



## 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, Generic Elective Courses 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 -----, 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 and it will be issued after three days from the date of submission of filled-in form.
- 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: <http://184.95.52.42/velsonline/online/velsfepayment.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 -----.

## STANDARD OPERATIVE PROCESS FOR RE-EVALUATION OF ANSWER BOOKS

If the examinee is not satisfied with the marks awarded during first/original evaluation, he/she may apply for photocopy of answer book and/or Revaluation, as applying for Photo copy of the answer books(Access to answer books) for rechecking marks awarded and Revaluation are separate and independent procedures.

1. The examinee may independently apply for revaluation within 15 days from the date of declaration of results, whether or not he/she has applied for Photo/Xerox copies of answer books.
2. This revaluation facility shall be applicable for theory papers only
3. Revaluation of answer books shall not be permitted in respect of marks awarded to the scripts of practical examination/Project work/Dissertation and viva-voce /oral/practical examinations
4. The examinee can apply for revaluation of answer books either by online or submission of a separate prescribed application form.
5. A nonrefundable fees per subject as prescribed for revaluation shall be paid by the examinee and said fee shall be remitted by Cash/RTGS/NEFT or any other UPI mode.
6. The prescribed application form for revaluation of answer book duly filled in and signed by the applicant examinee is to be submitted to the O/o the COE through department HoD/Dean.
7. The O/o the COE will arrange such revaluation in a confidential manner and suitable External examiners who were not part of previous assessment, will be appointed after issuing proper appointment orders.
8. Before sending answer books for revaluation, the marks awarded originally will be masked completely.
9. Rules for deciding final marks:
10. If the difference between original valuation marks and revaluation marks is less than or to 15 marks, then the higher one will be taken as the final marks.
11. If the difference between original valuation marks and revaluation (second valuation) marks is more than 15, then the answer script will be referred to third valuation. The marks closer to the third valuation will be taken as the final one. If the differences are equal, the higher marks between original valuation and revaluation will be taken.
12. If the candidate or any other person gets the photocopy of answer books re-evaluated by any other examinee of his/her choice, such marks will not entertained by the University
13. Any attempt to influence the examiners in any form by a candidate of his/her relatives will amount to adopting “Unfair means” by the student
14. The revaluation result will be placed before the Grievance Redressal Committee for perusal and the results will be declared after the final approval from the Vice Chancellor.

Sd/-

Controller of Examinations