



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

09<sup>th</sup> February 2026

**NOTIFICATION FOR REVALUATION PROCESS**

University Examinations – November 2025 Session

The **Engineering (I, II, III, IV Year UG - FT / PT Programmes) & Non-Engineering (I, II, III Year UG Programmes)** students whoever appeared for the University Examinations – November 2025 session can apply for the **Revaluation Process** [for the failed subjects and as well for the passed subjects / Grade Improvement Purpose]. The willing students are advised to follow the following procedure:

**STEP 1:** Please note for getting the soft copy of Answer Script, **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 (FT / PT) programmes and Rs.250/- per Answer Script for B.A./ B.Sc./ B.C.A/ B.Com. / B.B.A. programmes should be done through the student portal.

**STEP 2:** Apply for Revaluation with recommendations of subject teacher, HOD and concerned Dean for the already received copy of answer script(s). The revaluation fee need to be paid through online mode and the fee details are as follows: for all Engineering B.E/ B.Tech (FT / PT) programmes – Rs.500/- per subject and for all Non-Engineering 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 to submit their Form No: 01 Application for getting the soft copy of Answer scripts** : 12<sup>th</sup> February 2026
- **Last date for the student to submit their Form No: 02 Application for Revaluation Process** : 20<sup>th</sup> February 2026

Copy to:

1. The Office of the Registrar
2. The Finance Officer
3. All Deans
4. All the Head of the Departments
5. File



*K. Prasad*  
Controller of Examinations (i/c)

**CONTROLLER OF EXAMINATIONS**  
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