

Rules for self-inspection of evaluated answer scripts

1. Photocopy of evaluated answer scripts may be obtained by an examinee concerned once only for self-inspection on submission of application to the Controller of Examinations of the University in prescribed format available in the University website and on payment of Rs.220/-- only per answer script provided that no application for photocopy of evaluated answer scripts in Practical Papers and Environmental Studies shall be entertained by the University.
2. Application for photocopy of evaluated answer script (s) for the purpose of self-inspection is to be submitted to the Colleges within fifteen working days (if not otherwise notified) from the date of publication of results of the concerned examination. Subsequently college has to submit to University after completing all formalities within a week time.
3. It shall be the duty of the Principals of affiliated Colleges/ Heads of Academic Departments of the University to forward all such applications together with the application money to the University in a consolidated manner and within the stipulated time as aforesaid (if not otherwise notified).
4. Photocopy of evaluated answer script (s) will be handed over to the concerned examinee ordinarily after thirty days and within sixty days from the last date of submission of such applications provided however that
 - (a) Photocopy of evaluated answer script (s), which is/ are not under re-examination, will be handed over to the concerned examinee for self-inspection with the time frame as mentioned above after another round of scrutiny and making necessary rectification in the evaluated script (s), Tabulation Roll and Marks Sheet, if so required.
 - (b) Photocopy of evaluated answer script (s) which is/ are under re-examination will be handed over to the concerned examinee for self-inspection only after the publication of re-examination results.
5. The Principals of the respective colleges or their messengers having due letters of authorization will receive the photocopies on being intimated by the University and acknowledge receipt of the same.
6. The University shall not entertain any claim for redressal of grievance arising out of self-inspection relating to evaluation of answer-scripts of the concerned examinee.
7. Application for photocopy of evaluated answer script (s) shall have to be submitted in the following format:

**APPLICATION FOR PHOTOCOPY OF EVALUATED ANSWER SCRIPT(S) FOR SELF-INSPECTION
(Format for Application)**

To
The Controller of Examinations
West Bengal State University,
Barasat, Kolkata – 700 126

Sir:

I would like to obtain photocopy/ photocopies of number of answer-scripts for the purpose of my self-inspection for which I am furnishing my particulars as hereunder and remitting Rupees..... (Rs.....) herewith:

- (a) Name (in BLOCK LETTERS) :
- (b) Contact Address with Mobile No. :
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- (c) Name of the Examination and Year :
- (d) Roll and No. :
(Attach Photocopy of the Admit Card)
- (e) Registration number and Session :
(Attach Photocopy of the Registration Certificate)
- (f) Centre of Examination :
- (g) Photocopy of evaluated answer-scripts in Subjects and Papers sought for self-inspection Subjects and Papers (to be written in abbreviated forms as shown in the mark sheets)
Attach Photocopy of the mark sheet.
- (h) Subjects and papers sought for re-examination of answer scripts :
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- (i) Subjects and papers sought for both re-examination and self-inspection
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DECLARATION: 1. I declare that the above statements are true and that if any of the statements is found to be NOT TRUE, my application shall be liable to be rejected by the University without any intimation to me and further that I shall not claim any refund of the fees in any event.

2. I will enquire about getting photocopy only with the Principal of the college and I will not make any contact with the University in this matter. My application shall be liable to be rejected by the University if I am found to be engaged in any form of persuasion for getting photocopy.

Full signature of the examinee with date

Countersignature of the Principal with date and seal/

Countersignature of the Head of the Department with date and seal

**Format to be used by Principal / Teacher-in-Charge / Head of the Department for submission of
Application for Self-Inspection evaluated Answer Scripts**

To
The Controller of Examinations
West Bengal State University,
Barasat

Dear Sir:

I do hereby forward herewith _____ number of application forms requesting for photocopies of evaluated answer scripts in respect of _____ Examination 20____ from the candidates who appeared from this College/ Department together with the requisite fees in Demand Draft bearing no. _____ Drawn on _____ Dated _____ for Rs. _____ .

The particulars of the examinees are given below:

Serial no.	Roll & No.	Number of answer scripts sought for self-inspection	Amount of fees remitted herewith in INR

Total sum of money:

Date:

Signature of the Principal / T.I.C of the affiliated College/
Head of the Department, WBSU

Copy to: The SPIO for information and record