



Office of Controller of Examination

Date: 01-10-2025

REVALUATION POLICY

A. General Provisions

1. Students may apply for Photocopy and Revaluation of answer books only after the declaration of results and within the prescribed schedule notified by the COE Office.
2. All applications must be submitted in the prescribed format, along with the applicable fee. Incomplete or late applications will not be accepted.
3. The photocopy and revaluation process will follow the timeline and workflow defined below.
4. No revaluation shall be permitted for Practical/Oral/Project/Term Work components.

B. Timeline and Processing Schedule

Process Stage	Duration/Condition
Result Declaration	Day 0
Notice for Photocopy & Revaluation Applications	Issued on the next working day after results
Window for Applying for Photocopy	2 working days from notification
COE Office Processing (Photocopy Requests)	1 working day
Issuance of Photocopies to Students	On the 2nd day evening after processing



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Window for Applying for Revaluation	2 working days from receipt of photocopy
COE Office Processing (Revaluation Requests)	1 working day
Revaluation Evaluation	Conducted jointly by two course-handling teachers (independent of original examiner, if required)
Final Revaluation Result	Uploaded after evaluation and approval

Note: If any stage coincides with a holiday, the next working day shall apply.

C. Result Grievance (If Still Not Satisfied)

- A written representation may be submitted within the notified schedule.
- COE will forward the case to the Grievance Redressal and Discipline Committee (GRDC).
- Decision of the GRDC shall be final and binding.

Dr. A. R. Kadam
Controller of Examination

Dr. L. Y. Waghmode
Director

