REQUEST FOR RE-EVALUATION OF PAPER

The Dy.Registrar (Academic),
I.I.T. Bombay,

Date : ____________

Sir,

I have obtained __________ grade in course __________, for which the end-semester examination was held on ________________. I am not satisfied with the grade obtained, hence, I request you to get my answer script re-evaluated as per rule 4.6.4. The necessary details are furnished hereunder:

Name of Student: ____________________________________, Roll No. _____________________
Programme: ___________________________ Deptt.: ________________________________
Course No: ___________ Course Title: _____________________________________________
Autumn/Spring Semester _______________ Academic Year: _________________________
Course Instructor: Prof. ___________________________ Deptt.: _________________________
Re-evaluation fee Rs. ________ paid vide Receipt No.: ____________ date ____________

Forwarded to the Instructor: ___________________ Dy.Registrar (Academic)

The Course Instructor is requested to follow the guidelines / instructions as detailed below, while completing the re-evaluation.

a) NOT to Re-check the questions already evaluated during the first attempt.
b) Re-evaluation request is limited to: i) evaluation of any question missed at earlier attempt and ii) re-totaling of the marks obtained by the student for all questions he has attended.
c) The faculty should use same cut-off base (used by him earlier) for awarding modified grade, if any.
d) This form duly completed in all respect be forwarded to Deputy Registrar (Academic) in Closed Cover marked Confidential.

1. [ ] No Change in grade
2. [ ] Grade changed as follows
   2.(a) Marks given earlier: ____________ 2.(b) Marks after re-checking: ____________
   2.(c) Earlier grade: _______________ 2.(d) New grade: _______________________
3. Report in brief: __________________________________________________________________
   _______________________________________________________________________________

Instructor's Name: ___________________________ Signature with date: _______________

Dean (AP) Revised grade approved / not approved: ___________________