

# Your Guide to the Exam Revaluation Process

A step-by-step visual walkthrough for successfully submitting your application.

# Before You Begin: The Three Golden Rules

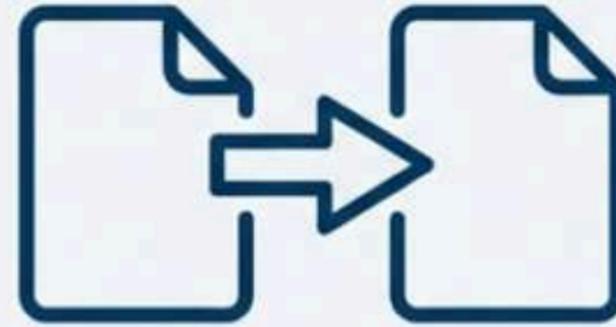


## Rule 1: The Clock is Ticking.

- The entire application process must be completed within **3 days** of your results being published.
- The portal closes at **4:00 PM** on the final day.
- The specific window to apply for a photocopy is **only 2 days**.

### FOR INSTANCE:

- ✓ Result declaration date: **14.09.2025**
- ✓ Last date to apply for answer book photocopy: **16.09.2025**
- ✓ Last date to apply for revaluation: **17.09.2025**



## Rule 2: Photocopy First is Mandatory.

- You **cannot** apply for Revaluation without first applying for, and paying for, a photocopy of answer book.
- This is a required step to allow you to form a proper justification for your revaluation request.
- Candidates are advised not to share photocopy of answer book with any other candidate/s. This is against the rules.



## Rule 3: Choose One Path Per Subject.

- You can apply for Revaluation OR Verification, but not both for the same subject.
- Verification is a process to ensure that all your answers have been marked and the totaling of marks is correct. (detailed explanation on page 14)

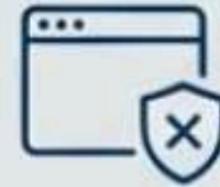
# Step 1: Log in to the SAP Student Portal

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## Login Details

- **URL:**  
<https://sdcspcs.svkm.ac.in:44300/irj/portal>
- **User ID:** Your 11-digit student SAP number.
- **First-time users:** The default password is Init@123. You will be prompted to change it.
- In case the password is already changed, you are requested to log in using the new password created by you."

## Pro-Tips & Troubleshooting



**Pop-ups Required:** You must disable your browser's pop-up blocker for the grievance page and payment gateway to open correctly.



**Forgot Password?:** Use the 'GET SUPPORT' feature on the login page.



**Still Stuck?:** If you don't receive a reset email, contact [sapbasis@svkm.ac.in](mailto:sapbasis@svkm.ac.in) with your name, student number, and programme details.

# Step 2: Navigate to the Grievance Application

## 1. Select Program and Proceed

From the homepage, select 'Result display'. Enter your Programme, Academic Year, and Academic Session. Click 'Proceed'.

Program of study: E Cats (thesis)  
Academic Year: Acad Year 2021-2022  
Academic Session: Semester III  
Proceed >

## 2. Find the Application Link

On your results page, scroll down to the dates and find the application link. Click the button labelled '**Click here to apply for Photocopy & Revaluation/Verification**'.

Subject Description	Highest Marks	Practical Credit	T12	T12 Max. Marks	T2A	T2A Max. Marks	Final Marks	First Run Marks	Final Date	GPA	CGPA	Current Result Status	Status
Financial Accounting and Analysis	50	100	27	AA	27	60	84	200	A+	6.41	5.54	OKS	Signs in next section
Business Communication I	50	100	58	BA	31	100	40	200	A+				
Marketing Management I	50	100	35	AB	27	40	45	200	D+				
Microeconomics	80	100	25	AB	35	60	98	100	A+				
Managerial Behaviour I	90	100	27	100			97	000	D				
Industrial Enterprise in Decision Making	10	100	25	AB	40	40	74	200	A				
Electrical Engineering and Economic Laws	40	100	13	20	20	20	40	30	D+				
Critical Essays in Management	30	100	04	NA	25	00	26	50	D				

Grade Point: O - 10.00, A+ - 9.00, A - 8.00, B+ - 7.00, B - 6.00, C+ - 5.00, C - 4.00, D+ - 3.00, D - 2.00, E - 1.00, F - 0.00, 3.00 - 0.00.

Note: The above result is provisional in nature.

Before you apply for revaluation, obtaining photocopy of the answer book is mandatory to enable you to give justification/reason for revaluation as per revised process. Photocopy application window will remain open only for 2 days after publication of results.

- Last date for application to obtain the photocopies of answer books: 11.09.2023
- Last date for collection of Photocopies of answer books: 16.09.2023
- Last date to apply for certificate of answer books: 17.09.2023
- Last date to apply for certificate under grievance redressal process: 11.09.2023

Click here to apply for Photocopy & Revaluation/Verification

# Step 3: Select Your Subject(s) for Photocopy

1. A new window will open showing your subjects.
2. For the subject/s you wish to challenge, tick the checkbox in the **'Apply for Answer Book'** column.
3. The total amount payable will update at the bottom.
4. Click **'Click here to Proceed'**.

Note: Before you apply for Revaluation, obtaining photocopy of the answer book is mandatory to enable you to give justified/valid reason for revaluation as per revised process. Photocopy application window will remain open only for 2 days after publication of results.

Sr no	Subject Name	Marks obtained	Maximum Marks	Total Marks	Credit	Apply for Answer Book	Apply for Revaluation	Remarks	Revaluation Application Question View	Academic Year	Semester / Session	Exam Year	Exam Session	Max Component
1	Contract, Competition and Consumer Laws	12/20	20	20	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Exam Year 2025-2026	Semester I	Exam Year 2025-2026	Thiruvananthapuram	Sum End Examination
2	Microeconomics	12/20	20	20	4	<input type="checkbox"/>	<input type="checkbox"/>			Exam Year 2025-2026	Thiruvananthapuram	Exam Year 2025-2026	Thiruvananthapuram	Sum End Examination
3	Financial Accounting and Audit	27/30	30	30	6	<input type="checkbox"/>	<input type="checkbox"/>			Exam Year 2025-2026	Thiruvananthapuram	Exam Year 2025-2026	Thiruvananthapuram	Sum End Examination
4	Regression and Correlation	17/20	20	20	4	<input type="checkbox"/>	<input type="checkbox"/>			Exam Year 2025-2026	Thiruvananthapuram	Exam Year 2025-2026	Thiruvananthapuram	Sum End Examination
5	Marketing Management I	20/30	30	30	6	<input type="checkbox"/>	<input type="checkbox"/>			Exam Year 2025-2026	Thiruvananthapuram	Exam Year 2025-2026	Thiruvananthapuram	Sum End Examination
6	Statistics Inference to Decision Making	28/30	30	30	6	<input type="checkbox"/>	<input type="checkbox"/>			Exam Year 2025-2026	Thiruvananthapuram	Exam Year 2025-2026	Thiruvananthapuram	Sum End Examination

Total amount for verification of marks: 0    Total amount for Photocopy of Answer Book: 1    Total amount for Revaluation of marks: 0

Total Amount: 100

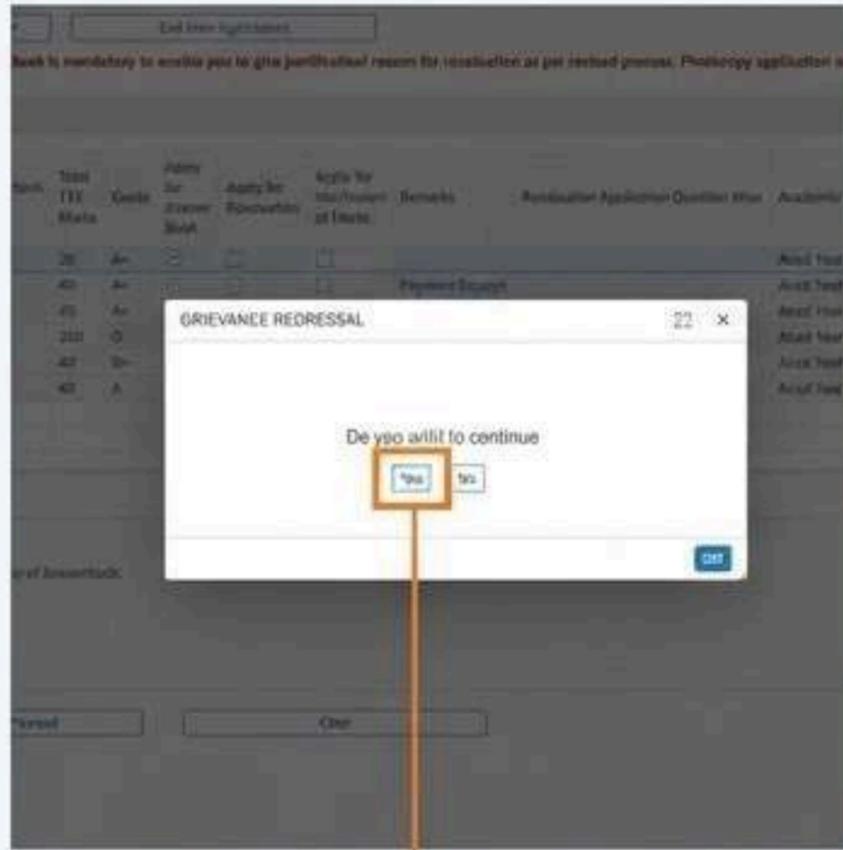
  

## **\*NOTE\***

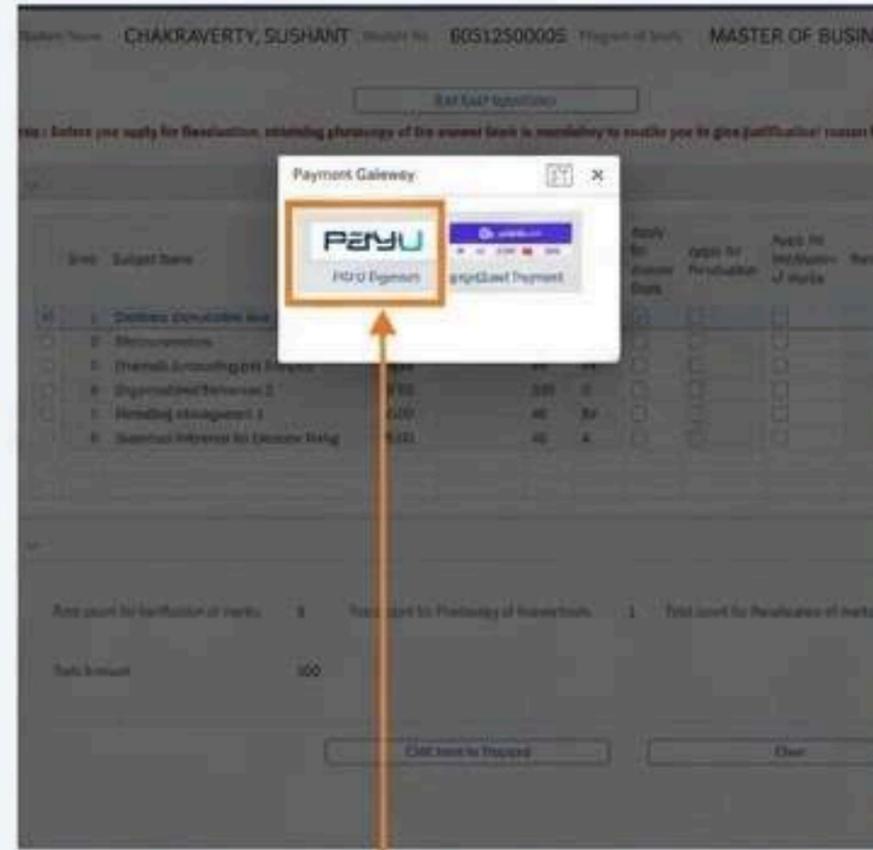
At this stage, you are ONLY applying for the photocopy. The **'Apply for Revaluation'** option will be active only after successful completion of payment made towards obtaining photocopy of answer book

# Step 4: Complete the Payment for the Photocopy

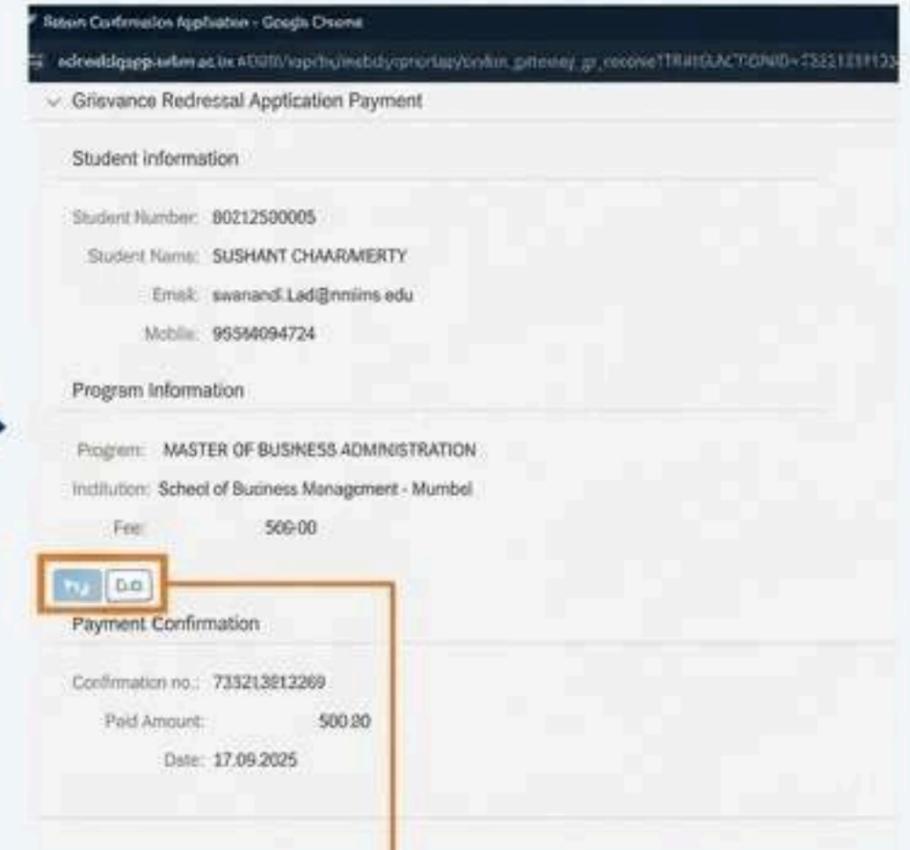
Follow the prompts to finalise your payment.



1. A confirmation pop-up will appear. Click **'Yes'**.



2. Select your preferred payment gateway (e.g., PayU).



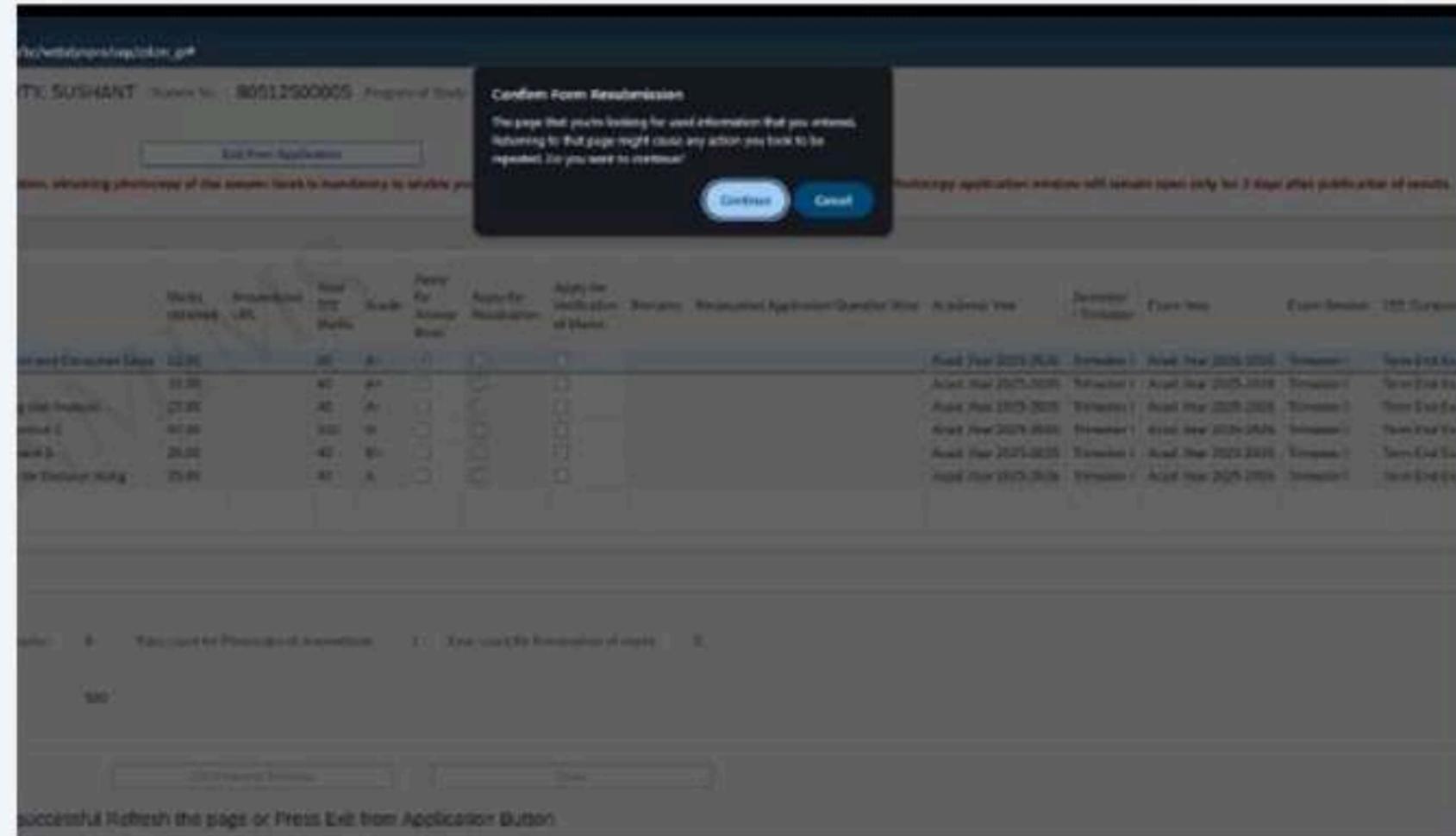
3. On the next screen, your details will be pre-filled. Click **'Pay'** to proceed...

After successful payment, click **'Exit'**.

# Step 5: Access and Download Your Answer Book

1. After returning to the application screen, you must refresh the page (Press F5) or click the 'Exit from Application' button and go back to the main screen.
2. A 'Confirm Form Resubmission' pop-up will appear. Click 'Continue'.
3. The 'Remarks' column for your subject will now show a link to the 'Payment Receipt'.
4. A link labelled 'Photocopy' will now appear in the 'Answer book URL' column. This is your answer book soft copy.
5. Copy this link and paste it into a new browser tab to view and download the PDF.

**\*NOTE\*:** The soft copy of answer book will be available in the photocopy link only for 3 days (until 4:00 PM on the last day). You can download the soft copy & save it for reference.





# Step 6: Apply and Pay for Reevaluation

1. Return to the Grievance Redressal application page.
2. The checkbox for 'Apply for Reevaluation' for the subject you paid the photocopy fee for will now be enabled.
3. Tick the **'Apply for Reevaluation'** checkbox.
4. Click **'Click here to Proceed'** and complete the payment process, just as you did for the photocopy.

Screen Name: CHAKRAVERTY, SUSHANT | Student ID: 80512200005 | Program of Study: MASTER OF BUSINESS ADMINISTRATION

Buttons:

Notes: Screens you apply for Reevaluation, obtaining photocopy of the answer book is mandatory to enable you to give justified reason for reevaluation at per normal process. Photocopy application window will remain only for 3 days after publication of results.

S.No.	Subject Name	Marks obtained	Answerbook. Use	Total Marks	Grade	Apply for Reevaluation	Apply for Reevaluation	Results	Reevaluation Application	Academic Year	Semester / Term	Exam Year	Exam Session	TEE Component
1	Corporate Communication and Business Law	12.00		20	A+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Final Report		Acad Year 2025-2026	Trimester 1	Acad Year 2025	Trimester 1	Term End Examination
2	Microeconomics	22.00		40	A+	<input type="checkbox"/>	<input type="checkbox"/>			Acad Year 2025-2026	Trimester 1	Acad Year 2025	Trimester 1	Term End Examination
3	Elements of Accounting and Auditing	27.50		60	A+	<input type="checkbox"/>	<input type="checkbox"/>			Acad Year 2025-2026	Trimester 1	Acad Year 2025	Trimester 1	Term End Examination
4	Organizational Behavior 1	57.50		100	O	<input type="checkbox"/>	<input type="checkbox"/>			Acad Year 2025-2026	Trimester 1	Acad Year 2025	Trimester 1	Term End Examination
5	Marketing Management 1	26.00		40	B+	<input type="checkbox"/>	<input type="checkbox"/>			Acad Year 2025-2026	Trimester 1	Acad Year 2025	Trimester 1	Term End Examination
6	Statistical Inference In Decision Making	20.00		40	A	<input type="checkbox"/>	<input type="checkbox"/>			Acad Year 2025-2026	Trimester 1	Acad Year 2025	Trimester 1	Term End Examination

Total count for Verification of marks: 0 | Total count for Photocopy of answer book: 1 | Total count for Reevaluation of marks: 0

Total Amount: 569.00

Buttons:

**This checkbox is now enabled for the subject.**

5. After revaluation payment completion, student need to click on blue highlighted tab [Click here to complete your revaluation application](#)

Student Information

System Number: [Redacted]  
Student Name: [Redacted]  
Email: [Redacted]  
Mobile: [Redacted]

Program Information

Program: MASTER OF BUSINESS ADMINISTRATION  
Institution: School of Business Management - Mumbai  
Fee: 1000.00

Payment Confirmation

Confirmation no.: 782602960038  
Paid Amount: 1000.00  
Date: 17.05.2025

[Click here to complete your revaluation application](#)

Note: It is mandatory to provide remarks (operation wise reasons for revaluation) in the revaluation application so that your application can be...

Now you will be redirected to the Main application page.



Student Name: CHAKRAVERTY, SUSHANT Student No: 80512500005 Program of Study: MASTER OF BUSINESS ADMINISTRATION

[Click here to complete your revaluation application](#)

Note: Before you apply for Revaluation, checking plagarism of the answer sheet is necessary to enable you to give justification reason for revaluation as per general process. Plagiarism application window will remain open only for 3 days after publication of results.

Sl. No.	Subject Name	Marks obtained	Max. Marks	Grade	Apply for Revaluation	Apply for Revaluation	Remarks	Revaluation Institution Question Wise	Available Date	Semester / Session	Exam Year	Exam Session	NO Component
1	Corporate, Competition and Consumer Law	22.00	40	B+	<input type="checkbox"/>	<input type="checkbox"/>	Payment Done	<a href="#">Click here to Apply for Revaluation</a>	April Year 2025-2026	Winter	April Year 2025-2026	Winter	Exam End Examination
2	Microeconomics	25.00	40	B+	<input type="checkbox"/>	<input type="checkbox"/>			April Year 2025-2026	Winter	April Year 2025-2026	Winter	Exam End Examination
3	Financial Accounting and Analysis	27.00	40	A+	<input type="checkbox"/>	<input type="checkbox"/>			April Year 2025-2026	Winter	April Year 2025-2026	Winter	Exam End Examination
4	Organizational Behavior I	17.00	300	Y	<input type="checkbox"/>	<input type="checkbox"/>			April Year 2025-2026	Winter	April Year 2025-2026	Winter	Exam End Examination
5	Marketing Management I	28.00	40	B+	<input type="checkbox"/>	<input type="checkbox"/>			April Year 2025-2026	Winter	April Year 2025-2026	Winter	Exam End Examination
6	Statistical Inference for Decision Making	30.00	40	B	<input type="checkbox"/>	<input type="checkbox"/>			April Year 2025-2026	Winter	April Year 2025-2026	Winter	Exam End Examination

Total Marks for Revaluation of marks: 0 Total mark for Plagiarism of answer sheet: 0 Submission for Revaluation of marks: 0

Total Amount: 0

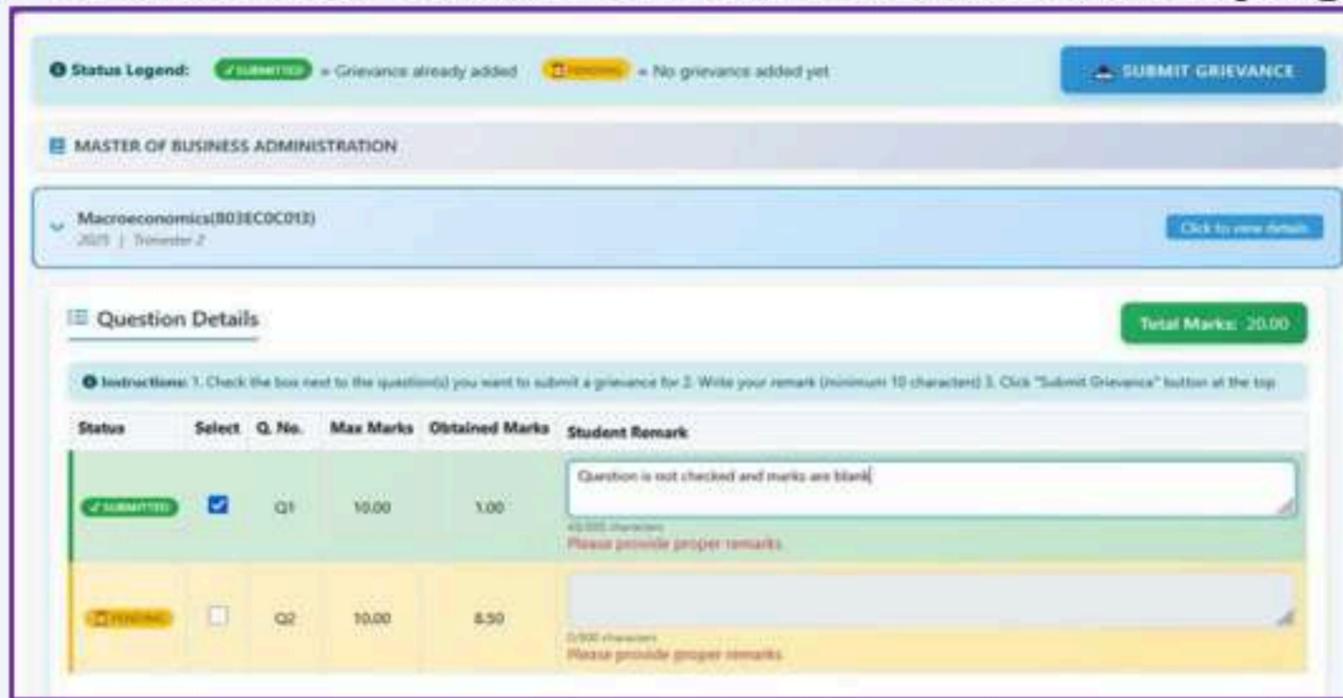
[Click here to Proceed](#) [Clear](#)

Clicking either link redirects you to the OSM (On Screen Marking) Platform.

# Step 7: Provide Your Question-Wise Justification

After revaluation payment, you will be prompted to provide your reasons.

1. On the payment confirmation screen, click the link: **'Click here to complete your revaluation application'**. (This link also appears on the main application page).
2. You will be taken to the OSM platform. Click **'Click to view details'** for your subject.
3. For each question you are challenging: Tick the checkbox next to the question number. Write your specific reason in the **'Student Remark'** box. Students are advised to review the Synoptic answer available on student portal before mentioning the remark .
4. Click the blue **'Submit Grievance'** button at the top right when you are finished.



The screenshot shows the OSM platform interface. At the top right, there is a blue button labeled 'SUBMIT GRIEVANCE'. Below it, the subject 'MASTER OF BUSINESS ADMINISTRATION' and 'Macroeconomics(B03ECOC013)' are displayed. A 'Click to view details' button is also present. The main section is titled 'Question Details' and shows a table with columns for 'Status', 'Select', 'Q. No.', 'Max Marks', 'Obtained Marks', and 'Student Remark'. The first row shows a question with a checked checkbox, a 'SUBMITTED' status, and a remark box containing the text 'Question is not checked and marks are blank'. The second row shows a question with an unchecked checkbox, a 'PENDING' status, and an empty remark box. An orange arrow points to the 'SUBMIT GRIEVANCE' button.

Status	Select	Q. No.	Max Marks	Obtained Marks	Student Remark
SUBMITTED	<input checked="" type="checkbox"/>	Q1	10.00	1.00	Question is not checked and marks are blank
PENDING	<input type="checkbox"/>	Q2	10.00	0.50	

## **\*NOTE\***

- You must provide a remark for every question you select.
- The remark must be a minimum of 10 characters.
- Failing to click **'Submit Grievance'** means your application will not be considered, even if you have paid.

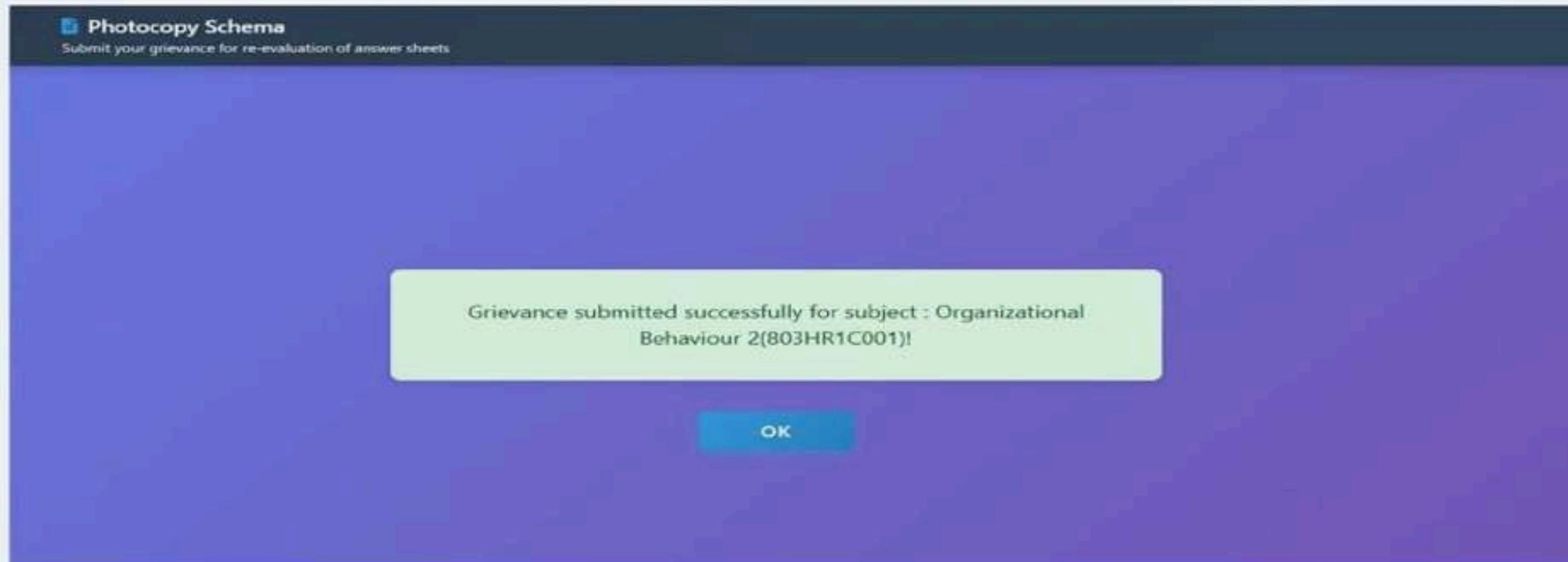
5. For Computer-Based/Online subjects, an additional link “**CLICK HERE TO ADD COMPUTER BASED/ONLINE SUBJECT GRIEVANCE**” is available on the existing OSM link. Students will be redirected to the Online Exam platform to submit question-wise grievances.

The screenshot shows a web interface for submitting grievances. At the top, there is a dark blue header with the text "Photocopy Schema" and a sub-header "Submit your grievance for re-evaluation of answer sheets". Below this is a light blue box containing a "Status Legend" with two items: a green checkmark icon labeled "SUBMITTED = Grievance already added" and a yellow clock icon labeled "PENDING = No grievance added yet". To the right of the legend is a blue button with a white icon and the text "SUBMIT GRIEVANCE". Below the legend is a dark teal button with a white icon and the text "CLICK HERE TO ADD COMPUTER BASED / ONLINE SUBJECTS GRIEVANCE". At the bottom of the interface is a light blue input field with a small icon on the left and the text "SAP NO:" on the right.

# Step 8 : Final Submission & Confirmation

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1. After clicking 'Submit Grievance', you will see grievance submitted successful message on screen.
2. You must click the final '**OK**' button to complete the process.
3. You can modify your remarks and resubmit anytime before the revaluation deadline closes. Just remember to click 'Submit Grievance' each time.
4. After clicking 'OK', you will be returned to the main SAP application window. Your application process is completed.
5. In case you wish to apply for another subject-follow the same steps.



# The Alternative Path: Applying for Verification

## What is Verification?



Verification is a check to ensure all your answers have been marked and that the marks have been totalled correctly. It is **not a re-assessment of your answers.**

## Key Differences from Revaluation:



- You do **not** need to apply for a photocopy of the answer book for Verification.
- You can apply directly for Verification from the Grievance Redressal screen by selecting the 'Apply for Verification of Marks' checkbox.
- Remember: You **cannot** apply for both Verification and Revaluation for the same subject.

# Your Final Application Checklist

Before the deadline, confirm you have:

- Disabled** your browser's **pop-up blocker**.
- Successfully paid for and **downloaded the photocopy** of your answer book.
- Successfully paid for the **reevaluation**.
- Navigated to the OSM platform and **selected specific questions** to challenge.
- Written a clear justification (min. 10 characters) in the '**Student Remark**' box for each selected question.
- Clicked the final '**Submit Grievance**' button.
- Seen the '**Grievance submitted successfully**' confirmation message and clicked 'OK'.