

## **RULES FOR THE REVALUATION OF THE ANSWER-BOOK/S**

1. Applying for Photo/Xerox copy of the answer book and applying for Revaluation will be two independent processes.
2. Applying for the Photo/Xerox copy of the answer book or having Photo/Xerox copy of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said subject.
3. The student can independently apply for revaluation OR Photo/Xerox OR both simultaneously.
4. If the examinee is not satisfied with the marks awarded, he/she may independently apply for revaluation in the prescribed form within the period and in the manner prescribed, whether or not he/she has applied for Photo/Xerox copy/ies of the same.
5. This revaluation facility shall be **for theory papers only.**
6. The revaluation of answer book shall not be permitted in respect of the marks awarded to the scripts of practical examination /term work/ seasonal work / project work / dissertation / internal assessment / term work (including theory part) and in viva voce /oral / practical examinations.
7. A candidate can apply for the revaluation of the answer book of the subject only if he/she has secured at least 20% of the total marks in that subject or 40% of the marks required for passing in the said subject, whichever is less or the grade equivalent to the above criteria where grades are assigned to the theory paper.
8. The prescribed application form for revaluation of answer book can be obtained from the office of the college.
9. The non refundable prescribed fees of Rs.260/- per subject per answer book for the purpose of revaluation shall be paid by the examinee.
10. The prescribed application form for revaluation of answer book duly filled in and signed by the applicant examinee only is to be submitted along with the statement of marks, prescribed fees as above and question paper/s for which he/she intends to apply for revaluation, **within seven (07) working days** from the date of the declaration of the result of the respective examination Incomplete form and form not accompanied by relevant documents may be rejected without assigning any reason whatsoever.

**RULES FOR PROVIDING THE PHOTO/XEROX COPY/IES OF  
ASSESSED ANSWER-BOOK/S**

1. Applying for Photo/Xerox copy of the answer book and applying for Revaluation will be two independent processes.
2. Applying for the Photo/Xerox copy of the answer book or having Photo/Xerox copy of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said subject.
3. The student can independently apply for revaluation OR Photo/Xerox OR both simultaneously.
4. This facility shall be **for theory papers only.**
5. Under these rules applying for the Photo/Xerox copy/ies of answer-books shall not be permitted in respect of the scripts of practical examination / term-work / sessional work / project work / dissertation / internal assessment / term work (including theory part) and in Viva voce / oral / practical examinations. However **within seven (7) working days from the date of declaration of the results or on issue of the statement of marks** by the IDOL, the candidate shall be allowed to apply in the prescribed format for the head wise internal split of his marks obtained at such examinations along with payment of non-refundable fee of Rs. 100/- by cash or D. D. drawn in favour of the Professor-cum-Director, Institute of Distance and Open Learning, University of Mumbai, Dr. Shankar Dayal Sharma Bhavan, Vidyanagari, Santacruz (East), Mumbai ñ 400 098, from where the candidate has registered for the said course.
6. The Photo/Xerox copy/ies shall be sought by submission of application in the prescribed form along with the non-refundable fee of Rs. 100/- per answer book by the examinee. The said fee shall be remitted by cash or by D. D. drawn in favour of the Professor-cum-Director, Institute of Distance and Open Learning, University of Mumbai, Dr. Shankar Dayal Sharma Bhavan, Vidyanagari, Santacruz (East), Mumbai ñ 400 098. The examinee belonging to reserved categories shall be granted 50 % concession in fee, provided a certified copy of the caste certificate is enclosed.
7. The prescribed application form for obtaining Photo/Xerox copy/ies of answer book shall have to be filled and signed by the applicant examinee only and shall be submitted to the IDOL, University of Mumbai **within seven (7) working days** from the date of declaration of result of the examination or issue of the statement of marks by the Institute of Distance and Open Learning, whichever is later.
8. Incomplete application form shall be rejected without assigning any reason whatsoever and the fees paid along with the application form shall neither be refunded nor will any representation be entertained.

9. On receipt of the photocopy if the discrepancy of following nature is noticed by the examinee, he should apply to the Professor-cum-Director of the Institute of Distance and Open learning in the prescribed form along with the said photocopy and copy of the question paper **within three (03) working days** from the date of receiving the photocopy.

i) Mistake in totaling

ii) Non assessment of a question / sub-question if required

10. On rectification of the result as per the provisions above, the candidate can apply for revaluation **within seven (07) working days** from the date of receipt of the rectified result, if he/she was not eligible to apply for revaluation of the said answer book under VCD Rule and only by such rectification becomes eligible for revaluation in the said subject, subject to other limitations contained.

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