

UNIVERSITY OF KOTA, KOTA

Instructions/Guide Lines for obtaining certified copy of answer book under RTI Act-2005 and rules of the University

1. Under the RTI Act, 2005 and rules of the University, certified copy of evaluated/revaluated answer book(s) can be obtained by an examinee on applying for the same on the prescribed application form only. (Format Enclosed)
2. Application for obtaining certified copy of the answer book(s) of one or more papers can be submitted alongwith a non-refundable fee of Rs. 500/- per paper. The fee should be deposited only through Account-payee Demand Draft in favour of the Registrar, University of Kota payable at Kota. Postal orders/Money orders/Cheques/Cash will not be accepted.
3. Certified copy of the answer book(s) can be obtained by the examinee himself/herself. Photocopy of the answer book of an examinee shall not be given to another examinee or anyone else.
4. Application complete in all respects for obtaining certified copy of the evaluated answer book(s) can be submitted by an examinee only after 30 days of the dispatch of his/her marksheet. Last date of receipt of the application form shall be the 60th day from the dispatch of his/her marksheet.
5. Application for obtaining certified copy of the revaluated answer book(s) can be submitted by an examinee within 30 days of the declaration of his/her revaluation result.
6. In case an examinee applies for the certified copy of his/her revaluated answerbook and desires the photocopy of the flap of the answerbook also which carried questionwise marks awarded by the first/second examiner, as the case may be, an additional payment of Rs. 100/- per flap will be required through demand draft.
7. After the last dates, as prescribed above, no application form for certified copy of answer book(s) shall be accepted, and the process of disposal of answer book(s) shall be started.
8. The examinee is required to fill the application form neatly and completely in his/her own handwriting. He/She should paste his/her recent photograph on the application form and put his/her signature across it.
9. Certified copy of answer book(s) will be sent by post to the applicant at his/her address as given in the examination form. Hence the same address (as given in the examination form) should be mentioned by the applicant in the application form. In exceptional circumstances, if an applicant wants to get certified copy of his/her answerbook(s) on a different address, then he/she is required to give reason for the same on a non judicial stamp paper to be submitted alongwith the application form.
10. No complaint regarding the assessment of the answer book by the examiner shall be entertained.
11. Incomplete/wrongly filled application forms/application not in prescribed format shall stand rejected and the applicant will have no claim over the fee paid. Any false information/impersonation will make the application cancelled and the applicant can be prosecuted.

UNIVERSITY OF KOTA, KOTA

Application Form to obtain Certified Copy of Answer-book

[To be filled in by the student in his/her own handwriting]

[Please read carefully the Instructions/Guidelines to fill the Application Forms]

*Photo to be
signed by the
Candidate*

1. Name of the Student (In Block Letters) :
2. Father's Name :
3. Name of Examination :
4. Roll No. :Enrolment No.
5. Name of College :
6. Year and Session :
7. Result : Fail or Pass
8. Date of Declaration of Result
9. Date of Despatch of Marksheet
10. Particular Paper (s) for which answer-book is applied for

Paper

Marks Obtained

11. Whether applied for revaluation/scrutiny ----- Yes/No

(a) If Yes, in which paper (s)

(i) (ii) (iii)

(b) Date of declaration of revaluation result :

12. Specimen handwriting of the student (Please write sentences in same medium as in answerbook)

.....

.....

.....

13. Number of Bank Draft Date Name of Bank

Note: Fee through CASH/CHEQUES/MONEY ORDERS/POSTAL ORDERS IS NOT ACCEPTABLE. Demand Draft should be in favour of the Registrar, University of Kota, payable at Kota.

14. Address on which certified copy of the answer book is to be sent (The Address should be the same as mentioned in the examination form, in exceptional circumstances, if an examinee wants certified copy of the answer book on a different address, reason for the same be given on non-judicial stamp paper).

.....
.....
.....

15. Tel. No./with code: Mobile No.:

I hereby undertake that the particulars given above are correct and true. I will abide by the rules & regulations of the University mentioned in the guidelines for the purpose. Furthermore, the certified answerbook received by me from the University will not be made public to maintain secrecy and sanctity of University examination and will be for my own use only.

Date:

Full Signature of Student

(Space for Office Use Only) (To be filled after providing the certified copy of the answer book)

Case No.

Date of dispatch of the marksheet:

Application received on:

Despatch no.

Signature of the dealing official