## <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 (From 12.00 am to 5.00 pm).

## 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>. 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.

Subject Description	Highest Nerio	Module Credit	155	TEE Mex. Merks	(CA	CA Max, Marks	Finel Marks	Final Max, Marks	Final Grade	GFA	CGEA	Conent Result Status	Status
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inancial Accounting - IV	100	4.00	36	50	36	50	72	100	8				
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dian Economy in Global Scenario	94	4.00	20	50	20	50	40	100	D	2,46	3.02		
direct Taxes	100	4.00	27	50	27	50	54	190	0-				
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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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	1	Indian Economy in Global Scenario	Acad Year 2021-2022	Semester IV	Acad Year 2021-2022	Semester IV	Term End Examination	20.00		50	D	(x)			
	2	Banking and Insurance	Acad Year 2021-2022	Semester IV	Acad Year 2021-2022	Semester IV	Term End Examination	30.00		50	C		(4)		
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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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