



ORIENTAL UNIVERSITY INDORE

Important Notice

Date: 22/06/2023

Subject : Instruction for Re-Valuation/Re-totaling after the result declaration.

Candidates who were appeared in May-2023 end semester examination may apply to the Controller of Examination for re-valuation/re-totaling of his/her obtained marks in May-2023 examination in the prescribed application form.

All applicants should read the following instructions carefully before filling up the application form for re-valuation/re-totaling.

1. **Application for revaluation and re-totaling must be submitted within 30 days of the declaration of the result (As per the date printed on TR/Notification).**
2. **Application forms are available with the respective department HoD's.**
3. Incomplete and erroneous applications will not be considered and fees will not be re-funded.
4. Revaluation/Re-totaling fees are as under :
 - a. **Re-Valuation fees per theory subject** **Rs. 450.00**
 - b. **Re-totaling fees per theory Subject** **Rs. 300.00**
5. A candidate can apply for re-valuation for **maximum of two theory subjects** per semester. Application for more than two **theory subjects** will be automatically rejected and fees will not be refunded.
6. A candidate can apply for Re-totaling for all the **theory subjects**.
7. A candidate can apply on a single application form for re-valuation as well as re-totaling of subjects of same semester. However separate application must be made for Re-Valuation/Re-totaling of subjects of different semesters.
8. Fees for re-valuation/re-totaling (in form of University Challan) should be deposited at the cash counter of **Punjab National Bank** at **Oriental University campus**.
9. **Re-valuation/Re-totaling application along with fee receipt may be submitted to the concerned HOD. All applications after scrutiny shall be forwarded to University Exam Department (Confidential) within two days after last date of application. Late applications shall not be accepted.**
10. HOD should verify/check that student's name, enrollment number, subject code, subject name, semester are filled up correctly.
11. Students must note that re-valuation is only a privilege.
12. Re-valuation result will be made available on the University Notice Board.
13. Provided also that no re-valuation shall be allowed in case of scripts of practical's field work, sessional work, tests and thesis etc submitted by the students.


Controller of Examination
Controller of Examination
Oriental University, Indore