



## **SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH**

(A Deemed to be University Declared under Section 3 of UGC Act 1956)

Comprising Sri Devaraj Urs Medical College

[Constituent unit of Sri Devaraj Urs Educational Trust for Backward Classes (Regd.)]

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## **Student Grievances- SOP for Re-totaling & Revaluation**

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## 1. Re-totaling

- a. Notification by the Controller of Examinations through the Principal office for applying for the Re-totaling by the candidates within 10 days of announcement of results.
- b. Students of this Academy who are not satisfied with the marks obtained by them in any of the theory papers, may apply for re-totaling in that paper or papers within 10 days from the date of publishing of results
- c. The candidates are required to apply for re-totaling to the Controller of Examinations SDUAHER only through the Principal of the college concerned and the applications completed in all respects shall reach the Academy within the stipulated date and time. The applications received after the said date will not be considered under any circumstances.
- d. The prescribed fee at Rs.2000/- (Rupees Two thousand only) per theory paper for re-totaling shall be paid in the form of DD drawn in favour of Registrar, Sri Devaraj Urs Academy of Higher Education and Research, Kolar, Karnataka or at the Academy office and obtain a receipt for his / her reference
- e. The Retotaling dates will be fixed and the officer for the Retotaling usually Assoc Professor and above will be appointed with the approval from Hon. Vice Chancellor.
- f. The Officer appointed will conduct of Re-totaling and submit the report to the controller of examinations.
- g. The retotaling report will be prepaid by the controller examination based on the reports submitted by the retotaling officer
- h. Approval of the retotaling reports by the Hon. Vice Chancellor before announcement of Re-totaling results
- i. If there a change of marks the modified individual marks cards of the students shall be sent to the Principal's office within one month after the provisional announcement of results.

## Grievance Redressal Mechanism ( Examination )

Submit appropriate form ( offline)



Complete payment formalities ( re-totaling only )



Submit through proper channel to the Academy



Special Officer will be appointed for Re-totaling with approval from the competent authorities



Re-totaling is carried out by, Special Officer and Academy representative



The output is verified and necessary approval for competent authorities is obtained



The final output is informed to the concerned institute Head

**STANDARD OPERATIVE PROCEDURES (SOPs)**

**Application for Re-total of marks of Theory papers of Under Graduate & Post Graduate Examinations**

Register Number :  
Name of the Candidate :  
Name & Address of the College :  
Name of the Programme :  
Month & Year of Examination :  
Subject/Papers for which Re-totaling :  
of Marks to be carried out

Sl.No	Name of the subject / papers (as entered in Marks card ledger)	Marks Ob- tained

7. Amount of fee paid Rs. \_\_\_\_\_ DD No. Receipt No. \_\_\_\_\_ Dated: \_\_\_\_\_

I \_\_\_\_\_ declare that the information furnished above is true.

**Date :**

**Signature of the Candidate**

It is Certified that the student belongs to Under Graduate / Post Graduate Programme. The marks card / Ledger supplied by the Academy has been verified with reference to the marks furnished by the candidate and found correct. The applicant fulfills all conditions of Re-total ordinances notified vide Notification No.SDUU/KLR/ACA/EXAM/1423/2009-10 Dated: 03-03-2010

**Signature of the Principal**

**INSTRUCTIONS TO CANDIDATES**

1. Students of this Academy who are not satisfied with the marks obtained by them in any of the theory papers, may apply for re-totaling in that paper or papers within 10 days from the date of publishing of results.
2. The candidates are required to apply for re-totaling to the Controller of Examinations SDUAHER only through the Principal of the college concerned and the applications completed in all respects shall reach the Academy within the stipulated date and time. The applications received after the said date will not be considered under any circumstances.

The prescribed fee at Rs.2000/- (Rupees Two thousand only) per theory paper for re-totaling shall be paid in the form of DD drawn in favour of Registrar, Sri Devaraj Urs Academy of Higher Education and Research, Kolar, Karnataka or at the Academy office and obtain a receipt for his / her reference.

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**STANDARD OPERATIVE PROCEDURES (SOPs)**

## 2. Re- Valuation

**Undergraduate Programmes:** Two complete and in depth valuation by two Evaluators (Internal & External) and third valuation if the difference between 1st and 2<sup>nd</sup> valuation is 15 % and more.

**Postgraduate Programmes:** Each theory paper will be subject to valuation by four examiners (two internals and two externals) and average mark of the four valuations is considered for that paper for declaration of results.

As there multiple valuations for undergraduate and postgraduate programmes there is no revaluation as per the Academy regulations.

The Grievance Redressal committee for students looks after the Complaints/grievances of the students related to the examination. The applications related to the retotaling will be scrutinised and decision to appoint the retotaling officer for conducting the retotaling will be taken.

Any other grievance received will also be dealt if it is related to the Examinations. There is no provision for revaluation as per the regulations of Academy in any of the programs

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**Controller of Examinations**  
Sri Devaraj Urs Academy of Higher  
Education and Research