



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः

SRI CHANDRASEKHARENDR 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>

Form Number – 02

APPLICATION FORM TO APPLY FOR REVALUATION

(Revaluation Process – STEP 2)

University Theory Examinations...../ 20....

(Applicable for all UG Programmes except B.A.M.S)

Note: Revaluation is strictly considered only for recommended answer booklets

1. Name of the Student :
2. Register Number :
3. Programme :
4. Year / Semester :
5. Details of papers for which revaluation is requested:

Sl. No.	Subject Code	Subject Name	Recommendation Status (Whether recommended for revaluation or not, Need to be written by the concerned teacher with sign)

6. Details of Payment:

Amount Paid:

Date:

(Attach proof – E-Receipt)

I _____ have read and understood the revaluation procedure, terms & conditions given in Annexure-1 for obtaining, possessing and handling the copy of answer booklets and I shall strictly abide the details given in the annexure form.

Place:

Date:

Signature of the student

Forwarded to the Office of the Controller of Examinations - SCSVMV

Class-in-Charge

Head of the Department

Dean

ANNEXURE – 1

Procedure & Terms and Conditions for Revaluation of Answer Booklet

1. All students are eligible to request and apply for revaluation of those papers for which copy of answer scripts have been obtained and reviewed - @ Rs.500/- fee per paper (for Engineering Students - B.E. / B. Tech programmes) and @ Rs.250/- fee per paper (for Non Engineering Students - B.A. / B.Sc / B.C.A / B.Com / B.B.A programmes) within the period notified by the exam section. Payment must be done through university online payment portal only.
2. Students should apply for revaluation only in the prescribed format (to be filled-in with own hand writing). Students need to attach the necessary proof of payment of revaluation fees.
3. Application should be forwarded by the respective Class-in-Charge / Teacher and Head with clear justification (only signature will not be accepted). The justification should be mandatory for further process.
4. Any justification given by the subject teacher should be properly endorsed by the Head of the Department and Dean (given in Annexure – 2, should be mandatorily filled)
5. 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.
6. 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

ANNEXURE – 2

JUSTIFICATION NOTE

(To be filled by the concerned subject teacher and same need to be recommended by the Head of the department and Dean)

Sl.No.	Particulars (Subject code and Name)	Justification Note By Subject Teacher

H.O.D

Dean