

## **Revaluation of Answer Scripts -- Steps Involved**

### **IMPORTANT INFORMATION FOR STUDENTS**

1. Students need to check their grades of all the courses once the results are declared. If they feel they deserve more marks in any course, they can request for the revaluation of the answer script of that course **within 7 days of the declaration of results.**
2. Students need to **send an email to their respective Head of the Department**, requesting for a revaluation.
3. The **concerned department will then forward the request to the Examination Section.** On the receipt of the revaluation request, the Examination Section will verify the same, and after verification, will issue a Revaluation Form to the student by e-mail.
4. The concerned student needs to duly **fill in the revaluation form and pay the requisite revaluation fee.** The payment receipt needs to be preserved by the student.
5. The student is then required to **attach the soft copy of the filled in form and payment receipt** and send the same as '**Reply**' to the email received from the Examination Section.

*If the grade improves after revaluation, the revaluation fee will be refunded, and the new grade will be updated in the academic records.*

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