

**Procedure for Submission of Application for Supply of Photo Copy (ies) of Assessed Answer Book(s):**

- i) The Application form filled in and signed by the examinee only.
- ii) The application shall be submitted by the examinee, along with the requisite fees, **within ten days.**
- iii) The candidate shall submit their application forms along with the requisite fees to the Principal/Director of the college/institution.
- iv) Students of University Departments shall apply directly to the Controller of Examinations through the Head of the Department concerned.
- v) External students shall apply directly to the Controller of Examinations.

**Fee Structure:**

**a. Photo Copy**

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 after receipt of photo copy(ies) of those answer book(s).
- ii) A candidate shall submit an application along with the requisite fees, within ten days from the date of receipt of photo copy(ies).
- iii) The application form shall have to be filled in and signed by the candidate only.

- iv) A candidate shall attach photo copies the following documents.
- v) Students of affiliated colleges/recognized institutions shall submit their application forms along with the requisite fees to the Principal/Director of the college/institution concerned.
- vi) Students of University Departments shall apply directly to the Controller of Examinations; submit their application forms through the Head of the Department concerned.
- vii) External students shall apply directly to the Controller of Examinations, with the requisite fees.
- viii) Head of the University Department or the Principal/Director of the college/institution concerned shall forward all applications within five days from the last date of receipt of applications for revaluation, along with the amount of fees.

**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 / Term Work / Internal Assessment / Sessional Marks / Dissertation / Thesis / Clinical / MCQ (Multiple Choice Question in practical 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.
- 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.