

SPECIMEN FORM

To,
The Hon'ble Chairman,
Shikshan Shulka Samiti,
Maharashtra State,
Mumbai-

Revision Application against the final fee declaration

- 1) Name of the Applicant : _____
and Name of the other side. _____
- 2) Address : _____

Mobile No. : _____ Email Id : _____

- 3) Nature of the decision against which revision is sought :-
a) Nature of the decision: - Final Fee fixation, Name of the course:-
Academic Year:-
b) Date of the decision :-
c) Date of the publication of the said declaration on official
Website/Notice board of Samiti.
- 4) Reasons for condonation of delay, if any-
- 5) Grounds on which the revision is sought :-
a) _____
b) _____
c) _____
- 6) Date of handing over the copy of the revision to other parties:-
(i.e. Students/Parents/Institutions etc.)

Date:
Place:

Signature
Name and Designation

Encl :-

- 1) Receipt of handing over the copy of revision to the other parties.
2) Documents in support of grounds on which revision is preferred.
a)
b)
c)

Procedure required to be followed - in respect of Review Application against final fees declaration by Shikshan Shulka Samiti.

- 1) Revision Application should contain the following points:-
 - a) Name of the applicant:-
 - b) Address of applicant:-
 - c) Contact Nos:-
 - d) Email Id:-
- 2) It should mention the details of the decision against which revision is sought such as date of the decision, Name of the course, Academic Year.
- 3) It should specifically mention the grounds for condonation of delay, if any.
- 4) It should also contain the grounds on which the revision is sought.
- 5) Applicant should submit the relevant documents in support of his claim.
- 6) Applicant should supply copies of revision to other parties i.e. Students/Parents/Institution etc.
- 7) Application should be signed, dated, and submitted in the office of Shikshan Shulka Samiti, Mumbai.
- 8) The review application should clearly specify the points in which they disagree with the calculation made, giving reasons therefor.
- 9) The review applicant should notify the fact that the application is being made to the other concerned parties viz. students / parents or the managements, as the case may be. The proof of notification issued should be presented before the Samiti when the application is heard.
- 9) The copy of the application and relevant documents should be provided free of cost upon request to the other concerned party.
- 10) On receiving communication from the Samiti intimating the date of hearing the review application, the petitioner should intimate the other concerned party about the date and time to enable them to be present at the hearing and present their objection if any. Proof of such intimation should also be presented to the Samiti when the application is heard.

Any review application made after the specified time limit is liable to be rejected. Any review application which does not follow the above specified procedure is also liable to be rejected.

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