



OFFICE OF THE PRINCIPAL
MANGALDAI COLLEGE

"AUTONOMOUS"

(Accredited with 'A' Grade by NAAC)

Estd. 1951 MANGALDAI, DIST.: DARRANG, ASSAM-784125

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From: Dr. Kamala Kanta Borah, M.Sc., Ph.D.

Principal

Mangaldai College (Autonomous).

NOTICE

This is to inform all **2nd Semester (Regular Batch)** students that the process for **Revaluation** and obtaining **Photocopies** of answer scripts for the **FYUGP 1st Semester Final Examination** is now open.

Eligible students who wish to apply for these processes must follow the guidelines and fee structure mentioned below:

Fee Structure

- **Revaluation:** ₹330 per paper
- **Photocopy of Answer Script:** ₹550 per paper

Application Procedure

1. **Online Application:** Students must log in to their respective **Samarth Portal** and apply for Revaluation/Photocopy through **Grade Card option**.
2. **Generating Form:** After completing the online application, generate and print the application form.
3. **Payment of Fees:** The required fee must be paid via **Bank Challan** at the **Bank of Baroda (Mangaldai College Branch)**.
4. **Submission:** After successful payment, students must submit the following documents to the **Mangaldai College Administrative Office**:
 - A copy of the **Bank Challan Receipt**.
 - The printed **Revaluation/Photocopy Application Form** generated from the portal.

[Click here to download the challan](#)

Guidelines for Revaluation and Photocopy Requests

- **Adherence to Deadlines:** Students must complete the application process within the stipulated timeframe (**10 days from the date of notification**) as per the portal's deadline. No applications will be accepted once the portal closes.
- **Internal Marks Verification:** Before applying for Revaluation or a Photocopy, students are required to visit their respective departments to verify their internal marks.

Note: *If a student has failed the Internal Examination, they are **ineligible for revaluation**. Revaluation applies strictly to the **End Semester Examination (ESE)**.*

- **Handling "Absent" (AB) Status:** If a student is marked "AB" (Absent) for a subject they attended, they must follow these steps:
 - Draft a formal application addressed to the **Controller of Examinations, Mangaldai College (Autonomous)**.
 - Submit the application to the **Head of the Department (HoD)** of the relevant subject.
 - The Department will forward the application to the **Mangaldai College Administrative Office**, which will then submit it to the **Controller of Examinations** for final processing.

Important Note

During submission of revaluation form type Offline Payment Details as follows in Samarth Portal:

Reference No: (Type your Samarth Enrolment No)

Date of Payment: (Challan payment date)

Remarks: (Type Your name as in Admit Card)

S/d
(Dr. Kamala Kanta Borah)
Principal
Mangaldai College, Autonomous

