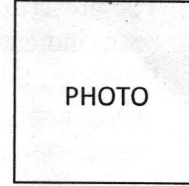


**APPLICATION FORM FOR INSPECTION/CERTIFIED PHOTOCOPY OF ANSWER-BOOK**

To

The Asstt./Dy. Registrar (Secrecy/Re-evaluation/Chairperson),  
Dept. of \_\_\_\_\_  
Kurukshetra University,  
Kurukshetra.



Affix self-attested photo

1. Name of the Applicant.....
2. Address.....  
.....
3. Detail about Answer-book of which Inspection or Certified photocopy is required:
  - a) Month of Examination.....
  - b) Class.....
  - c) Subject.....Paper.....
  - d) Roll No.....
4. State whether Inspection or Certified photocopy is required.....
5. Attach proof of BPL, if applicable otherwise write Not Applicable (N.A.).....
6. A fee of Rs.....has been deposited vide OBC Scroll No/B.D./IPO.....  
Dated.....or a Demand draft No.....dated.....  
for Rs.....drawn on.....(name of the Bank)  
in favour of the Registrar, Kurukshetra University, Kurukshetra is enclosed.

- Note:-**
- 1) Incomplete application shall be rejected straight way.
  - 2) Fee for supply of certified photocopy of evaluated/re-evaluated per answer-book is Rs.500/-.
  - 3) Fee for Inspection of evaluated/Re-evaluated per answer-book is Rs.100/-.
  - 4) BPL candidate need not pay any fee.
  - 5) Copy of Roll No.slip/Identity Card etc. as I.D. proof must be attached.

**Signature of the Applicant**

Enclosure:

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

Address:.....  
.....  
.....  
.....  
Tel. No./Mobile No. ....

**Rules for Inspection/Supply of Photocopy of answer-book.**

(Clause 25.4 of the Prdomamce-General rules for Examaminations appearing at Page No.677 of K.U. Calender Volumer-II 2014 approved by the Executive Council from time to time.

1. The prescribed fees for Inspection/Supply of certified photocopy of Answer-book has been indicated in the applicationform. No fee is required from BPL candidates. However, they shall have to submit a proof of BPL.
2. While applying for the inspection/certified photocopy of the evaluated/re-evaluated answer-book, the applicant examinee shall have to submit photocopy of his/her University examinations Roll No. and one photo duly attested by him/her for proper identification to establish his/her identity to ascertain that the answer book pertains to the examinee.
3. Only the bonafide examinee can apply for inspection/certified photocopy of his/her evaluated/re-evaluated answer book, which shall be provided to the applicant examinee within 30 days and under no circumstances to any other person. Provided that no Answer-book will be supplied after 6 months from the declaration of main result.
4. If the student has applied for re-evaluation of his/her answer book then in that case the inspection/certified photocopy of the answer book will be supplied only after the process of re-evaluation is completed in all manners.
5. While allowing the inspection/certified photocopy of the answer book, no disclosure of name of the examiner/head examiner/Co-ordinator and/or identity number/code number will be made to the applicant examinee.
6. The Photo/Xerox copy of evaluated/re-evaluated so obtained by the examinee shall be for his/her exclusive and relevant use. Neither the said examinee nor any other person can use the said copy to dispute or challenge the quality of assessment or quantum of marks assigned to the answers therein.
7. After getting the certified photocopy of answer book of the evaluated/re-evaluated answer book, if any discrepancy of the following nature:
  - (i) mistake in totaling of marks
  - (ii) Unmarked questionsis pointed out by the student within 15 days of the receipt of copy then the Secrecy/Re-evaluation Branch will rectify the same without charging any further fee from the applicant examinee as the case may be.
8. On receipt of certified photocopy of evaluated/re-evaluated answer book the applicant examinee shall be the sole custodian of it and under no circumstances the examinee shall part with the custody/possession of the same and also shall not misuse the same.
9. A candidate who is desirous of applying for Inspection/Supply of certified photocopy of Answer-book shall have to download the prescribed Application Form from the website [www.kuk.ac.in](http://www.kuk.ac.in) of the University and submit the same to the designated officer.

**Explation-I** Applying for inspection/certified photocopy of evaluated answer book under these rules and applying for re-evaluation will be two independent processes.

**Explation-II** Incomplete application shall be straight way rejected.