

CIRCULAR

Date: 12.08.2024

All those B.E/B.Tech. students of 2021-25 Batch, 2020-24 Batch & Passed out batches and MBA students of 2022-24 Batch who wrote End Semester Examinations in Apr./May 2024 (Regular and Arrear) and wish to apply for photocopy of the answer script(s) are informed to pay a prescribed fee of Rs.1000 per script in the Accounts department for the same and an application along with the receipt of payment should be submitted to the COE's office to claim the photocopy of the answer script(s). The COE office will take care of the review process by the faculty members. Students receiving the answer script(s) after review should go through their script(s) in the COE's office itself and return the scripts to the COE's office.

After the review, students whose answer script(s) are recommended for revaluation should pay a prescribed fee of Rs. 500 per script for revaluation and an application form along with the receipt of payment should be submitted to the COE's office for the same. A student can apply for a maximum of 3 answer scripts for revaluation.

The students whose answer scripts are recommended for revaluation will not be considered for supplementary examination, even if the candidate is declared as failed in that course in the revaluation.

Meanwhile, a list of students who are eligible for supplementary examination will be informed by the class teachers. Those students, who are eligible and wish to apply for supplementary examination, should pay the prescribed fee of Rs.500 through the link which will be shared by the Manager IT. Students can apply for supplementary examination in one course only.

Last date to apply for photocopy of answer scripts : 16.08.2024

Last date to apply for revaluation of answer scripts : 22.08.2024

Last date to apply for supplementary examination : 22.08.2024

Date of supplementary examination : will be intimated shortly

**Note:**

1. The answer script which is not recommended for revaluation, the student concerned may apply for supplementary examination on the course, if he/she meets the requirement criteria.
2. Fee for photocopy of answer scripts and revaluation should be made only through online mode in the accounts department.
3. Fee for supplementary examination should be made through a payment link which will be shared shortly by the Manager IT.
4. The relevant forms can be downloaded from the college website.

  
Principal 12/8/24

Copy to:

Chairperson / Vice Chairman

Advisor / Dean (Academics) / Directors / Deans / COE

All HODs – with a request to circulate among the students.

S.A.O.