

**SVKM's Narsee Monjee College of Commerce and Economics
(Empowered Autonomous)
Vile Parle (West), Mumbai 400 056.**

23rd March, 2026

NOTICE

FYJC

Second Terminal Common Examination March/April 2026

1. **Students must report 45 minutes before the commencement of the exam and should be seated in their respective place by 9.30 a.m.**
2. Hall Tickets shall be mailed to each student on the email id updated in the college records. Hall tickets can also be downloaded by logging in to the portal <https://sdc-sppap1.svkm.ac.in:50001/irj/portal>
- You are required to take a hardcopy/print of the Hall Ticket and bring the same to college for every exam. Keep extra copies with you.
3. **DO NOT LAMINATE THE HALL TICKET.** It needs to be signed by the Supervisor every day of the exam.
4. **BRING THE SAME HARD COPY** of the **HALL TICKET ON ALL DAYS** of the exam as the Supervisor's signatures must be taken on the same sheet.
5. No stickers of seat numbers are pasted on the benches.
6. The Seating Plan shall be pasted on the door of each room. **The room number for each exam may vary. Students are advised to carefully check their hall ticket to know the allotted classroom for each examination day.**
7. The seating starts from the bench/row closest to the door/entry.
8. Seating has to be serpentine/continuous across rows.
9. **Sitting in the wrong seat shall be treated as malpractice.**
10. Check carefully if you are given the QR code next to your own student number/ SAP number, Division and Roll number, before pasting the same on the Attendance sheet.
11. Paste the QR Code given to you in the space provided for the same on the Main Answer-book. **ALIGN the QR CODE TO THE RIGHT EXTREME INSIDE THE BOX meant for barcode sticker.** Ensure that the QR Code sticker **DO NOT GET COVERED** by the Holocraft sticker.
12. On the Main answer-book, write the SAP number only in the place provided for Seat Number. **Revealing your identity on any other place in the answer booklet will be treated as malpractice.**

13. Seating for PC/LD students is in a separate room/block (room no. 8). PC/LD students shall be given a **RED STRING** to be tied to the left top corner, even if **NO SUPPLEMENTS** are attached. Also alternate pages of answer booklet will have PCLD stamp.
14. Students who indulge in unfair means will have to face stringent punishments as per HSC Board rules.
15. **If any student remains absent due to medical reasons or Sports participation, the parents should visit the college immediate next day and meet the Vice Principal to intimate about the same. Also the attached form should be filled and submitted latest by 4th April 2026 3.00 p.m. No applications shall be considered post the deadline.**

Ms. Bhavana Menon
Vice Principal

Dr. Parag Ajagaonkar
Principal

SHRI VILE PARLE KELAVANI MANDAL'S
_____ (Jr. College Name)

APPLICATION FORM FOR CONSIDERATION OF ABSENCE DURING EXAMINATION

Date: ___ / ___ / ___

To,
The Principal

_____ Junior College

I, _____, request you to kindly consider my case for the examination which I could not appear for due to the reason mentioned below.

1. Student Details

Class: FYJC SYJC (tick whichever is applicable)

SAP No.: _____ Roll No.: _____

Mobile No.: _____ Email ID.: _____

Subject details in which absent

| Sr. No. | Name of the subject |
|---------|---------------------|
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2. Reason for Absence (Tick ✓ appropriate reason)

- Representing College for Sports Competition (With permission)
- Representing College for Intercollegiate Competition / Official Event
- Medical Reasons
- Death of Close Relative

3. Documents Attached (Tick ✓)

- Medical Certificate
- Letter from Sports / Event In-charge
- Permission Letter from College Authority
- Death Certificate / Supporting Proof

4. Undertaking by Student

I hereby declare that the information given above is true and correct. I understand that permission to appear for the re-examination / consideration will be granted only as per college rules and decision shall be final and binding on me.

Signature of Student: _____

5. Parent / Guardian Consent

I hereby confirm that my ward could not appear for the examination due to the reason mentioned above. I request the college to kindly consider the case as per rules.

Name of Parent / Guardian: _____

Signature: _____

Mobile No.: _____ Email Id.: _____

6. Remarks

Examination Committee / Vice Principal: _____ Signature: _____

Application Status: Approved / Not Approved

Principal Signature: _____