

## **PROVIDING PHOTOCOPY OF ANSWERBOOKS TO CANDIDATES**

1. **ELIGIBILITY:** The candidate shall be entitled to apply in prescribed form along with requisite fees for photocopies only of his/ her assessed answer books of such institute's end semester theory examination(s) in which he/ she has appeared.
2. **PROCEDURE FOR APPLICATION FOR OBTAINING A PHOTOCOPY:**
  - i) A candidate desirous of procuring the photo copy of the answer book(s) shall be required to apply in the prescribed form available on college website. [Annexure A]. It is also available in Dean's office.
  - ii) The candidate shall be required to submit separate application for each course.
  - iii) The candidate shall have to submit application form within 03 **days** (both days inclusive) from the date of display of marks of the concerned course(s).
  - iv) The candidate shall have to submit application to the Office of Dean Academics after paying requisite fee of **Rs.800/-** per answer book or such fee as may be prescribed by the Institute from time to time payable in cash.
  - v) Candidate will be responsible for submitting application in prescribed time limit. An application form received after the last date will not be accepted.
  - vi) The Office of Dean Academic on receipt of such application(s) shall submit them to the Central Assessment Cell on same day..
  - vii) Applications incomplete in any respect and with illegible entries shall be liable to be rejected.
  - viii) You get the photocopy of concerned answer book from the Dean office with due acknowledgment.
3. The request for supply of Photocopy of the answer book(s) is an additional facility made available to the candidates, therefore, any delay in sending Photocopy of the answer book(s), due to reasons beyond the control of the Institute, shall not confer any right upon the candidates for admission to the next higher class.
4. The applicant, being the sole custodian of the procured photo copy of the answer book, shall not be entitled to transfer the same to anybody for any purpose whatsoever as the same are supplied to him/ her for his/ her reference only. As and when the photocopy of the answer book , will be issued to the candidate, the

Dean Office will take necessary entries of the same and candidate must sign the same, while accepting the photocopy of the answer book.

5. If the applicant or the candidate is found guilty of any misuse of the photo copy he/ she shall be liable for the award of punishment ranging from cancellation of performance at the concerned examination with debarring him/ her from appearing at further examination(s) to confiscation of his/ her degree conferred.
6. In any case, concerned student should not contact valuer / revaluer. Such complaint will also be treated as misuse of photocopy.
7. Photocopy for a particular course in a particular examination shall be issued only once

Appendix-A

**GOVERNMENT COLLEGE OF ENGINEERING, AMRAVATI.**

**Application for Issue of Certified Photocopy of Assessed Answer Book**

(A candidate shall submit separate application form for separate course)

To  
The Principal,  
Govt. College of Engg,  
Amravati.

Sir,

I, the undersigned, is submitting this application for supply of certified Photocopy of the assessed answer book.

I declare that I have read and understood the provisions of rules for obtaining photocopy of answer book and procedure said under rule and I accept all the terms and conditions of the said procedure.

The details of examination and answer books are as under :-

a) End Semester Examination:- Summer /Winter/ Summer Term 20 - 20

b) Registration No. :-

c) Name of applicant : \_\_\_\_\_

(Surname) (First Name) (Middle Name)

d) Program : B.Tech. / M.Tech. \_\_\_\_\_

(Name of the branch)

e) Course code & Title : \_\_\_\_\_

Place :

Signature of Candidate

Date :

**FOR OFFICE USE ONLY**

Received Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ Only)  
from the above student vide receipt No. \_\_\_\_\_ dated \_\_\_\_\_

(Signature of cashier with date)