

## **Examination Branch** **Revaluation Cell**

**Ref. No. Exam./Rev./351/  
10<sup>th</sup> May, 2020**

### **NOTIFICATION**

It is hereby notified for information of all concerned students who could not deposit forms for Revaluation/Rechecking/Photo Copy of evaluated answer scripts for the Semester Examinations held in November/December 2019 within the stipulated time period prescribed by the University due to closure of the University for containment of COVID-19 Pandemic, that they can apply for the above facilities through e-mail (except **AECC and SEC** Papers for which the students may contact to their respective Colleges).

The students are advised to follow the following procedure:

1. Application Forms for Revaluation/Rechecking/Photo Copy of Evaluated Answer Scripts are available at <http://exam.du.ac.in/Revaluation.html> . The Students are advised to go through the rules printed overleaf of the respective Form carefully before filling the form.
2. The students may take the print out of the Revaluation/Rechecking/Photo Copy of Evaluated Answer Script forms.
3. The students are required to fill the form manually and sign it. The requirement of counter signing the Form from the Dean/Head/Principal of the concerned Faculty/Department/College has been exempted for the semester examination held in November/December 2019.
4. The students are required to enclose copy of Mark Sheet and Admit Card of the semester examination held in November-December 2019.
5. The students are required to pay the online fee of Revaluation/Rechecking/Photo Copy of Evaluated Answer Script on the following link <http://fee.du.ac.in/index.php/fee/fee-payment-miscellaneous/register>
6. Finally, Students are required to scan the following documents i.e. Duly Filled and Signed Revaluation/Rechecking/Photo Copy of Evaluated Answer Script Form, copy of Mark sheet, copy of Admit card, Copy of Fee Receipt and mail it to [revaluation.branch.105@gmail.com](mailto:revaluation.branch.105@gmail.com). The Under Graduate Students of Regular College which falls under the ambit of South Delhi Campus are required to send the documents to [revelcell.sdc@gmail.com](mailto:revelcell.sdc@gmail.com) .
7. The last date to send the documents for all the results declared till the date of this Notification is **26.05.2020**. The last date to apply for the above facilities for results declared after publication of this notification shall be as per the University Rules i.e. within 15 days of declaration of Result for Rechecking and Revaluation and within 60 to 75 day of declaration of Result for copy of Evaluated Answer Scripts. The Forms sent after the Due Dates specified as above shall not be accepted.

**Dean (Examinations)**