



SYMBIOSIS SKILLS AND OPEN UNIVERSITY

(University enacted through a bill passed by State Legislation and an official gazette dated 3rd May 2017, Maharashtra Act No. XXXVII of 2017)

Application for Revaluation / Retotaling of Marks

Date:

To,
The Controller of Examinations,
Symbiosis Skills and Open University,
Pune

I hereby put my request for retotaling / revaluation of my answer books as below-
I have deposited the fee of Rs. ----- by Cash.

Name of Examinee:

Name of School:

Program:

Exam Status: Regular Backlog

PRN

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Details of Retotaling / Revaluation

Sr. No.	Date of Examination	Course Code	Course Name	Marks Obtained	Re-total / Revalue (Write Below)

The information given above is true and correct to the best of my knowledge. I am aware that information given above will result in rejection of my form.

Date:

Place:

Signature of Student

(Please read instruction given overleaf before filling form)

Instructions for filling Application Form

- Applicant should read the instructions carefully before filling the application form.
- The application received within 10 days of declaration of result will only be considered without late fees.
- Incomplete, erroneous and late received applications will not be considered and fees will not be refunded.
- Revaluation fees per Course is **Rs. 1500/-** for Re-totaling is **Rs.250/-** per Course without late fee, applied within 10 calendar days of result declaration.
- Late fees of **Rs. 500** will be applicable on top of above fees for the re-evaluation or re-totaling application if applied beyond 10 calendar days after result declaration but within 5 calendar days thereafter.
- The application can fill up Revaluation or Re-totaling form for ***End semester Theory Paper only.***
- ***There is no need to fill separate revaluation forms for multiple papers.***
- Revaluation / Retotaling result will be made available within 15 days from the last date of application.
- Applicant is required to submit photocopy of admit card / ID card and receipt of the Revaluation and/or Re-totaling fees paid.
