

**MIDNAPORE COLLEGE
(AUTONOMOUS)
(AFFILIATED TO VIDYASAGAR UNIVERSITY),
MIDNAPORE, WEST BENGALI-721101**

GUIDELINES FOR SELF INSPECTION OF EVALUATED ANSWER SCRIPTS BY THE EXAMINEE

In addition to the Rules & Regulations adopted for re-examination & re-addition of marks of evaluated answer scripts, following guidelines are laid down for implementation with immediate effect in respect of various End Semester Examinations of Midnapore College (Autonomous) from 2014-2015 onwards.

1. The photocopy of the evaluated answer script(s) may be obtained by an examinee concerned once only for self inspection on submission of application to the Controller of Examinations of the Midnapore College (Autonomous) in prescribed format (FORMAT-I) & on payment of **Rs. 400/- (Rupees four hundred only)** per answer script.
 2. Above application format for photocopy of evaluated answer script(s) for the purpose of self-inspection should be submitted **within 15 (fifteen) working days** from the date of distribution of mark-sheets of the concerned examinations. **No application shall be entertained after the period specified above.**
 3. The photocopy of evaluated answer script(s) will be handed over to the concerned examinee after fifteen working days from the date of submission of application, provided that the photocopy of the evaluated answer script(s) is / are not under re-examination or re-addition. Photocopy will be handed over to the concerned examinee for self-inspection within the stipulated time as mentioned above after another round of scrutiny & making necessary rectifications in the evaluated answer script(s), tabulation-sheet & mark sheet, if so required.
 4. To acknowledge the receipt of the script(s). The examinees shall have to appear with **original admit card and marksheet** of the concerned examination to take delivery of the photocopy of the evaluated answer script(s) for self-inspection on the specific date & time.
 5. The Midnapore College shall not entertain any claim for **redressal of grievances of the concern examinee arising out of self inspection relating to marking of answer scripts.**
 6. The examinees may submit their observation to the controller of examination as in Format-II with in fifteen days form the date of receipt of photo copy of answer script(s).
 7. Observations of the examinee will be considered, verified and necessary measures will be taken in this regard.
 8. A student cannot apply for review after he/she has been his/her answer script. A student will be allowed to apply for self-inspection or re-examination simultaneously However, report of self-inspection by the student will be consider by the controller of Examinations and necessary measures will be taken.
 9. Self inspection of evaluated script(s) of the **project work** will not be possible.
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APPLICATION FOR PHOTOCOPY OF EVALUATED ANSWER SCRIPT(S) FOR SELF INSPECTION

To
The Controller of Examinations,
Midnapore College (Autonomous),
Midnapore, West Bengal-721101.

Respected Sir,

I would like to obtain photocopy/photocopies of Number(s) of answer script(s) for the purpose of my self-inspection only for which I am furnishing my particulars as hereunder and remitting Rs..... (Rupees.....only) herewith:

i) Name :
(in Block Letters)

ii) Mobile number :
(10 Digit)

iii) Name of the Examination & Year :

iv) Roll: Number :

v) Subjects, Paper number(s) / Code(s) & Semester No. for which photocopy is sought for self-inspection. (Subjects & Paper(s) to be written as shown in the marks sheet) :
.....(Photocopy of marks sheet shall have to be attached)

vi) Subjects & papers sought for review of answer scripts under the relevant Regulation of the College :
.....

DECLARATION

I declare that the statements given above are true to the best of my knowledge & that if any of the statements is found to be false, my application shall liable to be rejected by the College authority without any intimation to me & further that I shall not claim for refund of the fees remitted.

.....
Full Signature of the Examinee with date

.....
Counter Signature of the HOD
(With official seal)

.....
Counter Signature of the Principal

OBSERVATION BY THE STUDENT AFTER SELF INSPECTION OF THE EVALUATED ANSWER SCRIPTS

[All the observation to be submitted together to the controller of examinations within 10 days from the receipt of the script.]

To,
The Controller of Examinations,
Midnapore College (Autonomous),
Midnapore, West Bengal-721101.

Respected Sir,

I have inspected answer script of (Name of Examination with Semester) examinations in (subject) & paper thoroughly and after inspection I would like to submit the following observations / findings.

Question Number	OBSERVATION			Remarks of the College Authority
	Please tick (✓) the appropriate boxes of column			
	Mistake in Grand Total	Mistake in Question wise Total	Non-evaluated answer	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I would therefore request you to kindly consider my observation and oblige.

Yours obediently,

.....
Signature of the Student with Date

Name:

Roll: **No:**

Mobile No.:

Verified by HOD PG / UG of the department:.....