


## EXAMINATION POLICY

Updated on 1<sup>st</sup> November 2023

### REVALUATION / VERIFICATION

- Revaluation and verification of answer script;
  - Is applicable only for the end term written examinations and end term written supplementary examinations.
  - Is not applicable for mid-term written examinations.
  - Is not applicable for internal assignment marks, presentations, projects, etc.
- The students will have two options – (1) Revaluation and / or (2) Verification. The student shall clearly mention their options in the requisition form.
- The requisition form should be submitted duly filled to the accountant along with the requisite fee, within the notified time period.
- **Option 1 – Revaluation:** The student may apply for revaluation of answer script in any particular course. The respective answer scripts would be sent to the concerned faculty for re-assessing the answers. The revaluation fees payable for this option would be Rs. 500/- per course. The student shall be ready to accept any marks declared after the revaluation i.e. it could be more or even less than already scored marks.
- **Option 2 – Verification:** under this option, the student can opt for only rechecking of the total marks mentioned in the answer script. It may so happen that there could be totaling error. This would be checked and confirmed when the student opts for verification option. The answer scripts are not sent to the concerned faculty for checking. This would be done by any of the examination committee member in the presence of director. The verification fees payable would be Rs. 200/- per course.
- A notice for revaluation/verification is necessary to display in the notice board, simultaneously along with the end term examination result. The Notice of Revaluation / verification shall contain the closing date and time, fees applicable, and guidelines for students, etc.

  
Controller of Examination  
(Ms. Seva Rangnekar)

  
Director  
(Dr. Nandita Mishra)



  
CEO  
(Dr. Madhumita Patil)