



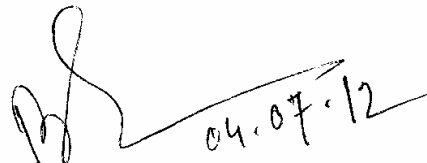
## UNIVERSITY OF CALCUTTA

### Notification No. CSR/ 26/12

It is notified for the information of all concerned that in terms of the provisions of Section 54 of the Calcutta University Act, 1979, (as amended), and, in exercise of his powers under 9(6) of the said Act, the Vice-Chancellor has, by an order dated 04.07.2012 been pleased to approve the following **modalities in respect of self-inspection of evaluated answer script(s) of Under Graduate & Post Graduate Examinations of this University**, as laid down in the accompanying pamphlet.

This will take immediate effect and the Notification No. CSR/73/11 dated 09.12.2011 stands withdrawn.

SENATE HOUSE  
KOLKATA-700073  
The 4<sup>th</sup> July, 2012.

  
(Prof. Basab Chaudhuri)  
Registrar

### **Self- inspection of evaluated answer scripts**

1. Photocopy of evaluated answer scripts may be obtained by an examinee concerned once only for self- inspection on submission of application to the Controller of Examinations of the University in prescribed format available in the University website and on payment of Rs.500/- only per answer script **provided that no application for photocopy of evaluated answer scripts in Practical Papers, Compulsory Languages and Environmental Studies shall be entertained by the University.**
2. Application for photocopy of evaluated answer script (s) for the purpose of self- inspection is to be submitted within fifteen working days from the date of publication of result of the concerned examination.
3. It shall be the duty of the Principals of affiliated Colleges /Heads of Academic Departments of the University to forward all such applications together with the application money to the University in a consolidated manner and within the date as aforesaid.
4. Photocopy of evaluated answer script (s) will be handed over to the concerned examinee ordinarily after thirty days and within sixty days from the last date of submission of such application provided however that
  - a) Photocopy of evaluated answer scrip (s), which is / are not under reexamination, will be handed over to the concerned examinee for self-inspection within the time frame as mentioned above after another round of scrutiny and making necessary rectification in the evaluated answer script (s), Tabulation Roll and Marks Sheet, if so required.
  - b) Photocopy of evaluated answer script (s) which is / are under reexamination will be handed over to the concerned examinee for self-inspection only after publication of reexamination results
5. The examinees shall have to appear with original admit card for the concerned examination on the specific date and time as may be intimated by the University to take delivery of photocopy of evaluated answer scripts for self- inspection and to acknowledge receipt of the same.
6. The University shall not entertain any claim for redressal of grievance of the concerned examinee arising out of self - inspection relating to evaluation of answer scripts.
7. Application for photocopy of evaluated answer script (s) shall have to be submitted in the following format:



**APPLICATION FOR PHOTOCOPY OF EVALUATED ANSWER  
SCRIPT(S) FOR SELF INSPECTION.**

The Controller of Examinations,  
University of Calcutta, 87/1 College Street,  
Kolkata -700073. Sir,

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

- a) Name (in Block Letter)
- b) Contact Address with Mobile number
- c) Name of the Examination and Year
- d) Roll and number  
(Photocopy of admit card shall have to be attached)
- e) Registration number and Session  
(Photocopy of registration certificate shall have to be attached)
- f) Centre of examination
- g) Photocopy of evaluated answer scripts in Subjects and Papers sought for  
self- inspection.  
Subjects and Paper / s (to be written in abbreviated form as shown in the  
marks sheet)

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(Photocopy of marks sheet shall have to be attached)

- h) Subjects and papers sought for reexamination of answer scripts under the  
relevant Regulations of the University.

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- i) Indicate Subjects and papers sought for both reexamination and self  
inspection
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**Declaration-I** declare that the above statements are true and that if any of  
the statements is found to be not true, my application shall be liable to be  
rejected by the University without any intimation to me and further that I  
shall not claim refund of the fees in any event.

Full Signature of the Examinee

Countersignature of the Principal....., College.  
Head of the Department of- ..... , Calcutta University.