

### Redressal Mechanism of Paper Assessment (Rules for Revaluation of Answer Scripts)

1. After the examination, the concerned teacher shall assess answer sheets and submit the finalized mark-sheet within ten days of the end of the examination.
2. All answer sheets shall be shown to the students. A student who feels aggrieved about the marks awarded to him/her shall have the following redressal mechanism:
3. The student will meet the examiner to discuss the grievance.
4. Only in case the grievance is not redressed, the student shall have the option of applying for revaluation. Such an application must be made within a seven days of meeting with the teacher as mentioned in the item 3.
5. Head of the Department shall examine the case and appoint a second examiner/examiners if there is merit to the case.
6. If there is a difference of 10 % marks between the two assessments, or if the marks after revaluation lead to a change in the result of the student, the new (re-valued) marks will apply. A 'no change in result' will be communicated to the student by the Office, if the Head of the Department finds no merit in the case or if the change in marks is less than 10 %.
7. The result of the revaluation shall be conveyed to the student by the Office within a week.
8. The Head of the Department will have the power to modify/amend/repeal any or all rules mentioned above.