

APPLICATION FORM FOR RE-EVALUATION OF ANSWER-BOOK(S)

| | | | |
|-------------------------------------|--|-----------------|-------------------------|
| Name of the Student | | | |
| Father's Name | | | |
| Reg. No. | | | |
| Name of the Faculty/School | | Program | B.Voc./M.Voc/ in |
| Month & Year of the Exam | | Semester | |

COURSE(S) IN WHICH RE-EVALUATION IS APPLIED

| S. No. | Course Code | Course Name | Grade Obtained |
|--------|-------------|-------------|----------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

(Particulars should be filled in by the candidate in his/her own handwriting. Before filling up the re-evaluation form, instructions printed on the backside should be read carefully)

FEE DETAILS

| | | | |
|----------------------------|-----------|---------------------|--|
| No. of Course(s) | _____x500 | Total Amount | |
| Date of Amount Paid | | Receipt No. | |

I Solemnly declare that:

- I have carefully read all the relevant rules/instructions etc. of the University for re-evaluation and I undertake to abide by the same in all respects.
- The result of re-evaluation as and when declared by the University shall be binding upon me even if it affects my results adversely.
- I shall have no right to claim additional chance to appear in an examination in lieu of any chance, which I may lose during re-evaluation process.
- The University shall not be liable to pay any compensation/damages whatsoever on account of delay in the declaration of re-evaluation result of answer-book(s) and/or if any mistake is found during the process of re-evaluation.

Documents to be attached: 1.) Copy of result declared 2.) Original receipt of the paid amount

Date:

Student's Signature:

FOR FACULTY/SCHOOL USE ONLY

Certified that _____ is a bonafide student of School of _____ Skills and had appeared in the Main / Make-Up Examination held on ____/ ____/ _____. Forwarded for re-evaluation of the answer-book(s) as applied for by the candidate.

| | |
|-----------------------------------------------|-------------------------------------------|
| Exam-Coordinator's Name & Signature with Date | Dean/In-charge Name & Signature with Date |
| | |

| RE-EVALUATION STATUS | | | | | | | |
|-----------------------------|--------------------|--------------------|--------------------------------------------|----------------------|----------------------------------------|------------------------------|-----------------------------------|
| S. No. | Course Code | Course Name | Marks Obtained before Re-Evaluation | Maximum Marks | Marks Obtained in Re-Evaluation | Name of the Evaluator | Signature of the Evaluator |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |

Instructions and Rules for Re-Evaluation

1. The Re-evaluation form is available with the Controller of Examinations' Office and on the BSDU website. The application fee of Re-evaluation would be Rs. 500/- for each course upto 15 days of notice circulated by the Controller of Examinations.
2. There will be no re-evaluation if answer-book(s) have already shown to the students before the declaration of result.
3. Re-Evaluation is allowed in End-Semester Theory Examinations conducted by the University.
4. Re-Evaluation is not allowed in practical examinations; project, project report, dissertations & Viva-voce and In-Semester examinations; internal assessment (assignment).
5. Application Form complete in all respect must be submitted in the respective school on working days during office hours. Incomplete application forms will be rejected straight away.
6. The Dean/In-charge of the Faculty/School is required to send hard copy of all the application along with required documents positively on the next day of the last date prescribed by the Controller of Examinations. Application must be verified and duly forwarded by the Dean/In-charge of the Faculty/School to the Controller of Examinations for consideration.
7. Application received by post within three days after the above last date will also be considered only if the same has been posted on or before the last date prescribed above.
8. Incomplete application in any respect will be rejected and only 50% of the amount deposited will be refundable.
9. All legal disputes relating to re-evaluation will be subject to Examination Committee.
10. A candidate is allowed to withdraw his/her re-evaluation application. No fee will be refunded in such cases.
11. Candidate should proceed further treating their result as unchanged for all purpose until declaration of the result of Re-Evaluation of answer-book(s).
12. During the process of re-evaluation, the answer book shall be re-evaluated afresh and the marks, better of the two evaluations, shall be declared and updated in all records.
13. Signature of the candidate in the application form must correspond to that present on the application form for appearing in the examination.
14. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the BSDU website. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
15. Only one form be used for one or more course(s) and it should be specifically mentioned whether the candidate has also applied for re-evaluation in the lower/higher semester's examination in addition to this application.
16. While sending the answer-books for re-evaluation, the title page of answer book may be folded and strips of black or brown will be pasted over the marks inside, so as to hide the same from the re-evaluator(s) who will send their own awards in separate form question-wise.
17. If the answer-book(s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason the candidate concerned will be offered re-examination in that paper at next examination provided he/she has already obtained pass marks in that paper. If, however, the candidate does not want re-examination his previous result may stand unchanged.
18. The re-evaluation will be done under the rules framed by the Examination Committee from time to time and the result of re-evaluation will be communicated to the candidate soon after it is declared. No interim communication on this subject will be entertained.