

**SCHEDULE FOR APPLICATION - REVALUATION OF ANSWER BOOKS**

**(Regular/ UG Semesters – I) FY FEBRUARY 2025**

Students who would like to apply for Revaluation or Photocopy of answer books of

Semester I held on **FEBRUARY 2025**, are hereby informed that, they have to **apply in prescribed form at College Examination Center from 10<sup>th</sup> March, 2025 to 14<sup>th</sup> March, 2025.**

(Timing: 10.00 am – 12.00 noon on working days).

Student has to pay the fees in **ONLINE MODE** only,

**from 10<sup>th</sup> March, 2025 to 14<sup>th</sup> March, 2025.**

The photocopies and the results will be made available on or before **March 28<sup>th</sup> 2025.**

**Kindly follow the steps given below for the ONLINE payment.**

**Step-1:** The student management system software can be accessed at the following link

**<http://cimsstudent.mastersofterp.in/>**

**Step-2:**(If not registered, site will prompt you to register. Previously registered students can login).

Use student's Username / Password to login and student will be taken to User Profile.

**Step-3:** Click on the left side (Option Menu) → click on Payable Fees → Course (Semester)

**Step-4:** Click on the **PAY NOW** button and student will be re-directed to **<https://www.feepayr.com/>** On this site, Select →Institute Type→ College, and use mobile number registered to receive OTP and proceed for payment.

**Fee Structure**

**Revaluation of answer book: Rs.500/- per paper**

**Photocopy of answer book: Rs.100/- per paper**

**NB:** Student should apply in the prescribed format (**to be downloaded from the college website**) and submit in the college at Examination Section **with hardcopy of the recent marksheet.**

Students may apply for revaluation only, without applying for the photocopy of answer books or they can apply only for photocopy without applying for revaluation.

*ELG*  
*7/3/25*  
Ms. Elizabeth Leah George  
Controller of Examinations