

# OFFICE OF THE CONTROLLER OF EXAMINATIONS

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**ASSUMPTION COLLEGE**

CHANGANACHERRY - 686101, KERALA  
(Affiliated to Mahatma Gandhi University, Kottayam)

**AUTONOMOUS**

Reaccredited by NAAC with 'A' Grade

No: AC- CE/619/2023

20/01/2023

## NOTIFICATION

It is hereby notified that the result of the IV Semester UG Improvement/Supplementary & Reappearance (2017 - 2020 Admissions) Examinations, December 2022 is published on **20/01/2023**.

The fee for Revaluation is Rs. 500/- (Rupees Five Hundred only) per course and that of scrutiny is Rs 250/- (Rupees two hundred and fifty only) per course. The Last date for applying for Revaluation and / or Scrutiny is **27/01/2023**.

### THE PROCEDURE TO BE FOLLOWED FOR APPLYING FOR REVALUATION

**Step 1:** Login to the student account through the following link.

[www.assumptioncollege.edu.in](http://www.assumptioncollege.edu.in) → Login → Student Login

**Step 2:** In the student login, select the 'Exam Revaluation' option.

**Step 3:** Click on the 'Apply' button corresponding to the exam Revaluation. The name of the Subject is displayed. Select the required subjects for Revaluation and click on "Revaluation Type". Then a drop down naming "Revaluation" will be visible. Click on "Revaluation" and then click on the "Register" button.

**Step 4:** The student will be asked to select the payment method. Select the required payment method and click on the "Pay now" button.

**Step 5:** Click on the "Proceed to pay". Then the student will be asked to choose the required payment gateway. Select the required payment gateway and click on the "Proceed to payment" button.

### THE PROCEDURE TO BE FOLLOWED FOR APPLYING FOR SCRUTINY

**Step 6:** If the candidate wishes to apply for Scrutiny, then also select the 'Exam Revaluation' option.

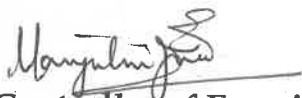
For scrutiny also, click on the 'Apply' button corresponding to the exam Scrutiny and select the subjects concerned and Click on the "Revaluation Type". Then a drop down naming "Scrutiny" will be visible. Click on the "Scrutiny" and then click on the "Register" button. Then follow the steps detailed at 4 & 5 for making payment.

**Step 7:** 'Check the Payment Status' and ensure that the payment is success. If the status is success, Revaluation and /or Scrutiny Process is completed. If the status is seen "Pending" / "Failed", click on the "Check Status" button. If the status continues to be "Pending" / "Failed", then contact the Information Centre of the college for further guidance.

**Step 8:** Take the print out of the Fee Receipt and submit it to the office of the Controller of Examinations on or before the last date prescribed for remittance of fees.

The print out of the Marksheet shall be downloaded on or before **28/02/2023** as the same will not be available thereafter.



  
Controller of Examinations

To

1. The Principal
2. All Head of the Department
3. ERP
4. Office
5. Notice Board
6. Stock file / File Copy