



Application No:

**VINAYAKA MISSION'S RESEARCH FOUNDATION (DU), SALEM – 636 308**

(Declared Under Section 3 of the UGC Act, 1956.)

**Application for Revaluation/ Retotaling**

1. Name	
2. Register Number	
3. Degree & Branch	
4. Month & Year of Examination	
5. No. of papers applied for revaluation/ retotaling	
6. Total amount paid	

7. Subject for which Revaluation/ Re Totaling is required:

Year/ Semester	Subject Code	Subject Title	Marks/ Grade awarded

8. Recommendation of the HOD:

Signature of the HOD

Signature of the Candidate

Station:

Date:

Signature of the Principal / Dean / HOI

College Seal

**DD Details :** DD to be drawn in favour of VMRF(DU) Examination Account

Controller of Examinations



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**Application for Revaluation/ Retotaling**

**General Instruction:**

1. The application should reach the Controller of Examinations within the prescribed time.
2. The revaluation/ retotaling are not permissible for failure in practical/ clinical/Project.
3. The application should be sent to the University through college only. Submission of the application directly to the University by the student will summarily be rejected.
4. An amount of Rs. 1500/ & Rs. 500 is to be paid for each paper for revaluation & retotaling respectively. DD to be drawn in favour of VMRF(DU) Examination Account.
5. The candidate is advised to register for the subject in revaluation/ retotaling is sought for within the stipulated time for the next examination without waiting for the result of revaluation/ retotaling.
6. The fee once paid will not be refunded. Hence any application sent in this regard should be sent after careful scrutiny.
7. The date of declaration of revaluation/ retotaling results if delayed due to extraneous factors disabling the candidate to pursue higher studies, shall in no way bind the University legally or otherwise.