



Standard Operation Procedures (SOPs)

RE-EVALUATION/RE-TOTALING

EXAMINATION SECTION



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PROVISION FOR RE-EVALUATION OF ANSWER SCRIPTS

DEFINITION

Re-evaluation of Answer Scripts means the work undertaken on receipt of a candidate's application in prescribed format and proper verification of the application form to re-evaluate his/her answer scripts of the paper(s) applied for to re-evaluate them afresh.

PREREQUISITES FOR RE-EVALUATION

1. A candidate desirous of applying for re-evaluating his/her answer script(s) of paper(s) will have to apply for re-evaluation within 15 days from the date of publication of results. Application for re-evaluation of answer script(s) received after 15 days from the date of publication of results shall not be entertained.
2. Application for re-evaluation (upto maximum 3(three) papers) will have to be made by the candidate in prescribed format and particulars should be filled in by the candidate in his/her own handwriting.
3. Application must be verified and duly forwarded by the Principal/Head of the college/Institute to the University for consideration.
4. Signature of the candidate in the application form must correspond to that present on the application form for appearing in the examination.
5. Application form for re-evaluation must accompany the prescribed fee (Rs.5000.00 per paper, subject to revision from time to time) in the form of bank draft in favour of 'Sri Devaraj Ura Academy of Higher Education and Research', Tamaka, Kolar payable at 'SDUMC' Branch, Kolar.
6. It should also accompany Photostat copies of Admit Card and Marksheet, attested by the Principal/Head of the College/Institute from where the applicant appeared examination, for verification.
7. Application Form complete in all respect must be submitted in the University Office on working days during office hours. Incomplete application forms will be rejected straight away.

RE-EVALUATION

1. Application form for re-evaluation shall be accepted only after verification of all particulars submitted by the candidate and found to be correct.
2. Re-evaluation of the answer script applied by the candidate shall be conducted by a second examiner, appointed for the purpose, after which the University shall convey the result of the re-evaluation to the candidate through the Principal/Head of the Institute in which the candidate is studying/studied/appeared in the examination, with a copy to the Principal/Head of the Institute.
3. During the process of re-evaluation the answer script shall be re-evaluated afresh and the marks obtained on re-evaluation shall be declared and updated in all records. This shall be valid in those cases also where the marks obtained on re-evaluation is found to be less than that declared before it, except, in case of a candidate who had passed earlier but got fail mark during re-evaluation and in such case the previous mark shall prevail and no updating shall be made.

GUIDELINES FOR THE ISSUE OF PHOTOCOPY OF ANSWER SCRIPTS OF THE FAILED SUBJECTS

(A candidate cannot apply for a Xerox if he/she has passed in that subject)

1. Candidates of all the Under Graduate and Post Graduate Courses are eligible to apply for photocopy of the answer scripts.
2. Photocopy of the answer scripts is permissible only for those candidates who have passed clinical/Practical examination.
3. Photocopy of answer scripts are given to candidates for their personal reference only and for self-assessing their performance in the exam in order to improve their answer presentation in future.
4. Candidates have no right to claim any additional marks based on self-assessment / compare with other examiner's marks / get it assessed by other teacher(s).
5. Revaluation of answer papers is not permissible as per the University rules in force.

6. Application for photocopy of answer sheets should reach the University within the stipulated date which will be informed at the time of publications of results in the website.
7. Application should sent through the head of the Institution.
8. Applications received from the candidates directly by the University will summarily rejected and further communication will not be entertained.
9. Incomplete applications and applications received after the due date will be summarily rejected.
10. A Fees of Rs.1000/-(One thousand only) per paper may be remitted to the University through RTGS/NEFT towards the issue of photocopy of Answer Script for each paper. If the theory paper contains Section A & Section B or Paper I & Paper II, .the fees should be paid separately for each A & B sections or Paper I & Paper II separately.
11. Fees once paid will not be refunded on any account.

ORDINANCE FOR RE-EV ALUATION OF ANSWER SCRIPTS

1. (i) Any candidate, intending to apply for re-evaluation of answer scripts (s) of any Paper/Subject of his/her written Examination, may do so on the prescribed Application Form within 15 days from the date of issue of marks sheet.
(ii) The re-evaluation of scripts will not be allowed in more than one-third of written Papers of an Annual Examination.
2. Each application for re-evaluation shall be accompanied by the original Statement of Marks issued to the candidate.
3. Re-evaluation shall not be permitted in the Practical Examinations, Viva-Voice, Project Report/Field Work/Sessional/Internal Assessment and Dissertation, as also the answer scripts of any Examination, which have already been valued in full by joint Examiners/Board of Examiners.

4. The candidate applying for re-evaluation shall be required to pay the prescribed Fee per Paper or part thereof; No refund shall be made in any case except if marks increased more than 20%, in a paper/subject.
5. The Controller of Examinations will select an examiner for re-evaluation from amongst a panel of at least three Examiners in each paper recommended by the Board of Studies. The said panel shall exclude the name of the initial examiner.

"However, in case of an extra-ordinary circumstances, the Head of the Department may be requested to decide about the appointment of the re-evaluator."
6. The merit will be awarded after re-evaluation process is completed.
7. If there be any change in the result of the Examination due to re-evaluation of answer scripts, no examinee can complain in the Court of Law, nor any action can be initiated against the Examiner (s) concerned.
8. (i) If the award of the Re-evaluator (second examiner) varies from the original award up to and including $\pm 5\%$ of the maximum marks of the paper concerned, the original award shall stand.

(ii) If the award of the Re-evaluator (Second Examiner) varies from the original award to more than $\pm 20\%$ of the maximum marks of the paper/subject concerned, then the answer script shall be sent to the second re-evaluator (Third Examiner)

(iii) The average of the marks awarded by the Second and Third Examiners shall be final.

(iv) If the marks awarded by the re-evaluator is more than $\pm 5\%$ but less than $\pm 20\%$, of the maximum marks of the paper concerned the new marks will be awarded to the candidates.
9. All cases of re-evaluation of answer scripts in which the variations between the initial examiner and the first re-evaluator (Second Examiner) exceeds more than $\pm 20\%$ shall be referred to Examination Committee

10. Applications for re-evaluation of answer scripts only for Annual Examination shall be accepted.
11. Answer scripts of those examinees who appeared for improvement of division or Percentage of Marks shall be final and shall not be subject to re-evaluation

GUIDELINES FOR THE REVALUATION OF THE ANSWER-SCRIPT/S

1. Applying for Photo/Xerox copy of the answer script and applying for Revaluation will be two independent processes.
2. Applying for the Photo/Xerox copy of the answer script or having Photo/Xerox copy of the answer script shall not be a pre-requisite for applying for revaluation of the answer script in the said subject.
3. The student can independently apply for revaluation OR Photo/Xerox OR both simultaneously.
4. If the examinee is not satisfied with the marks awarded, he/she may independently apply for revaluation in the prescribed form within the period and in the manner prescribed, whether or not he/she has applied for Photo / Xerox copy/ies of the same.
5. This revaluation facility shall be for theory papers only.
6. The revaluation of answer script shall not be permitted in respect of the marks awarded to the scripts of practical examination /term work! seasonal work / project work / dissertation / internal assessment / term work (including theory part) and in viva voce /oral / practical examinations/ OMR Sheets
7. A candidate can apply for the revaluation of the answer script of the subject only if he/she has secured at least 20% of the total marks in that subject or 40% of the marks required for passing in the said subject, whichever is less or the grade equivalent to the above criteria where grades are assigned to the theory paper.
8. The prescribed application form for revaluation of answer script can be obtained from the office of the Controller of Examinations.

9. The nonrefundable prescribed fees of Rs. 5000 per subject per answer script for the purpose of revaluation shall be paid by the examinee. The said fee shall be remitted by cash or D. D. drawn in favour of Srt Devaraj Urs Academy of Higher Education & Research, Tamaka, Kolar
10. Only one application form should be used for one answer scripts of the same examination.
11. The prescribed application form for revaluation of answer script duly filled in and signed by the applicant examinee only is to be submitted along with the Original / Statement of Marks Sheet Prescribed fees as above and question paper/s for which he/she intends to apply for revaluation, within seven (07) working days from the date of the declaration of the result of the respective examination or from the date on which the Sri Devaraj Urs Academy of Higher Education and Research the statement of marks, whichever is later. Incomplete form and form not accompanied by relevant documents may be rejected without assigning any reason whatsoever.
12. No Change in the entries once made by the candidate in the form shall be allowed after it is submitted to the office
13. Fee once paid shall not be refunded under any Circumstances

APPLICATION FORM FOR RE-EVALUATION OF ANSWER-SCRIPTS

1. Name:

2. Roll Number:

3. Institute:

4. Course:

5. Examination:

6. Date of Publication of Result:

7. Details of the Paper(s) to be re-evaluated:

Sl No	Subject	Paper	Marks Obtained
1			
2			
3			
4			

8. Fees Details:

Amount:

Challan / Draft Number:

Name of Bank:

Date of draft/challan:

Declaration

I do hereby solemnly declare that the information provided herein above are true to the best of my knowledge. I also undertake that I have understood all the rules pertaining to the process of Review of Answer-scripts and I will accept the marks to be awarded to me after the review as the Final mark(s) and it will be binding upon me even if the marks is less than the original marks.

Enclosure:

Signature of the Student:

Mobile:

E-mail Id:

Date:

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

Comprising Sri Devaraj Urs Medical College

A DEEMED TO BE UNIVERSITY



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APPLICATION FORM FOR REVALUATION / PROVIDING THE PHOTO COPY OF ANSWER-SCRIPT/S

1. Name:
2. Register Number:
3. Institute:
4. Course:
5. Examination:
6. Date of Publication of Result:
7. Details of the Paper(s) for Revaluation / photo copies:

Sl No	Subject	Paper	Marks Obtained
1			
2			
3			
4			

8. Fees Details:

Amount:

Payment reference number:

Name of Bank:

Date of Payment:

Declaration

I do hereby solemnly declare that the information provided herein above are true to the best of my knowledge. I also undertake that I have understood all the rules pertaining to the process of Revaluation / Issue of Photocopies of Answer-scripts and I will accept the marks awarded to me after the revaluation as the Final mark(s) and it will be binding upon me even if the marks are less than the original marks.

Signature of the Student:

Mobile:

E-Mail Id:

Date:

GUIDELINES FOR FILLING THE APPLICATION FORM FOR PHOTOCOPY

1. Applying for Photo / Xerox copy of the answer script and applying for Revaluation will be two independent processes.
2. Applying for the Photo / Xerox copy of the answer script or having Photo / Xerox copy of the answer sheet shall not be a pre-requisite for applying for revaluation of the answer script in the said subject.
3. The student can independently apply for revaluation OR Photo / Xerox OR both simultaneously.
4. This facility shall be **for theory papers only**.
5. Under these rules applying for the Photo / Xerox copy/ies of answer scripts shall not be permitted in respect of the scripts of practical examination / term-work / sessional work / project work / dissertation / internal assessment / term work (including theory part) and in Viva voce / oral / practical examinations. However **within seven (7) working days from the date of declaration of the results or on issue of the statement of marks** by the Sri Devaraj Urs Academy of Higher Education and Research, the candidate shall be allowed to apply in the prescribed format for the head wise internal split of his marks obtained at such examinations along with payment of non-refundable fee of Rs.1000 by the link provided- <https://sduaher.iweb.online/Account/Loginmvc> (Sri Devaraj Urs Academy of Higher Education & Research Tamaka, Kolar.)
6. The Photo / Xerox copy/ies shall be sought by submission of application in the prescribed form along with the non-refundable fee of Rs.1000 per answer script, by the examinee. The said fee shall be remitted by the link provided- <https://sduaher.iweb.online/Account/Loginmvc> (Sri Devaraj Urs Academy of Higher Education & Research Tamaka, Kolar.) The examinee belonging to reserved categories shall be granted 50 % concession in fee, provided a certified copy of the caste certificate is enclosed.
7. The prescribed application form for obtaining Photo / Xerox copy/ies of answer script shall have to be filled and signed by the applicant examinee only and shall be submitted to the Controller of Examinations, Sri Devaraj Urs Academy of Higher Education and Research **within seven (7) working days** from the date of declaration of result of the examination or issue of the statement of marks by the Sri Devaraj Urs Academy of Higher Education and Research.
8. Incomplete application form shall be rejected without assigning any reason whatsoever and the fees paid along with the application form shall neither be refunded nor will any representation be entertained.
9. On receipt of the photocopy if the discrepancy of following nature is noticed by the examinee, he should apply to the Controller of Examinations, Sri Devaraj Urs Academy of Higher Education and Research in the prescribed form along with the said photocopy and copy of the question paper **within three (03) working days** from the date of receiving the photocopy.
 - i) Mistake in totaling.
 - ii) Non assessment of a question / sub-question if required.
 - iii) Writing wrong question number.
10. On rectification of the result as per the provisions above, the candidate can apply for revaluation **within seven (07) working days** from the date of receipt of the rectified result, if he/she was not eligible to apply for revaluation of the said answer script under Reevaluation Rule and only by such rectification becomes eligible for revaluation in the said subject, subject to other limitations contained.

GUIDELINES FOR FILLING THE APPLICATION FORM FOR REVALUATION

1. Applying for Photo/Xerox copy of the answer script and applying for Revaluation will be two independent processes.
2. Applying for the Photo/Xerox copy of the answer script or having Photo/Xerox copy of the answer script shall not be a pre-requisite for applying for revaluation of the answer script in the said subject.
3. The student can independently apply for revaluation OR Photo/Xerox OR both simultaneously.
4. If the examinee is not satisfied with the marks awarded, he/she may independently apply for revaluation in the prescribed form within the period and in the manner prescribed, whether or not he/she has applied for Photo / Xerox copy/ies of the same.
5. This revaluation facility shall be **for theory papers only**.
6. The revaluation of answer script/s shall not be permitted in respect of the marks awarded to the scripts of practical examination /term work /seasonal work / project work / dissertation / internal assessment / termwork (including theory part) and in viva voce /oral / practical examinations/ OMR Sheets
7. A candidate can apply for the revaluation of the answer script/s of the subject only if he/she has secured at least 20% of the total marks in that subject or 40% of the marks required for passing in the said subject, whichever is less or the grade equivalent to the above criteria where grades are assigned to the theory paper.
8. The Revaluation of scripts will not be allowed in more than one third of the written papers of an annual examination.
9. The prescribed application form for revaluation of answer script/s can be downloaded from the Academy website-Examination Section.
10. Only **one application** form shall be used for **one answer script** of the same examination.
11. No change in the entries once made by the candidate in the form shall be allowed after it is submitted to the office of the COE.
12. The Photocopies of statement of marks attested by the Principal / Respective Department heads of Allied Health & Basic Sciences shall be attached along with the application form.
13. The nonrefundable prescribed fees of Rs. 5000 per answer script for the purpose of revaluation shall be paid by the examinee. The said fee shall be remitted by the link provided- <https://sduaher.iweb.online/Account/Loginmvc> (Sri Devaraj Urs Academy of Higher Education & Research Tamaka, Kolar.)
14. The prescribed application form for revaluation of answer script duly filled in and signed by the applicant examinee only is to be submitted along with the Original / Statement of Marks Sheet Prescribed fees as above and question paper/s for which he/she intends to apply for revaluation, **within seven (07) working days** from the date of the declaration of the result of the respective examination or from the date on which the Sri Devaraj Urs Academy of Higher Education and Research the statement of marks, whichever is later. **Incomplete form and form not accompanied by relevant documents may be rejected without assigning any reason whatsoever.**
15. Fee once paid shall not be refunded under any Circumstances.
16. The candidate shall provide justification for applying for re-evaluation.

2.19 Re-Totaling

- a. Candidates shall apply for the re-totaling by filling specific application form along with notified fees within 10 days of announcement of results.
- b. The candidates are required to apply for re-totaling to the Controller of Examinations SDUAHER only through the Principal of the college.

STANDARD OPERATIVE PROCEDURES (SOPs)



Application for Re-total of marks of Theory papers of Under Graduate & Post Graduate Examinations

1. Name of the Candidate :
2. Name & Address of the College :
3. Name of the course & Phase/Year/Semester :
4. Register Number :
5. Month and Year of Examination :
6. Subject/Papers for which Re-totaling of Marks to be carried out :

Sl.No	Name of the subject / papers (as entered in Marks card ledger)	Marks Obtained

8. Amount of fee paid Rs._____ UTR / Receipt No._____ Dated:_____

I _____ declare that the information furnished above is true.

Date :

Signature of the Candidate

Certified that the student belongs to Under Graduate & Post Graduate Examination. The marks card / Ledger supplied by the Academy has been verified with reference to the marks furnished by the candidate and found correct. The applicant fulfills all conditions of Re-total ordinances notified vide Notification No.SDUAHER/ADMIN/KLR/ 3534/2023-24 Dated: 16-01-2024

Signature of the Principal

INSTRUCTIONS TO CANDIDATES

1. Students of this Academy who are not satisfied with the marks obtained by them in any of the theory papers, may apply for re-totaling in that paper or papers within 10 days from the date of publishing of results.
2. The candidates are required to apply for Re-totaling to the Controller of Examinations SDUAHER only through the Principals of colleges concerned and the applications completed in all respects shall reach the university within the stipulated date and time. The applications received after the said date will not be considered under any circumstances.
3. The prescribed fee at Rs.2000/- (Rupees Two thousand only) per theory paper for Re-totaling shall be paid to the SDUAHER, Kolar, at the Account Section and obtain a receipt for his / her reference.
