**University Exam Process**

1. The Exam Cell shall display notice for students to fill up online exam form as per within the duration mention by the University of Mumbai to students (Regular & ATKT) (the fees for the same are collected as part of the college fees) (URL: [www.mu.ac.in](http://www.mu.ac.in))
2. Once the students filled the online form the printout of the same should be submitted exam cell along with the exam fee receipt (necessary documents should be attached).
3. Students should collect the acknowledgment copy of the form.
4. Online hall ticket will be generated one week before the examination students should take the printout and attached photograph get it stamped from exam cell.

**College Exam Process**

1. The Exam Cell shall distribute the Exam form of the University of Mumbai to regular students (the fees for the same are collected as part of the college fees) and collect them back after having them duly filled in. After verification, the exam cell approved the same.
2. The Exam cell shall put up notice inviting ATKT students to have the exam form collected and returned in due time. Students shall make the payment or required examination fees in the Admin office and receipt shall be produced to the Exam cell.
3. The Hall Ticket will be available in the Exam cell / respective department one week before commencement of examination.
4. Students are required to collect the hall ticket, paste the photograph and get it stamp from Exam cell.

**Instructions to be followed in the Examination Hall**

1. Attendance is compulsory
2. All the students are required to compulsory wear Id-cards without which students will not be allowed for the test.
3. Mobile Phones, Smart Watches, any other Electronic Gadgets are not allowed in the Exam hall.
4. All the students are required to reach 15 min before the time.
5. Carry your own belongings
6. No students will be allowed to ask borrow or lend any material during the examination
7. Staplers will not be provided.
8. Students will not be allowed to bring in calculator covers in the examination
9. All the students are required to bring their writing material in transparent boxes in to the Exam hall.

**Revaluation and Provisional Admission Process**

1. After declaration of results, the Exam Cell shall display notice inviting students who desire a photocopy / revaluation of their answer sheets.
2. Accordingly, students shall apply for the revaluation / photocopy to the Exam Cell but before applying for same, they shall pay the revaluation / photocopying fees at Admin office. Subsequently, the Exam Cell shall issue the forms on the production of the receipt.
3. The duly filled in form shall be submitted to the Exam Cell along with the receipt.
4. In case of First and Final years, the Exam Cell shall send forms along with the payment to the University of Mumbai.
5. In the case of SE and TE, the Exam Cell shall initiate the revaluation process internally.
6. The result of re-valuation (for SE & TE) shall be put up on the Notice Board / College

Website. For FE & BE, the students shall receive the result directly from the University of Mumbai.

1. Students who are ineligible to attend the next class and have applied for re-valuation, can seek admission to the next class by paying a fee of Rs. 500/-, before declaration of the result of revaluation.
2. Such admission shall be provisional; and automatically stands cancelled on receipt of the result of the revaluation process, if the student is not declared passed in the requisite number of the subjects on revaluation which would entitle him / her to take admission in the next higher class, and in such case the fees originally collected by the College or any part of the same shall not be refunded.