

NOTICE
SEMESTER-END ADDITIONAL EXAMINATION – May -2022

All students of Second Year Semester-IV BA/ BCOM those who have not appeared for the April 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 May 2022 (*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.sksac@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- May 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 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 06/05/2022. 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 07/05/2022.

*Fees (Rs.) PER SEMESTER for all the above-mentioned courses		
1 subject fail: Rs. 290/-	2 subjects fail: Rs. 520/-	3 or more subjects fail: Rs. 1,100/-

- ✓ 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 05/05/2022. On receiving the said email, students will be allowed to appear for the additional examination May 2022.
- ✓ 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 - May 2022.

Note:

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

Sd/-
I/c Principal