



APPLICATION FOR RETOTALING OF ANSWERED SCRIPTS

- Read the instructions carefully before filling the application form.
- Last date for submission of the application is within 7 days from the date of publication of results.
- Submit separate application for each course.

Details of Candidate

S. No.	Particulars	Details to be Furnished
1.	Name of the Candidate	
2.	Register Number	
3.	Degree & Branch of Study	
4.	Semester	
5.	Month & Year of Examination	
6.	Mobile Number	

Course for which Retotaling is required

S. No.	Course code	Title of Course	Marks obtained			Result (P / F)
			CIA	ESE	Total	

Fee Payment Details

Amount in Rs.

Receipt No. with date

Date:

Signature of the Candidate

Signature of the HoD
(with seal)

Signature of the Principal

Guidelines for Revaluation / Photocopy / Re-totaling:

- Revaluation / Photocopy / Re-totaling is permitted only for Theory Courses.
- Students wishing to apply must submit the application along with the prescribed fee within 7 days from the date of publication of results.
- Applications must be submitted separately for each course through the Principal in prescribed format along with Receipt of the fee remitted.
- Incomplete or incorrectly filled applications will be rejected.
- If the marks obtained after revaluation / re-totaling is higher than the original marks, the Office of the Controller of Examinations will consider the revised Mark.
- If the marks obtained are less than or equal to the original marks, the previous marks and results will remain valid.
- Student failing in one or more Course/s and wish to apply for Revaluation and Supplementary Examination are advised to appear for Supplementary Examination, without waiting for Revaluation results
- Fees paid for Revaluation / Photocopy / Re-totaling are non-refundable and cannot be adjusted against any current or future fees