

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**
**CIRCULAR**

Ref. No: SUN/COE/MAY 2023/REVAL/168

Date: 19.07.2023

All the **UG/PG/Diploma students** who appeared in the **ESE May-2023 session** are hereby informed that the application form for Photocopy and Re-valuation of answer scripts will be available in the ERP portal (**only for theory courses**) as per the following fees and schedule.

**PHOTOCOPY OF ANSWER SCRIPTS**

S. No.	Fee Particulars	Amount (in Rs.)
1.	Photocopy of Answer scripts ( <i>Maximum of 3</i> )	Rs. 500/- for each course
2.	<b>The student have to collect photocopy of answer booklet on 24<sup>th</sup> &amp; 25<sup>th</sup> July 2023 from the office of the CoE( Venue; 'O' building, Second floor, 115 ) .</b>	

**Form Filling Date: 19.07.2023 To 21.07.2023 (5.00 p.m.)**
**REVALUATION**

The application of revaluation of Answer Scripts should be recommended and forwarded by Dean/HoD. **The Dean/HoDs are requested to forward the genuine cases only.**

S. No.	Fee Particulars	Amount (in Rs.)
1.	Revaluation of Answer scripts ( <i>Photocopy applied Answer Script only</i> )	Rs. 500/- for each course

**Form Filling Date: 25.07.2023 To 27.07.2023 (5.00 p.m.)**
**Note:**

- The Photocopy and Re-valuation application can be filled by the students in their ERP login.
- Download the filled form and submit the same to the department CoE Coordinator.
- The students should pay the necessary fees **of Rs. 500/-(Non Refundable)** for each course through the online portal only.
- The maximum number of courses for which student is willing to apply for Photocopy and Re-valuation is restricted to **three courses** only.
- Reevaluation is applicable only for theory papers and shall not be entertained for other components such as Practical/Viva/Seminar/Internship/Thesis/Dissertation etc. If student did mistakenly, concern application will be rejected automatically without further notice.
- No application will be entertained after the deadline dates.


**Controller of Examinations**

**Copy to:**

1. **PA to Vice-Chancellor**
2. **The Registrar.**
3. **The Finance officer.**
4. **All Deans/HoDs and SUN Groups**
5. **ERP & Website Team**
6. **All students through concerned Schools/Dept.**