

### GUIDELINES FOR REVALUATION

1. A candidate who wishes to apply for revaluation of his/her answer books, should submit an application on the prescribed form to the Registrar with the requisite fee before expiry of fifteen (15) days excluding the day on which the result was declared or the last date declared by the University. If 15<sup>th</sup> day happens to be holiday, next working day shall be the last date.
2. An application received without requisite fee and the original marksheet of that examination or after the last date determined as in clause (1) shall not be entertained.
3. The process of revaluation includes scrutiny of marks and re-checking of result and, therefore the candidate applying for revaluation of his /her answer book(s) need not to apply for scrutiny of marks of the paper(s) for which he / she has applied for revaluation. Once the revaluation is applied by the candidate the application of revaluation cannot be withdrawn afterwards.
4. The fee for revaluation of answer-books shall be as prescribed by the university which will not be refunded.
5. Revaluation shall be done by an examiner to be appointed by the Vice-Chancellor from a panel recommended by the Committee for Selection of Examiners/Convener.
6. Each answer-book shall be revalued by one examiner only.
  - (i) If the award of the second examiner (re-valuator) is more than the award of the first examiner subject to a limit of 20% of the maximum marks prescribed for the paper, the same shall be taken as the marks obtained on revaluation. In case the award of the second examiner (re-valuator) exceeds the above limit of 20%, the answer book shall be referred to a third examiner and the average of the two closest awards shall be taken into account. If the three awards are uniformly spread, then the middle award shall be taken into account.
  - (ii)(a) If the award of the second examiner (re-valuator) is less than that of the first examiner upto the extent of 5% of the maximum marks prescribed for the paper, the award of the first examiner shall stand.
  - (b) In case the award of the second examiner (re-valuator) is less than that of the first examiner and the decrease is more than 5% but not more than 20% of the maximum marks prescribed for the paper, the average of the two awards shall be taken as the marks of revaluation *provided* the result of the candidate is not affected adversely, i.e. his / her division is not changed or he / she does not get supplementary exam instead of pass or he / she does not fail instead of supplementary or he / she does not

fail in an individual paper/subject instead of pass. In such cases, the marks shall be decreased to the extent that his result is not affected adversely.

- (c) If the award of the second examiner (re-valuator) is less than that of the first examiner and the decrease in marks exceeds 20% of the maximum marks prescribed for the paper, the answer-book shall be referred to a third examiner and the average of the two closest awards (the middle award in case the three awards are uniformly spread) shall be taken as the marks of revaluation subject to the provision mentioned above in sub-clause (ii) (b).
7. The candidate shall submit his original marks sheet along with the application for revaluation failing which the application will not be entertained.
  8. The increase in marks obtained by a candidate as a result of the revaluation shall not be taken into account for preparing the merit list in order of merit at an examination.
  9. Candidates desirous to apply for revaluation must treat their result as “No change” for submission of application forms for appearing at the ensuing examination within due dates. In case their result changes consequent upon revaluation, the application forms submitted by them will be amended accordingly on the request by the candidate.
  10. If a written complaint is made by or on behalf of a candidate within one month from the date of declaration of result about prejudiced evaluation of his / her answer-book of a written paper by an examiner affecting the character of his / her result and neither double evaluation answer-books is in vogue nor is revaluation permitted at that examination under the rules, and the Vice-Chancellor is satisfied about the prima-facie genuineness of the complaint on the basis of the evidence before him or the circumstances of the case, he / she may order revaluation of the answer-book by two external examiners appointed for purpose and accept majority opinion where the candidates are simply declared 'Approved or Not Approved or the average of the two nearest awards where marks are awarded, provided such opinion/award affects the character of the candidate's result.
  11. The Degree or Diploma Certificate of the University shall not be granted except in cases in which the Board of Management is satisfied by the production of an affidavit on a stamped paper of Rs. 500/- required by law for the time being in force that the applicant has lost/destroyed his degree or certificate with this undertaking that the candidate has not used it anywhere else and the applicant must show a real need for a duplicate. In such cases, a duplicate degree or certificate may be granted on payment of a fee of Rs.1500/-. The Board of Management may authorize the Vice Chancellor to approve such application.
  12. English version of a Degree/Diploma/Certificate in Hindi may be given to a candidate on request and on pre-payment of Rs.500/- or as declared by the University. In case where the candidate has already obtained the original Degree / Diploma / Certificate in Hindi. In the case of a candidate residing abroad and desiring his /her degree / Diploma to be sent at his / her foreign address, actual postal charges required for sending the degree will be charged in addition to the fee mentioned above.

13. Any candidate who has been declared successful at a university examination after the declaration of his / her result, before the degree or diploma is delivered to him / her at the next convocation or otherwise, may apply to the Registrar for provisional certificate for passing that examination. The application should come through the officer who forwarded the application of the candidate for appearing at the examination. A fee of Rs. 500/- or as declared by the University should be remitted to the University office by the mode prescribed by the University for the issue of the provisional certificate.