

**CMS COLLEGE OF SCIENCE AND COMMERCE  
( AUTONOMOUS)**

**APPLICATION FOR RETOTALLING OF THE VALUED ANSWER SCRIPTS**

- Read the instructions given overleaf before filling up the application form.
- Application, duly filled in, must be submitted through the Principal **within 15 days from the date of publication of the results.**

1	Name of the Candidate	:	
2	Register No. ( as given in the Hall Ticket)	:	
3	Course of Study	:	
4	Semester, month & year of Examination	:	
5	Particulars of fees paid	Cash / DD. No.	:
		Date.	:
		Amount.	:
6	Subjects for which retotalling of answer scripts required		
	<b>Subject</b>	<b>Subject code</b>	<b>Mark obtained</b>

Signature of the candidate

Certified that the candidate has appeared for the subject / subjects mentioned above.

Signature of the HOD

Principal

## INSTRUCTIONS TO APPLY FOR RETOTALLING OF VALUED ANSWER SCRIPTS

- 1 Candidates can apply for retotalling of the valued answer scripts of all the papers (including arrear papers) in which they appeared during the current semester. However, retotalling is not permitted for the scripts of the practical examinations.
- 2 Application forms for retotalling are available at the office of the COE.
- 3 Last date to apply & Fees:-
  - a. For retotalling - within 15 days from the date of publication of the results – Rs. 375/- per paper.
- 4 The fees shall be paid to the Fees Collection section only. Filled in application along with the fees- receipt shall be sent to the COE only through the Principal.
- 5 Incomplete applications will be rejected and the fees paid for retotalling of the answer scripts will neither be refunded nor adjusted towards any other fees.
- 6 The results of the retotalling will be communicated to the Heads of the respective departments through proper channel.

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