S. K. SOMAIYA COLLEGE OF
ARTS, SCIENCE AND COMMERCE
'AUROBINDO'
Vidyavihar, Mumbai 400 077

NOTICE FOR FORM FILLING OF ATKT/FAILURE EXAM SEPT./OCTOBER 2019
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.)
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 March/April/May 2019 or earlier examination, are required to fill ATKT Examination form **online** to appear for the above mentioned examination. With reference to notice dated 13/08/2019, 28/08/2019 & 30/08/2019 those students who have failed to submit the ATKT forms can **submit** the ONLINE ATKT form **with late fee of Rs.900/- per semester**. ATKT forms will be available at **myaccount.somaiya.edu**. **Students are required to <u>fill the form</u>** 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.
- ✓ The **last date** of **form filling and online fees payment with Rs. 900 late fees is 04/09/2019**. In case of any difficulty in online fees payment, students can pay cash at college cash counter on or before **05/09/2019**. Students **filling forms after 04/09/2019** will **have to pay further late fees** as per the late fees notice.
- ✓ **Download and print the completed form.** Attach Xerox copies of mark sheets of all previous examinations with the printed form.
- ✓ Get the **printed ATKT** form and **Xerox copies of marksheets verified** (**bring original marksheets** of all previous examination **for verification**) in the college office and submit the form **on or before 04/09/2019** (Form Verification timing: 9.00 a.m. to 12.00 noon)

*Fees (`) <u>PER SEMESTER</u> for all the above mentioned courses		
1 subject fail: Rs. 260/- & Rs. 900 late fees per semester	2 subjects fail: Rs. 470/- & Rs. 900 late fees per semester	3 or more subjects fail: Rs. 1000/- & Rs. 900 late fees per semester

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

Sd/-

I/C Principal

CC TO : Office, Notice Board & Staff Common Room