



**SOMAIYA**  
**VIDYAVIHAR**

K J Somaiya College of Arts & Commerce



04.01.2025

## **NOTICE**

### **Verification of Marks**

**S.Y.B.A./S.Y.B.COM (SEM III)/ M. COM (SEM I)**

**REGULAR EXAMINATION OCTOBER/DECEMBER 2024**

Students who wish to apply for verification of marks/Photocopy of Answer Books/ Revaluation of Answer Books are required to collect the blank application forms available in the college office on payment of Rs.10/- per form and submit the same duly filled in to the Cashier in the College office between 9.30 a.m. and 12.00 noon. on or before **11.01.2025** (No forms will be accepted after this date)

#### **A. Verification of marks.**

- i) Fees Rs.50/- per paper
- ii) Attach a Xerox copy of mark-sheet
- iii) Attach a Xerox copy of ID

#### **B. Photocopy of answer books**

- i) Fees Rs.50/- per paper (Rs.25/- for Res. Category students)
- ii) Copy of Question paper
- iii) Photo copy of caste certificate (in case of Res. Category students)
- iv) Attach a Xerox copy of ID
- v) Attach a Xerox copy of mark-sheet

#### **C. Re-valuation of answer books**

- i) Fees Rs.250/- per paper (Rs.125/- for Res. Category students)
- ii) Copy of Question paper
- iii) Photo copy of caste certificate (in case of Res. Category students)
- iv) Attach a Xerox copy of ID
- v) Attach a Xerox copy of mark-sheet

**For Fees Payment: - Students must pay the fees through somaiya my account portal at counter no. 3/5 and attach xerox copy of fee payment with the application form.**

**(Students to please note that the Revaluation, Verification forms should be verified first from the Exam Authorities then make the payment from somaiya my account portal only and submit the form at the cash counter)**

Note:

1. Incomplete and incorrect application will be rejected and no appeal will be entertained.
2. Applications will not be accepted after due date is over, under any circumstances.

**Prof. (Dr.) Deelip Palsapure**  
**Chairperson- Examination Cell**

K J Somaiya College of Arts & Commerce  
Autonomous (Affiliated to University of Mumbai)  
Vidyavihar (E), Mumbai - 400 077, India  
P: (91-22) 21022915  
E: principal.kjsac@somaiya.edu | W: kjsac.somaiya.edu



**Prof. (Dr.) Kishan Pawar**  
**Principal & Controller of Examinations**