



# SANTOSH

**Deemed to be University**  
(Established u/s 3 of the UGC Act, 1956)

## GUIDELINES FOR RETOTALLING OF MARKS IN THEORY ANSWER PAPER

1. Candidates of all Under Graduate courses shall be eligible to apply for re-totalling of theory answer paper marks.
2. Retotalling of theory answer paper marks is permissible only for those candidates who have passed in Clinical/Practical Examination and failed in theory paper only.
3. Application for retotalling should reach the University within the prescribed date.
4. Application should be sent to the University through the Principal/Dean of the College. Application submitted directly to the University by the students shall be rejected.
5. A sum of Rs. 1000/- (Rupees Thousand only) shall be remitted in cash at the Accounts Department of the College towards the retotalling fee for each subject and sent alone with the duly filled and endorsed application.
6. The fee once paid will not be refunded under any circumstances. Any applications sent in this regard should be sent after careful scrutiny regarding the eligibility of the Candidate for re-totalling.
7. A Xerox copy of the Provisional Mark Statement should be enclosed along with the application.
8. The application should be sent only in the prescribed format.

