2022.**
- ✓ Students should mention their full details (name, member-id, class & Sem, roll number, SUBJECTS in which they were ABSENT etc.) in the email. Subject of the email should be **'Applying for Additional Class Test- February 2022'**
- ✓ 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 Internal Class Test timetable January 2022 (available on the web site)
- ✓ Additional Class Test - February 2022 Forms will be issued to the **eligible students only**, from Exam Committee on 14/02/2022 at 11:00 a.m. Students are required to fill the additional class test form with necessary details.
- ✓ **Get** the filled form and original supporting documents **verified** in the college office, **pay Rs. 200/-** as examination fees at the college office cash counter (4<sup>th</sup> floor, Vinay Mandir Building) **on or before 15/02/2022** between 9.30 a.m. to 12.00 noon.
- ✓ Students are required to submit the **filled additional class test form with valid supporting documents & fees payment details** on the cash counter. On receiving the said documents, the eligible students will be allowed to appear for the Additional Class Test February 2022.
- ✓ If eligible students failed to submit the form on the due date or any information or document is found false, the same will be rejected & student will not be allowed for the Additional Class Test February 2022.

Note:

**If the student has already appeared** for Regular Internal Class Test held in January 2022, **then** his Additional Class Test **marks** will be **void** and Regular Internal Class Test marks will be considered.

Sd/-

**I/c Principal**

CC TO : Office, Notice Board & Staff Common Room