# S. K. SOMAIYA COLLEGE OF
## ARTS, SCIENCE AND COMMERCE
'AUROBINDO'
Vidyavihar, Mumbai 400 077

## NOTICE FOR FORM FILLING OF ATKT/FAILURE EXAM MARCH/APRIL 2020
## FY/SY B.COM./ B.A./B.SC.(CS)/ B.SC.(I.T.)/
## B.M.S./ B.M.M./ B.COM.(A&F)/ B.COM(B&I)/ B.COM.(F.M.) & FYBAMMC
## 75-25/ 60-40 pattern Semester I / II/ III/ IV &
## FY/SY BA/BCOM 100 marks pattern Semester I / II/ III/ IV

Students of above mentioned courses who have failed/ATKT **(Internal and/or External)** in September/ October 2019 or earlier examination, are required to fill ATKT Examination form **online** to appear for the above mentioned examination. ATKT forms will be available at **myaccount.somaiya.edu** from **13ᵗʰ January 2020**. **Students are required to <u>fill the online form</u>** by following the below mentioned steps:

- ✓ Log in at: **myaccount.somaiya.edu**
- ✓ Enter your **SVVNetID and password & Sign in** (in case of problem with SVVNetID and password click on option 'forgot your password?').
- ✓ Go to Option: '**Application Forms**'
- ✓ Select '**ATKT Application**'
- ✓ **Fill up the form completely with required information.**
- ✓ Read carefully and tick the '*declaration of proper form filling*'. And submit the form.
- ✓ After form submission, follow the instructions for **online fees payment\*** mentioned and pay the exact amount of fees.

| *Fees (₹) <u>PER SEMESTER</u> for all the above mentioned courses | | |
|---|---|---|
| 1 subject fail: ₹ 280/- | 2 subjects fail: ₹ 500/- | 3 or more subjects fail: ₹ 1,050/- |

- ✓ **Download and print the completed form.** Attach Xerox copies of mark sheets of all previous examinations and fees payment details with the printed form.
- ✓ Get the **printed ATKT** form, **Fees payment details** and **Xerox copies of marksheets verified** (**bring original marksheets** of all previous examination **for verification**) and submit the same in the college office 3ʳᵈ Floor. (Form Verification timing & cash counter timing: 9.00 a.m. to 12.00 noon).

❖ It is **mandatory** to get **verified & submit the printed ATKT form** along with **necessary enclosures (including fees payment details)** in the college office (3ʳᵈ Floor). **Failing which late fees will be charged** as per the schedule applicable for submission. If **student fail to submit the ATKT form till the final scheduled date** of submission, **students will not be allowed to appear for the said examination**.

❖ Students should take note of the following dates.

| | |
|---|---|
| **last date** of **Online form filling and online Fees payment** | **27/01/2020** |
| **Last date for** printed ATKT form verification and submission with necessary enclosures in the college office 3ʳᵈ floor. | **28/01/2020** |
| last date for **fees payment only in cash (if any)** | **28/01/2020** |

❖ Students **filling online forms after 27/01/2020** will **have to pay late fees along with original fees** as per the late fees schedule.

*SD/-*                                    ***For any query contact College Lab: (022-67169628).***

**I/C Principal**

**CC TO : Office, Notice Board & Staff Common Room**