



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय

AMARKANTAK (M.P.), अमरकंटक (म.प्र.)

(A National University established by an Act of Parliament)

(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय विश्वविद्यालय)

Ref. No. IGNTU/CoE/109 /2020

Date: 21 / 08 / 2020

Circular

(Re-totaling/Rechecking/Re-valuation of Answer Scripts)

As per the approval of the Competent Authority, Heads of all the Departments are hereby requested to go through the following guidelines for Photo/Xerox copy, Re-totaling, Rechecking & Re-valuation of Answer Sheets of Semester Examinations by the students:

1. Application

1.1. Only examinee can lodge the aforesaid requests. No third party request be admissible.

The request for re-totaling/rechecking/revaluation is to be made by the examinee on prescribed format in her/his own hand-writing and dully signed; not by anyone else in her/his behalf.

1.2. Request for third party information (i.e., one cannot request for others information) shall not be entertained.

1.3. All such requests shall directly and solely be addressed to the Controller of Examinations (CoE), IGNTU.

1.4. The answer scripts shall not be subjected to any inspection or production before any external or internal authority except at the instance of the Vice-Chancellor, IGNTU, Amarkantak.

2. General Rules and Provisions

2.1. Applying for photo/xerox copy of the answer scripts and applying for Re-totaling/Revaluation shall be two independent processes.

2.2. Applying for photo/xerox copy of the answer scripts or having photo/xerox copy of the answer scripts shall not be a pre-requisite for applying for re-totaling/revaluation of the answer scripts in the said subject.

2.3. The student can independently apply for re-totaling/revaluation OR photo/xerox copy OR both simultaneously.

2.4. If the examinee is not satisfied with the marks awarded, s/he may independently apply for revaluation in the prescribed form within the period and in the manner prescribed elsewhere in these guidelines, whether or not s/he has applied for photo/xerox copy of the same.

2.5. These facilities shall be available for semester end/annual theory papers only.

2.6. The revaluation of answer book shall not be permitted in respect of the marks awarded for practical examination/dissertation/internal assessment/thesis/viva-voce etc.

Handwritten signature and date:
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2.7. The prescribed application forms for photo/xerox copy, re-totaling, revaluation of answer scripts can be obtained from the University website i.e. www.igntu.ac.in.

2.8. All or any of the above facilities shall be permissible in not more than 50% papers of the total theory papers of a particular semester. Where the number of papers happens to be odd revaluation be permitted up to whole number. i.e., in case of five papers, the candidate may apply maximally for two papers.

2.9. (a). All application forms should be hand-filled and dully signed by the candidate himself/herself. For visually challenged candidates, s/he may request for an aide and the form shall be filled with the help of an aide, and both have to sign the form. Applications received after due date or, incomplete or, without the requisite fee shall be rejected.

(b). The candidate has to submit her/his original marks sheet, if issued, along with the application form for retotaling /rechecking/revaluation, if not, her/his application shall stand rejected.

3. Rules for supply of certified photo/xerox copy of evaluated answer scripts

3.1. The candidate should carefully select the papers in which s/he seeks photo/xerox copy of evaluated answer scripts.

3.2. All such photo/xerox copies shall be dully certified with seal of TRUE COPY by a staff designated for the purpose.

3.3. The application for photo copy of the evaluated answer books should be submitted within **seven days** of the declaration of the results on the University website.

3.4. The candidate is required to mandatorily produce a photocopy of her/his current Hall Ticket/Admit Card for verification of Roll No. at the time of submission of application form.

3.5. The prescribed fee for the photo/xerox copy of the answer scripts shall be a non-refundable ₹ **200/- (Rupees two hundred only) per paper**. The receipt/challan of the deposited fee must be attached along with application form.

3.6. Examination section shall endeavour to provide the photo/xerox copy(ies) of the answer script(s) **within seven days** of submission of the application and intimate the same to the candidate. The photo/xerox copy(ies) shall be handed over only to the candidate, not to anyone on her/his behalf. Further, in no case the date of submission of application for revaluation/retotaling/rechecking shall not exceed 15 days from the date of notification/declaration of result on the University website.

4. Rules for Re-totaling of evaluated Answer scripts and Rechecking of unevaluated questions

4.1. Re-totaling/Rechecking has to be applied within **15 days** from the date of publication of the results on University website. The candidates who have applied for photo/xerox copy of the

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evaluated answer scripts, the application for Re-totaling/Rechecking should reach the Examination Office within **five days** of receipt of the photo/xerox copies.

4.2. The candidates are advised to carefully select the papers for retotaling/rechecking. **No additional application shall be entertained** for Re-totaling/Rechecking.

4.3. The candidate is required to produce a photocopy of his/her current Hall Ticket/Admit Card etc. for verification of Roll Number at the time of submission of the application form.

4.4. The prescribed fee for the Re-totaling/Rechecking of the evaluated answer scripts shall be a non-refundable amount of **₹ 250/- (Rupees two hundred fifty only) per paper**. The receipt/challan of the deposited fee must be attached along with the application form.

4.5. The examination section shall endeavour to provide Re-totaled/Rechecked marks **within 30 days** of the submission of application form. It shall intimate the candidate the results of Re-totaling/Rechecking within the afore-mentioned time limit. It shall also ensure that the marks statement provided to the candidate correctly records the changes in marks, if any.

5. Rules for Revaluation of evaluated Answer Booklets

5.1. Request for revaluation has to be applied within **15 days** from the date of publication of result on the University website.

5.2. The candidates are advised to carefully select the papers for revaluation. **No additional application shall be entertained**.

5.3. The candidate is required to produce a photocopy of her/his relevant Hall Ticket/Admit Card for verification of Roll Number at the time of submission of the application form.

5.4. The prescribed fee for revaluation of answer scripts shall be a non-refundable amount of **₹ 500/- (Rupees Five hundred only) per paper**. The receipt/challan of the deposited fee must be attached along with the application form.

5.5. Examination section shall endeavour to complete the Revaluation process **within 30 days** of submission of the application form. In exceptional cases the time may exceed up to 45 days, not beyond that.

5.6. It shall be the prerogative of the CoE, IGNTU to decide whether first revaluation shall be performed by an internal faculty (within department/university) or external one (outside of the university), depending upon the availability of subject experts. However, second revaluation shall always be from external experts. While choosing the evaluators, the CoE shall exercise utmost objectivity.

5.7. The award of marks after revaluation shall be as below -

(a) If the marks awarded by the revaluator is equal to or vary from the Original marks upto $\pm 5\%$ of the maximum marks prescribed for the paper, the original marks shall stand (i.e., NO CHANGE).

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(b) If the marks awarded by the revaluator vary from the original marks beyond $\pm 5\%$ and upto $\pm 15\%$ of the maximum marks prescribed for the paper, the higher of the two marks shall be awarded.

(c) If the marks awarded by the revaluator vary from the original marks beyond $\pm 15\%$ of the maximum marks prescribed for the paper, the answer book shall be further reevaluated by second revaluator (other than original and first re-valuator) and the average of the two closest award out of the three shall be awarded and shall be taken as final. If the three awards are uniformly spread, then the average award shall be taken into account (INCREASE & DECREASE).

6. Fee structure

Sl. No	Type of facility/request	Time schedule	Fee
1	Submission of application for photo/xerox copy of the evaluated answer script	Within one week of the date of uploading of results on University website	200/-per paper
2	Submission of application for re-totalling of awarded marks and rechecking of unevaluated questions	Within 15 days of the date of uploading of results on University website	250/-per paper
3	Submission of application for revaluation of answer scripts	Within 15 days of the date of uploading of results on University website	500/-per paper

7. Change in marks after retotaling/rechecking/revaluation will have no adverse effect on the ranking and medal prospects of the candidates. Their entitlement for such consideration shall remain intact.

8. The candidate who is declared eligible for back/supplementary examination as a result of revaluation shall be permitted to appear at the usual back/supplementary examination. However, if the same is already over then with next main examination.

9. A candidate who becomes eligible to seek admission to the next higher semester/class consequent upon the improvement of her/his results of revaluation in the middle of the session shall be considered eligible for admission to the next higher class/semester within **10 days** from the date of the communication of the revaluation result. In such case her/his attendance shall be counted from the date of admission to the higher class/semester.

10. NOTE

a) Students are advised to go through all the terms & conditions before applying for the retotaling/rechecking/revaluation.

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- b) Afore-mentioned facilities shall be available for the semester end examinations papers only.
- c) Select paper(s) carefully in which one wishes to seek revaluation. No second application for additional papers shall be accepted.
- d) When a candidate applies for revaluation, s/he has to surrender the original marks and will have to accept the revised marks which may INCREASE, DECREASE OR, NO CHANGE. As elaborated elsewhere in these guidelines.
- e) The request of physical presence of students at the time of revaluation/retotaling/rechecking shall not be entertained.

Encl:

1. Application Form for Photo/Xerox copy of Answer scripts
2. Application Form for Re-totaling/Rechecking of Answer scripts
3. Application Form for Re-valuation of Answer scripts

Copy to:-

1. PS to Hon'ble Vice-Chancellor
2. Director, RCM
3. Deans of all the Faculties
4. Dean, Academics
5. Directors of all the Collaborative Institutes
6. Heads of all the Departments
7. System Analyst (For E-Circulation)
8. Office Copy


21/08/2020
Controller of Examinations (I/c)
Prof. N.S.H.N. Moorthy
Controller of Examination I/c
IGNTU, Amarkantak (M.P.)

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK

APPLICATION FOR THE PHOTO COPY OF EVALUATED ANSWER SCRIPT(S)

Candidates should carefully go through the rules printed overleaf before filling in this form.

This application has TO BE FILLED IN AND SIGNED BY THE CANDIDATE ONLY. Application submitted on the behalf of the candidate shall be summarily rejected. Incomplete application form. in any respect. or without the challan of fee deposited shall also be summarily rejected.

1. Name of the Candidate (in BLOCK Letters):			
2. Father's/Mother's Name:			
3. Enrolment No.:			
4. Course in which Enrolled			
5. Last Exam Attended			
6. Details of Papers for which Photo Copy is requested:			
Course Code	Title of the Paper	Marks Obtained	Maximum Marks
7. Total amount paid through Challan		Rs. _____	
8. Date of Fee payment			

Declaration: I have carefully read the rules regarding the supply of photo copy of evaluated answer books and I agree to abide by the same.

Signature of the Candidate
Date:

(Office Use only)

Date of Application:.....

Date of Supply of Photo Copy.....

Photo copy of _____ papers received by me on date.....(Signature of the Candidate)

Signature of Issuing Authority

COE

**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK
APPLICATION FOR THE RE-TOTALING OF MARKS OF EVALUATED ANSWER SCRIPT(S)**

Candidates should carefully go through the rules printed overleaf before filling in this form.

This application has TO BE FILLED IN AND SIGNED BY THE CANDIDATE ONLY. Application submitted on the behalf of the candidate shall be summarily rejected. Incomplete application form, in any respect, or without the challan of fee deposited shall also be summarily rejected.

1. Name of the Candidate (in BLOCK Letters):			
2. Father's/Mother's Name:			
3. Enrolment No.:			
4. Course in which Enrolled			
5. Last Exam Attended			
6. Details of Papers for which Re-totalling is requested:			
Course Code	Title of the Paper	Marks Obtained	Maximum Marks
7. Total amount paid through Challan		Rs. _____	
8. Date of Fee payment			

Declaration: I have carefully read the rules regarding the re-totaling of marks of evaluated answer books and I agree to abide by the same.

Signature of the Candidate
Date:

(Office Use only)

Date of Application:

Date of Re-totaling:

Original Marks: Marks after Re-totaling: Change in marks (if any):

Signature of Issuing Authority

COE

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK

APPLICATION FOR THE REVALUATION OF EVALUATED ANSWER SCRIPT(S)

Candidates should carefully go through the rules printed overleaf before filling in this form.

This application has TO BE FILLED IN AND SIGNED BY THE CANDIDATE ONLY. Application submitted on the behalf of the candidate shall be summarily rejected. Incomplete application form, in any respect, or without the challan of fee deposited shall also be summarily rejected.

1. Name of the Candidate (in BLOCK Letters):				
2. Father's/Mother's Name:				
3. Enrolment No.:				
4. Course in which Enrolled				
5. Last Exam Attended				
6. Details of Papers for which Revaluation is requested:				
Course Code	Title of the Paper	Marks Obtained	Maximum Marks	Whether applied for Re-totalling (optional)
7. Total amount paid through Challan			Rs. _____	
8. Date of Fee payment				

Declaration: I have carefully read the rules regarding the revaluation of evaluated answer books and I agree to abide by the same. **I am fully aware that as a result of seeking revaluation the original marks secured by me can also be reduced.** I undertake to surrender my original marks and to accept the final result when declared by the University as a result of revaluation applied by me, as per rules lain down in this behalf.

Signature of the Candidate
Date:

(Office Use only)

Date of Application:..... Date of Revaluation:.....

Original Marks:..... Marks after Revaluation:..... Change in marks (if any):.....

Signature of Issuing Authority

COE