



# UNIVERSITY OF DELHI

## दिल्ली विश्वविद्यालय

01.11.2025

**(Revaluation Cell)**  
**Examination Branch, University of Delhi**

**Ref:-**

**Notificaiton**

**Subject: Submission of Revaluation Applications through e-GRASS Portal**

It is hereby notified for the information of all the students of the University of Delhi (Regular/SOL/NCWEB) that the Examination Wing of the University of Delhi has introduced the E-GRASS Portal for submission of Revaluation/Rechecking/Copy of Evaluated Answer Scripts Applications.


All students who wish to apply for revaluation/Rechecking/Copy of Evaluated Answer Scripts are required to submit their applications online through the e-GRASS Portal only. **No offline applications will be accepted. The following instructions may be adhered/noted before applying for Revaluation/Rechecking/ Copy of Evaluated Answer Scripts**

**Instructions:**

1. Visit the e-GRASS Portal at the portal link <https://exam.du.ac.in/misc/egrass/>
2. Log in using your credentials (Examination Roll No. And Mobile Number or SOL Enrolment Number)
3. Fill in the revaluation/Rechecking/Copy of the evaluated answer scripts application form carefully.
4. Upload the required documents as mentioned.
5. Pay the prescribed fee online. Link <https://fee.du.ac.in/index.php/fee/fee-payment-miscellaneous/register/>.
6. If Applicant is Divyangjan (PWBD), He/she is exempted from paying the prescribed fees. In such cases, the applicant is required to upload the PWBD Certificate in the fee receipt uploading option.
7. Submit the application within the notified deadline, i.e., 15 days from the date of declaration of the result.
8. Cases about RA/NA/AB will not be considered through this portal. Hence, students are advised not to apply for revaluation, rechecking, or a copy of the evaluated answer script until it has been rectified, if necessary.
9. Students are advised to read the instructions carefully provided on the portal before submission of the application. For any assistance, please contact the Examination Branch Window No. 1, North Campus, University of Delhi, on any working day from 9:30 a.m. to 3:00 p.m.

**Note: In case of any query/ issue in filling of Application form on the E-Grass Portal, students may visit window no. 1, Examination North Campus, University of Delhi, on any working day from 9:30 a.m. to 3:00 p.m.**

**This is issued with the approval of Controller of Examination, University of Delhi.**

  
Deputy Registrar (Examination)

**Copy to:-**

1. Comptroller of Examination, University of Delhi.
2. The Principal/HOD of All Colleges/ Faculty, University of Delhi, for wide circulation on College/Faculty Website/Student Notice Board

D.U.P.-674-11-2011-200Pads

Casher Please accept ₹ \_\_\_\_\_

Date : \_\_\_\_\_

Dealing Asstt.

APPLICATION FORM IS BEING  
ACCEPTED PROVISIONALLY SUBJECT  
TO VERIFICATION OF DETAILS.

**UNIVERSITY OF DELHI**

**APPLICATION FOR COPY OF EVALUATED ANSWER-SCRIPT**

**CANDIDATE SHOULD CAREFULLY GO THROUGH THE RULES PRINTED OVERLEAF  
BEFORE FILLING IN THIS FORM**

This application is to be filled in and signed by the candidate only. Application submitted on behalf of the candidate on behalf of the candidate, as also incomplete application will be rejected summarily without any further reference.

1. Name of Candidate (Block letter) Mr./Mrs./Miss.....
2. Father's/Mother's Name.....
3. University Exam. Roll No ..... 4. Exams./Course.....5. Part I/II/III
6. Sem./Annual/Supp.....7. Year..... 8. Pass/Fail.....
9. College/Institute/Deptt.....
10. Examination Centre. ....

Exam. Paper No	Title of Paper	Serial No. of Q.Paper	Date of Exam. Taken	Maximum Marks	Marks Obtained

**DECLARATION**

I have carefully read rules regarding supply of evaluated answer script printed overleaf and I agree to be governed by the same.

Address.....  
(IN BLOCK LETTERS)

.....  
**(Signature of Candidate)**

Pin Code.....

Principal/H.O.D.

Tel.No./Mobile.....

(Signature with Rubber Stamp)

**Note :** Signature of the candidate must correspond to that on Examination form filled in by him/her.

(TO BE FILLED IN BY THE UNIVERSITY)

Intimation No. ....

Received Rs.....

Date.....

Receipt No. ....

Date.....

P.T.O.

### **RULES FOR SUPPLY OF COPY OF EVALUATED ANSWER SCRIPT**

1. Select the papers carefully in which the candidate seeks copy of evaluated answerscript.
2. Application should be submitted within 61<sup>st</sup> day and 75th day of declaration of result on University Website.
3. The candidate is required to produce a photocopy of his/her current Admission Ticket and/or statement of marks for verification of Roll No., marks etc., at the time of submission of Application Form.
4. Entries made by the candidate be got verified from the Principal of the College/Head of the Department concerned.
5. The application is to be made by the candidate in his/her own hand-writing and under his/her own signature and not by anyone else on his/her behalf.
6. Examination office will endeavor to provide copy of Answer-Script within 30 days of submission of application. The student is required to collect the copy of the evaluated answer script within a period of 15 days of the date of intimation of availability of the script on the University website.
7. If a student finds any error in totaling of marks or finds that any question has not been evaluated, then he should communicate to the Examination office in the prescribed proforma within a period of 10 days of the collection of the copy of the evaluated answer script.
8. Any representative other than relating to totalling error or unmarked questions shall not be admissible.
9. **Prescribed Fee : Rs. 750 per paper is to be deposited with the University Cashier between 9.30 a.m. and 1.00 p.m. and 1.30 p.m. to 3.00 p.m. on all working days after verification of the Application Form by the Examination office.**

Date : \_\_\_\_\_

APPLICATION FORM IS BEING  
ACCEPTED PROVISIONALLY SUBJECT  
TO VERIFICATION OF DETAILS

**UNIVERSITY OF DELHI**

**APPLICATION FOR RECTIFICATION ON RESULTS**

This application is TO BE FILLED IN AND SIGNED BY THE CANDIDATE ONLY. Application submitted on behalf of the candidate, as also incomplete application will be rejected summarily without any further reference.

1. Name of Candidate (Block letter) Mr./Mrs./Miss.....
2. Father's/Mother's Name.....
3. University Exam. Roll No ..... 4. Exams./Course..... 5. Part I/II/III
6. Sem./Annual/Supp..... 7. Year..... 8. Pass/Fail.....
9. College/Institute/Deptt.....
10. EXAMINATION PAPER NO. ....
11. TITLE OF PAPER.....
12. Tick as applicable :-

TOTALLING ERROR

UNMARKED QUESTIONS. (Give detail of unmarked questions)

**Note :** Attach photocopy of the copy of full answer script' that has been provided to you.

Address.....  
(IN BLOCK LETTERS)

(Signature of Candidate)

Pin Code.....  
Tel.No./Mobile.....

**Note :** Signature of the candidate must correspond to that on Examination form filled in by him/her.



### RULES FOR REVALUATION

(Candidates seeking revaluation are advised to go through these rules and regulations before they apply for the revaluation).

1. Revaluation is allowed only in theory papers of non-professional courses, which have not been jointly valued.
2. Select the papers carefully in which you wish to seek revaluation. **No second application for additional papers shall be accepted and summarily rejected.**
3. Revaluation is to be applied for within :  
-Regular and Ex-students of a College }  
-SCC/NCWEB/NFC } Two weeks from the date of the declaration of result.
4. The candidate is required to produce a photocopy of his/her current Admission Ticket and statement of marks for verification of Roll No., marks etc., at the time of submission of Application Form for revaluation and also to **attach self-address plain envelop of 9"x4" size for sending revaluation result.**
5. After completion Revaluation Results will be uploaded on D. U. website i.e. [www.du.ac.in](http://www.du.ac.in)
6. Entries made by the candidate be got varified from the Principal of the College concerned.

#### **PLEASE NOTE THAT**

1. When you apply for revaluation, you surrender your original performance and will now accept the revised performance in which :-
  - (a) there can be **NO CHANGE**,
  - (b) there can be **INCREASE** in the marks,
  - (c) there can be **DECREASE** in the marks.

2. The application is to be made by the candidate in his/her own hand-writing and under his/her own signature and not by anyone else on his/her behalf.

#### 3. **Prescribed Fee :**

Rs. 1000/- per paper to be deposited with the University Cashier between 9.30 a.m. and 1.00 p.m. and 1.30 p.m. to 3.00 p.m. on all working days after verification of the form at the Revaluation Cell Counter. (Window No. 1)

4.
  - (a) If the award of the Revaluator varies from the *Original award* upto and including  $\pm 5\%$  of the maximum marks, the original award will stand.
  - (b) If the award of the first revaluator is beyond  $\pm 5\%$  and up to  $\pm 10\%$ , the average of the marks of the original examiner and the first Revaluator will be taken.
  - (c) If the award of the Revaluator varies from the original award by more than  $\pm 10\%$  of the minimum marks, the answer script will be examined by a Second Revaluator (other than original and first) and the average of the two nearest awards out of the three awards thus available (including the original award) shall be taken as final.

Cashier Please accept Rs. \_\_\_\_\_

Dated : \_\_\_\_\_

Dealing Asstt.

APPLICATION FORM IS BEING  
ACCEPTED PROVISIONALLY SUBJECT  
TO VERIFICATION OF DETAILS

## UNIVERSITY OF DELHI

### APPLICATION FOR RECHECKING OF RESULTS

#### (ONLY RE-TOTALLING OF MARKS)

CANDIDATE SHOULD CAREFULLY GO THROUGH THE RULES PRINTED OVERLEAF  
BEFORE FILLING IN THIS FORM.

This application is TO BE FILLED IN AND SIGNED BY THE CANDIDATE ONLY. Application submitted on behalf of the candidate, as also incomplete application will be rejected summarily without any further reference.

1. Name of Candidate (Block letters) Mr/Mrs./Miss.....
2. Father's / Mother's Name .....
3. University Exam. Roll No. .... 4. Exam. / Course ..... 5. Part I/II/III.....
6. Sem. / Annual / Supp..... 7. Year ..... 8. Pass / Fail.....
9. College / Institute / Deptt..... 10. Exam. Centre .....

Exam. Paper No.	Title of Paper	Serial No. of Paper (Optional)	Date of Exam. Taken (Original)	Maximum Marks	Marks Obtained

Address.....  
(IN BLOCK Letters)

(Signature of Candidate)

.....  
.....Pin Code.....  
Tel. No./Mobile.....

Principal / H.O.D.  
(Signature with Rubber Stamp)

Note : Signature of the candidate must correspond to that on Examination form filled in by him/her.

(TO BE FILLED IN BY THE UNIVERSITY)

Intimation No. ....

Received ₹ .....

Date ..... Receipt No.....

Date.....

