



MGM UNIVERSITY

Office of the Controller of Examinations

454/CoE/Scrutiny/AB/

Date: 14 Apr 2022

Procedure for the Scrutiny and Revaluation of Answer Books after the Declaration of Results of End Semester Exams

1. Please refer to MU EX 13.0 of MGM University Rule Book of Examinations.
2. The above mentioned clause of the Rule Book gives the procedure for addressing the grievances of the students after the result of an end semester/backlog examination has been declared. In case the students have any grievances against the result and they want to either see the answer books or revaluation to be done, the procedure given below will be followed.
3. **Scrutiny of the Answer Books.** If the student feels aggrieved about the ESE/backlog result, he/she can apply for the scrutiny of his /her answer book within 4 days of the declaration of the result. He/she will fill the form (which the college/institute can take from the exam branch and print) and submit the same to the HoD or the HoI with a fee of Rs. 50 per answer book. The department/institute will make a consolidated list of all the forms and will send the same to the exam branch along with the fee under a covering letter signed by the HoI.
4. The exam branch will intimate the date and time to the institute/college/departement for the above students to come to the exam branch. At the given time, the students will be given their answer books which they had requested. They can scrutinize the answer books for half an hour. If the student finds that any of the questions is not marked or totaling is wrong, the same will be brought to the notice of exam branch staff and the it will be corrected and the marks will be amended. Fee of Rs. 50/- will be refunded. If a student misses the chance to come to the exam branch on the given date and time, he/she will not be shown the answer book later and the fee will not be refunded.
5. **Revaluation.** After the scrutiny, if the student wants the revaluation of the answer book to be done, he/she will fill revaluation forms from his/her college and pay the fee of Rs. 100/- per answer book. This will be done within 3 days of carrying out the scrutiny. The forms will be sent to the exam branch along with the total fee and under a covering letter signed by the HoI. The exam branch will get the answer book revaluated and intimate the result within seven days. Amended Statement of Grades (SoG) will be issued and the previously issued SoG will be returned. Revaluation forms can be procured from the exam branch.
6. It may please be noted that the students should not come to the exam branch with their forms for scrutiny and revaluation. Forms will be accepted when submitted under a covering letter from the HoI.

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