## <u>SVKM's NMIMS University</u> <u>Process to apply for Photocopy /Revaluation/ Verification of answer</u> <u>book</u>

All the candidates who wish to apply for a soft copy of answer books/ Revaluation/ Verification for the recently declared examination results must be fill out an online application on the SAP student portal. The application link will be accessible on the SAP portal for a duration of 3 days following the publication of results **(portal will be accessible till 4.00 pm only on the last date of application)**.

## SAP student portal login details: -

URL https://sdcsppscs.svkm.ac.in:44300/irj/portal

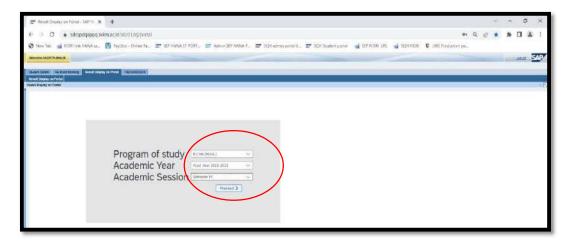
**User ID:** 11 Digit student SAP number (as given on the NMIMS identity card)

**Password:** As set by the candidate

- 1. Default password is **init@123** for login. Candidate should change the default password on first login. In case password is already changed, then login with new password.
- 2. Candidates can use "**GET SUPPORT**" feature to reset password. Enter student number and registered email ID on screen to get system generated default password on registered email ID in SAP.
- 3. In case you do not receive any e mail/ registered email ID is incorrect then **you are required to write email to <u>sapbasis@svkm.ac.in</u></u>. with all your required details such as name, student number and programme details.**
- 4. Ensure to disable pop-up blocker on the browser so that new window can open and candidate will be able to view the grievance redressal page and complete payment process.

## **STEPS TO BE FOLLOWED AFTER LOGIN TO SAP STUDENT PORTAL:**

- 1. Click on "**Result display**" tab on portal
- 2. Enter **Program of study**, **Academic Year** and **Academic Session** (semester/ trimester) details
- 3. Click on **Proceed**



4. In next window, candidate can view his/ her result along with "D/F count" status. Scroll on the result page to view the Grievance redressal dates. All applications for Grievance redressal must be submitted within 3 days of the declaration of the results. Click on "<u>click here to apply for</u> <u>Photocopy/revaluation /verification</u>" tab to proceed further.

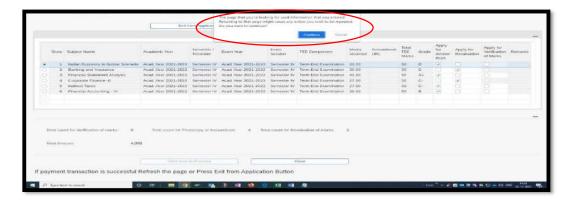
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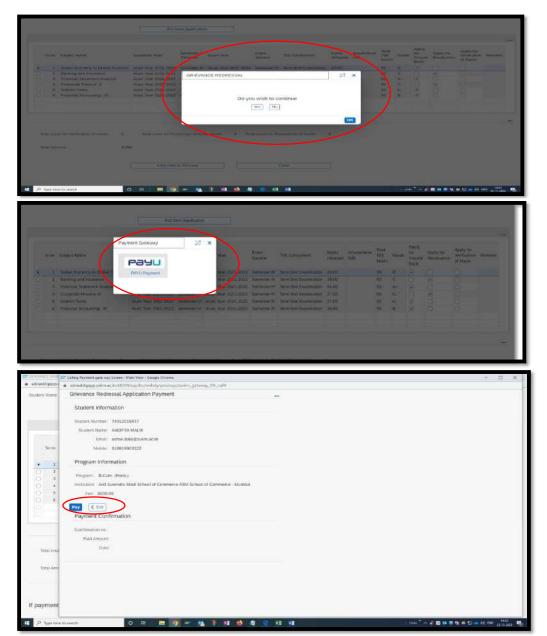
- 5. In new window, the Grievance redressal application page will be visible.
- 6. Candidate can select the subject for which he/ she wish to apply for **Photocopy** and **Revaluation or Verification**.

**Note**: Candidate who wish to apply for revaluation, cannot apply for verification and vice versa.

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- 7. Fill the required details and make payment by selecting payment getaway. Candidates would have option to make payment using UPI as well.
- 8. Continue on this page





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