



SHRI VAISHNAV INSTITUTE OF MANAGEMENT & SCIENCE, INDORE

(Autonomous)

Approved by AICTE, New Delhi and Affiliated to DAVV, Indore & RGPV, Bhopal, Madhya Pradesh, India

UGC-NAAC Accredited 'A' Grade Institute ISO 9001:2015 Certified

---

SVIMS/COEX/CIRC-015/2025-26

Date: 27.02.2026

### **End-Semester Examinations (2025-26)**

#### **Instructions for Re-totaling and View of Answer Book**

- **Re-Totaling/ View of Answer book**

Re-totaling/View of Answer book is permitted within the timeframe and fees prescribed by the institute notification. Result changes/no changes after revaluation are applicable accordingly.

- **Key Differences in Procedures**

1. **Re-Totaling:** Verifies if all questions are marked and the total of the marks is correct. There will be no revaluation of answer book.
2. **View of Answer book:** Institute allow students to first view their evaluated answer book to submit any objection/justification regarding award of marks.

- **Step-by-Step Application Procedure**

1. **Check Deadline:** Applications must typically be submitted within stipulated duration as mentioned in the notification.
2. **Access Portal:** Explore the official website of the institute to complete the process of re-totaling/view of answer book.
3. **Fill Application:** Select the papers for which you want to apply.
4. **Pay Fees:** Pay the prescribed fees ₹500 per paper for re-totaling and ₹500 per paper for view of answer book via portal payment.
5. **Submit the Application and Documents:** Filled application must be submitted to the Controller of Examination office. The copy of first semester mark sheet must also be submitted along with application.

- **Important Notes**

1. **Marks Change:** The result of the Re-totaling/View of answer book is final, whether the marks increase or remain the same.

2. **Fee:** Fee is non-refundable.

3. **ATKT (Allowed to Keep Terms):** ATKT allows students who have failed up to a specified SGPA or number of papers to be promoted to the next semester while carrying those backlog papers. The ordinance 14(1) of UGC adopted for limits on back papers, requirement to pass within the range of specified SGPA and conditions for appearing in supplementary/back examination for UG programme.

- **Promotion and permissible number of back papers:**

**Undergraduate Programme:**

1. A student who obtained 20 credits in main examination is allowed to be promoted to the next semester.

2. A student who obtained credits between 7 to 20 is eligible for ATKT examination and allowed to be promoted to the next semester.

3. A student who obtained credits less than 7 is treated as fail in the semester examination and not allowed to be promoted to the next semester.

4. A student who is registered under the UFM case in the end semester examination is treated as withheld in the particular paper and the final decision about promoting in next semester is as per the jurisdiction of UFM committee.

**Postgraduate Programme:**

1. A student who obtained minimum 50% marks of maximum as aggregate and pass individually in all papers in main examination is allowed to be promoted to the next semester.

2. A student who obtained minimum 50% marks of maximum as aggregate but obtained less than 40% marks of maximum in that particular paper (Maximum upto 4 papers are permissible in the first semester of 2025-26) is eligible for ATKT examination and allowed to be promoted to the next semester.

3. A student who obtained less than 50% marks of maximum as aggregate and obtained less than 40% marks in particular paper (Maximum upto 4 papers are permissible in the first semester of 2025-26) is generally treated as fail in aggregate and eligible for ATKT examination and allowed to be promoted to the next semester.

4. A student who obtained less than 50% marks of maximum as aggregate and obtained less than 40% marks of maximum in more than 4 papers is treated as fail and not allowed to be promoted for next semester examination.

5. A student who is registered under the UFM case in the end semester examination is generally treated as withheld in the particular paper and the final decision about promoting in next semester is as per the jurisdiction of UFM committee.

- **Appearance in supplementary examinations**

1. Backlog papers from a semester can be cleared with the next semester examination.
2. Practical/viva-voce examinations for back papers will be conducted on dates notified by the institute student must register/pay fee within the prescribed window.

- **Maximum duration to complete the degree**

Students must pass all papers and complete the degree within the maximum period prescribed for the program (normally twice the normal duration for the degree). Failure to finish within that period may require readmission under revised regulations or special permission from the competent authority.

- **Consequences of not clearing back papers**

1. If a student fails to clear back papers within the allowed chances/period, they may be required to repeat the year or the specific courses as per the applicable ordinance.
2. Continuous failure can lead to cancellation of registration as per university disciplinary/examination rules.

- **Internal assessment and passing minimums**

For courses with internal assessment components, passing including both internal and external (theory/practical) components as per the scheme is necessary.

- **Class/division calculation**

Classification (first/division, etc.) is determined by aggregate marks of all semesters. Back paper results obtained later are included in the total; marks obtained in back exams are used for division computation as per rules.

- **Special cases and exemptions**

Compensation cases and bona fide delays may be considered by the authorities on merit; such cases require documentary evidence and proper approval.

- **Permission for Re-total and View of answer book**

Re-totaling will be done by authorized faculty as per the application of candidate and result will be declared accordingly.

In case of view of answer book only the particular student is allowed. As per the application received the candidate can view the answer book itself, no other person will be allowed in place of candidate. Applicant has to bring original Govt. identity card while coming for view of answer book.

*Disclaimer: Procedures may vary significantly by institute. Always check the specific, updated notification on institute's official website.*