



**Office of the Controller of Examinations**

**Application for RETOTALING of answer scripts**

1. Retotaling fee is Rs. 250/- per answer script and shall be paid to the college office in person
2. There is NO PROVISION for retotaling of Practical / Project Examination papers, etc
3. Incomplete/ late application will be rejected and the fee will not be refunded or adjusted towards any other fee.
4. The HOD should ensure while recommending the application that the course code and title filled in the respective columns by the candidate are verified and found to be correct.
6. The retotaling is NOT applicable for answer scripts booked under Malpractice.

<b>Name of the Candidate</b>	:	
<b>Register No.</b>	:	
<b>Degree &amp; Branch</b>	:	
<b>No. of Course(s) applied for revaluation</b>	:	
<b>Amount paid to the office</b>	:	

**Course(s) for which photocopies of valued answer scripts required :**

S.No.	Semester	Course Code & Name	Grade	Result
1				
2				
3				
4				
5				
Total Amount Paid (Rs 250 x No. of Scripts ) Rs.				
Amount in words Rupees				

Recommendation of the HOD		
Recommended/NOT Recommended		Signature of the Candidate
Signature of the HOD	Dept. Seal	Signature of the Principal

For COE Office Purpose