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MAHATMAGANDHIUNIVERSITY

Details of fee remittance

M.G. Uty Cash-

Counter/SBT/SBI :

Amount Paid Rs. :

Date of Payment :

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APPLICATION FOR REVALUATION OF ANSWER BOOKS OF VARIOUS UNIVERSITY EXAMINATIONS  
MARCH/SEPTEMBER

1.	Name of the Candidate (in block letters)	
2.	Student Contact No.	
3.	Sex (Male or Female)	
4.	Name of Examination, Year/Semester and Month with Reg. No.	
5.	Centre at which he/she took the examination with Centre Code, if any	
6.	Date of issue of marklist from the Centre	

7. Subjects(s) and paper(s) for which revaluation is required Part/ Branch / Group/ Main/Subsidiary etc, if any should also be specifically stated in addition to the title of the paper(s) (use separate sheet, if necessary)

Sl No.	Part/Branch/Main/ Subsidiary/Semester	Title of the Paper(s)	Marks Secured	Maximum Marks	For Office use only

8.	Address to which result of revaluation to be Communicated (in block letters)	
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Place  
Date

Signature of the Candidate

INSTRUCTIONS TO CANDIDATES WHO WISH TO APPLY FOR REVALUATION OF THEIR  
ANSWER BOOKS

1. 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 15 days of the publication of the results of the concerned examination. Candidates are advised to send their applications only by Registered post addressed to "The Controller of Examinations, Mahatma Gandhi University, P.D Hills, Kottayam, 686 560

2. The fee should be paid as cash receipt from Mahatma Gandhi University Cash Counter or D.D drawn in favour of the Finance Officer, Mahatma Gandhi University, payable at SBT, M.G. University Campus Branch only (code No.669) and forwarded to the Controller of Examinations along with the application. Fees once paid will not be refunded.

3. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice.

4.(a) In the case of applications which are found in order, the University will take steps to get the answer books revalued expeditiously so as to issue the result of revaluation as quickly as possible. (b) The results of revaluation will be communicated to the candidates concerned individually to the address furnished in their applications, as soon as the results are ready for issue. No interim enquiries of any kind will be entertained in this regard.

(c) It may be noted that the University can never set in any case a time limit for the issue of the results of revaluation. The University will also therefore, not be liable for loss of any kind sustained by candidates concerned on account of the delay, if any, in issuing the results of revaluation.