

COTTON COLLEGE STATE UNIVERSITY
Panbazar, College Hostel Road, Guwahati 781 001

APPLICATION FOR RE-EVALUATION OF END-SEMESTER PAPERS

Note : Please carefully read the Rules & Regulations, given overleaf, relating to re-evaluation of answer scripts.

Applicant's Details			
Applicant's Name		Enrolment No:	
		Category	Regular
Applicant's Specimen Handwriting: (Please write fifteen different words)			
.....			
.....			
General Particulars of the Examination			
Exam Name	B.A./ B.Sc. /B.C.A./M.A./ M.Sc./ M.C.A./ Dip/ PG Dip/ Cert/..... [Use tick 'v' which is applicable]	Year	20.....
		Semester	I/ II/ III/ IV/ V/ VI [Use tick 'v' which is applicable]

Re-Evaluation Details							
Sl. No. (1)	Core Sub (2)	Elect Sub (3)	Paper Code (4)	Paper Name (5)	Exam Grade (6)	Re-Eval Grade (7)	Signature ofevaluator (8)

- Candidates should fill up columns 1 to 6 giving details of the papers for which re-evaluation is sought; columns 7 and 8 will be filled up by the office of the Controller of Examinations.

Fees Payment Details:

Cash/IPO/ Bank Draft/Challan [Use tick 'v' which is applicable]

Receipt/Challan No : Dated Amount Rs.

(Amount in words: Rupees.....) only.

DECLARATION	VERIFICATION
<p>I,,</p> <p>daughter/ son of,</p> <p>hereby declare that I have carefully gone through the Rules & Regulations given overleaf, and I undertake to abide by them. The results of re-evaluation shall be binding on me.</p> <p>Date:</p> <p>Place:</p> <p align="right">Full signature of Applicant</p>	<p>Certified that:</p> <ol style="list-style-type: none"> The application of the candidate has been verified and is in accordance with the Rules & Regulations for re-evaluation. The original grade sheet of the candidate is enclosed. <p>Date:</p> <p>Place: Guwahati</p> <p align="right">Signature & Seal of HOI/ HOD</p>

RE-EVALUATION RULES & REGULATIONS, CCSU, GUWAHATI

1. A student has the option of appealing to the Controller of Examinations for re-evaluation of his/her answer script on payment of a prescribed fee. This application must also be made by the student within 15 days of the declaration of the results. The grade sheet should be submitted along with the application for re-evaluation.
2. The University will appoint an examiner for re-evaluation and will only consider and recognize evaluation done by a University appointed examiner.
3. There will be no re-evaluation of practical examinations. However, candidates who either fail in the practical examination or wish to appear again may do so next year.
4. Application for re-evaluation may be made in the prescribed form accompanied by a fee of Rs 600/- & photocopy charge of Rs 150/- per paper respectively to be paid either by a crossed Bank-Draft/Indian postal order/CCSU Challan drawn in favour of COTTON COLLEGE STATE UNIVERSITY payable at Guwahati or cash at the CCSU office.
5. After screening the application for re-evaluation, the Controller of Examinations may send the answer script(s) of the candidate to examiners appointed by the Controller of Examinations and approved by the Vice-Chancellor. The grades given after re-evaluation will be final and binding. A student with a passed grade who is found to have failed after re-evaluation will be declared to have failed in that particular paper.
6. The University authority shall endeavor to declare the results of re-evaluation as early as possible.
7. Result of re-evaluation paper(s) and other relevant documents shall be sent to the HOD/HOI of the College/University through whom the form was forwarded. Grade-sheet shall not be issued to student(s) directly from the University Office.
8. A candidate shall be eligible for re-evaluation in a maximum of two end-semester papers in a particular semester of an examination.
9. A xerox copy of the answer script can also be obtained by applying for it through the HoD/HOI and payment of a fee of Rs. 150/- per paper. This must also be done within 15 days of the declaration of results.

Sd/-
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Cotton College State University,
Guwahati 781 001
controller@ccsu.ac.in