



APPLICATION FORM FOR REQUESTING RE-TOTALLING

To

The Controller of Examinations,
YBN University, Ranchi

Sir,

I request Re-totalling of answer scripts on the subject / paper of Examination as per particulars below:

1. Name in full: _____ Mobile No. _____
2. YBN University Registration / Enrolment No. _____ Year _____
3. College / School / Department from which appeared _____
4. Examination relating to which Re-totalling of answer scripts sought: _____
 Examination Name _____
 Semester / Annual _____
 Examination Roll No. _____
5. Subject and Paper / Papers of which Re-totalling of answer scripts sought
 Subject: _____
 Papers: (i) _____
 (ii) _____

(MAXIMUM TWO PAPERS ALLOWED)

6. Original Marks obtained in Paper: (i) _____
 (End Semester / Theory (ii) _____
 Marks only)

DECLARATION

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief. I have gone through the rules governing Re-totalling on overleaf and I shall abide by the said rules.

I am surrendering herewith my ORIGINAL MARKSHEET of the aforesaid examination.

Date: _____

(Signature of the Candidate)

Name in full: _____

College / School / Dept. _____

RECOMMENDATION OF THE PRINCIPAL / HEAD OF THE COLLEGE / DEPARTMENT

I am satisfied that the above-mentioned candidate's request for Re-totalling is genuine and justified. Re-totalling of the paper/s is recommended.

Date: _____

Principal / Head
School / College / Dept. _____

Seal _____

INSTRUCTIONS

1. The candidate seeking Re-totalling of his/her answer script must apply within two weeks from the date of publications of the results. No application will be entertained after the stipulated period mentioned above.
2. Re-totalling in a maximum of only 2 (two) papers will be allowed.
3. Fee for Re-totalling is Rs.500.00 (Rupees five hundred) only per paper
4. The application for Re-totalling must be submitted through the Principal / Head of the P.G. Department concerned along with the requisite Fees. No application will be received from the candidates directly.
5. Marks awarded after Re-totalling shall be retained as the final marks even if such marks may be lower than the marks originally awarded and a fresh mark sheet shall be issued. No claim whatsoever for retaining the original marks shall be entertained
6. Application found without original marksheet shall not be processed
7. Fee may be paid either at the University Cash Counter or through online

HDFC BANK, SUJATA CHOWK, RANCHI
ACCOUNT NO. – 50100293659097
IFSC: HDFC0000150
YBN UNIVERSITY, RANCHI

b) PNB, SIDROL, RANCHI
ACCOUNT NO. – 9481002100000672
IFSC: PUNB0948100
YBN UNIVERSITY, RANCHI