

Sl. No.

**UNIVERSITY OF KERALA**

Price Rs. 20/-(Twenty)

**Application for Revaluation of Answer Books of.....March/September 20....****Semester No.....Year 20.....****Details of fee remittance**

Amount Rs.....Name of the Bank and Branch.....

University Cash / Friends Counter Pay-in-slip No./DD No..... Date of Payment .....

**Add Rs. 10 as service charge for every DD**

1. Please attach copies of marklist and Hallticket

2. Send Application through Registered Post

1. Name of the Candidate	Male/Female
2. Name of Examination, Month, Year and Semester for which Re-valuation is applied for	
3. Register Number with Month & Year (Enclose copy of hall ticket)	
4. Main subject under Part III Elective/ Optional Subject	
5. College/Centre and place where he/she took the examination.	

6. **Subject (s) and paper (s) for which Re-valuation is required** (Specify Part / Branch / Group /Main / Subsidiary papers. (Enclose copy of mark list. )

Sl. No.	Part / Branch	Title of the paper(s)	If improved write IMP	Marks obtained	Maximum marks	For office use only

7. Whether the candidate has applied for scrutiny of marks of any of the papers applied for revaluation. If so, give details.	
8. Address with Pincode to which result of revaluation is to be communicated (in block letters)	Mobile No. & e-mail. ID

**DECLARATION OF THE CANDIDATE**

I have gone through the instructions to the candidates printed overleaf.

Place :

Date :

*Signature of the Candidate*

( PTO)

## **INSTRUCTIONS TO THE CANDIDATES APPLYING FOR REVALUATION OF THEIR ANSWER BOOKS**

1. (a) Candidates for all examinations conducted by this University other than Post - Graduate Examinations, Practical Examinations and Examinations for which there is provision for Double Valuation are eligible to apply for Revaluation of their Answer books in theory papers.  
(b) There shall be provision for revaluation of Ans. Scripts of PG Exams of Courses conducted by the S. D. E.  
(c) **There is no provision for revaluation in respect of answer books in Practical examinations.**
2. The application form can also be downloaded from the website. An additional amount of Rs. 20/- as cost of application form may be added along with the fee paid for revaluation.
3. Mention the Year, Month, Semester/Part, Register Number and the Centre of Examination of the candidate clearly for which revaluation is applied. If revaluation is applied for a paper which was improved, mention the same as **IMP** (Please attach Copies of marklist of Subjects for which revaluation is required.)
4. Every application should be submitted by the candidates in the prescribed form along with the prescribed fee mentioned under clause (5) below, so as to be received by the **Controller of Examinations, University of Kerala, Thiruvananthapuram-695 034** within 15 days from the date of publication of results of examinations with Computerized tabulation and within 10 days from the date of publication of results of other Examinations, unless otherwise specified by the University. Candidates are advised to send their applications through Registered Post addressed to 'The Controller of Examinations, University of Kerala, Thiruvananthapuram - 34 with the superscription on the envelope " Application for Revaluation of B. A./ B. Sc./ B. Com ....." "
5. The fee for Revaluation is Rs. 500/- (Rupees Five Hundred only) per answer book. For this purpose, if different sections of a question paper are answered in different answer books, all the answer books together will be treated as a single unit. A fine of Rs. 1000/- shall be paid as late fee in addition to normal fee if the candidate submits the application within 7 days from the stipulated last date of applying for revaluation.
6. Fees can be remitted either by cash at the University Cash Counter or at Friends Counters (Janasevana Kendram) or by Demand Drafts drawn in favour of the **Finance Officer, University of Kerala, Tvpm, - 34**. Please note that drafts, drawn on SBT branches payable at **SBT Service Branch, Thiruvananthapuram** and Drafts drawn on District Co-operative Banks payable at **State Co-operative Bank, Head Office Branch, Thiruvananthapuram** only will be accepted from candidates residing within the State. Rs.10/- (Ten only) may be added as Service Charge for every demand drafts. Those residing outside the State may submit SBI Drafts payable at SBI, Main Branch, Thiruvananthapuram.
7. Applications which are late and not in the prescribed form and which are found defective in any respect will be summarily rejected.
8. The results of revaluation will be communicated to the candidates concerned, individually in 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. To effect revaluation change in results, the candidates are directed to submit the Revaluation Result Memo along with the original marklist to the Tabulation Section within 45 days from the date of Revaluation Result Memo.
  - a. A late fee of Rs. 500/- shall be paid if the Original Marklist is surrendered after 45 days but within 6 months.
  - b. Rs.1000/- shall be paid as late fee if it is after 6 months but within one year from the date of the original revaluation result memo.
  - c. Rs. 1000/- per year shall be paid as late fee for effecting revaluation change after one year from the date of issue of the original revaluation result memo.
9. Rs. 250/- will be charged as fee for issuance of Duplicate Re-valuation Result Memo.
10. Photocopy of the answer scripts shall be given to the students at a fee of Rs. 500/- per answer script, by the respective tabulation sections after the last date of receipt of the application for revaluation. If applied for revaluation, the photocopy of the answer scripts be given to the students only after the completion of the revaluation process by the revaluation section.
11. It may be noted that the University can never set in any case a time limit for the issue of the results of revaluation. The University 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.
12. **Application for revaluation should be accompanied by (1) Sufficiently stamped, self addressed envelope for sending the result by Registered Post. (2) Copy of Hall Ticket. (3) Copy of marklist and (4) Original Receipt / DD for the prescribed fees. Change in address, if any, should also be intimated immediately.**