

Guidelines for Inspection and Supply of Photocopy of Evaluated Answer Sheets

1. A candidate will be permitted to see his/her evaluated/ re-evaluated answer book(s) for identification only if his/her application, along with the prescribed fees per answer book, reaches the University within 15 days of the date of the declaration of the result on the web portal.
2. These rules may be called the J. C. Bose University of Science and Technology, YMCA, Faridabad (Supply of Photocopies of Evaluated Answer Books) Rules, 2023.
 - (i) These rules shall be deemed to have come into force with effect from the date of their approval by the Executive Council in its 48th meeting held on 10.10.2023.
 - (ii) A candidate who has appeared in a University examination shall be entitled to apply for photocopy/photocopies of such answer book(s) as may be required by him/her within 30 days of the declaration of his/her result. No such application form in this regard shall be entertained by the University after the expiry of the stipulated period on any pretext or ground whatsoever.
 - (iii) A candidate desiring to apply for the supply of photocopy/copies of an answer book shall download the prescribed application form from the University website and submit the same to the designated officer within the stipulated period, duly recommended by the Chairperson of the concerned Deptt. or Director/Principal of the affiliated Institute. When applying for the inspection/certified photocopy of the evaluated/ re-evaluated answer-book, the applicant examinee shall submit a photocopy of his/her University examinations Roll No. and one photo duly attested by him/her for proper identification to establish his/her identity, ensuring that the answer book pertains to the examinee. If the student has applied for the 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.
 - (iv) No application for the supply of photocopy/copies of answer book(s) shall be entertained unless it is accompanied by fees as prescribed by the Academic Council from time to time, with the University Cashier or by Demand Draft drawn in favor of the COE, JC BOSE UST, YMCA, FBD. However, no such application form shall be entertained unless it is sent through speed post to the Exam Branch, J. C. Bose University of Science and Technology, YMCA, Faridabad, or deposited with him personally on all working days within the stipulated period.
 - (v) Notwithstanding the provisions contained in rules (iii) & (iv) above, no photocopy/copies of answer book(s) shall be given to any third party, including any institution/college, or to the print/electronic media for display or for commercial use or for any other purpose whatsoever.

- (vi) Any dispute as to whether any such application form has been received within the time limit prescribed by the University or not shall be decided by the Vice-Chancellor, whose decision shall be final.
- (vii) The university shall be liable to provide photocopy/copies of the answer book(s) within 30 days after the receipt of the application form and undertaking unless it is not possible to do so for any unforeseeable reason beyond the control of the university. In such a case, the university shall inform the applicant, explaining the reason for delay or its inability to provide the photocopy/copies of the answer book(s), not beyond 45 days of the receipt of the application form.
- (viii) No photocopy/ copies of the answer book(s) shall be given to the applicant unless all identification marks, such as the name of the Examiner/Evaluator or any other official associated with the examination, are properly eclipsed/ defaced beyond recognition.
- (ix) The applicants shall have to furnish an undertaking in the prescribed format (Available on the University website) that neither he/she nor any other person acting on his/her behalf shall challenge the standard of evaluation or in any manner misuse or allow to be misused the photocopy/copies of the answer book(s). It shall, however, be open to them to point out discrepancies in totaling of marks, unmarked questions, or part thereof or similar other errors, if any, within 10 days of the receipt of photocopy/copies of answer book(s).
- (x) The applicant shall be entitled to seek re-checking of the marks on the basis of the photocopy/copies of the answer book(s). However, no representation or request whatsoever other than those relating correction in totaling error or unmarked question(s) or part thereof shall be entertained. In order to remove any doubt/ambiguity, it is further provided that no request for re-evaluation of answer books shall be entertained under these rules, under any circumstance.
- (xi) Notwithstanding any other provision contained in any part of the University Rules, the decision taken by the competent authority of the University in respect of marks/grade awarded shall be final and binding on the candidate concerned.