

NOTICES & ANNOUNCEMENTS

SEEING OF ANSWER SCRIPTS

Application for ‘Seeing of Answer Scripts’ Semester-I, 8-16 Dec., Examinations, 2017

Rules for ‘Seeing of Answer Scripts’ :

1. Candidates may ask for ‘Seeing of Answer Scripts’ of **one or more papers, but only after the entire Review process is over. No Review will be allowed after ‘Seeing of Answer Scripts’, and there is no scope of alteration of marks at this stage.**
2. To apply for ‘Seeing of Answer Scripts’, a candidate need not have earlier applied for Review. **The main purpose of allowing a candidate to see his/her answer script is to enable him/her to obtain a feedback on his/her performance.**
3. Fees for ‘Seeing of Answer Scripts’ is **Rs. 200/- per paper.**
4. A candidate is entitled to receive **one ‘Seeing of Answer Scripts Application Form’ only per Semester** which he/she may collect from the **COE Office** on all working days between 24th Feb., 2018 and 7th Mar., 2018, both days inclusive (Time : 9.30am – 12.30pm on each day). **No application for ‘Seeing of Answer Scripts’ will be entertained thereafter.**

- Please bring a computer print-out of your **Semester Result** and the **original Admit Card** for verification when you come to collect your ‘Seeing of Answer Scripts Application Form’. **No ‘Seeing of Answer Scripts Application Form’ will be issued if you fail to produce these documents.**

5. A candidate will submit the ‘Seeing of Answer Scripts Application Form’, duly filled in, to the **COE Office**. The **COE Office** will verify the same, and issue **four copies of challan** for payment by the candidate (for the said service) directly to the Syndicate Bank, St. Xavier’s University Branch, Kolkata – 700160. **The student will retain the first copy of the challan for future reference. The remaining three copies of the challan should be submitted to the Bank.**
6. As soon as the **COE Office** receives confirmation from the **Bank** as regards the necessary payment, the **COE Office** will proceed with the work of ‘Seeing of Answer Script’. The student will be duly notified regarding the date and time of ‘Seeing of Answer Script’. The **Dean/HOD/Subject teacher** will be present at the time of ‘Seeing of Answer Script’ by the student. The **Dean/HOD/Subject teacher** will give the necessary feedback to the **COE**.

ASHIS SIDDHANTA

COE, SXUK