# APEX INSTITUTE OF MANAGEMENT

## APPLICATION FOR RE-EVALUATION

The Student agrees to abide by the following Terms and Conditions:

1) Institute shall charge Rs. 1000 per semester, irrespective of candidate seeking re-evaluation in one subject or all subjects of that particular semester.
2) The student shall provide the Photocopy of the Semester result, in which re-evaluation is to be done, clearly mentioning the subject/s in which he/she seeks re-evaluation.
3) The request for re-evaluation can be given within one month of declaration of online result. No request shall be entertained after the lapse of this one month period.
4) The student will have to furnish the following ORIGINAL documents along with this re-evaluation form:
   A) Re-evaluation payment receipt .
   b) Self signed Photocopy of ID proof, e.g, Driving License, Pan Card, Passport etc.
   c) Photocopy of the semester result.
5) The decision of the Exam Committee shall be final and binding upon the candidate with regard to the re-evaluation and its result.

To,

**Date : ____/____/_____**

The Examination Department,
Apex Institute of Management,
Shree Swami Sankul, Opp. Batukbhai
Jewelers, WHC Road, Dharampeth,
Nagpur-10

**Subject : Application for Re-evaluation**

**Dear Sir,**

**I _____ have taken admission in your esteemed institute with**

**Enrollment No. _____ for the course of _____**

**Student Name:** First Name | Middle Name | Last Name

**Full Address:**

**Contact No.:** Res. | Mob. **Email: _____**

**Date : ____/____/_____** **Student Signature**

-: For Office Use :-

**Checked and Approved by**

Name of Employee :_____

Designation :_____

Remark :_____

_____

**Re-evaluation send Details**

By Post : Docket No. _____ Date : ___/___/___ Coriour name : _____

By hand : Name : _____ Signature _____

**Date : ____/____/_____** **Signature**