



GURUGRAM UNIVERSITY, GURUGRAM

(A State University Established under Haryana Act 17 of 2017)

FORM FOR RE-EVALUATION OF ANSWER-SCRIPTS

(TO BE FILLED IN CANDIDATE'S OWN HAND WRITING AND SUBMITTED ALONGWITH REQUISITE FEE AND ORIGINAL DMC IN THE OFFICE OF THE CONTROLLER OF EXAMINATIONS WITHIN 20 DAYS OF THE DECLARATION OF THE RESULT/ DESPATCH OF THE DETAILED MARKS CARD WHICHEVER IS LATER)

SECRECY BRANCH DIARY NO. & DATE** No..... date.....		RE-EVALUATION** CASE NUMBER	
Particulars of fee @Rs.500/- (Per Answer book)	Amount/ Value (in Rs.).....	University Cash Receipt No. & Date	Bank Draft No. & Date*

- Name of Applicant.....
- Father's Name.....
- Name of Examination.....
- Year & Session.....
- Semester.....
- Roll No.....

7. Subject and paper (s) in which re-evaluation is applied/ desired:-

Paper/ Subject	Paper Code as Printed On the top of Q. paper	Marks Obtained
1.....
2.....
3.....
4.....
5.....
6.....

8. Specimen of handwriting of applicant in the language in which the answer- books(s) has/have been written.

.....

Address (in capital letters).....

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..... Telephone No.....

Dated:.....

(Signature of the Candidate)

9. For office use (EDP Cell/ Secrecy Branch)

Paper/ Subject	I.D.	Answer Book Code	Marks Obtained
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Dated:.....

(Dealing Clerk)

RE-EVALUATION RULES

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, Gurugram University, Gurugram on the prescribed application form accompanied with a fee of Rs.500/- per answer-book, with bank draft in a favor of Gurugram University, Gurugram or candidates can deposit fees at University cash counter. Along with the Detailed Marks Card certificate in original.
(b) Re-evaluation is permissible in case of Annual/Supplementary and Semester (if any) Examinations conducted by the University except in the following:
 - (i) Practical Examinations in different subject(s) or paper(s) sessional marks, internal assessment, project report, dissertations, thesis and Viva-voce etc.
 - (ii) In case a student has obtained less than 20% marks in Theory paper excluding sessional marks.
 - (iii) In case the result of any student is delayed in the process of re-evaluation he/she will not be allowed consequential benefit on the account.
(c) An application on the prescribed form along with requisite fee must reach the University office either under registered cover or be submitted personally within 30 days after the date of declaration of the result of the particular examination (for the purpose the date printed on the result/gazette/notification shall be taken as the date of declaration) or within 30 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 (c) above if his/her result has been delayed. DMC detained on account of his/her fault, or any fault on the part of the Department/College as determined by the Controller of Examinations or an officer authorized by him/her in this regard.

(e) 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 accompanied by full fee and/or Detailed Marks Card/Certificates. 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 of Rs.500/- or more but less than the fee prescribed for all papers indicated by him/her, the paper(s) in which the candidate secured the minimum marks will be got re-evaluated to the extent of multiples of Rs.500/-.
2. While sending the answer books for re-evaluation, the title page of answer book may be folded and strips of black or brown will be pasted over the marks inside, so as to hide the same from the re-evaluator(s) who will send their own awards in separate form question-wise.
3. If the difference between re-evaluated score and original marks in a paper does not exceed 20% of the maximum marks of that paper, the average of the two scores will be taken as final awards. If however, the difference is more than 20% of the maximum marks of that paper, the answer book will be got re-evaluated from another examiner and the average of the highest two scores will be taken as final award. Fractional marks if any shall be rounded upto a full marks
Provided that no increase or decrease will be made in the marks of those failed candidates whose result remains unchanged even after re-evaluation.
4. The re-evaluation will be done under the rules 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.
5. A candidate will be permitted to see his/her answer book for identification only on payment of additional fee of Rs.100/- per answer-book during working hours on a written request within 15 days from the date of declaration of the result of re-evaluation.
6. The remuneration of re-evaluation shall be as prescribed for the examination concerned subject to a minimum of Rs.100/- for Undergraduate and Postgraduate exams plus postal expenses.
7. 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/she has already obtained pass marks in that paper. If, however, the candidate does not want re-examination his previous result may stand unchanged.
8. If a candidate who has failed or earns compartment/re-appear in a paper(s) and has applied for re-evaluation but his/her result of re-evaluation is not declared before the next examination and he/she appear 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.

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.