

Instructions & Guidelines for viewing of answer-book: -

1. The student whose result is declared by the University is eligible to view his/her answer book(s) of University Theory Examination only.
2. The Student shall be entitled to view his/her answer-book/s only on payment of a non-refundable fees of Rs.500 (Five Hundred Rupees only) per question paper answer-book, in the presence of committee constituted by the Provost.
3. Application for viewing the answer book(s) shall be made in prescribed format to the Principal along with fees and the copy of the results, Hall ticket and Photo ID proof within 05 (Five) days from the date of declaration of result on University web portal.
4. The Principal has received such applications from the students and forward to the University within prescribe time period for further process.
5. Application forms received by the University after the due date and found incomplete in any respect shall be liable to summary rejection.
6. The student only, has to remain present on the given date, time and venue, failing which no further opportunity shall be given to him/her.
7. The student will not be allowed to carry Mobile phone, Camera, any type of electronic gadgets and materials like pen, pencil, books, notes etc while the student is permitted to view his/her answer book. However, the student will be permitted to carry the relevant question paper only.
8. Hall Ticket and Original Photo ID proof is required for identification before allowing student to view his /her answer book.
9. Parents/Guardians/Advocate or any other person will not be allowed with the student.
10. Physically challenged student who have been allowed the facility of a writer for the examination, will have the option to bring along the same person, who acted as his/her writer, for viewing of his/ her answer books, at their own cost.
11. The student shall be allowed to view the Answer book(s) for 15(Fifteen) minutes only per answer book, from the starting time of viewing the Answer book and student has to communicate his/her remarks in the prescribed form to the committee.
12. The student will be allowed to view his/her answer book only once.
13. No student will be allowed to damage/destroy or take away the answer books. In that case he/she will be punished as per Unfair means rules of the University.
14. All process of viewing the answer book(s) would be conducted under close supervision of CCTV surveillance.
15. The committee shall verify the answer book(s) for:
 - 1) whether the question-wise marks awarded to all the questions inside the answer book(s) are correctly carried over to the cover page?
 - 2) whether the total of the question-wise marks on the cover page is correct?
 - 3) whether all the answers or parts thereof in the answer book(s) have been assessed by the examiner(s)?
 - 4) any other matter as may be recommended by the committee.
16. The committee shall submit the report to the University. If there is a totalling error in the marks or any question has not been evaluated such error will be corrected by the University in due course of time after proper check. The Provost shall have power to rectify the result due to the above correction.
17. The rectified result will be informed to the student through the Dean/Principal of the concerned constituent college/institute. Corrected statement of Marks/Grade, if any, will be uploaded on the university website accordingly.
18. Student cannot challenge the subjectivity of evaluation of particular question from the answer book(s).
19. Student can apply for reassessment after viewing of answer book, if required within 03 days.
20. The University Rules as amended from time to time in this matter shall be binding to the students and others concerned in all respect.
21. In case of any dispute, the decision of the Provost will be final and binding to the student and others concerned.

Paste Passport
Size
Photographs

Application Form for Viewing of Answer Book (Theory only)

Student Name: _____

Student PRN: _____ Mobile No. _____

Email.: _____ Examination: _____ (Month and Year)

Program of Study: _____ Branch/Specialization: _____

Name of Institute: _____

I hereby request for Viewing my Answer Book (Theory Only) of the subject/s as mentioned below:

Sr. No.	Semester/ Year	Fresher/ Repeater	Seat No.	Subject Code	Subject Name	Grade / Marks Obtained
1						
2						
3						
4						
5						
6						

Fee details: Total amount of Rs _____ In cash / online.

In case of Online-: Transaction ID: _____ Date: _____ Name of Bank: _____

Declaration: -

1. I have read and understand the instructions and guidelines regarding the viewing of answer book and I agree to be governed by the same.
2. I hereby confirm that all the details provided above are correct & agree that if result declared after viewing of answer book will be considered as my final result for the above examination.

Date: _____

(Signature of Student)

Encl.: A copy of Statement of Grade / Marks (Result), Exam Hall Ticket and Photo ID Proof.

Office Use Only

Submitted through the Principal:

The particulars furnished by Mr./Ms. _____ are correct as per college record. The student has paid Rs. _____ as fees for viewing of answer book of above mentioned examination and subject/s.

Date: - _____

(Principal Seal & Signature)

Student Copy

Mr./Ms. _____ having PRN: _____ has paid Rs. _____ as fees for viewing of answer book of above mentioned examination and subject/s.

Date: _____

College Seal

(Fee Receiver's Signature)