

Ref. No.: MITE/CoE/2024-25/1348

Date: 15/11/2025

NOTIFICATION

Sub: Submission of Application for Answer Book Seeing and Revaluation – Reg

Schedule for the submission of applications for answer book seeing and revaluation with respect to the **Even Term 2024-25 SEE** of III & IV Semester MBA & MCA held during October - November 2025 is as below.

Event	Date & Time	Fees
Submission of Applications for Answer Book Seeing	18.11.2025 (9.00AM to 1.00PM)	Rs. 500/- per course
Submission of Applications for Revaluation	18.11.2025 (9.00AM) to 19.11.2025 (2.00PM)	Rs. 500/- per course

The Answer Book Seeing is scheduled on **19.11.2025 (10.00AM to 01.00PM)** in **Examination Section**.

Instructions for the submission of Answer Book Seeing/Revaluation Application:

1. **Log in** to the Contineo ERP portal at <https://mite-students.contineo.in:7071/>
2. Navigate to the "**APPLY FORMS**" section, select "**Paper Seeing and/or Apply Revaluation**", choose the required courses, verify the amount, and submit the application online.
3. **Pay the fee** and get the application form approved by the **Accounts section**.
4. **Submit the fee payment receipt** along with the approved acknowledgment copy to your respective mentor.

Note:

- Applications will be accepted **only during working hours** on the specified dates.
- **Late submissions** and **incorrect applications** are liable to be **rejected**.
- **No changes** can be made once the application is submitted.
- **Fees once paid are non-refundable**.

Instructions & Guidelines for Answer Book Seeing

1. Application for viewing the answer script(s) shall be submitted by the students on the specified date.
2. The student has to be present at the specified venue on the given date and time, failing which no further opportunity shall be given to him/her.
3. The student will not be allowed to carry a mobile phone, camera, or any type of electronic gadget and material like pen, pencil, books, notes, etc while the student is permitted to view his/her answer script. However, the student will be permitted to carry the relevant question paper.
4. A Hall Ticket, Photo ID proof (ID card issued by the institute) and the fee receipt of the answer book seeing are required for identification before allowing the student to view his /her answer book.
5. Parents/Guardians/Advocates or any other person will not be allowed for the answer book seeing.
6. Physically challenged students who have been allowed the facility of a Scribe for the examination, will have the option to bring along the same person, who acted as his/her Scribe, for viewing of his/ her answer books, at their own cost.
7. The maximum time limit for a student to view an answer book and to communicate his/her remarks in the prescribed form is 30 (Thirty) minutes only.
8. The student will be allowed to view his/her answer book only once.
9. The students are not allowed to discuss the answers with other candidates inside the hall.
10. No student will be allowed to damage/destroy or take away the answer scripts, if done, he/she will be punished as per the rules of the institute.
11. The process of viewing the answer script(s) would be conducted under close supervision of CCTV surveillance.
12. The student shall verify the answer script(s) for
 - a. Whether the question-wise marks awarded to all the questions?
 - b. Whether the total of the question-wise marks on the cover page is correct?
 - c. Whether all the answers or parts thereof in the answer script(s) have been valued by the examiner(s)?

d. Any other matter relevant to any of the above questions.

13. After the Answer Book Seeing, if a student

- i. Is satisfied with the valuation and has no grievances shall mention the same in the space provided on the 'Evaluation Grievance Form'.
- ii. Has grievances with respect to totaling of marks or marks not being awarded to any question shall enter their grievances against the question number on the 'Evaluation Grievance Form'.
- iii. Has grievances with respect to wrong evaluation or expected marks not being awarded shall apply for Revaluation by paying the prescribed fees on the specified dates.

14. The 'Evaluation Grievance Form' will be provided after the answer book seeing.

15. If there is a totaling error in the marks or any question has not been evaluated; such error will be corrected by the CoE after verifying the same. The Chief Controller of Examinations shall have the power to rectify the result due to the above correction.

16. Corrected statement of marks/grades, if any, will be updated accordingly.

17. Students cannot challenge the subjectivity of the evaluation of a particular question from the answer script(s).

18. There is no provision for providing photocopy of answer books.

19. Answer book seeing and Revaluation facility is provided only for theory courses and not for the practical courses.

20. Answer book seeing and Revaluation facility is not provided for the Summer Semester & Make-up Examinations.

21. The rules as amended from time to time by the Academic Council/Examination Cell in this matter shall be binding to the students and others concerned in all respects.

22. In case of any dispute, the decision of the Chief Controller of Examinations will be final and binding to the student and others concerned.



Controller of Examinations

Controller of Examinations

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