

MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY OF JOURNALISM & COMMUNICATION, BHOPAL (M.P.)

APPLICATION FOR REVALUATION

To,
The **Registrar**,
Makhanlal Chaturvedi National University
of Journalism & Communication, Bhopal (M.P.)

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. Revaluation is requested in the following papers.....

S. No.	Enrolment No.	Study Centre Code	ECC No.	Name of Paper	Paper Code	Sem.	Roll No.	Marks Obtained
1.								
2.								
3.								

5. Important Instructions :

1. A candidate may apply to the Asstt. Registrar (Exams) in the prescribed form within 15 days from the date of issue of Marksheet of Tabulation Register or display on website of university for revaluation of answerbooks. Tabulation Registers are sent to respective study institutes for displaying results.
2. A student may apply for Revaluation in **Maximum Three papers** as he likes. For each semester a separate form should be filled.
3. The provision applies to All the Classes of All the Courses for the Fresh as well as the Backlog papers.
4. (a) The student will surrender his original marksheet along with his application of revaluation to university.
(b) The application will be rejected if the original marksheet is not enclosed and the fees will be forfeited to university. No request for refund or adjustment of fees will be entertained.
(c) The marksheet will be returned as such if 'no change' is reported after revaluation.
(d) The mark sheet will be cancelled and another will be issued when mark, change after revaluation.
5. No revaluation shall be allowed in case of Major projects, Minor projects dissertation, internal assessments, practicals, pp skill, summer assignment, interneeship, term work papers of professional skill and the like.
6. The fee for revaluation shall be paid as per the University rules. Fees will not be refunded whether mark increase, decrease or do not change. At present fees is **Rs. 350/- per paper.**
7. Application received late or without fees or with less fees will be rejected. Fee will neither be refunded nor adjusted. It will be forfeited to university.
8. No guarantee or assurance can be given that the Revaluation results will be declared before the last date fixed for submission of filled up exam forms for ensuing exam.
9. The procedure of revaluation consumes much time. The time-gap between two succeeding semester exam is short in semester-pattern of examination. Hence the declaration of revaluation results must not be awaited for filling exam forms of ensuing examination. The date of declaration of results of revaluation shall have no effect on the schedule of filling up exam form for the ensuing examination.
10. Exam form filling by students should not be delayed while waiting for the results of Revaluation. The students will have to pay late fees and special permission fees as per the schedule if delay is caused due to such a waiting.

DECLARATION

I have carefully read the instructions (1 to 10) given above and understand the consequences. I shall abide by them.

Signature of Head UTD/Study Centre
Code No. UTD/Study centre & Seal

Signature of Student

Name..... Course.....
Roll No. Enrolment No.