



Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya
(Deemed-to-be University u/s 3 of UGC Act 1956)
(Accredited with "A" Grade by NAAC)
Enathur, Kanchipuram 631561. <http://www.kanchiuniv.ac.in>

APPLICATION FORM FOR REVALUATION OF ANSWER BOOKLETS

(Last date of receipt of applications through concerned departments 09.04.2019)

1. Name of the Student :
2. Register Number :
3. Course / Branch :
4. Details of papers for which revaluation is requested

Sl.No	Subject Code	Subject Name	Reason for request of revaluation with grade obtained

5. Details of payment :

Total Amount Paid:

Mode: Online / Others

Receipt No:

(Attach proof)

I _____ have read and understood the procedure and terms & conditions overleaf for applying for revaluation and I shall abide by the same in letter and spirit.

Place:

Date:

Signature of the student

Forwarded to the Controller of Examinations

**Name and Signature of
Subject teacher**

Head of the Department

Dean

Procedure and Terms and Conditions for Revaluation of Answer Booklet

1. All current / arrear students are eligible to request revaluation of those papers for which copy of answer scripts have been obtained and reviewed - regular and arrear @ Rs.500/- fee per paper (for Engineering Students B.E. / B. Tech) and @ Rs.250/- fee per paper (for Non Engineering Students B.A. / B.Sc / B.Com / B.B.A) within the period notified by the exam section. Payment must be done through university online payment portal only.
2. Students should apply in the prescribed format (to be filled-in with own handwriting) and attach proof of payment of fees and shall be duly forwarded by the subject teacher, Head of the Department concerned and the Dean of the Faculty concerned after generally assessing the purpose, suitability and necessity of such request.
3. All such papers for which request for revaluation is obtained, shall be independently evaluated afresh by senior faculty members and the results will be announced subsequently.
4. In all cases the decision of the authorities of the university shall be final and binding on the student.

Place:

Date:

Signature of the student