



GURU NANAK COLLEGE (AUTONOMOUS)
Velachery, Chennai – 42.

REVALUATION APPLICATION FORM

NAME OF THE STUDENT:

REGISTER NUMBER :

BATCH :

SHIFT :

DEPARTMENT :

Name of the subjects	Subject Code	Applied For		Amount Rs.
		PhotoCopy Rs.300 per paper	Revaluation Rs.700 per paper	

DECLARATION BY THE STUDENT

I have clearly read rules regarding revaluation printed overleaf and agreed to be governed by the same. I undertake to surrender my original result and to accept the final result when declared by the college as a result of revaluation applied for by me as per the rules laid down in this behalf.

SIGNATURE OF THE CANDIDATE
WITH DATE

SIGNATURE OF THE H.O.D WITH DATE :

ENDORSEMENT BY THE PRINCIPAL :

GUIDELINES FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

Candidates seeking photocopy of the answer scripts are advised to go through these rules and regulations before they apply

1. Photocopy is allowed only for Regular theory papers in PART I, II and III. (Supplementary excluded)
2. Select the papers carefully in which you wish to get the photocopy. No second application for additional papers would be accepted.
3. Application to obtain Photocopy of answer scripts has to reach Principal's Office on or before 21st June 2017.
4. The application is to be filled in by the candidate in his/her own hand-writing and not by anyone else on his/her behalf.
5. Entries made by the candidate is to be verified by the HOD and forwarded to the Principal for his endorsement
6. Prescribed Fee for obtaining photocopy of answer scripts Rs.300/- per paper. Cash to be deposited with Corporation Bank in Account Number: 520101022707247, during bank working timings.
7. The fee payment receipt or challan to be attached with the Application Form and submitted to the Principal's Office between 10.00 A.M. and 1.00 P.M. and the candidate will be given an acknowledgement for submission mentioning date and time.
8. The photocopies of the answer script will be sent to the respective departments by OCOE and the same can be obtained from the HOD within four working days of the submission of the application to OCOE.

GUIDELINES FOR APPLYING REVALUATION OF THE ANSWER SCRIPT

Candidates seeking revaluation are advised to go through these rules and regulations before they apply

1. Revaluation is allowed only for Regular theory papers in PART I, II and III. (Supplementary excluded)
2. Select the papers carefully in which you wish to get the revaluation. No second application for additional papers would be accepted.
3. Revaluation is to be applied on or before 30th June 2017.
4. The application is to be made by the candidate in his/her own hand-writing and not by anyone else on his/her behalf.
5. Entries made by the candidate is to be verified by the HOD and forwarded to the Principal for his endorsement
6. Prescribed Fee (exclusive for revaluation application) Rs.700/- per paper. Cash to be deposited with Corporation Bank in Account Number:520101022707247, during bank working timings
7. The fee payment receipt or challan to be attached with the Application Form and submitted to the Principal's Office between 10.00 A.M. and 1.00 P.M. and the candidate will be given an acknowledgement for submission mentioning date and time.
8. Candidate to be aware that when applying for revaluation, He/She SURRENDERS the original performance and will now accept the revised performance in which
 - (a) There can be NO CHANGE in the marks (or)
 - (b) There can be INCREASE in the marks