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Registrar (Evaluation)

E-Mail: reg.eval@sharnbasvauniversity.edu.in

Ref: SUK/RE/2022-23/ 376

Date: 16 Aug 2023

Notification**Sub: Submission of online Application Forms for Revaluation and Photocopy of Answer Scripts Of UG Programmes 1st, 3rd, 5th & 7th Semester Makeup Examinations held during July-2023-reg.**Schedule of submission of online applications for **Revaluation and Photocopy** of answer scripts of **UG Programmes:**

1. All UG Programmes 1st, 3rd, 5th & 7th Semesters.

Schedule for filing online applications as follows:

Event	Last Date
Start date for online filing of applications without penalty.	16/08/2023
Last date for online filing of applications without penalty.	19/08/2023
Start date for online filing applications with penalty Rs.500/-	20/08/2023
Last date for online filing of applications with penalty Rs.500/-	22/08/2023

PROCEDURE FOR ONLINE FILING OF APPLICATION

1. Deans/Chairperson of the respective programme shall identify an exam coordinator for each programme to enter applications and maintain the records of all the examinations. Deans/Chairperson will be given with user name and password to fill the application. The Concerned Dean/Chairperson will be responsible for all examination related work and confidentiality of their respective department / programme.
2. The Dean/Chairperson shall follow the instructions issued by the undersigned as and when required.
3. Fee Structure:
 - a. For Photocopy Rs.500/- per Course.
 - b. For Revaluation Rs.500/- per Course.



Pooja Dr. Sharnbasva Rajee
Associate Professor
Department of Education
Principal, Government College for Women,
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Pooja Sharnbasva S. Channava S. Gow
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ಶರಣಬಸವ
Sharnbasva



ವಿಶ್ವವಿದ್ಯಾಲಯ
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4. Students can make payment through the online mode either through UPI/RTGS / NEFT / Debit Card / Credit Card.
Bank Name: HDFC BANK.
Bank Account Number: 50200068519811(New Account Number).
IFSC: HDFC0000768.
Branch: OPP.CITY CORPORATION, KALABURAGI.
Name: SB UNIV CHANCELLOR FO EXAM FEES.
5. After making payment student must submit transaction copy consisting of UTR number/transaction number to the Chairperson of the concerned programme and obtain the receipt for the same.
6. **Photocopy and Revaluation application** form can be submitted through online Departmental / Programme wise login.
7. After submission of applications take a printout of application of each candidate and retain a copy of the same with candidate's signature.
8. The department shall take printout of all applications submitted till the last date.
9. The Chairpersons of the concerned programme shall make the **consolidated list of all applications** submitted till the last date and verify the payment made by the students and other details and submit the same to the undersigned on or before **24/08/2023**.
Please do not forget to keep the copy of the records / documents submitted to the undersigned.

PLEASE NOTE:

1. Every department has to start the application entry only after receipt of fees paid transaction copy.
2. **No extension of dates will be granted.**
3. The application shall be filled meticulously and no corrections will be entertained.
4. For any queries please contact Dean/Chairperson.

The Chairpersons / Deans are requested to bring the content of this circular to the notice of all the concerned.

Registrar(Evaluation)

Copy to:

1. The Hon'ble Vice-Chancellor, Sharnbasva University, Kalaburagi, for kind information.
2. The Hon'ble Pro-Vice-Chancellor, Sharnbasva University, Kalaburagi for kind information.
3. The Registrar, Sharnbasva University, Kalaburagi for kind information.
4. The Dean, Sharnbasva University, Kalaburagi for kind information.
5. The Finance Officer, Sharnbasva University, Kalaburagi for kind information.