MANSAROVAR GLOBAL UNIVERSITY

Office of the Controller of Examinations

APPLICATION FOR RE-TOTALLING OF MARKS

Fee: Rs. 500/- per paper

Form No. (office use)	Date of receipt (office use)

PART A: STUDENT DETAILS

Field	Details (fill in CAPITAL letters)
Name of the student	
Father's / Mother's name	
Enrolment No.	
Roll No.	
Faculty / School	
Programme / Course	
Branch / Specialisation	
Semester / Year	
Examination session (Month & Year)	
Date of declaration of result	
Regular / Ex-student / ATKT	
Mobile No.	
E-mail ID	

PART B: PAPERS APPLIED FOR RE-TOTALING

S. No.	Paper Code	Paper Name / Paper Title	Marks Obtained (as per marksheet)	Result (Pass / Fail / ATKT)	Fee (Rs.)
1					500
2					500
3					500
4					500
5					500
				Total fee	Rs. _____

Total fee = number of papers × Rs. 500/-. Strike out unused rows.

Re-totalling covers only: checking that marks for every question have been added correctly, that no answer or part of an answer was left unmarked, and that marks were correctly carried to the result sheet. Answers are NOT re-assessed; for that, apply for revaluation.

PART C: FEE PAYMENT DETAILS

Field	Details
Number of papers	
Total amount paid (Rs.)	
Mode of payment (Online / Cash)	
Transaction ID / Receipt No.	

Date of payment	
Bank name (if online)	

INSTRUCTIONS

1. Fee is Rs. 500/- per paper and is non-refundable.
2. The application must reach the Examination Section on or before _____ (last date as notified).
3. Attach a self-attested copy of the marksheet / result and the fee receipt.
4. Incomplete applications, or those received after the last date, will be rejected.
5. Only the totaling of marks will be checked; answers will not be re-evaluated.
6. If an error is found, the corrected marks will be final, whether higher or lower, and a revised marksheet will be issued.
7. The re-totaling result will be published on the University website / notice board.

DECLARATION BY THE STUDENT

I, _____, hereby declare that the information given above is true and correct. I have read the instructions and accept that the result of re-totaling shall be final and binding on me.

Place: _____ Date: _____ Signature of the student: _____

Enclosures: [ ] Copy of marksheet [ ] Fee receipt [ ] Copy of admit card

FOR OFFICE USE ONLY

Item	Entry
Application received on	
Fee verified (Rs.)	
Receipt No.	
Verified by (Name & Signature)	
Original total marks	
Total after re-totalling	
Error found (Yes / No)	
Remarks	

Signature of Dealing Assistant: _____

Signature of Controller of Examinations: _____

ACKNOWLEDGEMENT SLIP (to be returned to the student)

Received the re-totaling application of _____, Enrolment No. _____, for ____ paper(s), with fee of Rs. _____ vide Receipt No. _____.

Date: _____ Signature & seal of receiving official: _____