

# SES'S L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE

## APPLICATION FOR REVALUATION / PHOTO COPY / VERIFICATION

Rs. 500

Rs. 100

Rs. 50

Class: \_\_\_\_\_ Examination : \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

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

Mr/Ms \_\_\_\_\_

Seat No. \_\_\_\_\_

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 cast certificate must be attached and must have documentation in college records)

### Particulars Of The Subjects(S) Applied For Revaluation

Sr.No.	Name of the Subject / Paper	Marks Before Verification

Revaluation of answer-book/s shall be deemed to be an additional facility to the candidate, the delay in declaration of revaluation results for any reason whatsoever shall not confer any right upon them for admission to a higher class, which matter shall always be regulated in accordance with 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 \_\_\_\_\_ I hereby undertake that the results of the revaluation of my answer book/s shall be binding on me and that I shall accept the revised marks assigned to my paper/s.

\_\_\_\_\_  
Signature of Candidate

Candidate must attach Xerox copy of the said mark sheet.

Total Fees Rs. \_\_\_\_\_ Receipt

No. \_\_\_\_\_

Date : \_\_\_\_\_

(PTO)

**SE'S L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE**  
**GENERAL INSTRUCTIONS FOR OBTAINING PHOTOCOPY/IES OF ANSWERBOOK/S**

1. The candidate should apply personally for the photocopy/ies of assessed answer-book only in the prescribed form available at the college office (or 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 :-
3. The nonrefundable fees for providing photocopy of the answer-books per paper will be Rs,100/- (for Open category) and Rs.50/- (for Reserved Category :S.T.,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 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. However students applying for verification of marks cannot apply for photocopy of the same.
6. The verification of the assessed answer-book/s will be done before giving the photocopy of the answer-book/s to the candidate. If the results/marks are changed due to verification such a change shall be incorporated in the student mark-sheet.
7. 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.
8. The marks awarded by the examiners in the respective paper shall be final
9. On receipt of Photocopy/ies, the applicant examinee shall be the sole custodian of it / them and under no circumstances they shall be transferred to any third person or for any other purpose/s.
10. The photocopy/ies so obtained by the candidate shall be for his/her exclusive and relevant use. If the applicant so desires, he/she can use it only for the purpose of getting the redressal of the grievances through the redressal mechanism provided by the College under these rules.
11. 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.