

### **Notice for Additional Internal Class Test**

The Additional Internal Class Test will commence from tentative 1<sup>st</sup> week of March 2018, for eligible students of **TY B.COM./ B.A./ FY/SY/TY B.SC.(CS)/ B.SC.(I.T.)/B.M.S./ B.M.M./BAF/BBI/BFM** (those who were absent for the February 2018 Class Test due to Defaulter or medical or any other specific reason) are required to note that the **Additional Class Test– March 2018 Application Forms** will be uploaded on college website on **16<sup>th</sup> February 2018**. Students are required to fill the form latest by **3<sup>rd</sup> March 2018 till 9.00 a.m.** by following the under 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 **Additional Class Test application**
- ✓ Select **the Semester (II/IV/VI)**
- ✓ **Download the Additional Class Test form and take a printout.**
- ✓ **Get the printed form verified** in the college office, **pay** ` 500/- as examination fees with **late fees** of ` **1000** at the college office cash counter (3<sup>rd</sup> floor) **on 03/03/2018** between 9.00 a.m. to 12.00 noon and **collect the Hall Ticket** duly (**stamped and signed**) provided at the end of the form.

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

Sd/-

**Principal**

CC TO : Office, Notice Board & Staff Common Room

### **Important points to be noted**

- 1) **Attendance Defaulter students** are required to note that they will be **allowed** to appear for the **Additional Class Test** March 2018 **only if** they have **duly filled** the **online form** as per above **due date as well as** their **attendance till 3<sup>rd</sup> March 2018** is found to be **satisfactory**. Such **defaulter students need not write application for additional test** and can directly fill online form.
- 2) **Students appearing** for additional class test March 2018 **on medical/ NSS/ NCC/ Sports/ late admission/ other specific ground** are required to **write an application** seeking **permission from the Principal** before filling up the online form.
- 3) Students are required to **bring the Fee Receipt** as well as **Hall Ticket for the Additional Class Test**.
- 4) **If the eligible student has already appeared for regular class test** in February 2018 **then his additional class test marks** will be **void** and his regular class test marks will be considered.