

**DIRECTORATE OF OPEN & DISTANCE LEARNING
JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-110062**

APPLICATION FOR RE-TOTALING/RE-EVALUATION

(Particulars should be filled in by the candidate in his/her own handwriting)

Name of the candidate (in block letters) _____

Name of the course _____ Year (I/II/III) _____ Enrolment No. _____

Name of the Study Centre _____

Year of Annual Examination _____ Roll No. _____

**Detail of result of paper(s) along with marks obtained in which
re-totaling of marks/re-evaluation is required**

Paper No.	Title of the Paper	Date on which Examination held	Marks obtained/Out of total marks

Amount of fee paid (Rs.) _____ Draft No. _____ Date _____

I will accept the result of Re-totaling/Re-evaluation as final irrespective of its outcome.

Signature of the candidate

Forwarded by the Center/Course Coordinator _____

Date of submission of application in DODL Headquarters : _____

NOTE:

1. Re-totaling/re-evaluation in Practical examination/Project/Assignment/Internal Assessment marks is not undertaken.
2. Re-evaluation/re-totaling will be allowed only in 25% of total papers.
3. Fee for Re-totaling of marks is Rs.100/- per paper and Re-evaluation fee is Rs. 1000/- per paper.
4. Application for re-totaling of marks/Re-evaluation received specified date or after 15 days from the date of issue of marksheet, as the case may be, shall not be entertained.
5. Application should accompany original marksheet issued by the University.

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For Office Use

1. Prescribed fee is enclosed: Yes/No
2. Eligible for re-totaling/re-evaluation: Yes/No
3. Original mark-sheet enclosed: Yes/No
4. Date of receipt of application: _____ Remarks _____