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MAHATMA GANDHI UNIVERSITY

APPLICATION FOR SCRUTINY OF ANSWER SCRIPTS

Name of the Candidate (in Capital letters)				Male/Female
Student Enrolment No.		Register Number		
Centre of Examination				

DETAILS OF EXAMINATION

Name of the Examination	Semester/Year of the examination	Month and Year of the examination held	Stream (Please tick)	Chance (Please tick)
			Teaching Departments Affiliated Colleges Off Campus Private Study UGC Sponsored	First Appearance (Regular) Subsequent Appearance (Supplementary)

SUBJECTS/PAPERS FOR WHICH SCRUTINY IS REQUIRED

Name of the examination	Part/Branch/Main/Sub/Elective	Title of the Papers	Marks

If the candidate has applied for revaluation of the above papers, write the above SL No. of the papers	
Address to which the result of the Scrutiny is to be communicated (in capital letters)	PIN

UNDERTAKING

I have carefully read and understood the instructions overleaf. I solemnly confirm that the information furnished by me is correct to the best of my knowledge and belief.

Place:

Date:

Signature of the Candidate

INSTRUCTIONS TO CANDIDATES WHO WISH TO APPLY FOR SCRUTINY OF ANSWER BOOKS

1. Candidates are eligible to apply for scrutiny of their answer books of theory papers only.
2. Every application for scrutiny should be submitted in the prescribed form along with the prescribed fee mentioned under clause (3) below, so as to reach the office of the Controller of Examinations within **thirty days** of the publication of the result of the examination concerned. Please refer to the notification announcing the results in this regard. Candidates are advised to send their applications only by registered post addressed to **The Controller of Examinations, Mahatma Gandhi University, Priyadarsini Hills P.O, Kottayam-686560**. The envelope containing the application should be superscribed as **APPLICATION FOR THE SCRUTINY OF THE (Name of the course).....(semester/year of examination)**.
3. a) The prescribed fee for Scrutiny is **Rs. 100/** per answer book
b) Fee for Scrutiny shall be remitted in separate Chalan.
c) The fee shall be directly remitted at the Mahatma Gandhi University cash counter/ Friends Jana Sevana Kendram at Kottayam, Ernakulam, Pathanamthitta, and Idukki districts or by way of DD drawn in favour of the Finance Officer, Mahatma Gandhi University Campus Branch (**Code 669**). The cash receipt or DD shall be forwarded (in original) to the Controller of Examinations along with the application.
Fee once remitted shall not be refunded or adjusted for any other purpose.
4. **The applications received late or not in the prescribed form or defective in any respect will not be entertained and will be summarily rejected without any notice.**
5. The scope of scrutiny is to give an opportunity to the candidate to identify their valued answer scripts of examination and to check the correctness of the addition of marks awarded to the various answers. No dispute regarding marks already awarded for answers shall be entertained at the scrutiny.
6. The candidate should attach a copy of the hall ticket or a copy of the mark list of the examination concerned along with the application.
7. Separate application forms shall be submitted for each semester/year of examination, as the case may be. This rule shall be applicable to students of the off campus centres also, who have appeared for their regular/supplementary examinations of various semesters at the time.
8. Those who are using photo copies of this form / form downloaded from the website shall remit **Rs. 25/-** additionally towards cost ;of form (**US \$ 5/-** for students of off campus centres abroad).
9. The candidates are directed to write the name of the subject in full with branch, part etc in the places provided for the purpose.