

## Application for Re-totaling/Revaluation of Marks

**The Registrar,  
Rabindranath Tagore University,  
Raisen (M.P.)**

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**.....

## **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 previlage which does not provide any legal right.
- Revaluation result will be made on the university Notice board and web site.

**Exam Controller**