



APPLICATION FOR RECHECKING OF ANSWER SCRIPTS

**CANDIDATE SHOULD CAREFULLY GO THROUGH THE RULES AND INSTRUCTIONS PRINTED OVERLEAF BEFORE FILLING IN THIS FORM.**

This application is TO BE FILLED IN AND SIGNED BY THE CANDIDATE ONLY. Application submitted on behalf of the candidate, as also incomplete application will be rejected summarily without any further reference.

1. Name of Candidate (*Block letters*) .....

2. Student ID No .....

3. Programme (*Please Tick*) -  B.Com  BBA  Foundation

4. Semester ..... Major (*if any*) .....

5. Semester Result (*Please Tick*) -  Pass  Fail

6. Re-checking applied for (*Please Tick*) -  Backlog/s  Regular

7. Module/s (In which re-checking of answer script/s desired) –

Sl. No	No. and Title of Module/s	Max. Marks	Marks Obtained
1			
2			
3			
4			

8. Address for correspondence – E-mail..... Phone No.....

9. Declaration - I hereby declare that the above information provided is correct to the best of my knowledge and belief. I also fully understand that any information furnished above, if proved incorrect or false will render me liable for any penal action or other consequences as may be prescribed by the Examination Cell of the college.

Date..... Signature of Candidate.....

Received & Checked by:  
Assistance -Examination Cell

APPLICATION FORM IS BEING ACCEPTED  
PROVISIONALLY SUBJECT TO VERIFICATION OF  
DETAILS

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*Application Fee – Nu. 200 Only.*



### **RULES FOR THE RE-CHECKING OF ANSWER SCRIPT/S AND RECTIFICATION OF RESULTS**

1. A candidate who has appeared in any semester-end examination including Re-assessment conducted by the college may apply on the prescribed proforma along with prescribed rechecking fee of Nu.200/- per module to the Examination Cell for the rechecking of his/her answer scripts. Such an application must be made by the candidate within 7 clear working days from the date of rechecking notice, and after this with late fee of Nu.100/-per module per day.
2. The work of scrutiny does not include re-evaluation of answer scripts but is confined to rechecking of marks awarded for each question in the answer book together with re-totaling of marks. The total is then compared with that of already given in the examiner's award list.
3. A candidate shall be entitled to refund of fee if any mistake is discovered as a result of re-checking of his/her answer scripts.
4. Rechecking shall be done by the officials appointed for the purpose by the Examination Cell and they shall be paid remuneration as approved by the College Academic Board.
5. If any mistake is discovered as a result of re-checking of answer scripts, the Controller of Examinations shall have the power to rectify the result.
6. The marks, on rechecking will be revised upward or downward, as per the actual marks obtained by the candidate in his/her answer script/s. The candidate declares to accept the revised marks.
7. The communication regarding the outcome of rechecking shall be sent to the candidate through the college website/notice board/phone/e-mail within a reasonable period of time.
8. The decision of the Examination Committee regarding the result of scrutiny and rechecking shall be final and binding.
9. In case the answer script of any candidate is not available due to loss, theft or for whatever other reason, the fee deposited by him for rechecking shall be refunded without any deduction OR he may re-appear in the same paper at the next examination and in that event his result shall be determined on the basis of the marks secured by the candidate in the paper in which he re-appears.
10. All entries in the application for rechecking should be complete in all respects and correct in all respects. The Examination Cell will not be responsible for the delay/rejection of the case, if the form is not complete or not accompanied by full fee.
11. A candidate shall be allowed to withdraw his application form for rechecking as also delete one or more module(s) for which application for rechecking has been received within the due date provided such requests are received within 7 clear working days of the date of submission of application form by the candidate. In case of withdrawal or deletion no refund of fee shall be granted.
12. Ignorance of the titles of any module or number shall not be accepted as a plea for wrong entry in the application for rechecking.
13. A candidate who becomes eligible to seek admission to the next higher semester consequent upon the improvement of his/her result shall be considered eligible for admission to the class within 7 days from the date of communication of the result.
14. Rechecking is permissible only for Theory Papers.
15. The Answer Script/s shall not be shown to the candidate or his/her representative, under any circumstances.

**Declaration:** *I acknowledge and confirm that I have read and understood the rules governing the rechecking of my answer script(s) and its consequences and agree to abide by them unconditionally.*

Name and Signature of Candidate.....

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*Application Fee – Nu. 200 Only.*