

**VELS INSTITUTE OF SCIENCE, TECHNOLOGY AND ADVANCED STUDIES**  
**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**May/June 2024 UNIVERSITY EXAMINATIONS**

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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 available for Project and Viva-Voce, Seminar and Laboratory courses.

**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 **05.07.2024**, the last date for applying photocopy.
- 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 of answer script. Upon receipt of payment made and submission of filled-in form, the photocopy of the answer script will be issued to the student after 11.07.2024.
- c) After receiving the photocopy of answer script, 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 wish to apply 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 full payment of revaluation fee.** The last date for applying for the same is on or before **15.07.2024 at 05.00 p.m.**

Sd/-

Controller of Examinations