

Cost of form Rs. 25/-(\$ 5)



**MAHATMA GANDHI UNIVERSITY
SCHOOL OF DISTANCE EDUCATION**

To be sent by registered post

Details of fee remittance

M.G. Uty Cash

Counter/SBT/SBI :

Amount Paid Rs. :

Date of Payment :

Pay-in-Slip/D.D No. :

**APPLICATION FOR REVALUATION OF ANSWER BOOKS AT THE
VARIOUS UNIVERSITY EXAMINATIONS
MARCH/SEPTEMBER**

1. Name of the Candidate (in block letters)	
2. Student Enrolment No.	
3. Sex (Male or Female)	
4. Name of Examination, Year/Semester and Month with Reg. No.	
5. Centre at which he/she took the examination with Centre Code, if any	
6. Date of issue of marklist from the Centre	

7. Subjects(s) and paper(s) for which revaluation is required (Part/Branch/Group/Main/Subsidiary etc, if any should also be specifically stated in addition to the title of the paper(s) (use separate sheet, if necessary)

Sl No.	Part/Branch/Main/Subsidiary/Semester	Title of the Paper(s)	Marks Secured	Maximum Marks	For Office use only

8. Address to which result of (in block letters) revaluation is to be communicated	
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Place:

Date:

Signature of Candidate

For instructions please see over leaf.

INSTRUCTIONS TO CANDIDATES WHO WISH TO APPLY FOR REVALUATION OF THEIR ANSWER BOOKS

1. The candidates may use the application form for revaluation available in the examination store of the university at cost of Rs.25/- or download the application form from the website of the School of Distance Education. Those who use photo copies of the forms or download the forms from the website shall remit Rs.25/- (US \$ 5 for students abroad) along with the fee for revaluation. The website addresses are

www.mguniversity.edu
www.sdemgu.org

2. (a) The prescribed fee for revaluation is Rs.250/- per paper (US \$ 10/- for students abroad)
- (b) Every application for revaluation shall be submitted by the candidate in the prescribed form along with the prescribed fee, on or before the last date specified in the notification of result.
- © Those who wish to apply for revaluation of papers of more than one semester at a time, shall use separate application forms for each semester. The fee for revaluation/ cost of form in respect of each semester shall be remitted separately and attach the cash receipt/DD with that application form.

3 The fee should be paid as cash receipt from Mahatma Gandhi University Cash Counter or by way of DD drawn in favour of the Finance Officer, Mahatma Gandhi University, payable at SBT, Mahatma Gandhi University Campus Branch (code 669) and be forwarded to the Controller of Examinations, along with the application. Fee once paid shall not be refunded or adjusted for any other purpose.

4 The application for revaluation shall be addressed to the Controller of Examinations, Mahatma Gandhi University, Priyadarsini Hills P.O, Kottayam – 686560. The students are advised to send the applications only by registered post.

5 The applications which are received after the last date notified/defective applications will not be entertained. Such applications will be summarily rejected without notice.

6 In the case of applications which are found in order, the University will take steps to get the answer books revalued expeditiously so as to issue the result of revaluation.

7 The results of revaluation will be communicated to the candidates concerned individually to 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.

It may be noted that the University can never set a time limit in any case for the issue of the result 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.