

# **NOTICE - EXAMINATION**

## **Procedure for Scrutiny & Revaluation (Session 2024-25: Even Semester)**

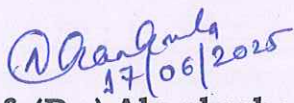
During evaluation and post evaluation, precision and accuracy is ensured at various levels. However if any student is confident of better results/grades after result declaration, he/she may apply for scrutiny and later on revaluation as per laid down policy:

**Scrutiny:** Any student can apply for Scrutiny as per process laid down:

1. Any student who has appeared in the End Semester/Annual Examination may apply for Scrutiny on the prescribed format (**attached as Appendix A**). In the scrutiny of any answer sheet, following will be checked:
  - a) Totaling of marks will be checked
  - b) Evaluation of unevaluated answers
2. The scrutiny will be done only for theory paper (s) examination and not for practical subject(s)/courses.
3. The students who are intended to apply for scrutiny are required to deposit **Rs. 2,000/- (Rupees Two Thousand Only)** per course in the Accounts Office and required to submit duly filled form along with the fee receipt in the Examination Cell **till July 01, 2025**.
4. A committee for Scrutiny and Revaluation will be constituted including subject expert for the Scrutiny and the result will be notified accordingly by **July 08, 2025**. However, revaluation of answer sheets will not be done during scrutiny.

**Revaluation:** Any student, who is not satisfied with his/her Scrutiny result, may apply for Revaluation (only after Scrutiny) as per laid down process:

5. If any student is seeking for revaluation after scrutiny, he/she will be required to fill the prescribed format (**attached as Appendix B**) **within a week after the declaration of scrutiny result** along with a submission of **Rs. 5,000/- (Rupees Five Thousand Only)** per course.
6. **If any student would like to see his answer sheet also along with the revaluation, he/she will be required to submit Rs. 6,000/- (Rupees Six Thousand Only) per course.**
7. Scrutiny and Revaluation committee will reevaluate the answer sheets and the result will be notified accordingly within 07 days.

  
**Prof. (Dr.) Akanksha Nigam**  
Controller of Examination

**Distribution:**

1. List 'B' to 'D' All
2. Website



## APPLICATION FOR SCRUTINY

1.	University Roll No.	
2.	Name of Student	
3.	Father's Name	
4.	Programme /Branch/Semester	
5.	Phone No. & Email Id	

6. Fill the applied Course name and Code

S.N.	Course Code	Course Name	Grade Obtained (Theory Exam)
(a)			
(b)			
(c)			
(d)			
(e)			
(f)			

(Separate sheet will be used if more courses are there)

7.	Total Course (s)	
8.	Fee Amount (Rs. 2000 per course/subject)	

The above information given by me is correct. I will be solely responsible for wrong information, if any. I, ..... have understood the procedure of scrutiny which involves only checking of totaling and unchecked answers.

Date: .....

Signature of Student



## APPLICATION FOR REVALUATION

1.	University Roll No.	
2.	Name of Student	
3.	Father's Name	
4.	Programme /Branch/Semester	
5.	Phone No. & Email Id	
6.	Applying for Revaluation only	
7.	Applying for Revaluation and showing the evaluated Answer Sheet	

### 6. Fill the applied Course name and Code

S. N.	Course Code	Course Name	Revaluation#	Revaluation and showing the evaluated Answer Sheet#
(a)				
(b)				
(c)				
(d)				
(e)				

# Tick (✓) on appropriate column

7.	Total Course (s) for Revaluation only (Rs. 5000/- per course/subject)	
8.	Total courses for Revaluation and showing the evaluated Answer Sheets (Rs. 6000/- per course/subject)	
9.	Total Fee Amount (in Rs.)	

The above information given by me is correct. I will be solely responsible for wrong information, if any. I, ..... have understood the procedure of revaluation.

Date:.....

Signature of Student