



POST GRADUATE EXAMINATION CELL
SKN Agriculture University
Jobner- 303 329 (Rajasthan)

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No. F. () / PG Exam/SKNAU/2025/110

Dated: 21.03.2025

REVISED NOTIFICATION

This is in pursuant to the resolution passed in 29th meeting of the Academic Council held on 03.03.2025 vide agenda No. SKNAU/AC-29/2025- I/5(1) it is notified that after thorough discussion the following guidelines have been approved and notified for the purpose of re-totalling and re-evaluation.

**GUIDELINES FOR RE-TOTALLING/ RE-EVALUATION OF THE
ANSWER-BOOKS**

1. If the examinee is not satisfied with the marks awarded by first evaluator, he/she may independently apply for re-totalling/re-evaluation of answer books to the concerned authority in the prescribed form and in the prescribed manner within the period of 15 working days from the date of the declaration of the result of the respective examination along with relevant documents. If 15th day happens to be holiday, next working day shall be the last date.
2. Re-totalling/Revaluation is permissible in only 50% of the theory papers actually appeared. If error is found in re-totalling, the answer book shall also be sent for re-evaluation.
3. The non refundable prescribed fees per course per answer book for the purpose of re-totalling/ revaluation shall be paid by the examinee.
4. Incomplete form and form not accompanied by relevant documents may be rejected without assigning any reason whatsoever.
5. Re-totalling/ revaluation shall be done by an examiner to be appointed by the Vice-Chancellor from a panel recommended by the concerned Incharge of Examination (CoE/ Coordinator PGE etc.).
 - a) The process of revaluation shall include scrutiny of marks, re-totalling, re-evaluating/ re-checking of answer books.
 - b) The first step of re-evaluation will be re-totalling of marks given by the first examiner and to check any mismatch in marks mentioned on answer book and award list. The revised marks after re-totalling shall be considered whether marks are decreased or increased and the answer book will also be undertaken for re-evaluation. In re-evaluation, if marks occur more than re-totalling marks; these

marks shall be mentioned. If marks occur less than re-totaling marks then marks obtained after re- totaling will be mentioned as final marks.

- c) Discrepancies should be resolved by a committee constituted by the Hon'ble Vice Chancellor. The committee shall consist of 04 members viz;

01 Incharge Examination (University Level) (CoE/ Coordinator PGE etc.)	Convener
01 Subject Teacher	Member
01 VC Nominee	Member
01 Clerical Staff	Member

The convener shall present the committee report to the Hon'ble Vice Chancellor and decision will be taken accordingly.

- d) The re-totaling/ reevaluation of answer book shall not be permitted in respect of the marks awarded to the scripts of practical examination /term work/ seasonal work / project work / dissertation / internal assessment / mid-term/term work (including theory part) and in viva-voce /oral / credit seminars (Master & Doctoral seminars), comprehensive examination/ RAWE / Experiential Learning courses/NCC/NSS/Diksharambh etc.
- e) There shall be no re-totaling and re-evaluation of already reevaluated answer books.
- f) Remuneration to the re-evaluator shall be provided as applicable to the first examiner and revised with the time.



Coordinator PG Examination

Copy to:

1. The PS to the Hon'ble Vice Chancellor, SKNAU, Jobner
2. The Registrar, SKNAU, Jobner
3. The Director Education, SKNAU, Jobner
4. The Dean and Faculty Chairman, SKNCOA, Jobner / The Dean, COA, Fatehpur-Shekhawati / The Assoc. Dean (Academics), RARI, Durgapura
5. The Director, RARI, Durgapura
6. The Controller of Examination, SKNAU, Jobner with the remarks to kindly circulate among the UG colleges/institutes under the jurisdiction of SKNAU, Jobner
7. The Comptroller, SKNAU, Jobner



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