

SANTOSH

Deemed to be University



2.5.3 Evaluation-related Grievance Redressal mechanism followed by the Institution



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(Established u/s 3 of the UGC Act, 1956)

Guidelines for Retotaling of Marks

GUIDELINES FOR RETOTALLING OF MARKS IN THEORY ANSWER PAPER

1. Candidates of all Under Graduate courses shall be eligible to apply for re-totaling of theory answer paper marks.
2. Retotaling of theory answer paper marks is permissible only for those candidates who have passed in Clinical/Practical Examination and failed in theory paper only.
3. Application for retotaling should reach the University within the prescribed date.
4. Application should be sent to the University through the Principal/Dean of the College. Application submitted directly to the University by the students shall be rejected.
5. A sum of Rs. 1000/- (Rupees Thousand only) shall be remitted in cash at the Accounts Department of the College towards the retotaling fee for each subject and sent alone with the duly filled and endorsed application.
6. The fee once paid will not be refunded under any circumstances. Any applications sent in this regard should be sent after careful scrutiny regarding the eligibility of the Candidate for re-totaling.
7. A Xerox copy of the Provisional Mark Statement should be enclosed along with the application.
8. The application should be sent only in the prescribed format.



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