

Procedure for Submission of Application for Supply of PhotoCopy(ies) of Assessed Answer Book(s):

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

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):

1. A candidate shall be eligible to apply after receipt of photo copy(ies) of those answer book(s).
2. A candidate shall submit an application along with the requisite fees, within ten days from the date of receipt of photo copy(ies).
3. The application form shall have to be filled in and signed by the candidate only.
4. A candidate shall attach photo copies of the following documents.
5. 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.
6. Students of University Departments shall apply directly to the Controller of Examinations, submit their application forms through the Head of the Department concerned.
7. External students shall apply directly to the Controller of Examinations, with the requisite fees.
8. 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):

1. 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.
2. 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.
3. A candidate shall note that the result of the revaluation of his/her answer-book(s) of the theory paper(s) shall be binding.
4. The benefit of the revaluation shall be given to a candidate if the original marks and the marks obtained after revaluation exceed by 10% or more of the maximum marks.