



Application for Re-totaling/Revaluation of Marks

The Registrar
Dr. C. V. Raman University, Vaishali, Bihar

It is requested that kindly retotal/revalue my Answer Book of.....Exam for which I have deposited the requisite fee for Rs.....by Receipt No..... Dated (YYYYMMDD).....

To this University. Please inform the result of Revaluation/Retotaling on the following Particulars.

Name of Examination.....

Enrollment No.....

Roll No.....

Course:.....**Branch**.....**Semester**.....

Status: Regular/Ex.....

Retotaling/Revaluation.....

Name of Candidate.....

Father's Name.....

Mother's Name.....

Mobile No.....

Mention Subject with Code:

S.No.	Subject code	Subject Name
1.		
2.		

Place.....

Date.....

.....

Candidate's Signature

Full Name.....

Forwarded

Signature and Seal of the Principal/Head of Institution

Important Notes:

- Applicant should read the instruction carefully before filling the application form.
- The application received within 15 days of declaration of result are only considered (with 10 days without late fees and next 5 days with late fee)
- Incomplete, erroneous and late received applications will not be considered and fee will not be refunded.
- Revaluation fee per Answer Book/Question Paper is 500/- Late fee Rs. 100/- Per Answer Book/Question Paper.
- The candidate can fill up a form for maximum two subjects per semester for revaluation. Application for more than 2 subjects per semester will be automatically rejected and fee will not be refunded.
- There is no need to fill separate revaluation forms for two subjects per semester. In one application form a student can apply for two subjects per semester.
- Institute need not to verify the marks but should verify/check the student's name, enrollment no., sub code, sub name, semester is filled correctly.
- Students must note that revaluation is only a privilege which does not provide any legal right.
- Revaluation result will be made on the university Notice board and web site.

Exam Controller