PROCEDURE FOR OBTAINING PHOTOCOPY OF ANSWER SCRIPTS

1. After the publication of semester results, a circular will be issued indicating the last date for applying for photocopy of answer scripts.
2. Candidates who wish to apply for revaluation must first apply for the photocopy of their answer script by paying **Rs. 300/- per script** within the date mentioned in the circular.
3. Applications submitted beyond the due date prescribed in the circular will not be accepted.
4. Applying for Photocopy/Revaluation is not permitted for Practical Courses.
5. Students must ensure that the Course Code and Course Name are correctly filled in the application form.
6. A student is permitted to apply for a maximum of 5 answer scripts only.
7. After the photocopies are received by the candidates, they must verify them thoroughly. For:
     - Missing pages
     - Wrong answer script (belonging to another student)
     - Mistakes in total marks
     - Unvalued answers
     - Any omission in valuation
     - Any such issues should be reported to the COE office through the HoD.
8. The photocopy may be shown to the subject expert for verification. If the expert is convinced that the script deserves higher marks, he/she may recommend revaluation using the Recommendation for Revaluation Form.
9. Students who have received photocopies and have been recommended for revaluation must apply within the last date notified in the circular issued after photocopy distribution.
10. Only candidates who have applied for both Photocopy and Revaluation are eligible for Review after the publication of revaluation results. Details of Review will be notified through a separate circular.

Sd/-

CONTROLLER OF EXAMINATIONS