SVKM's NMIMS University
Process to apply for Photocopy /Revaluation/ Verification of answer book for Theory (Written) Subjects

Students who wish to apply for soft copy of answer books/ Revaluation of answers/ Verification of marks, must fill in the online application form 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 **(portal will be accessible till 4.00 pm only on the last date of application).**

Under this process, a student will have to first apply for the soft copy/s / photocopy/s of answer book/s and subsequently apply for re-evaluation. Obtaining copy of answer books is a mandatory step. This step has been taken to enable students to go through the evaluated answer book and then make an application for revaluation.

SAP student portal login details: –

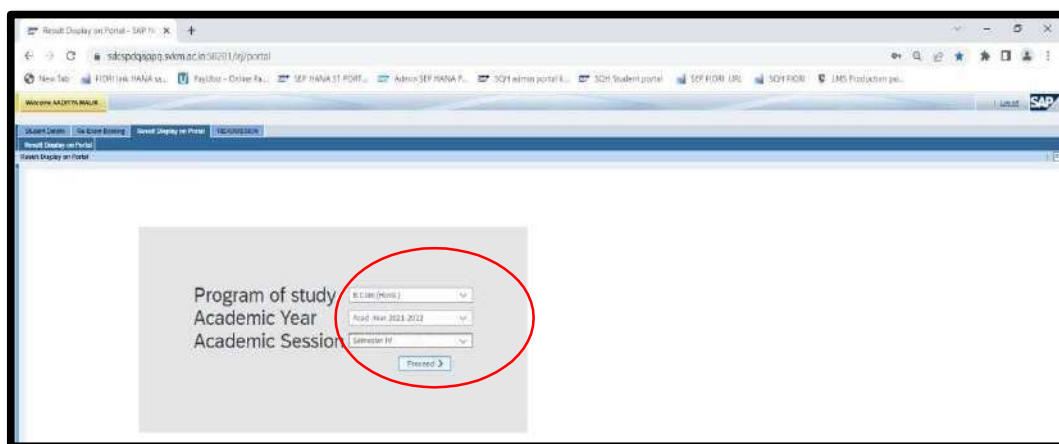**URL https://sdcsppscs.svkm.ac.in:44300/irj/portal**

User ID: 11 Digit student SAP number (as given on 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, if required**. 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 (wherever applicable). Scroll down 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.

Academic year	Acad .Year 2025-2026					Academic session		Trimester I							
Subject Description	Highest Marks	Module Credit	TEE	TEE Max. Marks	ICA	ICA Max. Marks	Final Marks	Final Max. Marks	Final Grade	GPA	CGPA	Current Result Status	Status
Financial Accounting and Analysis	84	3.00	27	40	57	60	84	100	A+	8.43	8.43	PASS	Eligible for next session
Managerial Communication I	96	3.00	NA	NA	82	100	82	100	A+				
Marketing Management 1	85	3.00	28	40	37	60	65	100	B+				
Microeconomics	89	3.00	33	40	56	60	89	100	A+				
Organizational Behaviour 1	97	3.00	97	100			97	100	O				
Statistical Inference for Decision Makg	79	3.00	29	40	45	60	74	100	A				
Contract, Competition and Consumer Laws	42	1.50	12	20	28	30	40	50	A+				
Ethical Issues in Management	45	1.50	NA	NA	26	50	26	50	C				

[View D / F Status]

Grade Points: O : 10.00 ; A+ : 9.00 ; A : 8.00 ; B+ : 7.00 ; B : 6.00 ; C : 5.00 ; P : 4.00 ; F : 0.00 ; AB : 0.00 .

Note : The above result is provisional in nature

Before you apply for Revaluation, obtaining photocopy of the answer book is mandatory to enable you to give justification/ reason for revaluation as per revised process.

Photocopy application window will remain open only for 2 days after publication of results.

1. Last date for application to obtain the photocopies of Answer books	: 16.09.2025	[Click here to apply for Photocopy & Revaluation/Verification >]
2. Last date for collection of Photocopies of Answer books:	: 16.09.2025	
3. Last date to apply for verification of answer books	: 17.09.2025	
4. Last date to apply for revaluation under grievance redressal process	: 17.09.2025	

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

[Exit from Application]

Note : Before you apply for Revaluation, obtaining photocopy of the answer book is mandatory to enable you to give justification/ reason for revaluation as per revised process.Photocopy application window will remain open only for 2 days after publication of results.

Sr.no	Subject Name	Marks obtained	Answerbook URL	Total TEE Marks	Grade	Apply for Answer Book	Apply for Revaluation	Apply for Verification of Marks	Remarks	Revaluation Application Question Wise	Academic Year	Semester / Trimester	Exam Year	Exam Session	TEE Component
1	Contract, Competition and Consumer Laws	12.00		20	A+	☐	☐	☐			Acad .Year 2025-2026	Trimester I	Acad .Year 2025-2026	Trimester I	Term End Examination
2	Microeconomics	33.00		40	A+	☐	☐	☐			Acad .Year 2025-2026	Trimester I	Acad .Year 2025-2026	Trimester I	Term End Examination
3	Financial Accounting and Analysis	27.00		40	A+	☐	☐	☐			Acad .Year 2025-2026	Trimester I	Acad .Year 2025-2026	Trimester I	Term End Examination
4	Organizational Behaviour 1	97.00		100	O	☐	☐	☐			Acad .Year 2025-2026	Trimester I	Acad .Year 2025-2026	Trimester I	Term End Examination
5	Marketing Management 1	28.00		40	B+	☐	☐	☐			Acad .Year 2025-2026	Trimester I	Acad .Year 2025-2026	Trimester I	Term End Examination
6	Statistical Inference for Decision Makg	29.00		40	A	☐	☐	☐			Acad .Year 2025-2026	Trimester I	Acad .Year 2025-2026	Trimester I	Term End Examination

Total count for Verification of marks: 0   Total count for Photocopy of Answerbook: 0   Total count for Revaluation of marks: 0

Total Amount: 0

[Click here to Proceed]   [Clear]

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

Note:

i) **Candidate who wishes to apply for revaluation has to mandatorily apply for Photocopy of answer book/s.**

ii) **Candidate who wishes to apply for revaluation, is not eligible to apply for verification and vice versa.**

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

8. Select "Click here to proceed"
9. Select "Yes" to continue

10. Select payment gateway to continue payment

11. After successful payment, following screen will appear. Click on "**Exit**" to go back to main application page

12. Student need to refresh the page to update payment receipt or press exit button to go back to main screen

After refreshing the page (Press F5) following screen will appear:

After clicking on "continue" button, "Remark" column will be updated with payment receipt.

13. **System generated acknowledgement/ receipt along with the applied subject/s**

Once the Remark status changes to "Payment Receipt", the photocopy link will be visible beneath the column "Answer book URL" which is available only for **3 days**. It will be **available up to 4.00 pm** on the last date of application after result declaration date.

14. System generated acknowledgement/ receipt along with the applied subject/s details will be sent to the registered email ID of student concerned. This can also be viewed on **"Check Payment Status for Grievance Redressal – Revaluation"** tab (as shown in above screenshot). Acknowledgement receipt will have all answer book URLs for which student has 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.   740120194372022112214 2247

Payment Date   22.11.2022

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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=ZzUb7sRpO4mXewp_W93mKA==&Date=
4	742FI1C005	Financial Accounting - IV		Semester IV	Photocopy	https://onscreen.eklavvya.in/InstituteAdmin/DownloadBooklet.aspx?OID=zZTqMkZhROYt/E7pe8N6JQ==&Date=

Transaction ref. No.   740120194372022112214 2247

Payment Date   22.11.2022

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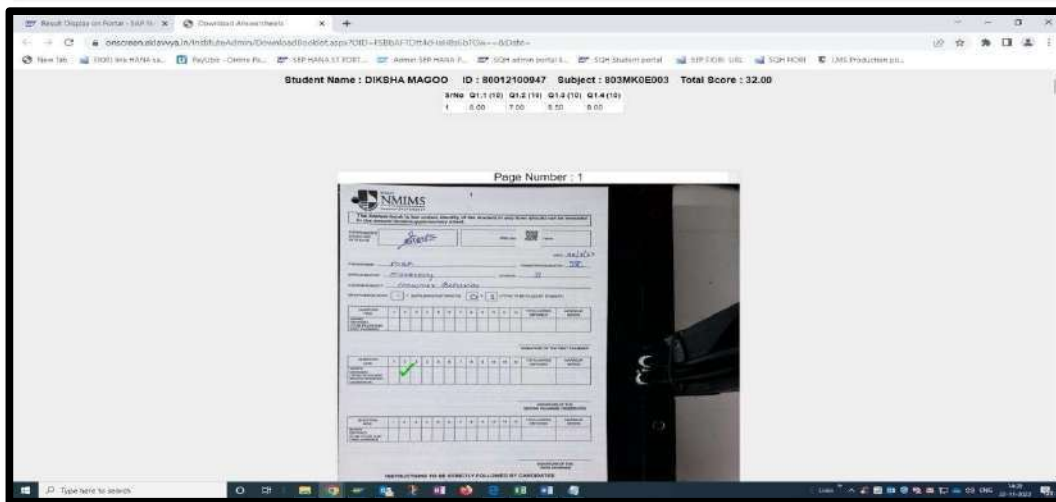
15. After obtaining photocopy, student to visit LMS student portal for accessing Question Paper and Synoptic answers (Answer Keys).

16. Before you apply for Revaluation, obtaining photocopy of the answer book is mandatory to enable you to give justification/ reason for revaluation as per revised process.

17. Revaluation tab is enabled only after photocopy payment is made.

18. To apply for revaluation, you need to click on "Apply for Revaluation" tab next to subject.

19. Click on "Click here to Proceed" tab to complete revaluation payment

20. After revaluation payment completion, student need to click on blue highlighted tab (**Click here to complete your revaluation application**) as above to proceed with revaluation application to write question wise grievance. Student can also visit the said link from Application window by clicking on "**Click here to Apply for Revaluation**" from "Revaluation Application Question Wise" column as below:

21. After clicking on "**Click here to complete your revaluation application**" link, student will be directed to screen where student will be able to see following details:
   - Student number
   - Program Name
   - Subject Name with Academic Year and Exam Session Details

Revaluation - Question Selection

After selecting the questions and providing the remarks, students are required to click the submit button to ensure the submission is completed.

Student Number
[REDACTED]

Program Name
MBA

Submit

Note: Student need to provide at least 20 characters as part of remarks for each question.

Contract, Competition and Consumer Laws
Academic Year: **Acad .Year 2025-2026** | Exam Session: **Trimester I**

(1 questions selected) ▲

Select	Question Label	Section	Max Marks	Grievance Type	Remarks (500 Characters)
☑	1	-	10	Marks Not Awarded For Attempted Question ⌄	review my question no 1
☐	2	-	10	Select ⌄	

22. Student will be able to view only those subjects for which revaluation payment has been made.

23. Student need to carry out the following steps:
    - Select the question number/s.
    - Student shall select grievance type from drop down. **Type of Grievance** is a predefined list of categories.
    - Write grievance in "Remarks" column.
    - After providing remarks, it is mandatory to click on "**Submit**" button next to program details to consider your application for revaluation.
    - Student can modify comments for a particular subject only within the revaluation period. After modification, student need to again click on "**Submit**" button.
    - **After revaluation period is over**, student will not able to modify remarks as well as he/ she will not be allowed to apply for revaluation even if he/she has paid required fees. **(Any Grievance through email will not be entertained)**

Revaluation Submitted successfully!

Click the below button to close the tab.

Close

24. It is mandatory to click on "Close" button after submission of revaluation. (Screenshot attached as above)
25. After closing the revaluation application window (as above), student will redirect to SAP main application window

Welcome CHAKRAVERTY,

Student Details | Re-Exam Booking | Result Display on Portal | READMISSION | Fee Status

Result Display on Portal

Academic year   Acad .Year 2025-2026   Academic session   Trimester I

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4. Last date to apply for revaluation under grievance redressal process	: 18.09.2025

[Click here to apply for Photocopy & Revaluation/Verification >]

26. In case, you desire to apply for Verification, it is not necessary to obtain photocopy of answer book. You may directly apply for Verification through the student portal by paying the prescribe fees.

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

28. **This manual is applicable only for "Theory(written)" subjects.**

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