

Application No. _____

Re-Evaluation Fee Code No. : R 0 0 6 0

Case No. _____

Roll No. _____

PANJAB UNIVERSITY, CHANDIGARH

Examination _____

APPLICATION FOR RE-EVALUATION OF ANSWER BOOKS

Year/Session _____

(To be filled in by the candidate in his/her own hand)

1. Cost of Re-Evaluation form	=	Rs. 150/- plus
2. Re-Evaluation fee @ Rs. 300/- for Under-graduate and Rs. 350/- per answer-book for Post-graduate examinations	=	—

3. Total (1 + 2)

Candidate should send the fee as per **column 3** through crossed payee's account bank draft in favour of the Registrar, Panjab University, Chandigarh or by money receipt of Panjab University Fee Counter, State Bank of India.

A. PARTICULARS OF THE APPLICANT		B. FOR OFFICE USE	C. Tick (✓), if applicable, one of the following Categories :
Name :		Regd. Letter No.	(i) Correspondence Studies []
Father's Name :		Date of booking	(ii) Port Blair students []
Mother's Name :		Date of receipt in the office	(iii) Arunachal Pradesh Students []
Examination :		Bank Draft for Rs.	(iv) Military Personnel/Para Military forces [] i.e. BSF, CRPF, ITBP etc. and their wards
Roll No. :		Office Receipt No.	(v) Foreign students who had left India before [] declaration of the result
Regd. No. :		Date	(vi) Students of Sikkim and other States/ [] Union Territories of North Eastern region
Year/Session :		Full Signatures of the receiving Official	E. DETAILS OF FEE REMITTED
Semester, if any :			Amount Rs. _____
Name of the College :			Bank Draft No. _____
Applicant Ph. No./Mobile No. :			Date _____
Result i.e. (Pass/Fail-Re-appear/Compt.)			P.U., SBI fee receipt No. _____
			Date _____
			Note : Attach original Fee receipt/Bank Draft mentioning full particulars on the back side of the draft i.e. Name, Roll No., class and session
D. SUBJECT/S, PAPER/S IN WHICH RE-EVALUATION IS SOUGHT			F. Check list for the candidates Tick (✓)
SUBJECT/S	PAPER i.e. A or B or C	MARKS OBTAINED	1. Detailed Marks Card in Original attached []
			2. Draft attached with particulars on the back side []
			3. Self Addressed Envelope attached size 5"x11" []
			4. Subjects/Options mentioned []

G. Declaration : I solemnly declare that :

- (i) I have carefully read rules/instructions supplied with this application form and undertake to abide by them.
(ii) The result of re-evaluation shall be binding upon me.

Complete Address for Correspondence

_____ Pin code _____

Signature of the candidate

Date :

H. For office use only

- (1) Date of declaration of result : _____ (2) Date of despatch of result card : _____
(3) Date of receipt of form with fee : _____ (4) Last date for receipt of form with Full fee _____
(5) Accepted } _____
Rejected being time barred / _____
Any other reason _____

Supdt.

A.S.O./Sr. Assistant

Assistant/Clerk

Price Rs. 150/- (By Hand), Rs. 180/- (By Regd. Post.)

IMPORTANT INSTRUCTIONS FOR THE APPLICANT
(Read carefully the following instructions before filling up the Re-evaluation Form)

1. Re-evaluation is not permissible in case of following :
 - (i) Examinations in the Faculty of Medical Sciences, Except B.D.S. w.e.f. July 2009.
 - (ii) Practical examinations in different subject/s or paper/s, sessional marks, internal assessment, project report, dissertation thesis, and viva-voce.
2. Incomplete application form will not entertained.
3. The re-evaluation will be dealt with under the University rules framed by the Syndicate from time to time. The result of re-evaluation will be communicated to the candidate soon after it is declared. No Interim communication to this effect will be entertained. The candidate is, however, advised to plan his/her future program in accordance with his/her original result already communicated by this office till it is actually superseded by the result of re-evaluation.
4. A candidate may seek Re-evaluation of Answer Book/s by downloading the form or by purchasing the Re-evaluation form and submit the same duly filled in and accompanied by requisite fee as follow :
 - **Form Charges** (Including postal charges for despatching of result by Regd. Post) Rs. 150/-
 - **Undergraduate Courses** [including all Certificate/Diplomas (Art)] Rs. 300/-(Per Answer-Book)
 - **Post Graduate Courses** (including Diplomas) Rs. 350/-(Per Answer Book)

along with the Original Detail Marks Card and self addressed envelope in the size of 5"x11" either by hand in the Enquiry Office on any working day from 10.00 a.m. to 1.00 p.m. & 2.30 p.m. to 4.30 p.m. with cash receipt of the fee in full paid at Panjab University Fee Counter (State Bank of India) or can be mailed through registered post with a bank draft of the fee in full favouring the **Registrar, Panjab University, Chandigarh**, drawn preferably on the State Bank of India, Sector-14, Chandigarh Branch or any other scheduled Bank at Chandigarh to the Assistant Registrar (Re-evaluation), Panjab University, Chandigarh-160014 and in both cases, the applications must reach this Office within :

21 days from the date of declaration of result of the examination (date printed on Detailed Marks Card, result gazette/notification shall be counted) or **15 days** (30 days in case of the categories given in Column 'C' on the front of application form) from the date of despatch of result card by the University Office to the College/candidate, whichever is later.

5. **Applicant must attach the original marks sheet/certificate with re-evaluation form and must retain with him/her an attested copy of the same for his/her record.**
6. A candidate may also seek identification of his/her re-evaluated answer-books within 30 days of declaration of re-evaluation result on a prescribed Performa (price Rs. 50/-) obtainable from the Cashier, P.U. on payment of Rs. 300/-per answer book on a given date during the working hours.
7. A candidate may seek withdrawal of his/her application for re-evaluation within 21 days of the last date for receipt of application provided that the process of re-evaluation has not been set in motion i.e. the scripts have not been coded for re-evaluation. However, the withdrawal of re-evaluation may be allowed by the Vice-Chancellor in case the university is not able to declare the re-evaluation result within one month of the receipt of the request for withdrawal.

If the supplementary examination result is declared before that of the re-evaluation result, the candidate, if so desires, may be allowed to withdraw his/her request for re-evaluation. The refund of fee shall, however, be not allowed under any circumstances.
8. 75% of the fee is refundable in case the re-evaluation application is rejected by the office due to one reason or the other.
9. All entries in the re-evaluation applications should be complete and correct; the office will not be responsible for the delay/rejection due to deficiency in the form on the part of the candidate. No change in the entries once made by the candidate in the form, shall be allowed after it is deposited with the office. However, the candidate shall be allowed for deletion/addition of subject/s, paper/s in the form, within the due date along with the requisite fee for addition of subject/s paper/s. The refund of fee in the case of deletion, shall not be allowed.
10. No request for re-evaluation from those candidates whose results are declared late due to omission or negligence on the part of the candidate such as non-payment of fee, non-submission of documents required for the confirmation of eligibility or for non-fulfillment of similar other requirements shall be entertained after 31st December of the Calendar year of examination in the case of annual examinations and after 31st March of the ensuing calendar year in the case of supplementary/biannual examinations.
11. In case the candidate requests for return of the detailed marks card/certificate to apply for admission elsewhere, the detailed marks card/certificate will be returned to the candidate after getting an undertaking that his/her result for re-evaluation will be declared only when he/she returns the original detailed marks card/certificate and in case he/she fails to deposit these certificates back in the office within 10 days, his/her re-evaluation result shall be cancelled.
12. The Re-evaluation is allowed only in those cases where the candidate has cleared the lower examination in the immediately available first two consecutive chances/attempts and not thereafter. The 3rd and 4th chance for clearing the lower examination is given only on the understanding that the candidate is debarred from applying for Re-evaluation for the next higher class.

PANJAB UNIVERSITY, CHANDIGARH

To be filled in by
the candidate

1. Roll No..... Year/Session.....
2. Regd. No.....
3. Name of the candidate.....
4. Name of the Examination.....
5. **Re-evaluation applied for**

Subject/s	Paper/s	Option/Group

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