

**VELS INSTITUTE OF SCIENCE, TECHNOLOGY AND ADVANCED STUDIES**  
**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**NOV./DEC. 2023 UNIVERSITY EXAMINTIONS**

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**REVALUATION PROCEDURE**

The candidates who have appeared for the semester end/year end examinations can apply for *Photo Copy of their Answer Scripts and then Revaluation, if desired* **OR** *Revaluation alone*. Applying for photo/Xerox copy of the answer script shall not be a pre-requisite for applying for revaluation. Revaluation provision is not applicable for Project & Viva-Voce, Seminar, Laboratory courses and for the courses conducted at the department level.

**Option 1: Applying for Photo Copy of answer script and then Revaluation, if desired**

- a) Candidates to apply for photocopy of his/her answer script in the prescribed format along with a payment of non-refundable fee of Rs. 500/- on or before **07/02/2024**, the last date for applying photocopy. They can collect photocopies of their answer scripts from the COE office on 10/02/2024.
- b) The payment shall be made either by cash or online and then produce fee receipt to the O/o the COE for obtaining a form for applying photocopy.
- c) After receiving the photocopy, the candidate can evaluate it with help of subject expert and if the subject expert is convinced that the script deserves higher marks than awarded, *he/she can apply for revaluation, if desired*, by paying the prescribed fee towards revaluation fee on or before the last date for applying for revaluation.

**Option 2: Applying for Revaluation directly.**

The candidates who have opted for revaluation need to follow the following two steps:

- (1) To register for revaluation by clicking the following link:

<http://erp.velsuniv.ac.in/velsonline/students/loginManager/youLogin.jsp>

Upon the completion of Registration, candidates can note down the revaluation fee displayed on the screen

- (2) Students to pay the revaluation fee of Rs. 2000/- per paper by clicking the link:

<https://erp.vistas.ac.in/velsonline/online/velsfeepayment.jsp>

Further informed that the students can pay the revaluation fee through online mode viz. Net banking, Card payment or any other UPI, but NOT by NEFT/RTGS transfer. The entire process of applying for revaluation is completed only after completing both the Registration and Payment of revaluation fee. **The last date for applying for the same is on or before 14.02.2024 at 05.00 p.m.**

Sd/-

Controller of Examinations