



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः

Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya

(Deemed to be University u/s 3 of UGC Act 1956 – Accredited with “A” Grade by NAAC)

Enathur, Kanchipuram – 631 561

www.kanchiuniv.ac.in

OFFICE OF THE CONTROLLER OF EXAMINATIONS

28th January 2025

NOTIFICATION FOR REVALUATION PROCESS

(University Examinations – November 2024 Session)

The **Engineering** and **Non – Engineering** students whoever appeared for the University Examinations- November 2024 Session Engineering (III / V / VII Semester UG FT & PT programmes) & Non Engineering (I / III / V Semester UG programmes) can apply for the **Revaluation Process** [for the failed subjects and as well for the passed subjects (Grade Improvement Purpose)]. The concerned willing students are advised to follow the following procedure:

STEP 1: Please note for getting the hard copy of Answer Script(s), **Form Number - 01** to be used to fill the required details and the same need to be submitted to the Office of the COE through the proper channel. The Online Payment of Rs. 500/- per answer script for all B.E / B.Tech programmes and Rs. 250/- per answer script for B.A / B.Sc. / B.C.A. / B.Com / B.B.A programmes to be made through the student portal.

STEP 2: Apply for Revaluation with recommendations of subject teacher, HOD and concerned Dean for the already received hard copy of answer script(s). The revaluation fee need to be paid through online mode only and the fee details are as follows: for all Engineering Streams - B.E / B.Tech programmes – Rs. 500/- per subject and for all Non- Engineering streams - B.A / B.Sc. / B.C.A / B.Com / B.B.A programmes - Rs. 250/- per subject. Please note **Form Number – 02** to be used to apply for revaluation and the same need to be submitted to the Office of the COE through the proper channel with recommendations only.

- **Last date for the student(s) to submit their application form (Form No: 01) for getting the Photocopy of Answer script(s): 04.02.2025**
- **Last date for the Department(s) to submit the filled in forms to the Exam Section: 05.02.2025**

K. Srinivasulu
Controller of Examinations (i/c)
CONTROLLER OF EXAMINATIONS
Sri Chandrasekharendra Saraswathi
Viswa Mahavidyalaya
Enathur, Kanchipuram - 631 561.

Copy to:

1. The Office of the Registrar
2. The Finance Officer
3. The Dean (Faculty of Engg. & Tech. / Arts / Science / Mgmt, Commerce and HR)
4. All the Head of the Departments (Faculty of Engg & Tech / Sanskrit / Arts / Science / Mgmt, Commerce and HR)
5. File