

**SSN COLLEGE OF ENGINEERING
KALAVAKKAM 603 110**

CIRCULAR

July 29, 2017

**Sub: B.E./B.TECH. and M.E./M.TECH. STUDENTS –
Registration For Revaluation**

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|---------------------------|--|
| 1. Fee for Revaluation | : Rs.400/- per subject |
| 2. Overall processing fee | : Rs.10/- |
| 3. Total Amount | : Fee for Revaluation + Processing Fee |

The B.E. / B. Tech. and M.E. / M. Tech. students who are interested to register for revaluation are requested to follow the following procedure.

1. Obtain the Demand Draft for the total amount in favour of “SSN College of Engineering” payable at “Chennai”.
2. Write your name and Register Number on the reverse side of the Demand Draft.
3. Take a photocopy of both sides of the Demand Draft.
4. Handover the Demand draft to the cashier and get acknowledgement from the cashier on the photocopy .
5. Handover the photocopy of the demand draft to the Exam cell with the details of the subjects applied for Revaluation, *Faculty recommendation form and first page of the photocopy of the answer script.*

Note:

Students can submit the photocopy of the Demand Draft and the first page of answer script immediately. The faculty recommendation form in original can be submitted on or before **03.08.2017**.

The online entry of submitting the requests to the University expires at 03.40 p.m on **01.08.2017**.

Late requests cannot be accepted since, the University portal will closed at 03.40 p.m on **01.08.2017**.

Last date for Registration for Revaluation: 01.08.2017

By Order

Copy to:

1. All HoDs
2. All Notice Boards
3. Cashier