



माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता एवं संचार विश्वविद्यालय
(मध्य प्रदेश विधानसभा के अधिनियम क्रमांक 15, 1990 द्वारा स्थापित)
**MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY OF JOURNALISM &
COMMUNICATION**
(Set up by Act No. 15, 1990 of M.P. Legislative Assembly)

No./Exam-1/2010/

Bhopal, Dated:

:: NOTIFICATION ::

Rules & Procedure for Revaluation and Retotaling wef. Dec. 2009 Examination.

Revaluation facility will be available for Master level courses only and candidates shall be eligible to apply for revaluation only in one Question Paper. Fees of Revaluation is Rs. 250/- for a paper.

The candidates may apply for revaluation within 15 days from the date of declaration of result on the University Website. In case Mark sheets are not received by the candidate then he may attach a copy of internet result with revaluation form & apply within stipulated aforesaid time limit of 15 days with fees. No guarantee or assurance however is given that the results of revaluation will be declared before the last date for submission of Examination Forms for the ensuing Examination. The date of declaration of result of revaluation has virtually no effect on the schedule of filling up Examination Forms for the ensuing Examination.

As regards Bachelor level, Diploma and P.G. Diploma Examinations, the provision for revaluation will be discontinued from December 2009 Examination. However, students who appear in these courses shall be eligible to apply for Re-totalling of the Marks in any number of question papers they may choose. Fees for Re-totalling will be @ Rs. 100/- per paper. Application for Re-totalling will be accepted by the University within 15 days from the date of declaration of results on the University Website.

The students are required to fill up Examination Form within the time schedule for the ensuing Examination, without waiting for result of revaluation or to appear as Backlog students in ensuing Examination.

Study Institute may send a **Single Bank Draft** in favour of Registrar, MCNUJC, Bhopal for all the Students applying for revaluation and retotaling separately along with their application forms duly forwarded, and list of students containing their Names, Roll Nos., Courses, Paper Codes & Fees payable.

Controler Exam

Copy to :-

1. Director, Noida Campus, MCNUJC, Bhopal
2. All HODs, Vikas Bhawan, MCNUJC, Bhopal
3. Co-ordinator, Khandwa Campus, Khandwa
4. Incharge, All Study Institutes.
5. CRISP, Bhopal

Encl. :- Application for Revaluation and Retotaling.

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APPLICATION FOR REVALUATION
(Only for Master level Courses)

To,

**The Registrar,
M. C. N. U. J. & C.,
Bhopal**

Sub. : Application for Re-valuation.

Sir,

I am submitting my application for revaluation as per details given below :-

1. Month & Year of Examination :
2. Name of the Course :
3. Name of Examination/Class :
4. Particulars of Demand Draft : D. D. No.....Date.....Rs.....
: Bank Name..... 5.

Revaluation is requested in the following paper : -

S. No.	Name of Paper	Paper Code	Semester	Roll No.	Marks Obtained
1					

6. Important Instructions :

1. A candidate may apply for the revaluation of answer books to the Asstt. Registrar (Exams) in the prescribed form within 15 days from the date of display of the result on the website of the University. Tabulation Registers are sent separately to respective Study Institutes for display of results.
2. A student of Master level Course may apply for Revaluation of his answerbook in any one paper for a semester as he likes. A separate form should be filled for each Semester.
3. The Provision applies to all the Classes of Master level Course for the Fresh as well as the Backlog papers.
4. a) The Student should furnish Photocopy or Net Marksheet along with this Application for revaluation to the University.
b) In case of any change after revaluation original marksheet will be surrendered for cancellation so as to enable the University to issue the revised Marksheet.
7. No. revaluations allowed in case of major projects, minor project dissertation, internal assessments, practical's, PPS, summer assignments, internship, term work, papers of professional skill and the like.
8. The fee for revaluation shall be payable as per the University rules. Fee once deposited shall not be refunded in any case whether marks increase, decrease or there is no change. The fee for revaluation is **Rs. 250 for one paper**, for which a D.D. in favor of **Registrar, MCNUJC, Bhopal** should be sent along with the form.
9. Application received late or without fees or with less fees will not be accepted under any circumstances and the application so submitted is automatically rejected.
10. No guarantee or assurance can be given that the result of revaluation will be declared before the last date fixed for submission of filled up examination forms for next Semester Examination.

- 11. The procedure of revaluation is a time consuming work. The time-gap between two succeeding Semester Exams is fairly short in semester-pattern of examination. Hence, the declaration of revaluation results should not be awaited for filling examination forms for ensuing examination. The date of declaration of results of revaluation shall have no effect on the schedule of filling up examination forms for the next examination.
- 12. The submission of the Examination forms should not be delayed for aforesaid reason.

DECLARATION

I have carefully read the instructions (1 to 12) given above and understood the consequences there of and the terms and conditions listed above are acceptable to me.

Roll No of Candidate: -----

Enrolment No of Candidate: -----

Signature of Head UTD/Study Centre

Code No. of UTD/Study Centre & Seal

Signature of Student. -----

Name -----

Address -----

(With Pin Code) -----

**MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY OF
JOURNALISM & COMMUNICATION, BHOPAL**

**APPLICATION FOR RETOTALING
(For Bachelor level, Diploma, P.G. Diploma Courses)**

To,

**The Registrar,
M. C. N. U. J. & C.,
Bhopal**

Sub. : Application for Retotaling

Sir,

I am submitting my application for retotaling as per details given below :-

1. Month & Year of Examination :
2. Name of the Course :
3. Name of Examination/Class :
4. Particulars of Demand Draft : D. D. No.....Date.....Rs.....
: Bank Name..... 5.

Retotalingis requested in the following paper :-

S. No.	Name of Paper	Paper Code	Semester	Roll No.	Marks Obtained
1					
2					
3					
4					
5					
6					

6. Important Instructions :

- (1) A candidate may apply for the retotaling of answer books to the Asstt. Registrar (Exams) in the prescribed form within 15 days from the date of display of the result on the website of the University. Tabulation Registers are sent separately to respective Study Institutes for display of results.
- (2) A student of Bachelor, P.G. Diploma and Diploma Course may apply for Retotaling of his answerbooks in as many paper as he likes. A separate form should be filled for each Semester.
- (3) The Provision applies to all the Classes of all the Bachelor, P.G. Diploma and Diploma Courses for the Fresh as well as the Backlog papers.
- (4) a) The Student should furnish Photocopy or Net Marksheet along with this Application for retotaling to the University.

- b) In case of any change after retotaling original marksheet will be surrendered for cancellation so as to enable the University to issue the revised Marksheet.
- 7. No. Retotaling is allowed in case of major projects, minor project dissertation, internal assessments, practical's, PPS, summer assignments, internship, term work, papers of professional skill and the like.
- 8. The fee for Retotaling shall be payable as per the University rules. Fee once deposited shall not be refunded in any case whether marks increase, decrease or there is no change. The fee for retotaling is **Rs. 100/- per paper**, for which a D.D. in favor of **Registrar, MCNUJC, Bhopal** should be sent along with the form.
- 9. Application received late or without fees or with less fees will not be accepted under any circumstances and the application so submitted is automatically rejected.
- 10. No guarantee or assurance can be given that the result of retotaling will be declared before the last date fixed for submission of filled up examination forms for next Semester Examination.
- 11. The date of declaration of results of retotaling shall have no effect on the schedule of filling up examination forms for the next examination.
- 12. The submission of the Examination forms should not be delayed for aforesaid reason.

DECLARATION

I have carefully read the instructions (1 to 12) given above and understood the consequences there of and the terms and conditions listed above are acceptable to me.

Roll No of Candidate : -----

Signature of Student. -----

Enrolment No of Candidate : -----

Name -----

Address-----

Signature of Head UTD/Study Centre

(With Pin Code) -----

Code No. of UTD/Study Centre & Seal