



**YENEPOYA**

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

### ***2.5.3 Evaluation-related Grievance Redressal mechanism followed by the Institution***

#### **Any additional information**

<b>Sl. No.</b>	<b>Content</b>
1.	Revaluation and re-totalling procedure
2.	Declaration from COE for revaluation

**ATTESTED**

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**CHAPTER VII**  
**RE-VALUATION & RE - TOTALLING**

**Rules for Re-evaluation / Re-totalling of Answer Books:** The objectives of re-evaluation / re - totalling are to ensure that the student receives a fair evaluation in the theory paper of university examination and to minimize human error and extenuating circumstances.

**Revaluation:**

There shall be provision for revaluation on payment of a fee for papers evaluated by a single valuation system. The application shall be submitted to the office of the Controller of Examinations within ten days of the publication of the results. An external examiner shall value the paper. If the difference is more than 15% of previous marks, the answer script shall be sent for-third evaluation. In such an event, the average of the best two out of the three scores will be taken as the final score. Revaluation is not applicable for the papers where there is a double valuation system and they are eligible to apply for re totalling only.

**Re-totalling**

There shall be provision for re totalling on payment of the fee for papers evaluated by double valuation system. The request has to be made within 10 days of publication of results to the Controller of Examinations on payment of the requisite fees. The marks obtained on re - totalling will be the marks obtained by the candidate for the specific paper.

**Access to University Examination Answer Scripts:**

The University Examination Theory Answer scripts are issued to the concerned student on written request and payment of nominal fees subject to imposing certain conditions that only retotalling is permitted and revaluation will not be accepted.

However wherever single valuation system is followed students can request for revaluation with a payment of prescribed fees.

The candidate should apply for theory answer scripts within 10days from the last date of Examination using the prescribed format.

**Guidelines for applying Re-totalling / Revaluation / Access to Theory Answer Scripts:**

- 1) There is no revaluation facility for project / practical/viva-voce/dissertation.
- 2) Applications for revaluation / re totalling should reach the university before the prescribed date.
- 3) Application should be sent to the university only through the college/school. Applications submitted directly to the university by the student shall be rejected.
- 4) The fee once paid will not be refunded at any cost. Any application sent in this regard should be sent after scrutiny regarding the eligibility of the candidate.
- 5) A photocopy of the mark statement or examinations result copy should be enclosed along with the application,
- 6) The applications should be sent only in the prescribed format (ANNEXURE- 03)
- 7) For Accessing Theory Answer Scripts, candidates should applied before the prescribed date using the prescribed format.

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**Enquiry Committee**” of not more than three persons of whom one shall be Chairman;

- b). The constitution of the Malpractice Enquiry Committee shall consist of the following:
1. Legal Expert
  2. Educationist
  3. Sr. Faculty Member of Yenepoya University
  4. The COE – Member secretary

The Vice-Chancellor shall place the panel before the Board of Management for consideration & approval.

c). The term of the office of the committee shall be one year. Two members constitute a quorum.

d). The Committee shall submit its report and recommendations to the Board of Examinations which shall take disciplinary action in the matter as it deems fit.

#### Committee for Redressal of Grievances

Procedure for the redressal of Grievance in the Examination.

The Vice-Chancellor may constitute a committee for redressal of the grievance consisting of the following :

- \* Dean of the Faculty concerned
- \*Chairman of the Board of Studies – member in the subject concerned
- \* One Teacher having a minimum of 20 years teaching experience in the subject / Paper
- \*The controller of Examinations – Member Secretary
- \*The Controller of Examination shall convene the meeting.
- \*The Committee shall verify the complaint /grievance and make recommendations
- \*The recommendations of the committee shall be placed before the Board of Examinations.
- \*The Board of examinations may recommend for the further course of action subject to the order of the Vice-Chancellor
- \*After considering all the facts the Vice-Chancellor shall take the Final decision in this matter.

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# Declaration from COE for Revaluation

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## DECLARATION

All the Programmes offered by Yenepoya(Deemed to be University) have double valuation except for the Programmes offered by Yenepoya Institute of Art, Science, Commerce and Management and B.Sc Technology Programme which have single Valuation system.

There is a provision for revaluation for the answer scripts evaluated through the single valuation system. The revaluation of the answer scripts will be carried out by the external examiner.

Revaluation is not applicable for the answer scripts where there is double or more valuation, but is only eligible for re-totalling.

Date : 27/11/2021

*B.T. N. [Signature]*  
Controller of Examinations

Controller of Examinations  
Yenepoya (Deemed to be University)  
University Road, Deralakatte  
Mangaluru - 575 018

**ATTESTED**

*[Signature]*

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