



SASTRA UNIVERSITY

EXAMINATION WING



REVALUATION CIRCULAR

19.12.2012

Attn: All B.Tech. I, III, V & VII semester, M.Tech. Integrated I, III, V, VII & IX semester B.Sc., BBA, B.Com., BCA, B.Com.(CA), LLB, B.A. LLB., B.Com. LLB., BBA. LLB. I, III, V, VII & IX semester, MCA I, III & V semester, MBA, M.Tech., M.Sc. I & III semester, M.Sc. B.Ed., M.A., B.Ed., I, III, V, VII & IX semester and B.Tech. (Part-Time) V & VII semester students

The following provision can be availed by the students who attended the examinations held in **November 2012** and whose results have been released today.

I. REVALUATION:

Candidates, who feel that their answer scripts might not have been valued properly, may apply for revaluation in the prescribed application format.

II. TRANSPARENCY SYSTEM: (Photo copy)

Candidates who feel that their answer scripts might not have been valued properly, but prefer to consult their teacher or a subject expert before applying for revaluation by getting a photo copy of their answer scripts, may apply for a photo copy in the prescribed application format.

The application formats for revaluation and transparency may be collected from the Office of **Dean / Examinations**.

SRC students are directed to collect their application forms from the Office of **Dean / SRC**.

Issue of application formats and fee payment commence at: 09.00 AM on 20.12.2012

Issue of application formats and fee payment close at : 05.00 PM on 22.12.2012

CONDITIONS

- 1. Revaluation provision is not available for Honours, Open Elective, Project & Viva-Voce, Seminar and Laboratory courses.**
- 2. Application for revaluation is to be made in person only except the requests through e-mail.**
- 3. Application for “photo copy” must be made only in person**



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4.

Provision	Fees per paper (Rs.)	Condition
Revaluation requests	750.00	Not more than two **
Photocopy requests	750.00	Not more than two

**** (including any request made upon obtaining photocopy)**

5. Students wishing to apply for revaluation through E-Mail must send their requests to:

revaluation@sastra.ac.in

Every E-mail request received by Exam Wing (deadline: 5 P.M. on 22.12.2012) **will be acknowledged**. Non-receipt of acknowledgement is an indication of non-receipt of E-mail. Representations made later will not be entertained under any circumstance. All the particulars as per the format prescribed should be furnished. Otherwise the request will not be entertained.

In the case of E-mail requests, the list of students and the fees to be collected individually will be sent to the Accounts Section of the University after the results of revaluation are published. Students may promptly pay the dues in the Accounts Section thereafter.

Letter requests along with demand drafts should not be sent anticipating acceptance for revaluation.

The revaluation results will be put up only in the Notice Board of Examination Wing by 5 P.M. on 31.12.2012.

(Dr. D. Venkappayya)
Dean / Examinations