

NOTIFICATION

Sub: Submission of Application for Answer Book Seeing and Revaluation – Reg

The schedule for the submission of applications for answer book seeing and revaluation with respect to the **Odd Term 2025-26 SEE** of I and II Semester MBA, MCA and M.Tech held during February - March 2026 is as below.

Event	Start Date	Last Date	Fees
Submission of Applications for Answer Book Seeing	25.03.2026 (9:00 AM)	25.03.2026 (3:00 PM)	Rs. 500/- per course
Submission of Applications for Revaluation	25.03.2026 (9:00 AM)	26.03.2026 (3:00 PM)	Rs. 500/- per course

The Answer Book Seeing is scheduled on **26.03.2026 (10.00AM to 1.00PM) in Examination Section.**

Note:

1. Applications are received only during **the working hours** on the dates mentioned above.
2. Applications submitted after the **last date** and applications found to be **not correct** in any respect are **liable for rejection.**
3. After submitting the application, request for change of information will not be entertained.
4. Applications once submitted shall be final. Fees once paid will not be refunded.

Instructions & Guidelines for Answer Book Seeing

1. Application for viewing the answer script(s) shall be submitted by the students in the prescribed format to the examination section on the specified date.
2. The student has to be present at the specified venue on the given date and time, failing which no further opportunity shall be given to him/her.

3. The student will not be allowed to carry a mobile phone, camera, or any type of electronic gadget and material like pen, pencil, books, notes, etc while the student is permitted to view his/her answer script. However, the student will be permitted to carry the relevant question paper.
4. A Hall Ticket, Photo ID proof (ID card issued by the institute) and the fee receipt of the answer book seeing are required for identification before allowing the student to view his /her answer book.
5. Parents/Guardians/Advocates or any other person will not be allowed for the answer book seeing.
6. Physically challenged students who have been allowed the facility of a Scribe for the examination, will have the option to bring along the same person, who acted as his/her Scribe, for viewing of his/ her answer books, at their own cost.
7. The maximum time limit for a student to view an answer book and to communicate his/her remarks in the prescribed form is 30 (Thirty) minutes only.
8. The student will be allowed to view his/her answer book only once.
9. The students are not allowed to discuss the answers with other candidates inside the hall.
10. No student will be allowed to damage/destroy or take away the answer scripts, if done, he/she will be punished as per the rules of the institute.
11. The process of viewing the answer script(s) would be conducted under close supervision of CCTV surveillance.
12. The student shall verify the answer script(s) for
 - a. Whether the question-wise marks awarded to all the questions?
 - b. Whether the total of the question-wise marks on the cover page is correct?
 - c. Whether all the answers or parts thereof in the answer script(s) have been valued by the examiner(s)?
 - d. Any other matter relevant to any of the above questions.
13. After the Answer Book Seeing, if a student
 - i. Is satisfied with the valuation and has no grievances shall mention the same in the space provided on the 'Evaluation Grievance Form'.

- ii. Has grievances with respect to totaling of marks or marks not being awarded to any question shall enter their grievances against the question number on the 'Evaluation Grievance Form'.
 - iii. Has grievances with respect to wrong evaluation or expected marks not being awarded shall apply for Revaluation by filling a 'Revaluation Form' and paying the prescribed fees on the specified dates.
14. The above mentioned forms will be provided after the answer book seeing.
15. If there is a totaling error in the marks or any question has not been evaluated; such error will be corrected by the CoE after verifying the same. The Chief Controller of Examinations shall have the power to rectify the result due to the above correction.
16. Corrected statement of marks/grades, if any, will be updated accordingly.
17. Students cannot challenge the subjectivity of the evaluation of a particular question from the answer script(s).
18. There is no provision for providing photocopy of answer books.
19. Answer book seeing and Revaluation facility is provided only for theory courses and not for the practical courses.
20. Answer book seeing and Revaluation facility is not provided for the Supplementary Semester & Make-up Examinations.
21. The rules as amended from time to time by the Academic Council/Examination Cell in this matter shall be binding to the students and others concerned in all respects.
22. In case of any dispute, the decision of the Chief Controller of Examinations will be final and binding to the student and others concerned.



Controller of Examinations
Controller of Examinations
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