MANAKULA VINAYAGAR
INSTITUTE OF TECHNOLOGY
An Autonomous Institution
Affiliated to Pondicherry University, Approved by AICTE, New Delhi,
Accredited by NBA, New Delhi and NAAC with 'A' Grade
Kalitheerthalkuppam, Puducherry- 605 107.

Office of the Controller of Examinations

REVALUATION PROCEDURE

1) All the candidates **FAILED** in End Semester Theory Examinations can apply for Revaluation.

2) Revaluation is not permitted for practical courses and project work.

3) If a Candidate wish to apply for revaluation for a course, he/she need to obtain his/her photocopy of the answer script (of the course concerned) first, by paying Rs.200/- per course before the due date. After viewing the answer script, if a student applies for the revaluation through proper application to the Controller of Examinations, the Controller of Examinations will arrange for the revaluation and publish the results. A student can apply for revaluation of answer scripts for, not exceeding, FIVE courses at a time.

4) If any discrepancy is being noticed in valuation in the photocopy of the answer script, the same may be brought to the notice of the Controller of Examination as per below procedure :

5) After receiving the photocopy, the candidate can check discrepancies in awarded marks, total mistake and marks omitted etc., by his/her own or he/she can also discuss the same with course experts.

6) If the expert(s) is/are convinced that the candidate deserve to get more marks than the awarded marks, then he/she can recommend the student to apply revaluation.

7) Once the student gets approval from the expert, they need to submit revaluation application by paying Rs.600/- per script duly recommended by course expert and HOD with signature,   along with the photocopy of the answer script to the Office of COE.

8) Student can also skip Revaluation process, after getting photocopy , if not interested.

9) If a candidate is not satisfied by his/her revaluation results, they can apply for Review/Challenge by remitting the prescribed fee of Rs.5000/- per course.

CONTROLLER OF EXAMINATIONS