

Procedure to Apply

Procedure for Submission of Application for Supply of Photo/ ScanCopy (ies) of Assessed Answer Book(s):

- i) The Application form filled in and signed by the examinee (Student) only.
- ii) The application shall be submitted by the examinee, along with the requisite fees, **within 10 days from start date of application.**
- iii) The candidate shall submit their application forms along with the requisite fees online only.

Fee Details:

a. Photo/ScanCopy

Non-Professional course **Rs.100/-** per answer book & processing fee is **Rs.20/-**.

Professional course **Rs.150/-** per answer book & processing fee is **Rs.30/-**.

b. Revaluation

Non-Professional course - **Rs.150/-** per answer book & processing fee is **Rs.20/**.

Professional course - **Rs.200/-** per answer book & processing fee is **Rs.30/-**.

REVALUATION OF ANSWER BOOK(S) OF THEORY PAPER(S)

1) Procedure for Submission of Application for Revaluation of Answer Book(s) of Theory Paper(s):

- i) A candidate shall be eligible to apply for revaluation only after receipt of Photo/ScanCopy (ies) of those answerbook(s).
- ii) A candidate shall submit an application along with the requisite fees, within ten days from the date of receipt of Photo/ScanCopy (ies).
- iii) The application form shall have to be filled in and signed by the candidate only.

Terms Relating to Revaluation of Answer Book(s) of Theory Paper(s):

i) The revaluation of the answer book(s), however, shall not be permitted in respect of scripts of Practical Examination / TermWork / Internal Assessment / Sessional Marks / Dissertation / Thesis / Clinical / MCQ (Multiple Choice Question in practical examination)/online examination/In-Sem theory examination and Viva-Voce, etc.

ii) The fee for revaluation may be refunded, if the application is not entertained and not processed for revaluation and if the candidate concerned submits his request for refund.

iii) A candidate shall note that the result of the revaluation of his/her answer-book(s) of the theory paper(s) shall be binding on him/her.

iv) The benefit of the revaluation shall be given to a candidate if the original marks and the marks obtained after revaluation exceed by **5%** or more of the maximum marks.