



KANYA MAHA VIDYALAYA , JALANDHAR **(Autonomous)**

Price of the form -
Rs.200/-
Re-evaluation Fee
per Answer Book -
Rs. 1000/-

APPLICATION FORM FOR RE-EVALUATION

(The form must be deposited with the prescribed fees to the college)

FOR OFFICE USE

College Receipt No. _____

Date :- _____

Amount :- _____

Full Signature of cashier :- _____

FOR OFFICE USE

Diary No. _____/KMV/Rev.

Date :- _____ 20 _____

Case No. _____ Rev _____

(To be Left Blank)

Date :- _____ 20 _____

TO BE FILLED BY THE CANDIDATE

1. Name of the applicant _____ 2. Regn. No. _____
(in block letters)

3. Father's Name _____
(in block letters)

4. Mother's Name _____
(in block letters)

5. Particulars of examination in which appeared:

Name of Examination	Year & Session	Semester	Examination Roll No.	Class Roll No.

Sr. No.	Course Title and Course Code with option (if any)	Marks obtained	Minimum Pass Marks	Sr. No.	Course Title and Course Code with option (if any)	Marks obtained	Minimum Pass Marks
1.				5.			
2.				6.			
3.				7.			
4.				8.			

Note – Candidate of any semester must indicate whether re-evaluation is desired in 'Pass Course' or Honours' (if any)

6. Particulars of Course/s in which re-evaluation of answer – book/s is desired .

Important : (Fill it carefully giving names of courses correctly).

Course Title	Course Code	Option(if any)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

7. Particulars of examination in which appeared for improvement of Division / Performance of Marks.

Name of Examinations	Year & Session	Semester	Roll No.
_____	_____	_____	_____
_____	_____	_____	_____

8. Specimen of the handwriting of the applicant in the language in which the answers have been written in the answer-book/s

9. a) College Receipt No _____ b) Date _____
Amount (In Fig) _____
(In words) _____

DECLARATION

I _____ daughter of _____
do hereby declare that I have read the instructions given at page 4 of this application form regarding the re-evaluation of answer book/s VERY CAREFULLY and undertake to abide by the same. ***The result of re-evaluation as defined in the instructions at Sr. No. 13 and 14 on page 4 of the application form, shall be binding upon me.***

I understand that re- evaluation can also mean change of result from "pass" to "fail" or "compartment", change in Division/ Aggregate, or Position in the college merit list.

Dated _____ 20 ____

Address for Correspondence _____

E-Mail: _____ Mobile No. _____

Date: _____

Signature of Applicant

TO BE FILLED IN BY THE EXAMINATION BRANCH

1. Date of declaration of the result of the candidate : _____ (as per result gazette/notification)
2. Reason in detail for late declaration of result : _____
3. Marks obtained in course/s as per award list and posted in the result sheet and the names of examiners:

RESULT					Increase in Marks on account of		IDENTITY No /NAME OF EXAMINER/S
Sr. No.	Course Title	Course code with option (if any)	Answer Book Code No.	Marks Obtained	*Complaint against question paper	** Standard in making of scripts	
1.							
2.							
3.							
4.							
5.							
6.							

Date . _____ 20 _____

Asstt.

Incharge (Examinations)

NOTE;*Marks increased by Board of Studies/Board of Moderation on account of complaint against question paper.

**Marks increased by the Board of Moderation on account of standard in making of scripts.

REMARKS

The particulars stated above by the candidate are in order. The application alongwith the required fee has been received in time and it may therefore, be accepted in view of the following

- a) Date of declaration of result _____
- b) Last date of receipt of form and fee _____
- c) Actual date of receipt of form and fee _____

Asstt. _____ Incharge (Examination)

Accepted

Controller of Examinations

**For a rejected case:
Reason**

1. Late by _____ days

2. _____

May be rejected

Asstt. _____ Incharge (Examination)

Rejected

Controller of Examinations

**DISCREPANCY
(If any)**

1.

2.

3.

KANYA MAHA VIDYALAYA , JALANDHAR (AUTONOMOUS)

INSTRUCTIONS FOR THE CANDIDATES

(THE INSTRUCTIONS MUST BE READ VERY CAREFULLY BEFORE FILLING THE RE-EVALUATION FORM)

1. A candidate who wishes to seek re-evaluation of her answer-book/s may apply for re-evaluation to the Controller of Examinations, Kanya Maha Vidyalaya, Jalandhar – 144004 on prescribed application form accompanied with fee of Rs.1000/- (for undergraduate & postgraduate classes) per answer- book alongwith Rs.200/-as Form Fee and the internet copy of detailed marks card. The application form must be submitted in the college office with in stipulated period.
 - (i) The re-evaluation form neatly filled in by the candidate herself along with requisite fee and the documents mentioned above must reach the college office under a registered cover / By hand **within 21 days from the date of declaration of the result of the particular examination** (for this purpose the date printed on the result Gazette Notification shall be taken as the date of declaration). No grace days will be allowed after stipulated period fixed by the college authorities.
 - (ii) A candidate may be allowed to withdraw her application for re-evaluation within **10 days** of the submission of her re-evaluation form.
2. **No refund of fee shall be admissible after the deposit of the fee for re-evaluation.**
3. Late procurement of form shall not be entertained as a plea for its late submission in any case.
4. A candidate will not be entitled to apply for re-evaluation after the expiry of the normal dates mentioned above if her result has been delayed on account of her own fault.
5. Only one application form should be used for one or more courses / papers.
6. All entries in the application for re-evaluation should be complete and correct in all respects. The office will not be responsible for the delay/rejection of the case, if the form is not complete in all respects or not be accompanied by full fee and/or detailed marks card /certificate. **No change in the entries once made by candidate shall be allowed after the receipt of the form by the office.**
7. Ignorance of the titles of course or option shall not be accepted as a plea for wrong entry in the application form.
8. Fee should only be deposited in cash at the college counter with the cashier on working days.

NOTE:- a) Payment by cheque is not acceptable .
b) **The College Cash Receipt, in original, must be attached with the application form.**
9. Re-evaluation is permissible in the case of Supplementary and Semester Examinations conducted by this college except in the following :-
 - i) Practical Examinations in different courses / papers , continuous assessment; internal assessment of project report, dissertations, thesis and viva voce.
 - ii) The courses where grading system has been introduced and the marks will not be included in the maximum marks of the semester or Programme.
 - iii) The Examinations in which the answer-books are marked by the external and internal examiners.
10. The Re-evaluation will be done under the rules framed by college from time to time and the result will be communicated to the candidates soon after it is declared. No interim communication to this effect will be entertained.
11. Each script will be re-evaluated as a whole by two examiners separately. Re-evaluation result will be declared as per re-evaluation policy of the college.
12. **The score of re-evaluation shall supersede the original score.**
13. ***The result of re-evaluation whether favourable or unfavourable, shall be binding upon the candidate who applies for re-evaluation.***
14. ***If the candidate has already availed the benefit of 1% grace marks to pass any course, after re-evaluation, the priority of grace may be awarded to the course for which the candidate has applied for re-evaluation.***
15. No further re-assessment shall be allowed after the award/s by Re-evaluation has/have been received.
16. A candidate will be permitted to see her answer-books **for identification only, on payment of an additional fee of Rs.1000/- per answer-book** during working hours on a written request within 15 days from the date of declaration of the result of re-evaluation. The facility is provided to enable a candidate to see herself that the answer book/s shown to her is her own.
17. If as a result of re-evaluation a candidate passes the examination, she shall be eligible to seek admission to the next higher class within 10 days after the declaration of re-evaluation result . Her attendance shall be counted from the date of admission.

Similarly, if a candidate becomes eligible for the Supplementary Examination, she may be permitted to appear in the usual Supplementary Examination. Such a candidate may seek provisional admission to the next higher class within 10 days after the declaration of re-evaluation result only if she is eligible for the same as per examination policy of the college and her attendance shall be counted from the date of admission.

Documents to be Attached:

- i) Internet copy of Detailed Marks Card.
- ii) Rs.1000/- along with Form Fee Rs. 200 /-