



CSU/Exam/Re-evaluation/2026
CENTRAL SANSKRIT UNIVERSITY
Established by an Act of Parliament
NEW DELHI



01 March, 2026

Examination Section

Notification-801

All concerned are informed that the result of the semester examinations (I, III, V & VII) held in Nov.-Dec. 2025, has been declared. It has been uploaded on the university website and the grade card are live. The concerned students can download the grade card by logging in to the Samarth portal through their respective ID and password.

In case if any candidate wants to get re-totalling or re-evaluation (applicable on theoretical external examinations only), he/she can apply it through online Samarth Portal (using Samarth ID and password) by paying prescribed payment till 10 March 2026. Applications received after the prescribed date will not be considered.

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01/03/26
[Prof. Pawan Kumar]

Controller of Examinations

Copy to- (For information and necessary action)

1. PS to Hon'ble Vice Chancellor
2. PA to Registrar
3. Dean Academic Affair
4. Directors & Principals, all concerned Campuses & Affiliated Institutions of CSU
5. Project Officer for uploading on the CSU's website
6. Concerned file.

प्रो. पवन कुमार/Prof. Pawan Kumar
परीक्षा नियंत्रक/Controller of Examination
केन्द्रीय संस्कृत विश्वविद्यालय
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User Guide - How Students can Apply for Revaluation through Student Login

Central Sanskrit University, New Delhi

Introduction of Revaluation Application

This user guide is designed to provide step-by-step instructions to help students of **Central Sanskrit University** successfully apply for Revaluation through the Student Portal in a simple, secure, and transparent manner.

Through this process, students can submit requests for Re-totalling and Re-Evaluation of their evaluated answer scripts based on the rules and configurations defined by the University. The system ensures a smooth online application experience, secure payment processing (if applicable), and real-time tracking of application status.

Step-by-Step Process for Applying Revaluation

1. Accessing the Re-totalling/Re-evaluation Option

- Log in to the **Student Portal**.
- Select the **Examination** option available in the left-side navigation menu.
- Select the **Grade Card/Result** option available in the left-side navigation menu.
- After clicking on the Grade Card option, the student will be redirected to the **Scrutiny and Challenge Actions**, where they can view:
 - Programme
 - Term
 - Available Revaluation actions

From this screen, the student can select the required option and proceed to apply for Re-totalling/Re-evaluation as per the instructions provided.

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2. Selecting Courses for Re-totalling/Re-evaluation

- After clicking the **Apply** button, the Re-totalling/Re-evaluation Application page will open.
- The page will display:
 - Student's personal details
 - List of courses eligible for Re-totalling/Re-evaluation

Students should:

- Select the checkboxes for the courses for which they wish to apply.
- Click on the **Submit** button to proceed.

3. Selecting Required Re-totalling/Re-evaluation Type

Students must select the appropriate revaluation service, such as:

- Re-totalling (Scrutiny) (In this process, only the marks awarded by the evaluator in the student's answer sheet will be recalculated.)
- Re-evaluation (In this process, the student's answer sheet will be re-evaluated by a subject expert.)

After selecting the required options, click **Submit** to proceed.

4. Application Preview and Confirmation

Once all required options have been selected:

- Click the **Submit** button.
- The system will redirect to a **Preview Page**.
- All entered details will be displayed.

Students are advised to carefully review all information before proceeding further to ensure accuracy and avoid discrepancies.

5. Fee Processing

Online Fee Payment Mode

- Students will be required to pay the applicable re-totalling/re-evaluation fee through the online payment gateway.
- The application will be considered successfully submitted only after successful payment.
- Students should ensure transaction completion before closing the payment window.

6. Print Application Form

Once the Re-totalling/Re-evaluation application has been successfully submitted:

- Students can use the **Print Application Form** option.
- This allows students to:
 - View entered details
 - Download the application form
 - Print the application for record and future reference

Students are advised to keep a copy of the submitted application form for official purposes.

Conclusion

This online system ensures a transparent, efficient, and student-friendly mechanism for applying for Re-totalling (Scrutiny) and Revaluation services at Central Sanskrit University. Students are advised to follow the above instructions carefully to avoid any errors during the application process.

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