



Sr.No.

**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
APPLICATION FOR RE-EVALUATION OF ANSWER-BOOKS**

(Particulars should be filled in by the candidate in his/her own handwriting. Before filling up the re-evaluation form, please read carefully instructions printed on the backside.

- Name of Candidate (In Block Letters).....
- Year & Month of the Examination.....Annual/Supplementary/Semester.....
- Name of Examination.....Roll No.....Result.....
- Name of Centre.....

Particulars of paper(s) in which re-evaluation is/are required

Sr. No.	Paper	Title of Paper	S.No.of Q. Paper	Marks Obtained
1.
2.
3.
4.
5.
6.
7.
8.

DETAIL OF FEE REMITTED

Amount Rs.....
By Bank Draft No.....
Dated.....
University Receipt No.....
Dated.....

Specimen of handwriting _____

DECLARATION**I solemnly declare that:-**

- I have carefully read all the relevant rules/instructions etc. of the University for re-evaluation and I undertake to abide by the same in all respects.
- The results of re-evaluation as declared by the University shall be binding upon me even if it affects my result adversely.
- I shall have no right to claim additional chance to appear in an examination in lieu of any chance, which I may lose due to re-evaluation.
- The University shall not be liable to pay any compensation/damages whatsoever on account of delay in the declaration of re-evaluation result of answer-books(s) and/ or if any mistake is found during the process of re-evaluation.

Correspondence Address of the Candidate (In Capital Letters)

(As written on the envelope enclosed)

Contact No.

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Signature of the Candidate

Dated.....

Note: (I) THE ORIGINAL DETAILED MARKS CARD (DMC)/CERTIFICATE ALONGWITH REQUISITE FEE @RS.300/- PER ANSWER-BOOK MUST BE ATTACHED WITH THIS APPLICATION OTHERWISE RE-EVALUATION FORM WILL BE REJECTED. (II) SELF ADDRESSED ENVELOPE MUST ALSO BE ATTACHED.

For Result Branch

(Entries below to be filled in by the Result Branch concerned)

Original Roll No.....

Subject Paper

Code No.

Marks Obtained

Identity No. of Examiner

- Reason of late declaration of result: - _____
- Reason of late dispatch of DMC: - _____
- Whether delay of declaration of result / dispatch of DMC is on the part of the candidate or University. _____
- _____
- _____

Signature of the
Dealing ClerkSignature of the
Dealing Asstt.Signature of the Supdt.
Result Branch**For use in the Re-evaluation Branch**

- | | |
|---------------------------------------|---|
| 1. Date of Receipt of form..... | 6. (i) Date of Declaration of Result..... |
| 2. Receipt /Diary No..... | (ii) Date of despatch of DMC |
| 3. Amount of Fee Paid | 7. ELIGIBLE –YES/NO |
| 4. Whether original DMC Attached..... | 8. Reason, if not eligible..... |
| 5. Initials of Diarist..... | |

In case of not eligible

Clerk

Assistant

Dy. Supdt. /Supdt.

AR/DR

INSTRUCTIONS FOR RE-EVALUATION OF ANSWER BOOKS

- 1 a) A candidate who wishes to seek re-evaluation of his/her answer-book(s) may apply for re-evaluation to the Controller of Examinations, Chaudhary Devi Lal University, Sirsa on the prescribed application form as prescribed by the University along with the Detailed Marks Card/Certificate in original along with requisite fee.
- b) Re-evaluation is permissible in case of Annual/Supplementary and Semester (if any) Examinations conducted by this University except in the following:
 - i) All Certificates and Diploma courses except Prabhakar, Madhyama, Vishard, Vyakaranacharya, Vedacharya Sahityacharya.
 - ii) Practical Examinations in different subject(s) or paper(s), sessional marks, internal assessment, Project Report dissertations, thesis and Viva-Voce etc.
 - iii) Courses in which evaluation is done both by external and internal examiners and courses being run in the Medical Colleges.
- c) An application on the prescribed form along with requisite fee must reach the University office (Re-evaluation Branch) either under registered cover or be submitted personally within 20 days 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) or within 15 days of the dispatch of Detailed Marks Card by the University whichever is later.
- d) A candidate will not be entitled to apply for re-evaluation after the expiry of the normal date mentioned in rule above, if his/her result has been delayed, D.M.C detained on account of his/her fault, or any fault on the part of the College as determined by the Controller of Examinations or an officer authorized by him, in this regard.
- e) All entries in the application form 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 accompanied by full fee and /or Detailed Marks Card/Certificates in original. No change in the entries once made by the candidate shall be allowed after the receipt of the application by the University office. Ignorance of the title of any paper/subject shall not be accepted as a plea for wrong entry in the application. In case a subject consists of more than one paper and the candidate has not indicated the paper, he/she wishes to be re-evaluated or has paid a fee less than the fee prescribed for all the papers indicated by him, the paper(s) in which the candidate secured the minimum marks will be got re-evaluated to the extent of multiples of the prescribed fee.

2. If the increase of marks between re-evaluated score and the original score in a paper does not exceed 15% of the maximum marks of that paper, the average of the two scores will be taken as final award. If the increase of marks is more than 15%, the answer-book will be referred to 2nd re-evaluator and the average of better of the two scores out of three will be taken as final award.

If the decrease of marks between re-evaluated score and the original score in a paper does not exceed 10% of the maximum marks of that paper, the average of the two scores will be taken as final award. If the decrease of marks is more than 10%, the answer-book will be referred to 2nd re-evaluator and the average of better of the two scores out of three in favors of the candidate will be taken as final award.

No increase or decrease will be made in the marks of those failed/Reappear candidates whose result remains unchanged even after re-evaluation.

- 3) The re-evaluation will be done under the rule framed by the Academic Council/Executive Council from time to time and the result of re-evaluation will be communicated to the candidate soon after it is declared. No interim communication on this subject will be entertained.
- ii) In case the result of any student is delayed in the process of re-evaluation, he/she will not be allowed consequential benefit on this account.

- 4 A candidates will be permitted to see his/her answer books for identification only on payment of an additional fee prescribed by the University during working hours on a written request within 15 days from the date of declaration of the result of re-evaluation.

- 5 If the answer book(s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason the candidate concerned will be offered re-examination in that paper at next examination provided he has already obtained pass marks in that paper. If, however, the candidate does not want re-examination, his previous result may stand unchanged.

No re-examination fee shall be charged from a candidate who opts for re-examination under this clause.

If a candidate who has failed or earned compartment/re-appear in a paper(s) and has applied for re-evaluation but his result of re-evaluation is not declared before the next examination and he/she appears in next examination in the paper(s) in which he had failed, the better of the two scores 'Re-appear Score' or Re-evaluation Score' would be taken into account.

Special Note:-

1. A Candidate applying for re-evaluation shall be required to pay Rs.300/- per answer-book as re-evaluation fee at the Cash Counter of the University (University Cashier) or it may be remitted through Bank Draft "Account Payee" drawn in favour of Registrar, Ch. Devi Lal University, Sirsa payable at the Sirsa.
2. Late procurement of application form shall not be entertained as a plea for its late submission in any case.
3. **ALL LEGAL DISPUTES RELATING TO EXAMINATIONS/ADMISSION OF STUDENTS WILL BE SUBJECT TO SIRSA COURTS OR COURTS HAVING JURISDICTION IN SIRSA**
4. The candidate is allowed to withdraw his/her re-evaluation in one or more paper(s) only if his/her award(s) from the re-evaluator has not been received in the office. No Fee will be refunded in such cases.

5. A candidate will be permitted to see his/her re-evaluated answer-book (s) for identification only if his/her application alongwith a fee of Rs.100/- per answer-book reaches the Controller of Examinations within 15 days of the date of dispatch of result of re-evaluation.
6. Incomplete application in any respect will be rejected and no fee will be refunded.
7. The re-evaluation will be done under the rules framed by the Executive Council of the University from time to time and the result of the Re-evaluation will be conveyed 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 programmes in accordance with his/her original result already communicated by the Results Branch till it is actually superseded by the result of Re-evaluation. He/she may submit the examination/ admission form, if desires.
8. Application form complete in all respects alongwith fee, original D.M.C./Certificate and the envelope containing the address of the candidate written by himself/herself be submitted personally or by Registered Post, addressed to the Deputy Registrar/Assistant Registrar (Re-evaluation), Chaudhary Devi Lal University, Sirsa.
9. **BEFORE SUBMITTING THE RE-EVALUATION FORM IN THE UNIVERSITY OFFICE, THE STUDENTS, ARE ADVISED IN THEIR OWN INTEREST TO RETAIN SUFFICIENT ATTESTED PHOTO- COPIES OF ORIGINAL D.M.C. FOR ACADEMIC PURPOSE OR FOR SEEKING JOB OPPORTUNITIES ANY WHERE ETC.**

INSTRUCTION: ONLY ONE FORM BE USED FOR ONE OR MORE SUBJECT(S) /PAPER(S) AND IT SHOULD BE SPECIFICALLY MENTIONED WHETHER THE CANDIDATE HAS ALSO APPLIED FOR RE-EVALUATION IN THE LOWER /HIGHER EXAMINATION IN ADDITION TO THIS APPLICATION.