



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः

SRI CHANDRASEKHARENDRA SARASWATHI VISWA MAHAVIDYALAYA

(Deemed-to-be University u/s 3 of UGC Act 1956 –Accredited with “A” Grade by NAAC)

Enathur, Kanchipuram - 631561.

<http://www.kanchiuniv.ac.in>

Form Number – 01

APPLICATION FORM FOR REQUESTING COPY OF ANSWER BOOKLETS

(Revaluation Process STEP -1)

University Theory Examinations / 20.....

(For all UG Programmes except B.A.M.S programme)

1. Name of the Student :
2. Register Number :
3. Name of the Programme :
4. Year / Semester :
5. Details of papers for which copy of answer booklet is requested:

Sl. No.	Subject Code	Subject Name	Reason for requesting the copy of Answer Booklets (For failed subjects / Grade Improvement)

6. Details of Payment:

Amount Paid:

Date:

(Attach proof – E-Receipt)

I _____ have read and understood the revaluation procedure, terms & conditions given in Annexure for obtaining, possessing and handling the copy of answer booklets and I shall strictly abide the details given in the annexure form.

Place:

Date:

Signature of the student

Forwarded to the Office of the Controller of Examinations

Class-in-Charge

Head of the Department

Dean / Principal

ANNEXURE

Procedure and Terms and Conditions for obtaining copy of answer booklet (Revaluation)

1. All students are eligible to request a copy of any of their evaluated answer booklet (regular and arrear) without marks @ Rs.500/- fee per paper (Engineering Students B.E. / B. Tech) and @ Rs.250/- fee per paper (for Non Engineering Students B.A. / B.Sc / B.C.A / B.Com / B.B.A) per answer booklet within the period notified by the exam section. Payment must be done through university online payment portal only.
2. Students should apply in the prescribed format (to be filled-in with own handwriting).
3. They have to attach the proof of payment of fees along with the application. It should be forwarded to the Office of the Controller of Examinations through proper channel.
4. One hard copy shall be given to the student without key or question paper through the Department.
5. Copy of answer booklets will not be given to students whose results have been withheld / have been cancelled / have not been declared for any reason whatsoever.
6. The copies of answer booklets so obtained shall be for the student's own exclusive use.
7. He / she shall be the sole custodian of the copies of the evaluated answer booklets as and when they are made available to him / her. Neither the student nor any other person can use the said copy to dispute or challenge the quality of assessment or quantum of marks assigned to the answers therein.
8. The university reserves its rights to decline the request of any student for copies of answer booklets in case it has reason to believe that the request has been made with a malicious intention to discredit the examination system of the university.
9. If the student is found to guilty of any misuse of the supplied copies of evaluated answer booklets, he / she shall be liable for award of punishment such as debarment from appearing at further examinations or other action as may be deemed fit by the committee constituted for this purpose and the decision of the authorities of the university shall be final and binding on the student.
10. Student should seek copies of his / her evaluated answer booklets for his / her own academic guidance and the student should not use them for any other purpose. It should not be posted on social media for any reason.
11. The student shall not under any circumstances part with the custody / possession of the same and shall not tamper with the copy.
12. The student, after obtaining the copy of the answer booklet, shall have the option of applying for revaluation in the prescribed format @ Rs.500/- fee per paper (Engineering Students B.E. / B. Tech) and @ Rs.250/- fee per paper (for Non Engineering Students B.A. / B.Sc / B.C.A / B.Com / B.B.A) per paper within the period notified by the exam section.
13. Any such request for revaluation shall be duly forwarded by the subject teacher, Head of the Department concerned and the Dean of the Faculty concerned after generally assessing the purpose, suitability and necessity of such request.
14. All such papers for which request for revaluation is obtained, shall be independently evaluated afresh by senior faculty members and the results will be announced subsequently.
15. In all cases the decision of the authorities of the university shall be final and binding on the student.

Place:

Date:

Signature of the student