

EXAMINATION REFORMS - FOR THE ACADEMIC YEAR 2024-2025

REVALUATION POLICY

(Approved in IQAC advisory committee meeting held on 16th March 2024, 13th Academic Council Meeting held on 10th May 2024 and Resolved to approve and Ratified in 16th Governing Body Meeting held on 21st May 2024)

EXAMINATION REVALUATION GUIDELINES

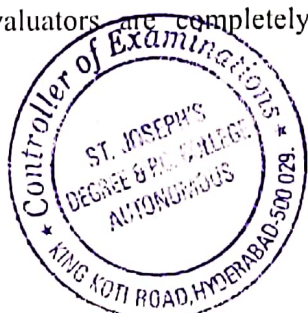
(will be effective from 1st August 2024 and shall supersede the previously issued revaluation guidelines)

Replacing : page no 26 point, item no. 6.6 in Examination manual)

Objective: After every End semester examination, every student is entitled to physically scrutinize his/her evaluated answer booklet. In case any student feels dissatisfied with the evaluation, he/she can apply for revaluation of the answer booklet. This process is aimed at strengthening the belief of all stakeholders regarding the College's commitment to ensure a fair, transparent and accountable evaluation process.

Process: Immediately after the declaration of the results the Examination branch shall publish an online notification on the website informing students about the procedure and deadlines to apply for re-evaluation of answer booklet(s) and pay the requisite fee for re-evaluation of course (s) in which he/she feels dissatisfied with the evaluation.

1. This revaluation facility shall be for theory papers only. The revaluation of the answer book/s, however, shall not be permitted in respect of scripts of Practical Examination / Internal Assessment/Dissertation /Internships/non-cgpa courses/project and Viva-Voce.
2. When you apply for revaluation, you surrender your original performance and will now accept the revised performance in which: a) there can be **NO CHANGE** in the grade, b) there can be **INCREASE in the marks** resulting in Improvement in the grade.
3. Based on student revaluation requests which have been received correctly within deadlines, the Examination branch shall begin the process of retrieving answer sheets of requested course code(s) from the strong room.
4. Meanwhile, the Examination branch shall request the concerned Department to provide names of one senior faculty/course expert who will be responsible for re-evaluating the answer sheets. It must be noted here that under no circumstances the evaluators empanelled for revaluation can be the same as the ones who had earlier evaluated the same answer sheet.
5. The Examination branch through its support staff will ensure that marks and remarks awarded by previous evaluators are completely hidden in all respects. This may be



accomplished by pasting opaque slips on answer sheets. This process will ensure that at no point of time the re-evaluators are influenced by previous evaluations. However, it must be ensured that no harm is done to the answer sheet.

6. The re-evaluators should not mark anything except for awarding marks on the grid provided on the answer sheet. On the grid sheet each re-evaluator shall award the marks question wise.
7. The marks obtained after re-valuation is compared with the original score and in case of change, the following procedure shall be followed
 - a. If the difference between the marks scored after re-evaluation and **original marks is less than and including 10% of the maximum marks, the original marks obtained by the student shall be considered as final.** For example if the student has originally scored 40 marks out of 60 and the revalued marks are 45 (<10% of 60 marks), then the original marks are retained, that is 40 marks are retained.
 - b. However, in case if the difference between marks scored after re-evaluation and original marks is **more than 10% of the maximum marks**, the answer script will be examined by a Second reevaluator (Other than original and first) and **the average of the two nearest awards out of the three awards thus available (including the original award) shall be taken as final.** If the average marks obtained are more than 10% of the original marks, the marks will be taken as final marks (*Note: If there is change in grade, then only the roll no will be displayed in the results of revaluation*). If the obtained marks are less than and including 10% of the original marks, the original marks are final.
 - i. For Example, the student had originally scored 30 marks but the later was awarded 37 and 47 by evaluator 1 and 2 respectively. In this case nearest two marks of three evaluations i.e 30 and 37 are considered while marks awarded by re-evaluator 2 are rejected. Further, the average of two nearest marks determines the provisional outcome of re-evaluation, which in this example shall be 33.5 marks. And as 33.5 marks are less than 10% of the original marks, 30 marks (originally scored) will be retained.
 - c. Additionally, if the marks obtained by the student during revaluation are less than the original marks, then in all such cases, the original marks awarded shall be treated as final. **For example**, if the student has originally scored 50 marks and after revaluation he/she has scored 45 marks which is less than original marks, then 50 marks (original marks) are retained.

Note:

1. The non refundable prescribed fees per subject per answer book for the purpose of revaluation shall be paid by the examinee.
2. The application is to be signed by his/her own signature and not by anyone else on his/her behalf.



3. 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.
4. The students shall carefully select the subject(s) in which re-evaluation of Answer-Book(s) is required as after completing the process of submission of application for re-evaluation of Answer-Book(s) no change in the application shall be permissible.
5. A student is allowed to withdraw his/her application for re-evaluation of Answer-Book(s) in one or more paper(s) before the receipt of award(s) from the re-evaluator and in such case no fee will be refunded.
6. The college reserved the right to change the guidelines in a part or whole from time to time after prior approval(s) from competent authorities/ committees/board.
7. Only for those candidates whose marks have increased and showed improvement in grade as per revelation rule new memos will be issued.
8. For the candidate, where there is no change in the revalued result, no separate intimation is given.

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CONTROLLER OF EXAMINATIONS

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11/6/24

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PRINCIPAL

