

Instructions to Apply for Obtaining the Copy of the Valued Answer Scripts and to Apply for Revaluation

1. Three types of forms are available to apply for revaluation and for obtaining the copy of the valued answer papers.

RV- Form A: To directly apply for obtaining copy of the valued answer scripts.

RV- Form B: To apply for revaluation of answer scripts after obtaining the copy of the valued answer scripts.

RV- Form C: To apply for Direct Revaluation without applying for Xerox copy of answer script

2. Last Date for Submitting the Application and Paying the Fee

Form A: Within 7 days from the date of publication of results

Form B: Within 7 days from the date of receipt of the copy of the valued answer scripts.

Form C: Within 7 days from the date of publication of results.

3. Fee Structure for Revaluation / Paper Xerox: Refer the details given below:

Course	Fees Per Paper	Cost of Application	Total
UG	400	100	500
PG	600	100	700

4. The remittance of the fee shall be completed through the Accounts Office. A copy of the payment receipt should be submitted along with the application form to the Principal's Office.
5. Separate application must be submitted for each subject.
6. Even if the revaluation is sought for any theory paper, the candidate is advised to register the same paper for the subsequent examination within the stipulated time without waiting for the results of revaluation.
7. Copy of the valued answer papers & Revaluation results, will be sent to the principal office.
8. Incomplete / defective application forms will be rejected and the fee once paid will not be refunded / adjusted.
9. Enclose only the copy of the results downloaded from the website with the application.

Xerox copy of Valued Answer Scripts

The request for Xerox copy of the valued answer script should be sent to the **Principal's office** in the prescribed application form within 7 DAYS from the date of publication of results. The application form can be downloaded from the website/Collect it from the Principal's Office. The duly filled-in application form should be submitted to the **Principal's office**. Revaluation results will be sent to the Principal.

The prescribed fee of Rs. **600/-** per paper (including application cost of Rs.100/-) must be paid. The remittance of the fee shall be completed through the Accounts Office. After payment of fees receipt of the same may be submitted along with the application form to the **Principal's office**.

Do not enclose Original Mark Statement. Enclose only the copy of the results downloaded from the website with the application.

Incomplete / defective applications will be rejected and the fee will neither be refunded nor adjusted towards subsequent requests for the same paper or any other paper or towards any fee due to the College at present or in future.

Revaluation

The request for revaluation should be sent to the Controller of Examinations in the prescribed application form within 7 DAYS from the date of publication of results. The application form can be downloaded from the website. The duly filled-in application form should be submitted to the Controller of Examinations only through the College, where the candidate studies or studied. Revaluation results will be sent to the Principal of the College concerned.

Fee Structure for Revaluation: Refer the details given below:

Course	Fees Per Paper	Cost of Application	Total
UG	400	75	475
PG	600	75	675

The prescribed fee of Rs. **600/-** per paper (including application cost of Rs.100/-) must be paid. The fee shall be completed through the Accounts Office. After payment of fees through online copy of the same may be submitted along with the application form to the Principal's Office.

The name and register number of the candidate should be written on the top left-hand corner at the reverse of the Demand Draft. Do not enclose Original Mark Statement. Enclose only the copy of the results downloaded from the website with the application.

Even if the revaluation is sought for any theory paper, the candidate is advised to register the same paper for the subsequent examination within the stipulated time without waiting for the results of revaluation.

Revaluation is permissible only for theory papers. There is no provision for revaluation of practical papers. Incomplete / defective applications will be rejected and the revaluation fee will neither be refunded nor adjusted towards subsequent requests for revaluation of the same paper or any other paper or towards any fee due to the College at present or in future.



NILGIRI COLLEGE OF ARTS AND SCIENCE

(An Autonomous Institution affiliated to Bharathiar University)

Accredited with A++ grade by NAAC with CGPA 3.59

Konnachal Post, Thaloor, The Nilgiris – 643239.

APPLICATION FORM

READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING THE APPLICATION FORM.
SUBMIT THE FILLED-IN APPLICATION FORM **WITHIN 7 DAYS** FROM THE DATE OF PUBLICATION OF RESULTS.

SUBMIT SEPARATE APPLICATION FOR EACH PAPER.

PURPOSE OF THE APPLICATION	✓
To directly apply for obtaining copy of the valued answer scripts.	
To apply for revaluation of answer scripts after obtaining the copy of the valued answer scripts	
Direct Revaluation without applying for Xerox copy of answer script	

1. Name of the Candidate :

2. Register Number :

3. Program :

4. Semester, Month & Year of Examination :

5. Particulars of Fee Paid :

Course Name & Code	Month & Year of last appearance	Marks Secured			Result
		INT	ESE	Total	

(Result copy must be enclosed along with this application)

Mobile No. :

Signature of the Candidate

6. Remarks of the Head of the Department

Signature of the Head of the Department

Station:

College Seal

Signature of the Principal

Date: