

GURU NANAK DEV UNIVERSITY, AMRITSAR
RE-EVALUATION OF ANSWER-BOOKS
THE INSTRUCTIONS MAY BE READ VERY CAREFULLY BEFORE FILLING IN THIS FORM
INSTRUCTIONS FOR THE CANDIDATES

1. A candidate who wishes to seek re-evaluation of his/her answer-book/s may apply for re-evaluation to the Registrar, Guru Nanak Dev University, Amritsar-143005 on prescribed **application form accompanied with fee of Rs.1000/- (for undergraduate & postgraduate classes respectively) per answer-book along with the internet copy of detailed marks card.** The application form must be sent in enclosed envelop by registered A.D. post addressed to the Office Superintendent (Re-evaluation) Guru Nanak Dev University, Amritsar-143005.
 - (i) The application for re-evaluation on the prescribed form neatly filled in by the candidate himself/herself along with requisite fee and the documents mentioned above must reach the University Office under a registered cover **within 15 days from the date of declaration of the result** of the particular examination (for this purpose the date printed on the result Gazette Notification shall be taken as the date of declaration). **Three working days of grace will be allowed after the last date fixed for submission of application form for re-evaluation.**
 - (ii) A candidate may be allowed to withdraw his/her application for re-evaluation within 10 days of the submission of his/her re-evaluation form.
 2. No refund of fee shall be admissible after the deposit of the fee for re-evaluation.
 3. Late procurement of form shall not be entertained as a plea for its late submission in any case.
 4. A candidate will not be entitled to apply for re-evaluation after the expiry of the normal dates mentioned above if his/her result has been delayed on account of his /her own fault.
 5. Only one application form should be used for one or more subjects/papers.
 6. 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 be accompanied by full fee and/or detailed marks card/certificate. **No change in the entries once made by candidate shall be allowed after the receipt of the application by the office.**
 7. Ignorance of the titles of any paper or option shall not be accepted as a plea for wrong entry in application form.
 9. Fee should be remitted:--
 - i) Through **CROSSED INDIAN POSTAL ORDERS OR BANK DRAFT** drawn in favour of the Registrar, Guru Nanak Dev University, Amritsar-143005.
 - ii) In cash at the University Counter with the Cashier, Guru Nanak Dev University Amritsar, on working days.
- NOTE :-a)** Payment by cheque is not acceptable.
b) The Money Order, Receipt/University cash Receipt, in original, must be attached with the application form.
9. Re-evaluation is permissible in the case of annual, supplementary, bi-annual and Semester examinations conducted by this University except in the following:--
 - i) Examination in the Faculty of Medical/Dental Sciences/Ayurvedic System of Medicines.
 - ii) Practical Examinations in different subjects or papers, sessional marks, internal assessment of project report, dissertations, thesis and viva voce.
 - iii) Semester examinations where grading system has been adopted.
 - iv) The examination in which the answer-books are marked by the external and the internal examiners.
 - v) Semester System examination at the University Campus, Amritsar and Regional Campus at Jalandhar and Gurdaspur w.e.f. examination of December, 2009.
 10. The re-evaluation will be done under the rules framed by Syndicate from time to time and the result will be communicated to the candidates soon after it is declared. No interim communication to this effect will be entertained.
 11. Each script will be re-evaluated as a whole by two examiners separately The average of the two nearest scores out of the three awards including the original shall be taken as final.
 12. The score on re-evaluation shall supersede the original score.
 13. **The result of re-evaluation whether favourable or unfavourable, shall be binding on the candidate who applies for re-evaluation.**
 14. No further re-assessment shall be allowed after the award/s by Re-evaluations has/have been received.
 15. A candidate will be permitted to see his/her answer-book/s for **identification only, on payment of an additional fee of Rs.1000/- per answer-book** during working hours on a written request within 15 days from the date of declaration of the result of revaluation. The facility is provided to enable a candidate to see himself/herself that the answer book/s shown to him/her is his/her own.
 16. If as a result of re-evaluation a candidate passes the examination, he/she shall be eligible to seek admission to the next higher class within 10 days of the communication of re-evaluation result to him/her. His/her attendance, shall be counted from the date of admission.

Similarly, if a candidate becomes eligible for the supplementary Examination, he/she may be permitted to appear in the usual supplementary Examination. Such a candidate will also be eligible to seek provisional admission to the next higher class within 10 days of communication of the result of re-evaluation to him/her and attendance, counted from the date of his/her admission.

Documents to be attached:

- i) Internet copy of Detailed Marks Card.
- ii) Fee per paper.
- iii) Mention paper A or B or C Option in col. No.5 at page 1 of this application form.

