

VELAMMAL ENGINEERING COLLEGE

(An Autonomous Institution, Affiliated to Anna University- Chennai)

Instructions to candidates who are receiving Photocopy of Answer Scripts(s)

Register Number :

Subject Code:

Subject Name:

- Please note that the valuation is done for 100 marks in the answer script and the result announced is for 50 / 60 marks by conversion.
- Check whether the photocopy of the answer script supplied is yours including the subject for which you have applied for.
- Check whether the totaling of marks is correct.
- Check whether marks have been entered against the question no.(including sub-division) in the front page, for all answers written.
- If you find any mistake/omission/error on any of the item in Sl. No.2 to 4 you are directed to represent the matter to the Controller of Examinations in writing with all the details through the HOD concerned within 3 days of receipt of the Photocopy of the answer script.
- Answer scripts are valued by competent examiners who have expertise in the area of subject.
- The valuation in the photocopy of the answer script can be verified by the subject expert and if the expert is convinced that the script deserves higher marks than awarded, he/she can recommend for applying revaluation in the format given below.

PART – A		PART – B		PART – C			Total Marks	
Q. No.	Marks	Q. No.	Marks	Q. No.	Marks			
					i	ii		iii
1		11		21	a			
2		12			b			
3		13		22	a			
4		14			b			
5		15		23	a			
6		16			b			
7		17		24	a			
8		18			b			
9		19		25	a			
10		20			b			
Total(A)		Total(B)			Total(C)			
GRAND TOTAL (A + B + C)								
Total in Words:								
RECOMMENDED / NOT RECOMMENDED								
Signature								
Examiner								

The above recommendation by the subject expert may be produced to the Controller of Examinations as and when it is required for further action.

- The application for revaluation of answer scripts for the persons obtained photocopy will be intimated after the supply of photocopy.
- The marks awarded after revaluation which takes into account all aspects of valuation (including omission if any) is final. No representation will be entertained.
- Photocopy of Revalued Answer Scripts will not be supplied on any account.