



Vidyavardhaka Sangha®, Mysore
VIDYAVARDHAKA COLLEGE OF ENGINEERING

Autonomous Institute, Affiliated to Visvesvaraya Technological University, Belagavi
(Approved by AICTE, New Delhi & Government of Karnataka)

Accredited by NBA (CV, CS, EE, EC, IS & ME) | NAAC with 'A' Grade
P.B. No. 206, Gokulam III Stage, Mysuru-570 002, Karnataka, India

Office of Controller of Examinations

Email: coe@vvce.ac.in

Web: <http://www.vvce.ac.in>

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VVCE/COE/CR-53/2023-24

April 5, 2024

CIRCULAR

Sub: Submission of Application for Answer Book Seeing, Revaluation and Make-up Examinations - Reg.

Schedule for the submission of applications for answer book seeing, revaluation and Make-up examinations with respect to the following Examinations held during March 2024 is as below.

- Regular SEE of III Semester MBA (2022 Batch)
- Regular SEE of III Semester M.Tech (2022 Batch)

Event	Start Date	Last Date	Fees
Submission of Applications for Answer Book Seeing	10.04.2024	10.04.2024	Rs. 500/- per course
Submission of Applications for Revaluation	10.04.2024	12.04.2024	Rs. 500/- per course
Submission of Applications for Make-up Exams	10.04.2024	12.04.2024	Rs. 1000/- per course with a maximum of Rs. 3000/-
Answer Book Seeing	12.04.2024 (Tentative)	12.04.2024 (Tentative)	

Applications received after the Last Date and applications found to be not correct in any respect will **not be considered**.

Procedure for Submission of Applications and Fees:

Contact Mr. Shyam M J of Exam Section

1. Collect the Application/Fee Challan Form from Exam Section in the Office of COE.
2. Fill up the Application/Fee Challan Form and make the payment
3. Submit the student copy of the filled Application/Fee Challan Form to Exam Section.

IMPOPRTANT POINTS:

1. Make-up exams will be **ONLY** for those students who are awarded 'I' Grade or 'X' Grade and apply for the Make-up exams by paying the prescribed fees.
2. After the Answer Book Seeing, if a student
 - i) Is satisfied with the valuation and has no grievances - Fill a 'Satisfactory Evaluation Form'.
 - ii) Has grievances with respect to totalling of marks or marks not being awarded to any question - Fill an 'Evaluation Grievance Form'.



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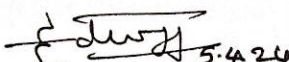
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- iii) Has grievances with respect to wrong evaluation or expected marks not being awarded – Apply for Revaluation by filling a 'Revaluation Form' and paying the prescribed fees.
3. The above-mentioned forms will be provided after the answer book seeing.
 4. There is no provision for providing photocopy of answer books.
 5. Seeing of answer books and revaluation facility is provided only for SEE of theory courses and not practical based courses.
 6. Request for extension of last date for filling applications will not be entertained.
 7. After submitting the application, request for change of information will not be entertained.
 8. Applications once submitted shall be final. Fees once paid will not be refunded.
 9. For queries if any, please contact the Office of COE.


5.4.24
CONTROLLER OF EXAMINATIONS


PRINCIPAL

CC To: 1. Deans

2. All HODs – For circulation among the III Semester PG students.