



KALASALINGAM
ACADEMY OF RESEARCH AND EDUCATION
(DEEMED TO BE UNIVERSITY)
Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A++" Grade
Anand Nagar, Krishnankott, Srivilliputtur (Vta), Virudhunagar (Dt) - 626126, Tamil Nadu | info@kalasalingam.ac.in | www.kalasalingam.ac.in



OFFICE OF THE CONTROLLER OF EXAMINATIONS

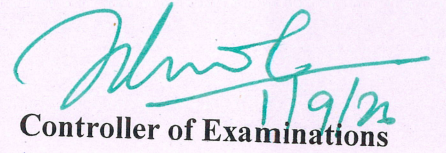
Ref: KARE/COE/ODD 2026-27/101/033

01.09.2026

CIRCULAR

Sub: To Apply the revaluation (APR/MAY 2026 – Semester 2 to 6) through SIS portal - CDOE

The CDOE candidates who require revaluation are instructed to apply through online mode, for which the provision is available in SIS portal. After applying, upon approval by Faculty Advisor & CDOE Director, payment will be enabled. The candidates need to complete the entire process (including payment) on or before **10/09/2026, 4.00pm. Any submission after the deadline will not be entertained.**


11/9/26
Controller of Examinations

Copy Submitted to Chancellor & Vice President – for favor of information

Copy to Vice Chancellor

Copy to Registrar

Cc: to all Deans & Directors

Cc: to all Heads of the Department – To circulate among the staff members and CDOE candidates.



OFFICE OF THE CONTROLLER OF EXAMINATIONS

REVALUATION PROCEDURE

1. Goto SIS Login (<https://sis.kalasalingam.ac.in/login>)

Student Information System - KARE

Register No _____ Password _____

☐ Remember me SIGN IN

2. Enter Your User Name and Password

Register No 9228119020 Password _____

☐ Remember me SIGN IN

3. Click SIGN IN
4. Click REVALUATION OPTION

The screenshot shows the SIS-KARE dashboard. On the left sidebar, the 'Revaluation' option is highlighted. The main content area displays the 'Personal Details' form. The form is divided into two sections: 'Personal Details' and 'Student Notifications'.

Personal Details Form:

Register Number	9225115020
Aadhar Number	-
Name of the Student	SANJAY MITHAN M
Degree / Programme	M.B.A. / Master of Business Administration
Batch	2025
Section	A2
ABC ID	-
Faculty Advisor	DR G. DELINA(9488502301)

Student Notifications:

Students can access SIS out side the campus using the address <http://sis.kalasalingam.ac.in/>

Students can send E-mail regarding any suggestion related to Academic Activities to coe@klu.ac.in.

5. Click Apply Revaluation

The screenshot shows the 'List revaluation Registered' section. A yellow box highlights the '+ Apply Revaluation' button in the top right corner. The table below it is empty, showing 'No data available in table'.

List revaluation Registered:

Id	Course Code	Course Name	Exam	Status
No data available in table				

Showing 0 to 0 of 0 entries

6. Select the Course from Drop Down list

The screenshot shows the 'Apply revaluation' section. A dropdown menu is open, displaying a list of courses. A yellow box highlights the dropdown menu, and a green box highlights the 'Register' button in the top right corner.

Apply revaluation:

Course Code: Select Course

Course Name: Select Course

Course List:

- MBA606-OL - Human Resource Management
- MBA607-OL - Marketing Management
- MBA610-OL - Organizational Change and Development
- MBA612-OL - Financial Management
- MBA613-OL - Business Analytics
- MBA614-OL - Operations and SCM
- MBA503-OL - Written Analysis with Business News
- MBA504-OL - Business Analytics Laboratory oratory
- MBA505-OL - Soft Skill Training II

7. After Selecting the Course, Click Register.

The screenshot shows the SIS-KARE portal interface. The top header includes the SIS-KARE logo and a user profile icon with the ID 9225115020. The left sidebar contains a list of navigation options: Dashboard, Exam Papers, Revaluation, Semester, Hall Ticket, Course Registration, PhD Course Registration, Course withdrawal, Arrear Registration, Backlog Registration, Grade, Seating & Time Table, Industrial Training TPO, and Online Courses. The main content area is titled 'Apply revaluation' and features a 'Course Code' dropdown menu with 'MBA612-OL - Financial Management' selected. At the top right of the main area are '< Back' and '✓ Register' buttons.

8. Repeat Step No 5, 6 & 7 for apply multiple courses.
9. Check the Status in SIS portal.
10. After FA & HOD (CDOE Director) Approval, Complete the Payment Process.
11. All the tasks complete on or before 10/09/2026.