



Grievance Form – 2 - 'Revaluation'

Application for Consideration of Revaluation

(Note: Read all the instructions given at the bottom of this page carefully before applying.)

(Use your relevant "Admit Card" to fill following information)

Student's Name: _____

Registration No: _____ **Exam. Seat No:** _____

Degree: M Tech / BE / B Tech Semester: _____ Section: _____

Name of Exam: ODD ESE 20 - 20 / ODD RESIT 20 - 20 / EVEN ESE 20 - 20 / EVEN RESIT 20 - 20

Programme/Branch: _____ Scheme _____

Course code: _____ Course Name: _____

Marks obtained: (ESE_____/50/40/60), (MSE&TA_____/50/40/60) Grade obtained: _____

Date of showing the Answer book: _____ Date of declaration of Grades (Result): _____

Details of Grievance

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Declaration by the student

*I have read all the instructions given below carefully. I hereby declare that the information given above is as per my 'admit card' & true to the best of my knowledge. I know that **the complete revaluation of the answer book shall be done and the change in marks will be incorporated only if the change in marks is ≥ (± 3).** I know that this application cannot be withdrawn at any stage. I hereby accept that; the decision of the grievance committee shall be final and binding on me.*

Email Id:

Mobile No.....

Date: __/__/____

Signature of Student

Verification of identity of student by HOD / Course Teacher

I know the student. He has applied for revaluation of his own answer books.

Signature of HOD/Course Teacher

Recommendation of Grievance Redressal Committee

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Name of GRC Members

Signature

Chairman: _____

Member: _____

Member: _____

Submitted To COE

Important Instructions to the students

- i. Submit separate application form to COE office for each course.
- ii. Attach receipt of the fees of **Rs. 500/-** paid towards processing charges for each course. Preserve one copy of RECEIPT.
- iii. If the change in marks is **± 3 and above** as per Notification, **Rs. 500/-** will be refunded. Claim within one month.
- iv. Incomplete application or application submitted after stipulated time limit shall be straightaway rejected.
- v. Valuation related grievance must be submitted within **10 days from the date of Examination of that course.**
- vi. If, you do not find evaluated answer book on 10th day morning through your Log-in, see DyCoE/CoE on 10th day at 2:00 pm

Grades related grievances, if any must be submitted within **7 working days** from the date of declaration of Grades on website.

**Note: Seeing answer book / seeing marks is not result.
 Declaration of grades and SGPA is treated as result.**