



SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

Gobi, Erode – 638455

(Autonomous, Affiliated to Anna University, Chennai)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

PROCEDURE FOR THE PHOTOCOPY/REVALUATION/REVIEW

After declaration of the examination results, if any candidate wishes to apply for Photocopy/ photocopies of theory answer-scripts (subject to a maximum of 4 scripts/ candidate), he/she shall apply to the COE by paying the prescribed fees notified by the college from time to time within 07 working days from the date of announcement of results of the respective course.

1. Candidates who wish to apply for revaluation should first apply for photocopy of his/her answer script.
2. After receiving the photocopy, the student can verify the copy for any discrepancy like total mistake and omission in the valuation.
3. If any discrepancy is noticed the same may be brought to the notice of the Controller of Examinations for remedial action.
4. The valuation in the photocopy of the answer script can be verified by the subject expert and if the expert is convinced that the script deserves higher marks than awarded, he/she can recommend for applying revaluation.
5. Every application for revaluation should be submitted by the candidate in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within 03 working days of obtaining the photocopy of the answer-script.
6. The application for revaluation shall be submitted to the Controller of Examinations through the HOD of the concerned Department and the Principal.
7. The controller of examination will make necessary arrangement for the revaluation process with second examiner based on application received by the candidate.
8. Even after the revaluation, if the student is still not satisfied with the revaluation result, he/she can opt for review of his/her answer script by paying the prescribed fee.
9. The controller of examination will make special arrangement for the review process with third examiner based on application received by the candidate.
10. Revaluation is applicable only for theory papers and shall not be entertained for other components such as practical/ Project work/ Internal mode Courses/Dissertation etc.



G. G. Srinivas
CONTROLLER OF EXAMINATIONS

Controller of Examinations
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