



KHALSA COLLEGE, AMRITSAR

(AN AUTONOMOUS COLLEGE)

APPLICATION FORM FOR RE-EVALUATION OF ANSWER-BOOKS

Note-Before filling in this form, please go through the instructions given on the last page.

MODE OF PAYMENT OF FEE

Fee @ ₹ 1000/- per answer book.

(i) CROSS INDIAN POSTAL ORDER OR BANK DRAFT drawn in favour of the Principal, Khalsa College, Amritsar

OR

(ii) Deposit in cash at the Counter with the Cashier, Khalsa College, Amritsar on working days.

FOR OFFICE USE

Regd. Letter No. _____

Date _____

B.D./ IPO's Receipt No. _____

Rs. _____

Initials _____

Date _____

1. Name of the applicant _____ Male/Female _____

(In block letters)

2. Father's Name _____

3. Mother's Name _____ 4. Regd. No. _____

5. Particulars of Examination in which appeared:

Name of examinations	Year & Session	Semester/Part (if any)	Roll No.

Subjects and papers offered with particular option (if any)	Marks Obtained	Minimum Pass Marks	Subjects and papers offered with particular option (if any)	Marks Obtained	Minimum Pass Marks
1.			5.		
2.			6.		
3.			7.		
4.			8.		

6. **Important** :- Particular subject/s, paper/s, option/s in which re-evaluation of answer-book/s is desired (Fill it carefully giving names of papers/options correctly).

Subject	Paper	Option
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

REMARKS BY THE OFFICE

<p>The particulars stated above by the candidate are in order. The application along with the required fee has been received in time and it may therefore, be accepted in view of the following</p> <p>a) Date of declaration of result _____</p> <p>b) Date of dispatch of result card _____</p> <p>c) Last date of receipt of form and fee _____</p> <p>_____</p> <p style="text-align: right;">Concerned Clerk</p> <p>Accepted: Superintendent</p>	<p>For a rejected case Reason</p> <p>1. Late by _____ days</p> <p>2. _____</p> <p>May be rejected</p> <p>Concerned Clerk</p> <p>Rejected</p> <p>Superintendent</p>	<p>DISCREPANCY (if any)</p> <p>1.</p> <p>2.</p> <p>3.</p>
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7. Particulars of Examination in which appeared for improvement of division/Performance/Marks

Name of Exam.	Year & Session	Semester/Part (if any)	Examination Roll No.
_____	_____	_____	_____

8. (i) Have you also applied for Re-checking? If so, indicate the date of application and office letter No. and date with which it has been acknowledged/decided:

a) Date on which applied for re-checking _____

b) Subject/paper _____ Examination Roll No. _____ Case No. _____

(ii) Specimen of handwriting of the applicant in the language in which the answers have been written in the answer-book/s

10. (i) No. date and value of the Indian Postal Orders (if remitted by INDIAN POSTAL ORDERS)

No. of I.P.O.	Date	Amount	No. of I.P.O.	Date	Amount
1.			3.		
2.			4.		

(ii) Bank draft No. _____ Date _____ Amount _____

Payable at _____ Bank _____

(Name of the Bank) (Station)

DECLARATION

I _____ Son/daughter of _____

do hereby declare that I have read the instructions given at page 4 of this application form in regard to the re-evaluation of answer books VERY CAREFULLY and undertake to abide by the same. The result of re-evaluation as defined in the instructions at Sr. No.13 on page 4 of this application form, shall be binding upon me.

I understand that re-evaluation can also mean change of result from "pass" to "fail" or compartment, " change in division/aggregate, or position in the College merit list.

Dated: / / 201

Address for Correspondence _____

Signature of Applicant

TO BE FILLED IN BY THE CANDIDATE

Case No. _____ /REV/ _____ 201 (To be left blank)
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Name _____ Examination Roll No. _____
 Examination _____ Session _____

Subject/s in which the re-evaluation of answer-book/s is desired	Paper/s	Option/s
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		

Dated _____ Signature of the Applicant _____

TO BE FILLED IN BY THE EXAMINATION BRANCH

Dated _____

1. Fictitious Roll No. (if any) _____

2. Date of declaration of result of the Candidate _____
 (As per result gazette/notification)

3. Date of dispatch of Result card to Candidate _____

4. Reason in detail for late dispatch of result card _____

5. Reason in detail for late declaration of result _____

6. Marks obtained in subject/s, paper/s, as per award list and posting in the result sheet and the names of examiners:

RESULT			Increase in Marks			IDENTITY NO./NAME OF EXAMINERS
Subject/s	Paper/s (with option)	Code No.	Marks obtained	*Complaint against question paper	**Standard of marking	
1.						
2.						
3.						
4.						
5.						
6.						

Dated _____ 201 _____ Concerned Clerk _____ Controller of Exams

NOTE: *Marks increased by Board of Moderation on account of complaint against question paper.
 ** Marks increased by the Board of Moderation on account of standard in marking of scripts.

KHALSA COLLEGE, AMRITSAR

(An Autonomous College)

RE-EVALUATION OF ANSWER-BOOKS

THE INSTRUCTIONS MAY BE READ VERY CAREFULLY BEFORE FILLING IN THIS FORM INSTRUCTIONS FOR THE CANDIDATES

1. A candidate who wishes to seek re-evaluation of his/her answer-book/s may apply for re-evaluation to the Registrar, Khalsa College, Amritsar-143002 on prescribed **application form accompanied with fee of Rs.1000/- (for undergraduate & postgraduate classes respectively) per answer-book alongwith the detailed marks card/certificate, in original**. The application form must be sent by registered A.D. post addressed to the Registrar, Khalsa College, Amritsar-143002 or by hand (personally).
 - (i) The application for re-evaluation on the prescribed form neatly filled in by the candidate himself/herself along with requisite fee and the documents mentioned above must reach the Office under a registered cover **within 15 days from the date of declaration of the result** of the particular examination (for this purpose the date printed on the result Gazette Notification shall be taken as the date of declaration).
 - (ii) A candidate may be allowed to withdraw his/her application for re-evaluation within 10 days of the submission of his/her re-evaluation form.
 2. No refund of fee shall be admissible after the deposit of the fee for re-evaluation.
 3. Late procurement of form shall not be entertained as a plea for its late submission in any case.
 4. A candidate will not be entitled to apply for re-evaluation after the expiry of the normal dates mentioned above if his/her result has been delayed on account of his /her own fault.
 5. Only one application form should be used for one or more subjects/papers.
 6. All entries in the application for re-evaluation should be complete and correct in all respects. The office will not be responsible for the delay/rejection of the case, if the form is not complete in all respects or not be accompanied by full fee and/or detailed marks card/certificate. **No change in the entries once made by candidate shall be allowed after the receipt of the application by the office.**
 7. Ignorance of the titles of any paper or option shall not be accepted as a plea for wrong entry in application form.
 9. Fee should be remitted:--
 - i) Through CROSSED INDIAN POSTAL ORDERS OR BANK DRAFT drawn in favour of the Principal, Khalsa College, Amritsar-143002.
 - ii) In cash at the Accounts Department with the Cashier, Khalsa College, Amritsar, on working days.
- NOTE :-a)** Payment by cheque is not acceptable.
b) The Cash Receipt, in original, must be attached with the application form.
10. Re-evaluation is permissible in the case of annual, supplementary and Semester examinations conducted by this college except in the following:--
 - i) Practical Examinations in different subjects or papers, internal assessment of project report, dissertations, thesis and viva voce.
 - ii) Semester examinations where grading system has been adopted.
 - iii) The examination in which the answer-books are marked by the external and the internal examiners.
 11. The re-evaluation will be done under the rules framed by governing body from time to time and the result will be communicated to the candidates soon after it is declared. No interim communication to this effect will be entertained.
 12. Each script will be re-evaluated as a whole by two examiners separately. The average of the two nearest scores out of the three awards including the original shall be taken as final.
 13. **The score on re-evaluation shall supersede the original score.**
 14. **The result of re-evaluation whether favourable or unfavourable, shall be binding on the candidate who applies for re-evaluation.**
 15. No further re-assessment shall be allowed after the award/s by Re-evaluations has/have been received.
 16. A candidate will be permitted to see his/her answer-book/s for **identification only, on payment of an additional fee of ₹2000/- per answer-book** during working hours on a written request within 15 days from the date of declaration of the result of reevaluation. The facility is provided to enable a candidate to see himself/herself that the answer book/s shown to him/her is his/her own.
 17. If as a result of re-evaluation a candidate passes the examination, he/she shall be eligible to seek admission to the next higher class within 10 days of the communication of re-evaluation result to him/her. His/her attendance shall be counted from the date of admission.

Similarly, if a candidate becomes eligible for the supplementary Examination, he/she may be permitted to appear in the usual supplementary Examination. Such a candidate will also be eligible to seek provisional admission to the next higher class within 10 days of communication of the result of re-evaluation to him/her and attendance, counted from the date of his/her admission.

Documents to be attached:

- i) Original Detailed Marks Card/Certificate.
- ii) Fee receipt.
- iii) Mention paper A or B or C Option in col. No.5 and 6 at page 1 of this application form.
- iv) **Attach self addressed envelope of 9" x 12" size.**

Price ₹ 200/-