



Office of the Registrar
SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)
Ph. 0121-2439578, 2439052, 3058031, 3058032; Telefax: 0121-2439067
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Ref. No. U-501/SVSU/2020/566

Dated: 20.08.2020

To,

Public Information Officer

Sub: Information under the Right To Information Act, 2005.

In reference to your letter No. SVSU/RTI/2020/1624 dated 19.08.2020 on the above subject, please find attached herewith the procedure of re-checking of answersheets.


Registrar

Encl: As above

Copy to:

1. Hon'ble Vice-Chancellor


Registrar



Office of the Registrar

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

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Ref.No.U-490/SVSU/2016/ 1248

Date:25.03.2016

To,
Head of Institutions
(Director/Principals/Deans/HOD-Lib.Science,Languages)
SMC/SDC/SNC/SPC/KSCP/SITE/Polytechnic/SIL/SIMC/SIJMC/SIFF/MASINYS/SIHM/ EDUCATION/
SCIENCE/ ARTS & SOCIAL SCIENCES

Sir/Madam,

In view of various orders of the Hon'ble Supreme Court and the order passed by Central Information Commission, as communicated to us by the Association of Indian Universities, I am directed that Hon'ble Vice-Chancellor has approved the following regulations regarding scrutiny, seeing the answer sheet(s) and obtaining copy of the answer sheet(s) by the students:

A. Scrutiny:-

1. The student who is not satisfied from his/her award of marks in theory paper, may apply on a prescribed scrutiny form along with scrutiny fee of Rs. 100/- per subject for scrutiny of the Answer Book(s) within one month from the date of declaration of result. The scrutiny form is available in the student section of the each college. Duly filled form, along with a photocopy of the marks sheet will be submitted to the Office Superintendent of the College, along with the fee and a no-dues certificate from the accounts office. The scrutiny fee is subject to revision from time to time.
2. The Office Supdt. of the College will place the scrutiny form before the Head of the Institution who will forward the same to the Controller of the Examination.
3. After receiving the scrutiny form, the Controller of Examination will call the faculty (scrutinizer) from the concerned college and the scrutinizer will check that all the questions are being checked or not and their numbers are being correctly posted on the front page and their sum is correct or not. The Controller of Examination will preferably call the faculty member who has examined the copies as scrutinizer.
4. The scrutinizer will check that all the questions have been evaluated or not. He/she will also check other points like that the marks have been entered on the front page of the answer sheet or not and the totaling of the marks posted on the front page is correct or not.
5. In case he/she finds any discrepancy, he/she will inform the Controller of Examination and will rectify the same after informing the Controller of Examination in writing. In case he/she finds that any question or a part of the question has not been evaluated, he/she will evaluate the same and give marks and the same will be posted on the front page.
6. The result of scrutiny will be declared within two weeks from the date of receipt of application form.

B. Showing the copy to the student:-

1. The student seeking permission for the above will submit an application with in the office of the concerned College.
2. The students will attach a copy of marks sheet along with the application. He/she will also deposit Rs. 100/- per subject along with the application and a no-dues certificate from the accounts office.
3. The concerned Office Superintendent will place the application before the Head of the Institution for his/her direction.
4. The Head of the Institution will forward the application to the Controller of Examination.
5. The Controller of Examination will inform the student regarding the suitable date and time, which will not be later than 15 days from the receipt of the application from the College, to come to his office to see his/her answer sheet(s).

6. The Controller of Examination will allocate an isolated place under his/her jurisdiction where the concerned answer sheet will be shown to the student.
7. The answer sheet(s) will be shown to the student by the officer deputed by the Controller of Examination, under cover of C.C.T.V.
8. The student will not be allowed to carry a camera or mobile in the identified place. The student will also not be allowed to write anything on the answer sheet. The student will not be accompanied by anyone. In case, it is found that the student has written anything in the copy, disciplinary action as per the decision of the Vice Chancellor/Disciplinary Committee will be taken.
9. Total 30 minutes per subject will be given to the student to see his/her answer sheet.
10. The student may submit an application along with his/her observations, to the Head of the Institution with an advance copy marked to the Registrar under a confidential envelop for consideration.
11. The Head of the Institution will give his/her comments to the Hon'ble Vice Chancellor on the application of the student within seven days of receiving the application of the student.
12. Hon'ble Vice Chancellor will take the appropriate decision on the issue within seven days of receiving the comments from the Head of the Institution. In case the Head of the Institution does not send any comments within ten days, the Hon'ble Vice-Chancellor may take any decision on the advance copy of the application of the student.
13. The decision of the Hon'ble Vice-Chancellor shall be final in all respect.

C. Obtaining photocopy of the answer sheet:-

1. The student seeking copy of his/her Answer Book will submit an application under RTI Act to the Public Relation Officer of the University after declaration of result along with the following details therein:
Name, Father's name, Roll No., Enrollment No., Course & Year/Semester, Subject and code of the subject and the Date of Examination.
2. The student will attach a copy of the concerned marks sheet and NO DUES certificate along with the application.
3. The Public Relation Officer of the University will inform the Controller of Examination to provide a photocopy of the answer sheet to the Public Relation Officer mentioning on a separate paper regarding the number of pages in the answer sheet(s).
4. The Public Relation Officer of the University will obtain cost of photocopy @ Rs. 2/- per page from the applicant and will provide him the photocopy of the answer sheet.

***Note:**

1. Answer Books of University Examination will be kept safe in record for a minimum period of two years after completion of the course of the batch in which the student is studying.
2. Any above mentioned facilities can be obtained by the student till the copy is available in the record.
3. No application will be considered unless the college dues have been cleared by the student.

Thanking you,

Yours faithfully,


Registrar

Copy:

1. Hon'ble Vice-Chancellor
2. Controller of Examination
3. Finance Officer
4. Addl.Registrar-Academic
5. Legal Cell


Registrar