



## NOTIFICATION

No.MANUU/EB.I/F.110 /2013/755

18<sup>th</sup> November 2013

**Sub: MANUU – Examination Branch - Rules and Regulations Pertaining to the Inspection or Procurement of Photocopy of the Evaluated Answer Script (For Regular Mode and Distance Mode Examinations) – Notification – Reg.**

**Ref: Approval of the Vice Chancellor dated 18<sup>th</sup> November 2013.**

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## RULES AND REGULATIONS PERTAINING TO THE INSPECTION OR PROCUREMENT OF PHOTOCOPY OF THE EVALUATED ANSWER SCRIPT

### (For Regular Mode and Distance Mode Examinations)

1. A Student (examinee) can apply for the inspection of his/her answer script(s) within 30 days from the date of the declaration of the result of the examinations concerned.
2. The inspection or procurement of the evaluated answer scripts or re-evaluated answer scripts of only theory examination is permissible and shall be admitted for necessary process.
3. The inspection or procurement of the evaluated answer scripts of the practical examination, internal examination, assignment, viva voce, or any other such examination, which carries any nomenclature, will not be entertained by the University. The application form shall be rejected and if any Fee is paid by the student will not be returned or refunded or reimbursed.
4. The application shall be made only through the 'Application Form for Inspection/Procurement of the Photocopy of the Answer Script' prescribed by the Examination Branch of the University. Application in any other form will be rejected.
5. A Student is necessarily required to submit with the 'Application Form' the following documents: 1) photocopy of his/her Memorandum of Marks, 2) a photocopy of his/her Identity Card issued by the University. 3) Demand Draft of the prescribed Inspection Fee or Procurement Fee.



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6. If the application form is not filled completely, or does not accompany the required documents or received after the expiry date by the Examination Branch, that is, 30 days from the date of declaration of result (excluding the date of declaration of the result), then it shall be rejected. In no circumstances, the Fee shall be returned or refunded or reimbursed.
7. The application shall mention clearly, whether applied for Inspection or Procurement of the photocopy of the answer script.
8. The Fee should be paid through Demand Draft in favour of Maulana Azad National Urdu University, payable at Hyderabad.
  - a. The Fee for Inspection of photocopy of each answer script shall be Rs. 2000/-
  - b. The Fee for Procurement of the photocopy/xerox copy of each answer script is Rs 5000/-
9. The Examination Branch shall endeavour to allow the inspection within 45 days from the date of the submission of the request of inspection.
  - a. The Examination Branch shall communicate to the Student the time and place of the Inspection or Procurement as the case may be, of the photocopy of the answer script.
  - b. The Student shall have to appear with the Identity Card issued by the University along with the Hall Ticket of the examination concerned to become eligible to inspect the answer script or to procure the answer script. The photocopy of the answer script shall have to be received in person. It shall not be sent either through post or through some other means. However, the request for Inspection or Procurement can be made by sending the prescribed application form in this regard through post. The Examination Branch shall not be responsible for any delay in postal services.
  - c. The Student (examinee) is required to inspect his/her answer book upto 30 minutes. No other person will be allowed to inspect the answer script. The Student must not carry any instrument which records or photographs, while inspecting the photocopy of his/her answer script.
  - d. Only the photocopy of the answer-script shall be shown in case of Inspection, and provided in case of Procurement, to the student. The name and/or signature of the evaluator shall be concealed.



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10. The University shall not entertain any claim for redressal of grievance of the Student arising out of self-inspection. If he/she has any grievance in respect of totalling, he/she shall apply separately for recounting/retotalling. If he/she has any objection in respect of evaluation/assessment, he/she can apply separately for Re-evaluation paying the requisite fee, and submitting the required documents thereof, provided that there is such provision.
11. The Student must not use the photocopy of his/her answer script for any other purpose than verification of it on his/her own. If the photocopy of the answer script is used to bring disrepute to the University, or if the University perceives thus, the University shall initiate action against the Student.
12. The Examination Branch shall verify the handwriting of the Student which he/she provides in the application form, with that of the answer script, and if any manipulation, forgery or mischief is detected, a legal action will be initiated against the Student by the University.
13. In case of the Entrance Test the University conducts double evaluation, and the evaluators are instructed not to mark anything on the Answer Script. Rather, they are given separate 'Marks Award List', prepared question-wise, in which the evaluators are required to enter marks. Hence, if a Student (examinee) applies to inspect or procure photocopy of his/her Entrance Test answer-script, he/she shall be provided it along with the 'Marks Award Lists'.
  - a. In case of the Entrance Test, a Student should apply for the Inspection of the photocopy of the Answer Script and photocopy of the 'Marks Award Lists' within seven days from the date of the declaration of the result, including the date of the declaration of result.
  - b. Application for the Inspection or Procurement of the Answer Script and 'Marks Award Lists' of the Entrance Test, received after seven days including the date of the declaration of result shall be automatically rejected. No request of any kind shall be entertained in this regard. The University shall not be responsible for any postal delay in respect of receiving of the application send thus.
  - c. The name(s) of the evaluators shall be concealed from the photocopy of the 'Marks Award List'. The marks of the other Students (examinees) shall also be concealed from the photocopy of the 'Marks Award List'.
  - d. The Fee for Inspection of each Entrance Test Answer Script is Rs. 3000/-
  - e. The Fee for Procurement of each Entrance Test Answer Script is Rs. 6000/-

  
Controller of Examinations

مولانا آزاد نیشنل اردو یونیورسٹی  
مौलانا آزاد نेशनल उर्दू यूनिवर्सिटी

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Gachibowli, Hyderabad – 500 032



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Latest  
photograph  
signed by the  
Student must  
be pasted here

## Examination Branch

### Application for the Inspection/Procurement of the Photocopy of the Answer Script

(Please write **yes** against the nature of application given below)

1. Application for the Inspection of the Photocopy of the Answer Script ( )
2. Application for the Procurement of the Photocopy of the Answer Script ( )
3. Application for the Inspection of the Entrance Test Answer Script ( )
4. Application for the Procurement of the Entrance Test Answer Script ( )

Name of the Student (Examinee).....

Father's Name.....

Programme/Course.....

Semester/Year.....

The Date of the Examination of the Papers/Subjects.....

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Enrollment No.....

Address for Communication.....

.....

Mobile No/Phone No.....

E-mail:.....

Examination Centre .....

مولانا آزاد نیشنل اردو یونیورسٹی

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी

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Address of the

Examination

Centre.....

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**Papers/Subjects in which the Inspection/Procurement of the Answer Scripts are sought**

**Paper's/Subject's Title**

**Marks/Grade Obtained**

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**Specimen Handwriting of the Student (Minimum of 100 words)**

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**Fee particulars:**

(The Fee for Inspection is Rs 2000/- per answer script and for procurement is Rs 5000/- per answer script. The fee for Inspection of Entrance Test Answer script is Rs 3000/- and Procurement is Rs 6000/-. The Fee is to be paid through Demand Draft in favour of Maulana Azad National Urdu University, payable at Hyderabad)

**Demand Draft No.**.....

**Issuing Bank:** .....**Date:** .....

**Declaration:**

I have read the rules and regulations regarding the Inspection and Procurement of the Answer Scripts and I agree to be governed by the same.

**Date**

**Signature of the Student**