

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 ten days from start date of application.**
- iii) The candidate shall submit their application forms along with the requisite fees online only.

Fee:

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 photoScanCopy (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 PhotoScanCopy (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.