

ANNEXURE A

SUPPLY OF PHOTO COPY(IES) OF ASSESSED ANSWER BOOK(S)

1) Procedure for Submission of Application for Supply of Photo Copy(ies) of Assessed Answer Book(s):

- i) Photo copy(ies) of assessed answer book(s) of all examinations conducted by the University for award of degrees/diplomas/certificates shall be provided to the examinee(s) as per the procedure prescribed hereinafter.
- ii) The prescribed application form for demand of photo copy(ies) of answer book(s) will be available on the official website of the University of Pune.
- iii) The prescribed application form for demand of photo copy(ies) of assessed answer book(s) shall have to be filled in and signed by the examinee only.
- iv) Application for obtaining photo copy(ies) of evaluated/re-evaluated answer book(s) shall be submitted by the examinee, along with the requisite fees, within ten days from the date of declaration of results of the examination concerned. An examinee whose result has been withheld, for any reason, whatsoever, and against whom case of resorting to unfair means is reported or is under investigation/consideration, shall submit his application for photo copy(ies) of assessed answer book(s), along with the requisite fees within ten days from the date of declaration of his result of the examination concerned.
- v) Students of affiliated colleges/recognized institutions shall submit their application forms along with the requisite fees to the Principal/Director of the college/institution concerned.

Students of University Departments shall apply directly to the Controller of Examinations of the University along with the requisite fees and shall submit their application forms through the Head of the Department concerned.

External students shall apply directly to the Controller of Examinations of the University along with the requisite fees.

- vi) Fees shall be deposited by the students in the manner as may be prescribed by the University from time to time.

vii) The Head of the University Department or the Principal/Director of the college/institution concerned shall forward all such applications collectively to the Controller of Examinations of the University within 5 days from the last date of receipt of applications.

viii) Out of the fees collected for supply of photo copy(ies) of answer book(s), a sum of Rs. 50/- (Rs. Fifty only) per examinee shall be deducted by the college/institution concerned towards administrative charges and the remaining amount shall be sent in the manner as may be prescribed by the University from time to time, along with the application forms and statements of fees collected.

2) Fee Structure:

Rs. 400 /- per answer book
These fees of are non-refundable.

3) Terms Relating to Supply of Photo Copy(ies) of Assessed Answer Book(s):

- i) Photo copy(ies) of only written part of answer book(s) shall be provided. No photo copy(ies) of blank pages of answer book(s) shall be provided.
- ii) Photo copy(ies) of the answer book(s) shall be sent to the Head of the University Department or Principal/Director of the college/institution concerned, as the case may be, for further issuance of the same to the examinee/s concerned. The Head of the University Department or the Principal/Director of the college/institution concerned, as the case may be, shall obtain from the examinee, a written acknowledgement of the receipt of photo copy(ies) of answer book(s). Photo copy(ies) of answer book(s) of external students shall be sent by the Cell directly to the examinee(s) concerned, by registered A.D. on the address mentioned in the application. Photo copy(ies) of answer-book(s) shall be sent by the University to the Head of the University Department or Principal/Director of the college/institution concerned or to the student concerned, as the case may be, within a period of 15 days from the date of receipt of application for supply of photo copy(ies) of answer book(s).
- iii) The examinee shall be sole custodian of the photo copy(ies) so supplied and shall not transfer the same to anybody for any purpose, whatsoever. The examinee shall further refrain himself from putting such photo copy(ies) to any misuse that might jeopardize the reputation of the University.

- iv) In case of misuse of photo copy(ies) by the examinee, the University shall be at liberty to take action against such candidate as per the provision of Section 32(6) of the Maharashtra Universities Act, 1994.
- v) Upon receipt of the application forms by the University from the college/institution/department, "Cell Providing Photo Copy of Answer Book" (hereinafter referred to as 'the Cell') shall scrutinize the answer-book(s) and shall verify the following:
 - a) Whether the total marks in the given paper awarded to the examinee on the statement of marks matches with the marks awarded to the examinee on the cover page of the answer book(s)?
 - b) Whether the question-wise marks awarded to all the questions inside the answer book(s) are correctly carried over to the cover page?
 - c) Whether the total of the question-wise marks on the cover page is correct?
 - d) Whether all the answers or parts thereof in the answer book(s) have been assessed by the examiner?
 - e) Any other matter as may be prescribed by the Board of Examinations of the University.
- vi) Discrepancy, if any on any of the counts as mentioned in Clause (v) above, noted by the Cell, shall be corrected by the Cell.
- vii) If any question or part thereof in the answer book(s) is found to be not evaluated/re-evaluated, the same shall be got evaluated/re-evaluated from the same examiner and additional marks awarded, if any, shall then be mentioned on the cover page and added in the total of the marks. If the examiner who has evaluated/re-evaluated the answer book(s) is not available due to death, resignation or any other cause beyond his control, the answer book(s) shall be got evaluated/re-evaluated from another examiner to be appointed by the Dean of the Faculty concerned.
- viii) The change, if any, on the counts mentioned in Clause (v) above, shall be informed to the college/institution/ University Department concerned/ external examinee, as the case may be, by the University. The college/institution/University Department concerned/external examinee shall surrender the original statement of marks to the University within fifteen days from the date of receipt of communication. Corrected statement of marks shall be issued to the college /institution /University Department concerned/external

examinee, as the case may be, on surrendering the original statement of marks to the University, without charging any fees.

- ix) Photo copy(ies) of the answer book(s) shall be made available to the examinee after making corrections, if any, in the marks on the cover page and after awarding grace marks, if any, as per rules, and concealing the identity of the examiner/moderator/re-evaluator.
- x) The designated officer of the Cell shall certify on main page of the answer-book by placing his/her signature and the seal. The designated officer, before issuance of the photo copy of the answer-book, shall ensure that the same contains all pages of written part of the answer book.
- xi) No complaint regarding the manner of assessment of the answer book(s) by the examiner/moderator/re-evaluator shall be entertained by the University.
- xii) Photo copy(ies) of an evaluated/re-evaluated answer book(s) will be permitted only once in respect of the examination concerned.
- xiii) The University shall not be liable for failure or delay in supplying photo copy(ies) of evaluated/re-evaluated answer book(s) due to any reason beyond the control of the University.

REVALUATION OF ANSWER BOOK(S) OF THEORY PAPER(S)

1) Procedure for Submission of Application for Revaluation of Answer Book(s) of Theory Paper(s):

- i) A candidate shall be eligible to apply for revaluation of answer-book(s) of theory paper(s) of the University examinations only after receipt of photo copy(ies) of those answer book(s).
- ii) A candidate shall submit an application for revaluation only in the prescribed form along with the requisite fees, within ten days from the date of receipt of photo copy(ies) of answer book(s) by the college/institution/University Department concerned/external student, as the case may be.
- iii) The prescribed application form for revaluation of answer book(s) shall have to be filled in and signed by the candidate only.
- iv) A candidate shall attach photo copies the following documents to his application:
 - a) Statement of marks at the examination concerned;
 - b) Receipt of photo copy(ies) of answer book(s).

- v) Students of affiliated colleges/recognized institutions shall submit their application forms along with the requisite fees to the Principal/Director of the college/institution concerned.

Students of University Departments shall apply directly to the Controller of Examinations of the University along with the requisite fees and shall submit their application forms through the Head of the Department concerned.

External students shall apply directly to the Controller of Examinations of the University along with the requisite fees.

- vi) Fees shall be deposited by the students in the manner as may be prescribed by the University from time to time.
- vii) The Head of the University Department or the Principal/Director of the college/institution concerned shall forward all applications for revaluation collectively to the Controller of Examinations of the University within five days from the last date of receipt of applications for revaluation, along with the amount of fees collected for revaluation in the manner as may be prescribed by the University from time to time.

2) Fee Structure:

- i) Non- Professional course - Rs.250/- per answer book.
- ii) Professional course - Rs. 300/- per answer book.

3) Terms Relating to Revaluation of Answer Book(s) of Theory Paper(s):

- i) If on verification of marks at the time of supply of photo copy(ies) of answer book(s), it is found that the marks originally shown in the mark list issued to a candidate have changed as a result of verification, the changed marks shall be considered as original marks for the purpose of revaluation.
- ii) The revaluation of the answer book(s), however, shall not be permitted in respect of scripts of Practical Examination / Term Work / Internal Assessment / Sessional Marks / Dissertation / Thesis / Clinical / MCQ (Multiple Choice Question in practical examination) and Viva-Voce, etc.
- iii) The fee shall not be refunded in case of those, whose application is processed for revaluation. However, the fee for revaluation may be

refunded, if the application is not entertained and not processed for revaluation and if the candidate concerned submits his request for refund.


- iv) A candidate applying for revaluation shall note that the result of the revaluation of his/her answer-book(s) of the theory paper(s) shall be binding on him/her and that he/she shall accept the revised marks obtained in his/her theory paper(s) after revaluation.
- v) The benefit of the revaluation shall be given to a candidate if the original marks and the marks obtained after revaluation exceed by 10% or more of the maximum marks of the theory paper(s) and only these marks will be accepted by the University and are binding on the candidate. For the purpose of a computing the 10% difference in marks, half per cent of the marks assigned to the paper or a part thereof, shall be taken into account and rounded off for next successive higher integer.
- vi) The revised marks obtained by the candidate after revaluation as accepted by the University shall be taken into account for the purpose of amendment of his/her result in accordance with the relevant rules of the University.
- vii) Revaluation of the answer-book(s) of the theory paper(s) shall be deemed to be an additional facility provided to the students with a view to improve upon their results at the preceding University Examination, it being understood that delay in the declaration of revaluation result for any reason, whatsoever, shall not confer any right upon them for admission to the next higher class and such matters shall always be regulated in accordance with the relevant ordinance(s) and rules or regulations framed by the University.
- viii) As a result of revaluation, if a candidate attracts the provision of condonation of deficiency of marks/grace marks, the same shall be applied to him as per the relevant Ordinance(s).

GENERAL TERMS

- 1) Evaluated/revaluated Answer book(s) shall be preserved by the University for a period of three months from the date of declaration of result of the examination concerned.
- 2) If the last day for submission of application happens to be a holiday to the college/ University, the next working day will be treated as the last day.

- 3) Incomplete/incorrect application forms and/or with illegible entries and those submitted to the University after the due dates shall be summarily rejected without any further reference and fees paid along with application forms shall not be refunded.
- 4) Any question as to the interpretation or application of any of the provisions of this Annexure shall be decided by the Vice Chancellor of the University whose decision shall be final and binding.
- 5) The Vice-Chancellor of the University shall have power to issue clarification to remove any doubt, difficulty or anomaly, which may arise in regard to the implementation of any of the provisions of this Annexure.

Ref.: पत्रि/३५३
Date: 01.11.2013


Dr. Wasudeo N. Gade
Vice-Chancellor