

**Internet Form (Price of the form must be deposited with the prescribed fees to the university)**  
**Guru Nanak Dev University, Amritsar**

APPLICATION FORM FOR RE-EVALUATION OF ANSWER-BOOKS

Note –Before filing in this form, please go through the instruction given below.

**MODE OF PAYMENT OF FEE**  
**DMC in Original for the concerned class is also required for reevaluation.**  
 Fee @1000/- per answer book for all the examinations should be remitted by

(i) CROSS INDIAN POSTAL ORDER OR BANK DRAFT drawn in favour of the Registrar, Guru Nanak Dev University, Amritsar OR  
 (ii) Postal Money Orders OR  
 (iii) Deposited in cash at the Counter with the Cashier, Guru Nanak Dev University, Amritsar on working days.  
**NOTE: PAYMENT BY CHEQUE IS NOT ACCEPTABLE**

**FOR OFFICE USE**  
**Regd. Letter No.** \_\_\_\_\_  
**& Date** \_\_\_\_\_  
**B.D./IPO's for** \_\_\_\_\_  
**Rs.** \_\_\_\_\_  
**Initials** \_\_\_\_\_  
**Date** \_\_\_\_\_

Diary No. \_\_\_\_\_/Rev. \_\_\_\_\_  
 Date \_\_\_\_\_ 200.  
 Case No. \_\_\_\_\_ Rev \_\_\_\_\_  
 (To be left blank)  
 Date \_\_\_\_\_ 200

1. Name of the applicant \_\_\_\_\_ Man/Woman \_\_\_\_\_  
 (in block letters)  
 2. Father's Name \_\_\_\_\_ 3. Regd.No. \_\_\_\_\_  
 4. 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 PassMarks
1. _____			4. _____		
2. _____			5. _____		
3. _____			6. _____		

**Note—Candidates of T.D.C. Parts II and III must indicate whether re-evaluation is desired in 'Pass Course' or Honours'—**

5. 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 UNIVERSITY OFFICE**

The particulars stated above by the candidate are in order.  
 The application alongwith the required fee has been received in time and it may therefore, be accepted in view of the following

- a) Date of declaration of result \_\_\_\_\_  
 1. \_\_\_\_\_  
 b) Date of dispatch of result card \_\_\_\_\_  
 c) Last date for receipt of form and fee \_\_\_\_\_  
 \_\_\_\_\_  
 d) actual Date of receipt of form and fee \_\_\_\_\_  
 \_\_\_\_\_

D.O. \_\_\_\_\_ Assistant

Accepted :

Superintendent

For a rejected case  
 Reason

1. Late by \_\_\_\_\_ days  
 2. \_\_\_\_\_

May b rejected

D.O./Asstt.

Rejected

Superintendent

DISCREPANCY  
 (If any)

2.  
 3.

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6. Particular of Examination in which appeared for improvement of division/Performance/Marks.

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

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

1. Date on which applied for re-checking _____	2. University letter No. and date (if decided) _____	3. Subject/Paper _____
		Roll No. _____ Case No. _____

8. Specimen of handwriting of the applicant in the language in which the answers have been written in the answer-book/s

9.(i) University Receipt No. and date (If the fee has been deposited with the UNIVERSITY CASHIER).

1) Receipt No. \_\_\_\_\_ 2) Date \_\_\_\_\_ Amount \_\_\_\_\_

(ii) 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.		

(iii) Bank draft No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Payable at \_\_\_\_\_ Bank \_\_\_\_\_

(Name of the Bank)

(Station)

(iv) Receipt Number, date, amount and the name of the issuing Post Office (if the fee has been remitted through MONEY ORDER).

M.O.No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_ Post Office \_\_\_\_\_

(Attach the Original Money Order Receipt)

**DECLARATION**

I \_\_\_\_\_ son/daughter of \_\_\_\_\_  
do hereby declare that I have the instruction 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.14 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 University merit list.

Dated \_\_\_\_\_ 200

Address for correspondence \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

## TO BE FILLED IN BY THE CANDIDATE

CaseNo _____ /REV/ _____ 200 (To be left blank)
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Name \_\_\_\_\_

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 \_\_\_\_\_ 200

\_\_\_\_\_  
Signature of the Applicant

## TO BE FILLED IN BY THE EXAMINATION BRANCH

Please supply immediately the following information, in respect of the candidate whose particulars are given above.  
(This memo along with the required information may kindly be returned to Asstt. Registrar/Supdt. (Re-evaluation) with in 72 hours of its receipt).

Dated \_\_\_\_\_ 200

\_\_\_\_\_  
Assistant (Re-evaluation)

1. Fictitious Roll No.(if any) \_\_\_\_\_
2. Date of declaration of the result of the \_\_\_\_\_  
candidate(as per result gazette/notification)
3. Date of despatch of Result card/  
certificate to the College/Candidate \_\_\_\_\_
4. Reason in detail for late dispatch of result card in view of Instruction \_\_\_\_\_

No. 5 over leaf

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 examination :

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

Date \_\_\_\_\_ 19

Clerk

Asstt.

Superintendent(Exam)

NOTE:\* Marks increased by Board of Studies/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.

**GURU NANAK DEV UNIVERSITY, AMRITSAR**  
**RE-EVALUATION OF ANSWER-BOOKS**

The following Instruction may be read very carefully before filling in this form

**Instruction for the candidate**

1. A candidate who wishes to seek re-evaluation of his/her answer-book/s may apply for re-evaluation to the Registrar, Guru Nanak Dev University, Amritsar-143005 on the prescribed application form accompanied with fee of Rs 350/- & 450 (for undergraduate & postgraduate classes respectively) per answer-book alongwith the detailed marks card/certificate, in original. The application form must be sent in enclosed envelop by registered A.D. post addressed to the Office Superintendent (Re-evaluation) Guru Nanak Dev University, Amritsar-143005.
    - (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 University Office under a registered cover within 21 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) or within 15 days from the date of dispatch of the result card by the University office to the college/ candidates, whichever is later.
    - (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.
    - (iii) The fee deposited by the candidate shall not be refunded in any situation.
  2. Three working days of grace will be allowed after the last date fixed for submission of application form for re-evaluation.
  3. A candidate whose application form is found deficient in any way, will be required to deposit a rectifying fee of Rs.100/- for rectification of discrepancies viz. a viz. discrepancies in fee, D.M.C. etc.
  4. Late procurement of form shall not be entertained as a plea for its late submission in any case.
  5. 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.
  6. Only one application form should be used for one or more subjects/papers.
  7. 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.
  8. 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 Registrar, Guru Nanak Dev University, Campus Post Office, Amritsar-143005.
    - ii) by POSTAL MONEY ORDERS indicating the purpose of remittance on the back of the Money Order Coupon to facilitate the adjustment of fee account; and
    - iii) in cash at the University Counter with the Cashier, Guru Nanak Dev University Amritsar, on working days.
- NOTE :- a) Payment by cheque is not acceptable.  
b) The Money Order, Receipt/University cash Receipt, in original, must be attached with the application form.
10. Re-evaluation is permissible in the case of annual, supplementary, bi-annual and Semester examinations conducted by this University except in the following:--
    - i) Examination in the Faculty of Medical /Dental Sciences/Ayurvedic System of Medicine
    - ii) Practical Examinations in different subjects or papers, sessional marks, internal assessment of project report, dissertations, thesis and viva voce.
    - iii) Semester examinations where grading system has been adopted.
    - iv) The examination in which the answer-books are marked by the external and the internal examiners, and
    - v) in all other examinations where it has specifically been mentioned that re-evaluation of answer-books is not permissible
  11. The re-evaluation will be done under the rules framed by Syndicate 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. The Candidate is, however, advised to plan his/her future programme in accordance with the original result already communicated by this office till it is actually superseded by the result of re-evaluation.
  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 Rs.250/- per answer-book during working hours on a written request within 15 days from the date of declaration of the result of revaluation. 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.
  18. The re-evaluation forms received late upto 7 days may be allowed to be accepted with a special fee of 250/- and upto 14 days with a special fee of Rs.500/-. Grace period of three working days will be allowed with these dates.

**Note:- Application forms are available from some of the book-sellers in various towns and from the Cashier, Guru Nanak Dev University, Amritsar on cash payment Rs.60/-. If however, any candidate cannot obtain the application form, he/she should write by registered post to the Registrar, Guru Nanak Dev University Amritsar enclosing a crossed Postal Order for Rs.60/- endorsed in the name of the Registrar, Guru Nanak Dev University, Amritsar alongwith the postage stamps of Rs.3/- or send Rs.63/- by Money Order indication on the coupon the particulars of the form required. On receipt of the amount of form will be sent as printed matter. No correspondence will be entertained if the Postal Order or the stamps are of less value. Inability to secure the application form cannot be offered as an excuse for the late submission of the form**