

User Guide – How Students can Apply for Revaluation through Student Login

Central Sanskrit University, New Delhi

Introduction of Revaluation Application

This user guide is designed to provide step-by-step instructions to help students of Central Sanskrit University successfully apply for Revaluation through the Student Portal in a simple, secure, and transparent manner.

Through this process, students can submit requests for Re-totalling and Re-Evaluation of their evaluated answer scripts based on the rules and configurations defined by the University. The system ensures a smooth online application experience, secure payment processing (if applicable), and real-time tracking of application status.

Step-by-Step Process for Applying Revaluation

1. Accessing the Re-totalling/Re-evaluation Option

- Log in to the **Student Portal**.
- Select the **Examination** option available in the left-side navigation menu.
- Select the **Grade Card/Result** option available in the left-side navigation menu.
- After clicking on the Grade Card option, the student will be redirected to the **Scrutiny and Challenge Actions**, where they can view:
 - Programme
 - Term
 - Available Revaluation actions

From this screen, the student can select the required option and proceed to apply for Re-totalling/Re-evaluation as per the instructions provided.

Pawan Kumar
प्रो. पवन कुमार
परीक्षा नियंत्रक
केन्द्रीय संस्कृत विश्वविद्यालय
शिक्षा मंत्रालय भारत सरकार के अधीन
56-57, सस्यगत क्षेत्र, जनकपुरी, नई दिल्ली-110058

2. Selecting Courses for Re-totalling/Re-evaluation

- After clicking the **Apply** button, the Re-totalling/Re-evaluation Application page will open.
- The page will display:
 - Student's personal details
 - List of courses eligible for Re-totalling/Re-evaluation

Students should:

- Select the checkboxes for the courses for which they wish to apply.
- Click on the **Submit** button to proceed.

3. Selecting Required Re-totalling/Re-evaluation Type

Students must select the appropriate reevaluation service, such as:

- Re-totalling (Scrutiny) (In this process, only the marks awarded by the evaluator in the student's answer sheet will be recalculated.)
- Re-evaluation (In this process, the student's answer sheet will be re-evaluated by a subject expert.)

After selecting the required options, click **Submit** to proceed.

4. Application Preview and Confirmation

Once all required options have been selected:

- Click the **Submit** button.
- The system will redirect to a **Preview Page**.
- All entered details will be displayed.

Students are advised to carefully review all information before proceeding further to ensure accuracy and avoid discrepancies.

5. Fee Processing

Online Fee Payment Mode

- Students will be required to pay the applicable re-totalling/re-evaluation fee through the online payment gateway.
- The application will be considered successfully submitted only after successful payment.
- Students should ensure transaction completion before closing the payment window.

6. Print Application Form

Once the Re-totalling/Re-evaluation application has been successfully submitted:

- Students can use the **Print Application Form** option.
- This allows students to:
 - View entered details
 - Download the application form
 - Print the application for record and future reference

Students are advised to keep a copy of the submitted application form for official purposes.

Conclusion

This online system ensures a transparent, efficient, and student-friendly mechanism for applying for Re-totalling (Scrutiny) and Revaluation services at Central Sanskrit University. Students are advised to follow the above instructions carefully to avoid any errors during the application process.