

MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE & AMRUTBEN JIVANLAL COLLEGE OF COMMERCE AND ECONOMICS

Vile Parle (West), Mumbai - 400 056.

APPLICATION FOR PHOTOCOPY OF ASSESSED ANSWER-PAPER/S

Class : _____ Examination : _____ Month : _____ Year : _____

Name and address of the examinee applicant (in **BLOCK LETTERS**).

Mr./Ms.: _____
(Surname) (First Name) (Father/Husband Name)

Address : _____
Tel.: _____

wants to avail 50% concession under Reserved Category (S.C., S.T., D.T./N.T.) Yes/No. (if yes, attested, valid copy of caste certificate must be attached and must have documentation in college records.)

Particulars of the subject/s applied for photocopy of assessed answer paper/s.

Sr.No.	Name of the Subject / Paper	Marks Obtained	Out of Total Marks
1			
2			
3			
4			
5			
6			
7			
8			

The supply of photocopy of the assessed answer-paper/s shall be deemed to be an additional facility to the candidate, the delay in supplying a photocopy of the assessed answer paper/s for any reason whatsoever shall not confer any right upon him/her as per the relevant Ordinances and Rules made by the University in that behalf.

Place : _____
Date : _____ Signature of Candidate

UNDERTAKING

I, _____ (Full Name), appeared at the _____ examination held in (Month) _____ (Year) _____ with Exam Seat No. _____ Class _____, willingly giving the following undertaking for obtaining photocopy of my answer paper/s, I shall abide by the rules and regulation in respect of the availability of photocopy and I shall not violate these rules and regulation by using the Photocopy for any other purpose except for my exclusive and relevant use.

Signature of Candidate
Attach question paper, photocopy of I Card / hall ticket, photocopy of mark-sheet and caste certificate where required.

N. B. No. personal enquiries in this connection will be entertained.

(P.T.O.)

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GENERAL INSTRUCTIONS FOR OBTAINING PHOTOCOPY/IES OF ANSWER-BOOK/S

- 1) The candidate should apply personally for the photocopy/ies of assessed answer-book only in the prescribed form available in the college office (examination section) on production of proper identification. (Hall ticket for Ex-students / Identity card for regular students.)
- 2) The candidate shall apply for photocopy of the assessed answer-book/s only in theory papers (not for practical examination or Internal assessment) within a period of seven days from the date of declaration of the result along with the following:-
 - i) Question Paper/s of the subjects in which Photocopy is required.
 - ii) Photocopy of the statement of marks (II term/Ex-ATKT & BMS students)
 - iii) Fees for providing photocopy/ies.
 - iv) Cast certificate (for ST, S.C., D.T./N.T.) if concession is availed.
- 3) The non refundable fees for providing photocopy of the answer-book per paper will be Rs.100/- (for Open Category) and Rs.50/- (for Reserved Category : ST, S.C., D.T./N.T.) payable in cash only. The candidate, belonging to the reserved category who wishes to avail the concession in fee must attach copy of valid caste certificate.
- 4) Care should be taken to fill the correct Name, Address, Seat Number, Name of the Paper/s, Paper No., Date of Examination etc., Forms must be duly signed by the examinee candidate, Incomplete forms will not be accepted.
- 5) A candidate who has passed/failed in the examination may apply for any number of subjects for photocopies of the assessed answer-books.
- 6) The photocopy shall be provided only to the applicant examinee in person on production of valid identification and under no circumstances to any other person.
- 7) On receipt of Photocopy/ies, the applicant examinee shall be the sole custodian of it / then and under no circumstances they shall be transferred to any third person or for any other purpose/s. Any deviation from this procedure by the applicant shall be construed as an unfair act on the part of the examinee and shall make him/her liable for appropriate punishment by the College as per university rules.
- 8) On receipt of the photocopy if the discrepancy of following nature is noticed by the examinee, he should apply to the Principal in the prescribed form along with the said photocopy and copy of the question paper within three (03) working days from the date of receipt of photocopy of answer-book.
 - i) Mistake, in totalling
 - ii) Non assessment of question / sub-question if required.After due verification, the Principal shall make necessary rectification in the marks allotted to the said subject and consequently in the result of the candidate without charging any further fee for necessary rectification.
- 9) On rectification of the result as per the provisions above, the candidate can apply for revaluation within seven (7) working days from the date of receipt of the rectified result, if he / she was not eligible to apply for revaluation of the said answer book, as per the University Circular No.Exam / Photo & Rev. / College / VCD / 4636 of 2010 and only by such rectification become eligible for revaluation in the said subject, subject to other limitations contained herein.