

# SVKM's NMIMS

## Re- Exam Rules and Application process document

(The following document has been prepared to assist the students to understand re-examination related rules and processes. Student are requested to note that the provisions given in the student's resource book will prevail and will be binding on the student)

### Re-Examination Policy

**Only one re-examination will be conducted for each trimester/ semester in an academic year.**

One Re-examination will be conducted immediately after the declaration of results for each trimester/semester-end examination for students who,

- Have obtained an 'F' / 'D' grade in a credit or non-credit course; or
- Have had their results declared "Null and Void" due to involvement in Unfair Means (UFM) in the regular semester/trimester examination. In case student is found to be involved in adoption of Unfair means during re-examinations, he or she will not be eligible for re-examination in the same academic year.
- Re-examination will be conducted as per regulatory bodies guidelines, where-ever applicable.

Students are advised to verify their eligibility for re-examination in accordance with the rules specified in the Student Rule Book (SRB).

- Re examination will be conducted only for Term End Examination (TEE) component and marks obtained in the Internal Continuous Assessment (ICA) will be carried forward to the term-end re-examination.
- Eligible students must submit the online re-examination application through the Student SAP Portal.
- Students who do not submit the online re-examination form within the stipulated period will not be permitted to appear for the re-examination.
- It is the responsibility of each student to remain updated/ informed about the re-examination schedule and timetable.

This process is applicable to students who have failed in courses/subjects and are eligible to apply for a re-exam through the online portal.

- ✓ Portal open and close dates are mentioned on the re-exam timetable.
- ✓ Please note that the application portal for re-examination will be available for 3 days as per the portal dates shared along with the re-examination timetable.
- ✓ Portal will close on 3rd day (of the portal dates shared) at 4.00 pm sharp.
- ✓ Time table will be published on university official Website under students' section and also on student LMS portal.

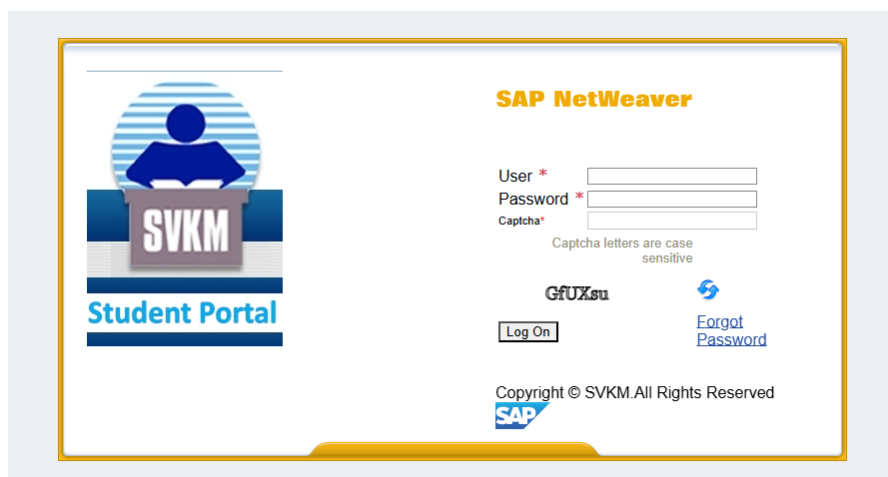
## Re-Examination Application and Fee Details

1. The fee for submission of a re-examination application shall be Rs. 1,000/- (Rupees One Thousand only) per subject.
2. The online application portal for re-examination will remain open for three (3) days as per the dates notified along with the re-examination timetable. The portal will close on the third day at 4:00 PM.
3. Students who do not submit their applications within the prescribed application period (as mentioned above) will be allowed to submit their application with late fees of Rs. 5000/- through the online SAP student's portal.
4. Portal for application with late fees will remain open for 24 hrs. after the closure of the regular application period.
5. Applications submitted during the late application window shall be made along with late fee of Rs. 5,000/- (Rupees Five Thousand only), in addition to the prescribed re-examination fee of Rs. 1,000/- per subject. The late fee shall be applicable irrespective of the number of subjects applied for.
6. No re-examination application shall be accepted after the closure of the late application period. (4<sup>th</sup> day 4.00 p.m.)

## Steps to apply for Re-Examination

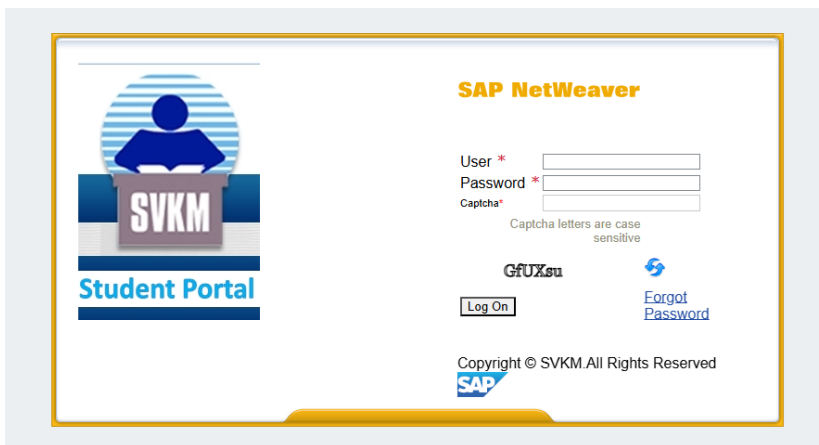
### Access the Student Portal

- Open the SAP student portal using the official link: <https://sdcspscs.svkm.ac.in:44300/irj/portal>  
Enter below student's details:
  - ✓ Login ID: 11-digit SAP Student Number
  - ✓ Password: default password provided by the institute or password reset by you.
  - ✓ Enter the captcha and click "Log On".



### Change Password (First-Time Login) - Change password during the first-time login if prompted

- On first login, the system prompts the student to change the password.
- Enter:
  - ✓ Old password
  - ✓ Create & enter new password
- Save the updated password securely for future access.



## Verify Student Details

- After logging in, students can view:
  - ✓ Name
  - ✓ Address
  - ✓ Email ID
  - ✓ Other academic details

Students should verify all information before proceeding.

## View Examination Result

After verifying student details click on View **“Examination Result”** tab

- Navigate to the Result Display section and select:
  - ✓ Program
  - ✓ Academic Year
  - ✓ Academic Session
- The system will display the examination results for the selected session.

Welcome [Search] Advanced Search Help | SAP Store | Log off SAP

Student Data Re-Exam Booking Result Display on Portal

Result Display on Portal

Student Name \_\_\_\_\_ Roll No \_\_\_\_\_

SAP Number \_\_\_\_\_ Program name MASTER OF BUSINESS ADMINISTRATION IN TECHNOLOGY MAN

Academic year Acad. Year 2015-2016 Academic session Semester I

| Subject Description          | Highest Marks | Module Credit | TEE  | TEE Max. Marks | ICA  | ICA Max. Marks | Final Marks | Final Max. Marks | Final Grade | GPA  | CGPA | Current Result St |
|------------------------------|---------------|---------------|------|----------------|------|----------------|-------------|------------------|-------------|------|------|-------------------|
| Basic Electrical Engineering | 92            | 4.00          | 50   | 70             | 23   | 30             | 73          | 100              | B           |      |      | PASS              |
| Engineering Chemistry        | 97            | 4.00          | 54 # | 70             | 21 # | 30             | 75          | 100              | B #         |      |      |                   |
| Engineering Mathematics-I    | 99            | 4.00          | 38   | 70             | 22   | 30             | 60          | 100              | C           | 2.89 | 2.89 |                   |
| Engineering Mechanics-I      | 98            | 4.00          | 45 # | 70             | 27 # | 30             | 72          | 100              | B #         |      |      |                   |
| Computer Programming - I     | 50            | 3.00          | NA # | NA             | 39 # | 50             | 39          | 50               | B+ #        |      |      |                   |
| Workshop Practice            | 45            | 2.00          | NA # | NA             | 35 # | 50             | 35          | 50               | B #         |      |      |                   |
| Constitution of India        | 44            | 0.00          | NA # | NA             | 40 # | 50             | 40          | 50               | A #         |      |      |                   |

Grade Points: A+ : 4 ; A : 3.75 ; A- : 3.5 ; B+ : 3.25 ; B : 3 ; B- : 2.75 ; C+ : 2.5 ; C : 2.25 ; C- : 2 ; F : 0.00.

## Open Re-exam Booking

- ✓ Click on the “Re-exam Booking” tab.
- ✓ The system will display all failed or “D” Grade courses /subjects eligible for re-exam application.

Students may select the required subjects for re-examination registration.

Welcome [Search] Advanced Search Help | SAP Store | Log off SAP

Student Data Re-Exam Booking Result Display on Portal

Re-exam Registration

RE-EXAM REGISTRATION ONLINE

Student data

Student Number \_\_\_\_\_ Program Name MASTER OF BUSINESS ADMINISTRATION IN TECHNOLOGY MANAGEMENT (INFORMATION TECHNOLOGY)

Student Name \_\_\_\_\_ Roll No M324

Subject list

View: [Standard View] Print Version Export

| Subject Name              | Pass/Fail | Appraisal Type Text  | Acad. Year Text      | Acad. Session Text | Exam Date  | Exam Start Time | Exam End Time | Select                   | Remarks |
|---------------------------|-----------|----------------------|----------------------|--------------------|------------|-----------------|---------------|--------------------------|---------|
| Engineering Mathematics-I | Fail      | Term End Examination | Acad. Year 2015-2016 | Semester I         | 22.10.2016 | 10:00:00        | 11:00:00      | <input type="checkbox"/> |         |

Fees to be Paid 0.00 [Pay and Confirm]

## Review Re-exam Fees

- The applicable re-exam fee will be displayed on the screen.
- Students should:
  - ✓ Select the required subjects
  - ✓ Click on Pay and confirm

Confirm the application to proceed to the payment gateway.

Welcome Help | SAP Store | Log off

Search Advanced Search

Student Data **Re-Exam Booking** Result Display on Portal

Re-exam Registration History [Back](#) [Forward](#)

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**RE-EXAM REGISTRATION ONLINE**

**Student data**

Student Number  Program Name MASTER OF BUSINESS ADMINISTRATION IN TECHNOLOGY MANAGEMENT (INFORMATION TECHNOLOGY)  
 Student Name  Roll No M324

**Subject list**

View: \* [Standard View] | Print Version Export

| Subject Name              | Pass/Fail | Appraisal Type Text  | Acad. Year Text      | Acad. Session Text | Exam Date  | Exam Start Time | Exam End Time | Select                              | Remarks |
|---------------------------|-----------|----------------------|----------------------|--------------------|------------|-----------------|---------------|-------------------------------------|---------|
| Engineering Mathematics-I | Fail      | Term End Examination | Acad. Year 2015-2016 | Semester I         | 22.10.2016 | 10:00:00        | 11:00:00      | <input checked="" type="checkbox"/> |         |
|                           |           |                      |                      |                    |            |                 |               |                                     |         |
|                           |           |                      |                      |                    |            |                 |               |                                     |         |
|                           |           |                      |                      |                    |            |                 |               |                                     |         |
|                           |           |                      |                      |                    |            |                 |               |                                     |         |

Fees to be Paid  **Pay and Confirm**

### Select Payment Gateway

Students may choose either of the following payment options:

- PAYU Gateway and Grey quest
- Supports:
  - ✓ Credit Card
  - ✓ Debit Card
  - ✓ Net Banking

Supports Net Banking through listed banks.

The screenshot shows the same 'RE-EXAM REGISTRATION' page as above, but with a 'Payment Gateway' dialog box open. The dialog box has two options: 'PAYU Payment' and 'greyQuest Payment'. The background page shows a table with the following data:

| Select                              | Remarks | Subject Code | Completion Status | Grade | Appraisal Type       | Acad. Year           | Acad. Session | Ex |
|-------------------------------------|---------|--------------|-------------------|-------|----------------------|----------------------|---------------|----|
| <input checked="" type="checkbox"/> |         | 812LA0026    | Fail              | F     | Term End Examination | Acad. Year 2025-2026 | Semester VI   | 06 |
| <input type="checkbox"/>            |         | 812LA0024    | Fail              | F     | Term End Examination | Acad. Year 2025-2026 | Semester VI   | 08 |
| <input type="checkbox"/>            |         | 812LA0083    | Fail              | F     | Term End Examination | Acad. Year 2025-2026 | Semester VI   | 14 |
| <input type="checkbox"/>            |         | 812LA0003    | Fail              | F     | Term End Examination | Acad. Year 2025-2026 | Semester VI   | 16 |
| <input type="checkbox"/>            |         | 812LA0009    | Fail              | F     | Term End Examination | Acad. Year 2025-2026 | Semester VI   | 11 |
| <input type="checkbox"/>            |         | 812LA0025    | Fail              | F     | Term End Examination | Acad. Year 2025-2026 | Semester VI   | 07 |

Fees to be Paid  **Pay and Confirm**

### Complete Payment

- Click on the PAY and confirm option.
- Enter the payment details in the selected payment gateway.
- Complete the online payment process.

## 9. Payment Confirmation

The screenshot shows the HDFC Bank Payment Gateway interface. At the top, it says "WELCOME TO HDFC BANK PAYMENT GATEWAY". Below this, there is a "Billing Information" section with the following details: Merchant: Sri Vignesh Kumar Shastri, Website: <https://www.recruit-horiz.co.in/apply/online/verify.html>, Amount: Rs 593.00, and Track ID: 70411115039. There are two radio buttons for "Choose your card": "HDFC Bank Credit Cards" (selected) and "HDFC Bank Debit Cards", with a link for "Other Bank Debit & Credit Cards". The "Payment Information" section is expanded to show "Card Details" with input fields for Card Number, CVV, Expiry Date (MM/YY YYYY/YY), and Cardholder's Name. Below these fields is a CAPTCHA challenge with the characters "A A A A". At the bottom, there are "Submit" and "Cancel" buttons. The footer includes logos for FSS, Visa, MasterCard, RuPay, and HDFC Bank.

### Payment Confirmation

Upon successful payment:

- The application status will change to **PAID**.
- An acknowledgement receipt will be generated.
- A confirmation email will be sent to the student's registered email ID along with receipt.

The screenshot shows the "Re-Exam Fee Payment" confirmation page. It has a header "Re-Exam Fee Payment" and a sub-header "Student information". Below this, there are fields for Student Number, Student Name, Email, and Mobile. The "Program Information" section displays: Program: MASTER OF BUSINESS ADMINISTRATION IN TECHNOLOGY MANAGEMENT (INFORMATION TECHNOLOGY), Institution: MUKESH PATEL SCHOOL OF TECHNOLOGY MANAG, and Exam Fee. There are "Pay" and "< Exit" buttons. The "Payment Confirmation" section shows fields for Confirmation no., Paid Amount, and Date.

This screenshot is similar to the first one but shows the payment gateway with some fields filled in. The "Billing Information" is the same. In the "Payment Information" section, the Card Number is "4346780765751376", CVV is "\*\*\*", Expiry Date is "12/2016-02/2017", and Cardholder's Name is "Test card for testing". The CAPTCHA characters are "A A A A". The "Submit" and "Cancel" buttons are visible at the bottom.

## Re-Exam Fee Payment

### Student information

Student Number: \_\_\_\_\_

Student Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

### Program Information

Program: MASTER OF BUSINESS ADMINISTRATION IN TECHNOLOGY MANAGEMENT (INFORMATION TECHNOLOGY)

Institution: MUKPESH PATEL SCH.OF TECH.MGMT &ENGG-NM-M

Exam Fee: \_\_\_\_\_

### Payment Confirmation

Confirmation no.: 535264154106

Paid Amount: -

Date: 24.10.2016

RE-EXAM REGISTRATION ONLINE

Student data

Student Number: \_\_\_\_\_ Program Name: MASTER OF BUSINESS ADMINISTRATION IN TECHNOLOGY MANAGEMENT (INFORMATION TECHNOLOGY)

Subject list

| Subject Name              | Subject Code | Pass/Fail | Appraisal Type Text  | Acad Year Text      | Acad Session Text | Exam Date  | Exam Start Time | Exam End Time | Registration Attempt Number | Select                   | Remarks |
|---------------------------|--------------|-----------|----------------------|---------------------|-------------------|------------|-----------------|---------------|-----------------------------|--------------------------|---------|
| Engineering Mathematics I | MAA31101     | Fail      | Term End Examination | Acad Year 2015,2016 | Semester I        | 23.10.2016 | 10:30:00        | 11:00:00      | 002                         | <input type="checkbox"/> | Out     |

Fees to be Paid: ₹ 0.00

Transaction receipt

Registration: \_\_\_\_\_

Registration Date: \_\_\_\_\_

Registration Time: \_\_\_\_\_

Registration Fee: \_\_\_\_\_

Registration Status: \_\_\_\_\_

Registration Details: \_\_\_\_\_

Registration Date: \_\_\_\_\_

Registration Time: \_\_\_\_\_

Registration Fee: \_\_\_\_\_

Registration Status: \_\_\_\_\_

Registration Details: \_\_\_\_\_

**Follow the below FAQ' s during Re-exam application.**

➤ **User Account Locked**

- If the number of incorrect password attempts exceed the permitted limit, the account will be locked.
- Student should send an email to: [sapbasis@svkm.ac.in](mailto:sapbasis@svkm.ac.in)
- Provide the following details:
  - ✓ Student Number
  - ✓ Screenshot of the error message.

Please check inbox of your registered email (in NMIMS software) for the system-generated default password.

➤ **Forgotten Password**

- Click on FORGOT PASSWORD option available on the portal.
- A system-generated password will be sent to the registered email ID.

➤ **Incorrect Credentials**

- Students should submit:
  - ✓ A correction request to - [sapbasis@svkm.ac.in](mailto:sapbasis@svkm.ac.in)
  - ✓ Relevant supporting documents – Screenshot of the error message

The same should also be shared with the respective school exam team and SAPBASIS team.

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