



# Visvesvaraya Technological University

Belagavi – 590 018, Karnataka State, INDIA

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Ref. No.VTU/BGM/Reg(E)/PS/2019-2020/2747

Date 20.04.2020

## NOTIFICATION

Sub: Submission of Application Forms by the **students to college** for Revaluation and Photocopy of Answer Scripts of UG/PG Examinations held during Dec.2019/Jan 2020.

Schedule of submission of applications for **Revaluation and Photocopy** of answer scripts of

1. All semesters B.E./B.Tech./B.Arch. **(the students already applied need not apply again)**
2. All Semesters MBA and MCA **(the students already applied need not apply again)**
3. All Semesters M.Tech.

for examinations held during Dec. 2019 / Jan 2020 is as stated below:

### SCHEDULE FOR SUBMISSION OF APPLICATIONS AT COLLEGE BY THE STUDENTS THROUGH EMAIL / WHATSAPP.

EVENT	LAST DATE
Starting date for filing of applications through the mode of submission defined by the college. for B.E./B.Tech./B.Arch. and MBA and MCA	<b>21.04.2020</b>
Starting date for filing of applications through the mode of submission defined by the college. (for M.Tech.)	<b>27.04.2020</b>
Last date for submission of applications	<b>30.04.2020</b>

#### NOTE:

Instructions to students for the **submission** of Revaluation / Photocopy application **to College** :

#### Don'ts:

1. **Students should not make online payment to the university directly.**
2. **Students should not send their information to the University directly.**

#### Do's

1. **A format with necessary instructions is enclosed.**
2. **A printout of the application is to be taken and after filling the required data students must submit the application to the college by email.**
3. **If the printing facility is not available to a student, he / she shall "write by hand all the required data as per application format in a sheet legibly, put his / her signature" and scan the same by using cam scanner or similar mobile Apps or take snap of the same and send it to the college by email.**
4. **The application has to be filled and send to the college either by email or as per the instruction issued by the college.**

5. If there is a provision made by the college to make online payment of revaluation fee, students can make payment of revaluation fee online to the college, if not, they need to make the payment of fee once the college reopens.
6. UG COURSES Fee for Revaluation is Rs. 400/- per subject and for Photocopy is Rs.300/- per subject and Application Fee of Rs.20/- per candidate.
7. PG COURSES – There is no facility to opt for Photocopy, fee for Revaluation is Rs.3000/- per subject and application of Rs.20/- per candidate
8. All the students are eligible to apply for Revaluation in any number of theory subjects.
9. All the students are eligible to apply for Photocopy of answer scripts in any number of theory subjects (excluding the scripts attached with drawing sheets).

**Instructions to colleges:**

1. As Holidays are declared for the students, the Principals must make arrangements to get the information from the students in the attached format.
2. ***The attached format must be displayed in the college website along with the mailing ids/ WhatsApp numbers to which the students are required to send their filled in application with their signature.***
3. **Verify**
  - a. **Identity of the student submitting the data for Revaluation and Photocopy.**
  - b. **Correctness of the data submitted by the student.**

**Kindly refer to the format enclosed for other instructions.**

This notification is only for collecting data from the students and keeping the same ready for online submission. A separate notification will be released for online entry of data.

Sd/-  
**REGISTRAR (EVALUATION)**

**To, The Principals Constituent / Affiliated Engineering Colleges**

Copy FWC's to: Hon'ble Vice-Chancellor, through the Sec. to VC, Registrar & Finance Officer, VTU for information and Incharge Regional Directors of VTU RO's, Incharge Director, ITISMU, VTU Belagavi and Chairpersons of PG Departments for information & needful

  
**REGISTRAR (EVALUATION)**



**Revaluation/Photocopy Application Form – Dec 2019/Jan 2020 Examinations  
(To be submitted by the students to the college electronically through  
email, WhatsApp etc)**

USN

NAME OF STUDENT (In CAPITAL LETTERS)

Mobile Number

Email id

Account Number

Name of Bank and IFSC

No.	Sem	Subject/ Course Code	Subject/Course Title	RV ₹ 400 UG) / ₹3000 (PG)	PC ₹ 300 (UG only)
1				<input type="checkbox"/>	<input type="checkbox"/>
2				<input type="checkbox"/>	<input type="checkbox"/>
3				<input type="checkbox"/>	<input type="checkbox"/>
4				<input type="checkbox"/>	<input type="checkbox"/>
5				<input type="checkbox"/>	<input type="checkbox"/>
6				<input type="checkbox"/>	<input type="checkbox"/>
7				<input type="checkbox"/>	<input type="checkbox"/>
8				<input type="checkbox"/>	<input type="checkbox"/>
9				<input type="checkbox"/>	<input type="checkbox"/>
10				<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Fees (Application fee of Rs.20-00 to be added)</b>				₹	

**NOTE**

- UG Programs:** Revaluation fee ₹ 400-00. Photocopy fee per subject/course: ₹ 300-00.
- PG Programs:** Revaluation fee Rs.3000-00 per subject. There is no facility for photocopy.
- Students UG programs can apply for only revaluation, only photocopy (where permissible) or both revaluation and photocopy (where permissible) in case of UG programs. **Students of PG programs can apply only for revaluation.**
- Photocopy facility is not available for subjects/courses involving drawing sheets and also for PG programs. For such subjects, only revaluation is applicable.
- Revaluation and/or photocopy is not available for practical subjects/courses.

**Don'ts:**

- 1. Students should not make online payment to the university directly.**
- 2. Students should not send their application to the University directly.**

**UNDERTAKING BY STUDENT**

I hereby state and undertake as follows:

- I have read and understood the instructions distributed along with this application.
- I have verified all entries, including subject/course codes in the application form and state that they are correct and that I will not request to make changes to this application once submitted to college.
- I will pay the necessary fees to college **online (if the provision is made by the college) or will pay the fee** as soon as the COVID-19 lockdown is lifted or before that if possible, and I understand that announcement of revaluation results is subject to payment of revaluation fees within time.
- I have calculated the fees correctly as per VTU fee structure. If my calculation is incorrect, I undertake to pay the correct fees.
- I have submitted this application to the college as per the requirements.
- I have **signed the application and retained a copy of this signed application** my reference.

Date:

Place:

Signature of Student

**This page is for information of students**

**It should not be scanned and sent to college. Only the first page must be scanned and sent to college.**

**INSTRUCTIONS TO STUDENTS**

1. Read all items in the undertaking section carefully, understand and follow them.
2. No modifications will be permitted once the application once the revaluation application deadline is passed.
3. Only mistakes in the data entered by the college will be corrected, on production of the original scanned copy of the application.
4. Double check all data entered into the application, especially the email ID and mobile number. They will be required to receive the Photocopy.
5. Do not forget to sign the application. Applications without signature will be rejected.
6. You can fill the application in one of the following ways:
  - a. Print the application, fill and sign it.
  - b. Use freely available software such as Adobe Fill and Sign on Google Play for Android devices, Adobe Reader or several other similar free software both on the desktop and mobile devices. Some examples are:  
Foxit Reader (<https://www.foxitsoftware.com/pdf-reader/>) on Windows desktop and Adobe Fill and Sign ([https://play.google.com/store/apps/details?id=com.adobe.fas&hl=en\\_US](https://play.google.com/store/apps/details?id=com.adobe.fas&hl=en_US)).
  - c. Write by hand on plane paper giving all data as per the application format and sign it.
7. Keep the scanned copy of the application form that you send to the designated email ID/WhatsApp number specified by your college.
8. Once the application data is entered into the VTU Revaluation Application portal by your college, you can verify the same with the help of your email ID and mobile number.
9. Visit the VTU results website <https://results.vtu.ac.in> to verify the subject/course codes