

**S. K. SOMAIYA COLLEGE OF
ARTS, SCIENCE AND COMMERCE**

'AUROBINDO'
Vidyavihar, Mumbai 400 077

Date: 30/01/2020

**NOTICE FOR FORM FILLING OF ATKT/FAILURE EXAM MARCH/APRIL 2020
FY/SY B.COM./ B.A./B.SC.(CS)/ B.SC.(I.T.)/
B.M.S./ B.M.M./ B.COM.(A&F)/ B.COM(B&I)/ B.COM.(F.M.) & FYBAMMC
75-25/ 60-40 pattern Semester I / II/ III/ IV &
FY/SY BA/BCOM 100 marks pattern Semester I / II/ III/ IV**

Students of above mentioned courses who have failed/ATKT (**Internal and/or External**) in September/ October 2019 or earlier examination, are required to fill ATKT Examination form **online** to appear for the above mentioned examination. with reference to notice dated 06/01/2020 & 27/01/2020 those students who have failed to submit the ATKT forms can submit the ATKT forms **with late fees of Rs. 300/- per semester**. ATKT forms are available at **myaccount.somaiya.edu**. Students are required to **fill the online form** by following the below 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 '**ATKT Application**'
- ✓ **Fill up the form completely with required information.**
- ✓ Read carefully and tick the '**declaration of proper form filling**'. And submit the form.
- ✓ After form submission, follow the instructions for **online fees payment*** mentioned and pay the exact amount of fees.

*Fees (Rs.) PER SEMESTER for all the above mentioned courses		
1 subject fail: Rs. 280/- & Rs. 300 late fees per semester	2 subjects fail: Rs. 500/- & Rs. 300 late fees per semester	3 or more subjects fail: Rs. 1,050/- & Rs. 300 late fees per semester

- ✓ **Download and print the completed form.** Attach Xerox copies of mark sheets of all previous examinations and fees payment details with the printed form.
- ✓ Get the **printed ATKT form, Fees payment details and Xerox copies of marksheets verified (bring original marksheets of all previous examination for verification)** and submit the same in the college office 3rd Floor. (Form Verification timing & cash counter timing: 9.00 a.m. to 12.00 noon).
- ❖ **It is mandatory to get verified & submit the printed ATKT form along with necessary enclosures (including fees payment details) in the college office (3rd Floor). Failing which late fees will be charged as per the schedule applicable for submission. If student fail to submit the ATKT form till the final scheduled date of submission, students will not be allowed to appear for the said examination.**
- ❖ Students should take note of the following dates.

last date of Online form filling & online Fees payment with Rs. 300 late fees	01/02/2020
Last date for printed ATKT form verification and submission with necessary enclosures in the college office 3rd floor.	03/02/2020
last date for fees payment only in cash (if any)	03/02/2020

- ❖ Students **filling online forms after 01/02/2020** will have to pay late fees along with **original fees** as per the late fees schedule.

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

Sd/-

I/C Principal

CC TO : Office, Notice Board & Staff Common Room