



K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612
(An Autonomous Institution Affiliated to Anna University, Chennai)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

REVALUATION PROCEDURE

1. The candidates who have obtained the photocopy of the Answer Scripts are only eligible to apply for Revaluation.
2. The Application form (**Annexure - I**) for applying the photocopy of the Answer Scripts is available in the Department. **More than Five subjects are not allowed.**
3. The Respective fees are to be paid in the form of cash along with the filled-in Application Form (**Annexure - I**) in the concerned Department.
4. The filled-in Application form (**Annexure - I**) duly signed by the Student, Account Section and Concerned HoD is to be submitted to the Student Section.
5. The Student Section shall submit the consolidated list of students (**Annexure - II**) applied for Photocopy of Answer Scripts and Revaluation to CoE office.
6. The student section shall send the photocopy of the Answer Scripts to the concerned departments.
7. The Answer Script is to be valued and justified by the faculty member who handled the subject, and he /she should recommend for revaluation with the breakup of marks for each question in the copy of **Annexure - III** format.
8. Candidates who have applied for Revaluation are only eligible for Review / Challenge.
9. The fee for **photocopy** is **Rs. 300/- per script**, **revaluation** is **Rs.400/- per script** and **Review / Challenge** is **Rs.3000/- per script**.

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