



SRM VALLIAMMAI ENGINEERING COLLEGE

(An Autonomous Institution)

S.R.M. NAGAR, KATTANKULATHUR 603 203



No: VEC/Revaluation/2019-20/

15th February, 2020

CIRCULAR

The Revaluation Requisition forms are available with the respective HODs. The Fees per Paper is **Rs.500/-**. (A Student can apply to the maximum of **6 Theory papers and can not apply for Practical subjects**).

The last date for payment of fees is **20.02.2020 – 4.00 P.M.** The duly filled in forms with HOD's recommendation should be submitted within the prescribed date to the respective Coordinators.

Students are advised to give utmost care in filling the name of the Subject Code and Name of the Subjects to revalue the correct examinations papers and get results.

Since the time is too short to process, all Class Coordinators are informed to collect the forms **within the duration i.e 4.00 P.M of 20.02.2020**. Please treat this as most urgent. The collected money may be paid in the office after getting approval from the Principal. The Original Revaluation Requisition forms may be submitted to Controller of Examinations, SRMVEC for further process.

The students who are **willing to have their photocopy of answer scripts** can apply for the same by **paying Rs.400/- per paper**.

RM
15/2/20
PRINCIPAL

To

All HODs with a request to inform the students to pay the fees within the Last Date.

- Copy to :
1. Vice Principal
 2. COE, SRMVEC
 3. All the Notice Boards
 4. Manager, Office
 - 5 A.O / Cashier
 6. P.A to Principal
 7. Office File