



**ST.TERESA'S COLLEGE, ERNAKULAM
(AUTONOMOUS)
Affiliated to Mahatma Gandhi University, Kottayam**

Details of Fee remitted	
Rs.	:
Challan No :
Date	:

Application Fee-Rs. 25/-

APPLICATION FOR REVALUATION OF ANSWER SCRIPTS

1.	Name of the Candidate (in Block letters)	
2.	Register No.	
3.	Name of the Examination, Year/ Semester and Month	
4.	Date of Issue of mark list	
5.	Address to which result of revaluation to be Communicated (in block letters)	

6. Course(s) for which revaluation is required Part/ Branch / Group/ Main/Subsidiary etc, if any should also be specifically stated in addition to the title of the paper(s) (use separate sheet, if necessary)

Sl. No	Part/ Branch/Main/ Subsidiary/Semester	Title of the Course(s)	Marks Secured	Maximum Marks	For Office use only

Place:

Date:

Signature of the Candidate

**INSTRUCTIONS TO CANDIDATES WHO WISH TO APPLY FOR REVALUATION
OF THEIR ANSWER SCRIPTS**

1. (a) The prescribed fee for Revaluation is **Rs. 500/** per answer book (b) The cost of the application form of Rs. 25/- is to be added along with the fee for revaluation if the photocopy or downloaded copy of the application form has been used.
2. Every application for revaluation should be submitted in the prescribed form along with the prescribed fee mentioned so as to reach the office of the Controller of Examinations. Candidates are advised to submit their applications to **The Controller of Examinations**. The envelope containing the application should be superscribed as **APPLICATION FOR THE REVALUATION OF THE** (Name of the programme) (semester/year of examination).
3. The fee should be paid as challan from Indian Bank and forwarded to the Controller of Examinations along with the application. Fees once paid will not be refunded.
4. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice.
5. a) In the case of applications which are found in order, the College will take steps to get the answer books revalued expeditiously so as to issue the result of revaluation as quickly as possible. (b) The results of revaluation will be communicated to the candidates concerned individually to the address furnished in their applications, as soon as the results are ready for issue. No interim enquiries of any kind will be entertained in this regard. (c) It may be noted that the College can never set in any case a time limit for the issue of the results of revaluation. The College will also therefore, not be liable for loss of any kind sustained by candidates concerned on account of the delay, if any, in issuing the results of revaluation.