

Application for Re-totaling/Revaluation of Marks

**The Registrar
Rabindranath Tagore University
Bhopal (M.P.)**

It is requested that kindly retotal/revalue my Answer Book of.....Exam form 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

Place.....

Date..... **Candidate's Signature**

Candidate's Full Name.....

**Forwarded
Signature and Seal of the Principal/Head of Institution**

**Important Notes:**

- Application should read the instruction carefully before filling the application form.
- The application received within 15 days of declaration of result is 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 in 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.

Controller of Examinations