

**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**

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

Amount of fee paid (Rs.) \_\_\_\_\_ Draft No. \_\_\_\_\_ Date \_\_\_\_\_

I will accept the result of Re-totaling/Reevaluation 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. 500/- 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 \_\_\_\_\_