SVKM's NMIMS University
Process to apply for Photocopy /Revaluation/ Verification of answer book

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

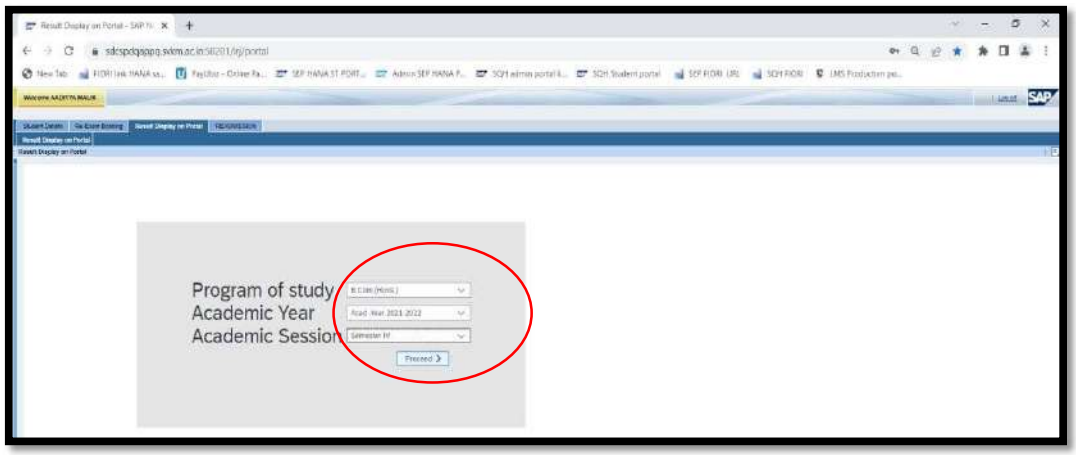
User ID: 11 Digit student SAP number (as given on the NMIMS identity card)

Password: As set by the candidate

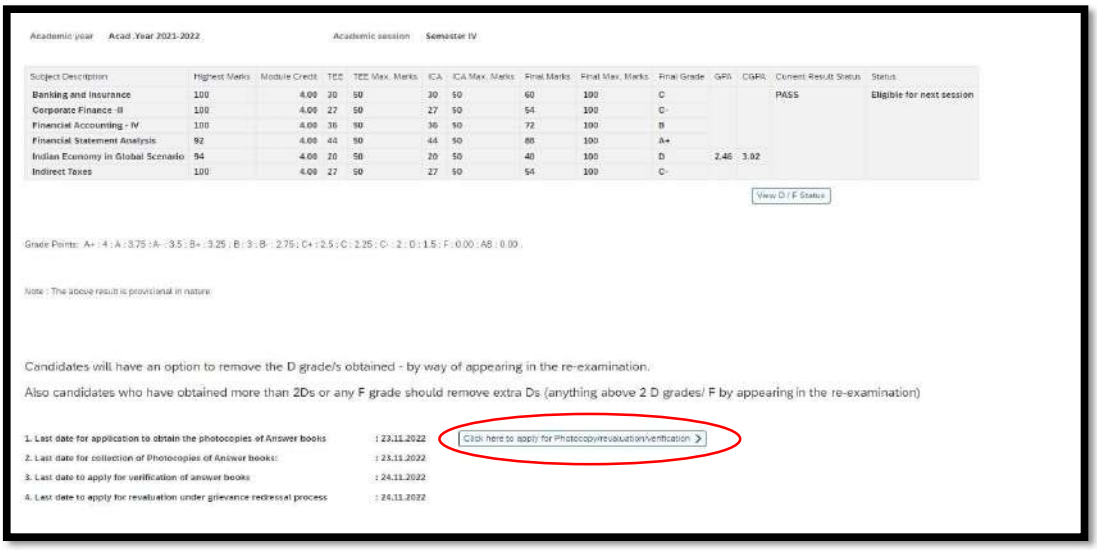
1. Default password is **init@123** for login. Candidate should change the default password on first login. In case password is already changed, then login with new password.
2. Candidates can use "**GET SUPPORT" feature to reset password**. Enter student number and **registered email ID** on screen 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** sapbasis@svkm.ac.in. 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**



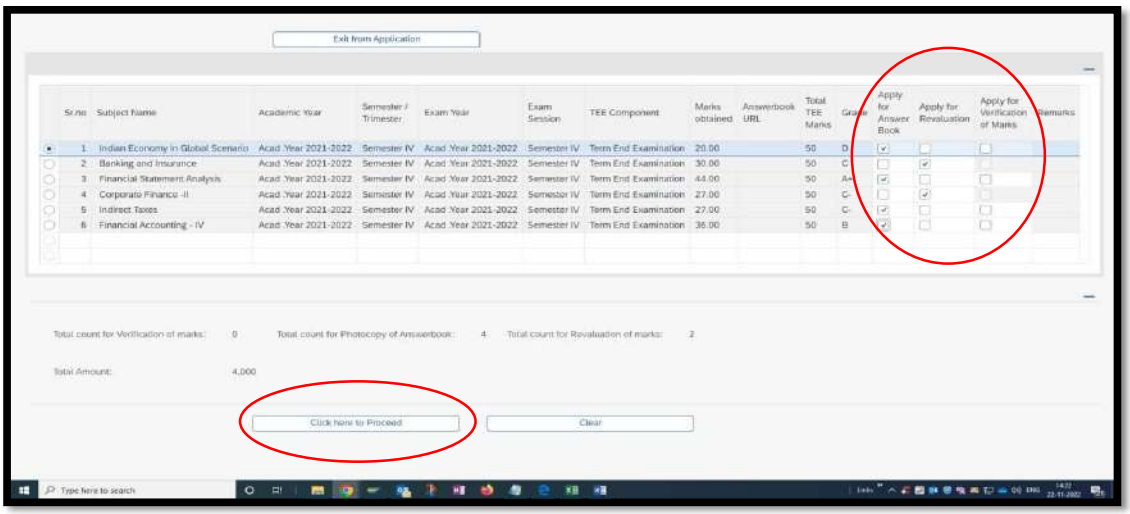
4. In next window, candidate can view his/ her result along with "D/F count" status. Scroll on the result page to view the Grievance redressal dates. All applications for Grievance redressal must be submitted within 3 days of the declaration of the results. Click on "**click here to apply for Photocopy/revaluation /verification**" tab to proceed further.



5. In new window, the Grievance redressal application page will be visible.

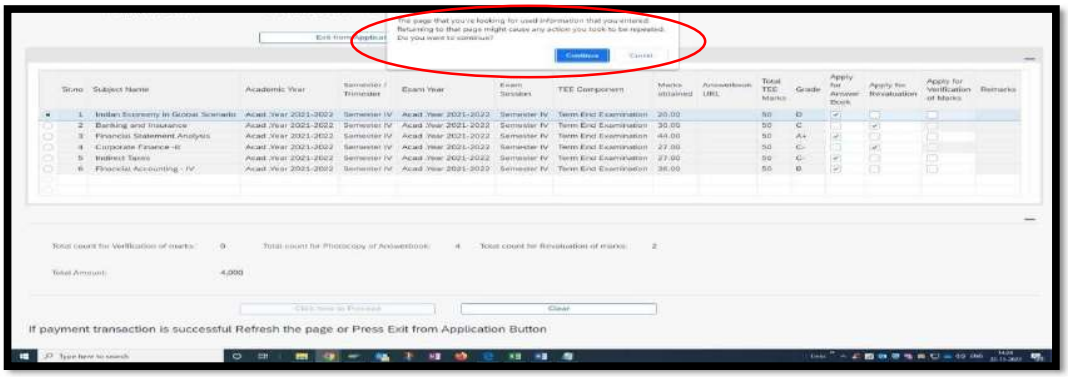
6. Candidate can select the subject for which he/ she wish to apply for **Photocopy** and **Revaluation or Verification**.

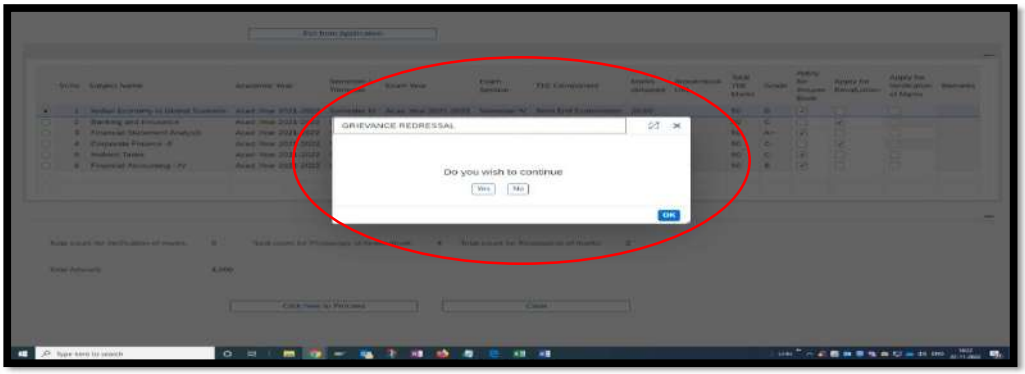
   Note: Candidate who wish to apply for revaluation, cannot apply for verification and vice versa.

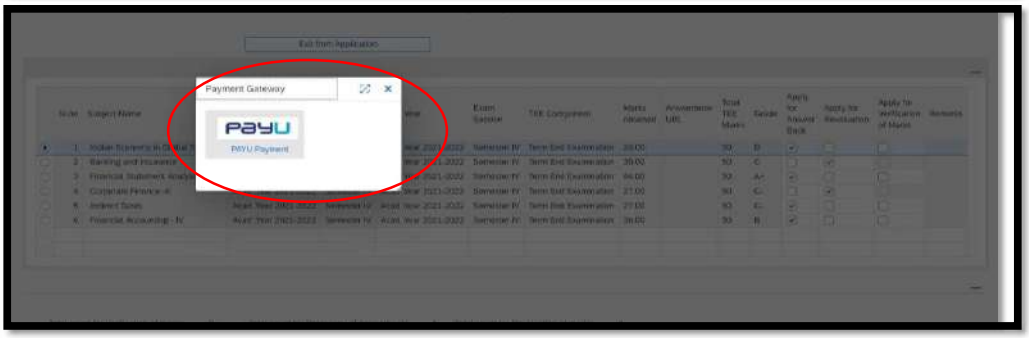


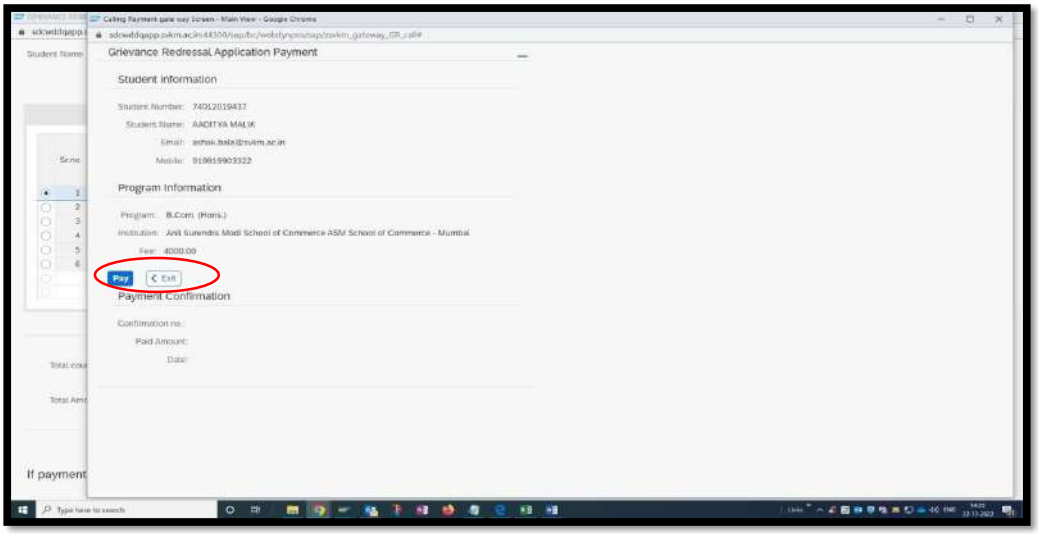
7. Fill the required details and make payment by selecting payment getaway. Candidates would have option to make payment using UPI as well.

8. Continue on this page

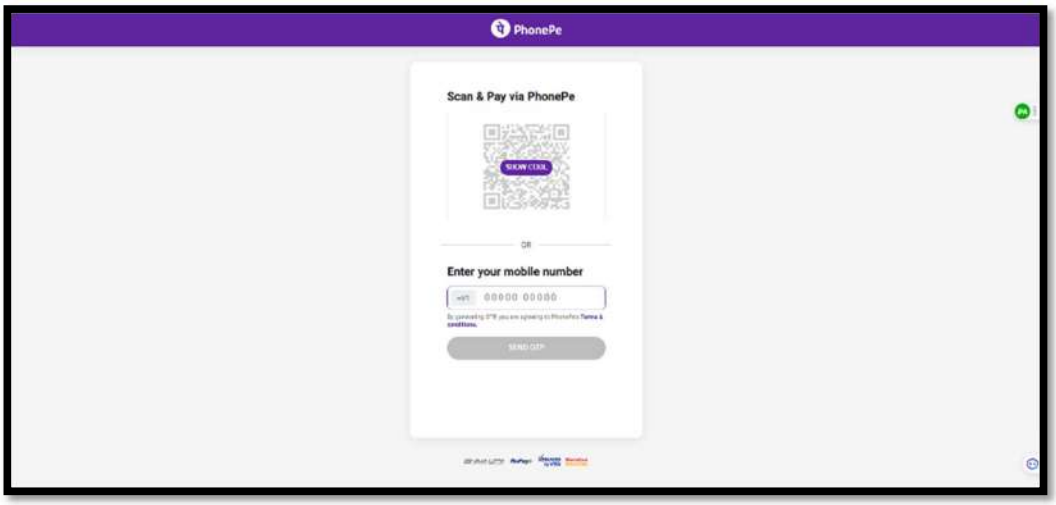


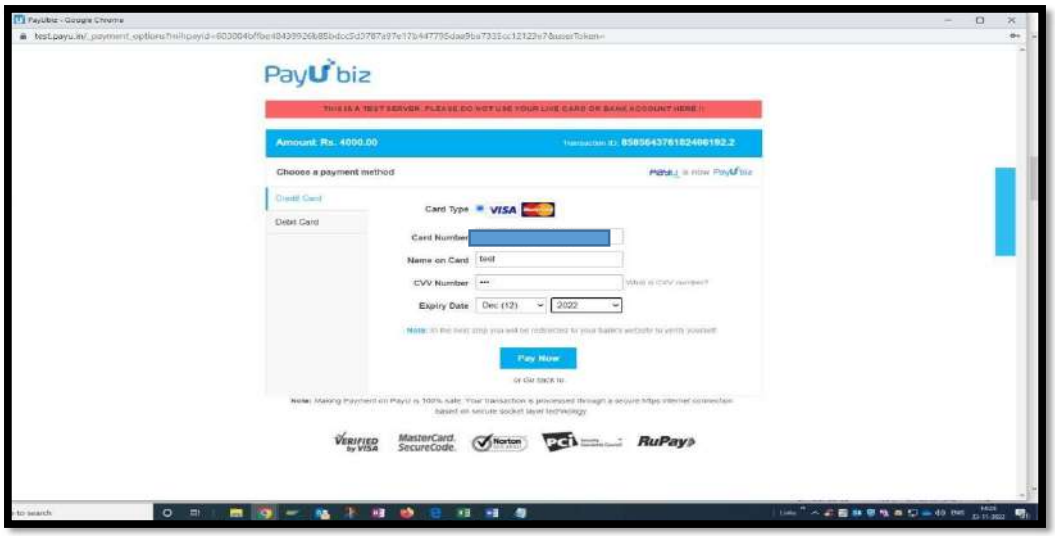






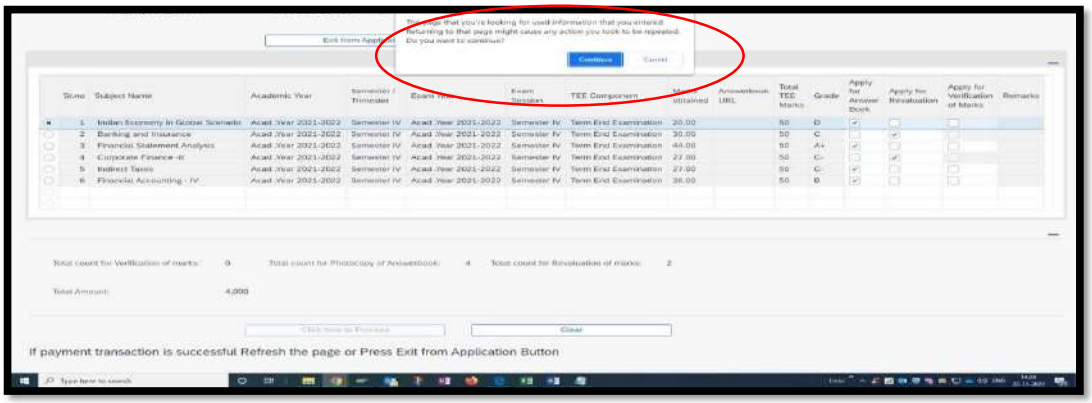
UPI Payment Option:

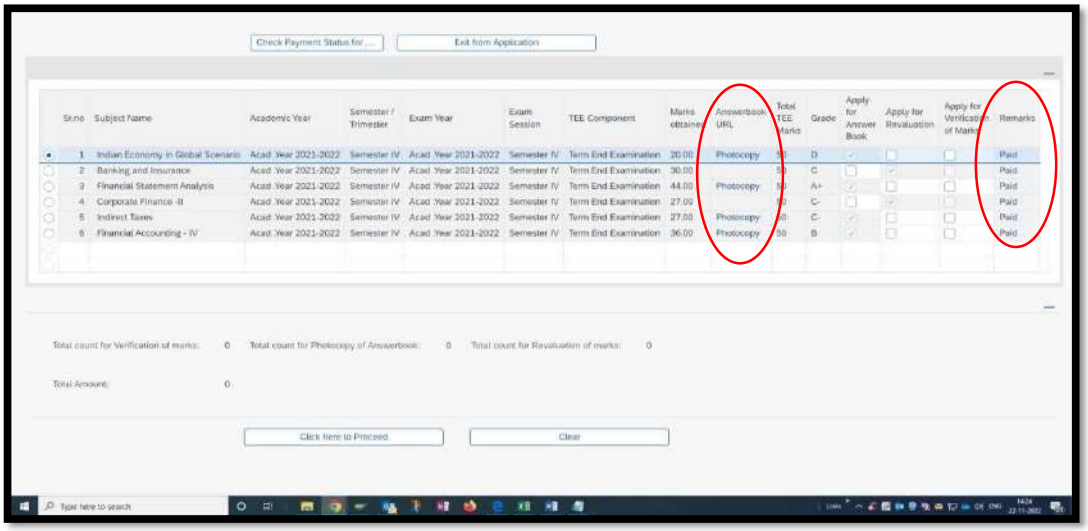

PhonePe
Scan & Pay via PhonePe
OR
Enter your mobile number
+91 00000 00000
SEND OTP


PayU biz
THIS IS A TEST SERVER. PLEASE DO NOT USE YOUR LIVE CARD OR BANK ACCOUNT HERE !!
Amount: Rs. 4000.00
Choose a payment method
Credit Card
Debit Card
Card Type
Card Number
Name on Card
test
CVV Number
Expiry Date
Dec (12)
2022
Pay Now
RuPay

Grievance Redressal Application Payment
Student Information
Student Number:
Student Name:
Email:
Mobile: 910010003322
Program Information
Program: B.Com. (Hons.)
Institution: ASM School of Commerce - Mumbai
Fee: 4000.00
Pay
Exit
Payment Confirmation
Confirmation no.: 858564376182
Paid Amount: 4000.00
Date: 22.11.2022

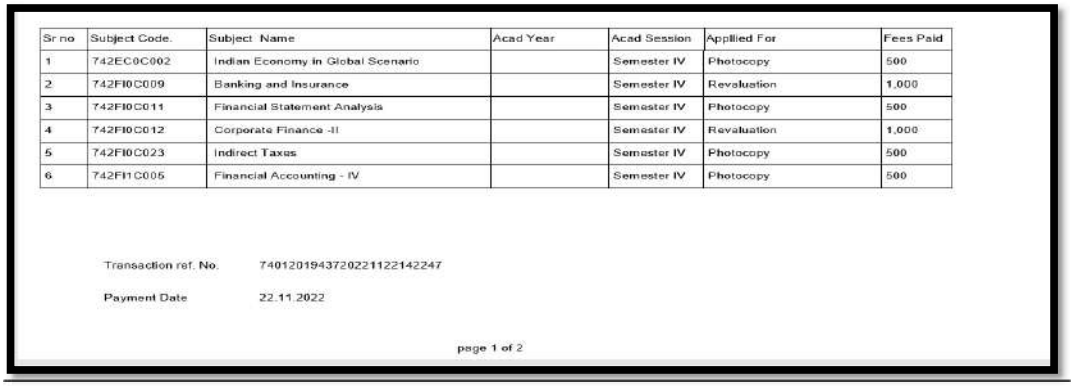
Refresh the GR page, after completion of payment process.





9. Once the Remark status change to **"Paid",** the photocopy link becomes visible beneath the column ""Answer book URL" which is available only 3 days after result declaration dates till grievance window is open.

10. System generated acknowledgement receipt of along with the applied subject/s details will be sent to the registered email ID. This can also be viewed on payment confirmation screen. Acknowledgement receipt will have all answer book URL's for which photocopy has been applied. Copy the URL from acknowledgement receipt and paste in Chrome browser to view answer book softcopy.

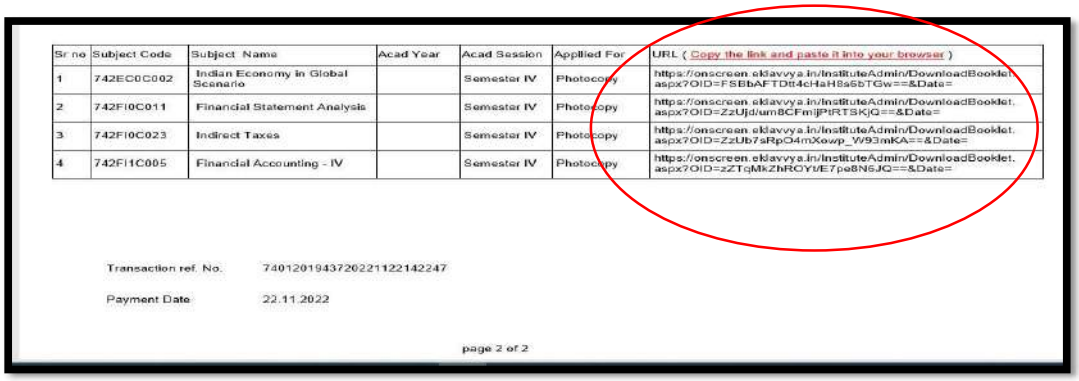


Sr no	Subject Code.	Subject Name	Acad Year	Acad Session	Applied For	Fees Paid
1	742EC0C002	Indian Economy in Global Scenario		Semester IV	Photocopy	500
2	742FI0C009	Banking and Insurance		Semester IV	Revaluation	1,000
3	742FI0C011	Financial Statement Analysis		Semester IV	Photocopy	500
4	742FI0C012	Corporate Finance -II		Semester IV	Revaluation	1,000
5	742FI0C023	Indirect Taxes		Semester IV	Photocopy	500
6	742FI1C005	Financial Accounting - IV		Semester IV	Photocopy	500

Transaction ref. No. 74012019437202211221422247

Payment Date 22.11.2022

page 1 of 2

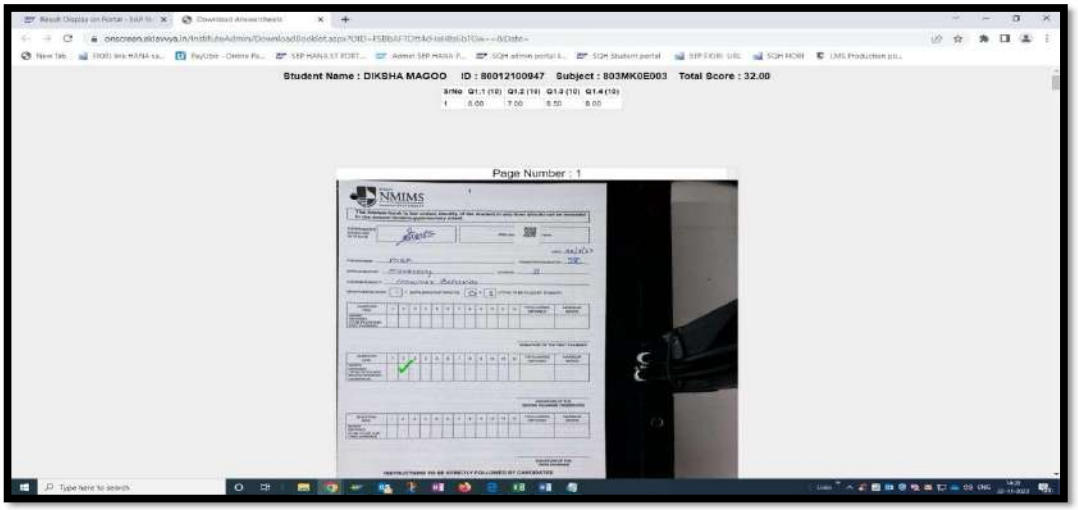


Sr no	Subject Code	Subject Name	Acad Year	Acad Session	Applied For	URL (Copy the link and paste it into your browser)
1	742EC0C002	Indian Economy in Global Scenario		Semester IV	Photocopy	https://onscreen.eklavvya.in/InstituteAdmin/DownloadBooklet.aspx?OID=FSBbAFTDtt4cHaH8a6bTGw==&Date=
2	742FI0C011	Financial Statement Analysis		Semester IV	Photocopy	https://onscreen.eklavvya.in/InstituteAdmin/DownloadBooklet.aspx?OID=ZzUjd/um8CFmijPtRTSKjQ==&Date=
3	742FI0C023	Indirect Taxes		Semester IV	Photocopy	https://onscreen.eklavvya.in/InstituteAdmin/DownloadBooklet.aspx?OID=ZzUb7sRpO4mXowp_W93mKA==&Date=
4	742FI1C005	Financial Accounting - IV		Semester IV	Photocopy	https://onscreen.eklavvya.in/InstituteAdmin/DownloadBooklet.aspx?OID=zZTqMkZhROYt/E7pe8N6JQ==&Date=

Transaction ref. No. 74012019437202211221422247

Payment Date 22.11.2022

page 2 of 2



11. Candidates can access the photocopy link available on SAP portal under the tab **"CLICK HERE TO APPLY FOR PHOTOCOPY/ REVALUATION/ VERIFICATION"** till the Grievance redressal window is open. Post closure of grievance redressal window, candidates can access photocopy link mentioned in the Acknowledgement Receipt received through email.

12. Candidates are advised not to share his/ her answer book with any other candidate/s. This is against rules.

13. Candidates would not be able to view soft copy of the answers where the mode of examination is online. The said will be made available on registered e mail of the candidate.

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