



## NOTIFICATION

No.MANUU/EB.I/F.110 /2013/756

18<sup>th</sup> November 2013

**Sub: MANUU – Examination Branch - Rules & Regulations for Re-Evaluation of Answer Scripts/Books (Regular Mode) – Notification – Reg.**

**Ref: Approval of the Vice Chancellor dated 18<sup>th</sup> November 2013.**

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## RULES & REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPTS/BOOKS

### (Regular Mode)

1. Re-evaluation means evaluating/examining/checking/assessing again the answer scripts of the theory subjects, and re-awarding of the marks (or grade) by an evaluator other than the first evaluator.
2. The process of re-evaluation shall involve, scrutiny of the answer script before re-evaluation, verification of the marks on the answer script with the award-list, retotaling, and re-examining of the answer script through an evaluator from the approved list of the evaluators forwarded by the Department/Centre/Directorate/College concerned.
3. A Student (examinee) can apply for re-evaluation of his/her answer script of any subject, on the following conditions:
  - a) The re-evaluation of the answer script of the subjects should be applied within fifteen days of the declaration of the results, excluding the day on which the result is declared. The Examination Branch shall reject all the applications for re-evaluation after the due date of submission. No request in this regard shall be entertained.
  - b) Only theory subjects' re-evaluation shall be carried out.
  - c) Revaluation for practical examination/lab course/internal examination/dissertation/thesis/project work/viva voce/seminar/workshop, and examination of all such subjects with any nomenclature will not be carried out.

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- d) The application for the re-evaluation of the answer scripts should be submitted through the 'Re-evaluation Form' prescribed by the Examination Branch, MANUU. Any other form of application shall not be considered for processing.
  - e) Re-evaluation Fee for each answer script is Rs. 750/-.
  - f) A Student is necessarily required to submit with the 'Re-evaluation Form' the following documents: 1) his/her Original Memorandum of Marks, 2) a photocopy of his/her Identity Card issued by the University, 3) Demand Draft of the prescribed Re-evaluation Fee, in Favour of Maulana Azad National Urdu University (MANUU), payable at Hyderabad.
  - g) If any of the documents mentioned in '3f' is not submitted with the application form, the application shall be rejected and the fee paid will not be reimbursed/refunded/returned.
  - h) If the application form is not filled properly, or not received in the prescribed Re-evaluation Form' or not received within due date, or not received with the requisite fee, it shall be duly rejected and whatever fee paid will not be reimbursed/refunded/returned..
  - i) The Re-evaluation Application Form must be submitted in the Office of the Controller of the Examinations, MANUU, Gachibowli, Hyderabad-32.
- 4) If the Student's (examinee) marks increase upto 20% in the Re-evaluation, he/she shall be awarded, the Re-evaluation marks. If he/she scores more than 20% marks in the Re-evaluation, then his/her answer script shall be sent for third evaluation, and the marks obtained in the third evaluation shall be final.

If the Student's marks decrease in the Re-evaluation, he/she shall be awarded the original marks (i.e. the marks that he/she is awarded in the first evaluation).

The Rank in such cases shall be worked out only after the declaration of Re-evaluation result.

The Regulations for Re-evaluation shall apply prospectively from the date of the approval, and after the publishing of the Notification in this regard.

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No appeal for any retrospective Re-evaluation is entertained, thenceforth.

There shall be no Re-Evaluation, wherever double evaluation system exists.

- a) The result of the Re-evaluation of the answer scripts of the subject(s) concerned shall be declared within sixty days from the day of submission of the 'Re-evaluation Application Form' by the Student.
- b) No request for declaration of result before sixty days after the submission of the application shall be entertained.
- c) Whether the Re-evaluation of the answer script (s) changes the result or not, the Student shall not claim refunding or returning or reimbursement of the Fee in any circumstances. Any application or request in this regard shall not be entertained by the University.
- d) A Student who has applied for Re-evaluation of his/her answer scripts may treat his/her result as 'No Change' for submission of application form for any ensuing/following examination.
- e) 'No Change' means the marks obtained are not changed after the re-evaluation. In case of '4d', it means the status of the marks obtained originally has not changed because of non-evaluation or some other short coming in the application form submitted by the Student.
- f) The result declared after the Re-evaluation shall be final and binding on the Student. No request of any kind shall be entertained thereafter.
- g) The result shall be declared on the website, and result information with Memorandum of Marks shall be sent through post. Examination Branch will not be responsible for any postal delay or loss of the post. In such cases where the Student does not receive the result information or Memorandum of Marks sent by the Examination Branch through post, the student is required to apply for the duplicate Memorandum of Marks following the procedure of receiving duplicate Memorandum of Marks as prescribed by the University.



- h) Whether the application form for the Re-evaluation is sent through post or submitted in person, on the top of the envelope, '**APPLICATION FOR THE RE-EVALUATION OF THE ANSWERScript**' must be written in capital and bold letters.
- i) Only the Student (examinee) concerned can apply for the Re-evaluation. Application will not be accepted if any other person applies for Re-evaluation of the answer script on some other person's behalf.
- 5) The names of the evaluators will not be disclosed to the Student.
- 6) No third evaluation or challenged evaluation is permissible, and will not be carried out.
- 7) After the Re-evaluation if the Student wishes to see or procure the answer script, he /she shall apply separately for the Inspection or Procurement of the answer script and pay the prescribed fee for Inspection or Procurement of the Answer Script.
- 8) The fee paid for Re-evaluation will not be reimbursed in any way: whether the student withdraws the application for Re-evaluation or his/her result changes or submits the Re-evaluation Application Form after the due date of submission etc.
- 9) In respect of Entrance Test since the Examination Branch conducts double evaluation (for written tests only and in case of subjective type test only) and the average of both evaluations is taken into consideration for awarding the marks, and since if there is a difference of 15% of marks between the first and second evaluations, then the Examination Branch conducts the third evaluation, which is taken as final and binding for awarding marks and declaring the result, the Re-evaluation of the Entrance Tests is not conducted. Application for Re-evaluation of Entrance Test Answer Script is not entertained, and if any Student submits any Application for Entrance Test Re-evaluation unwittingly by paying any amount of Fee, it shall not be reimbursed/refunded/returned.

  
Controller of Examinations

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Latest  
photograph  
signed by the  
Student must  
be pasted here

**APPLICATION FORM FOR THE RE-EVALUATION OF THE ANSWER SCRIPT**

Name of the Student.....  
Father's Name.....  
Address for Communication .....  
.....  
Mobile No./Phone No.....  
E-mail Address.....  
Programme.....  
Semester/Year.....  
Enrolment No./Hall Ticket No. ....  
Month of the Examination.....  
Date of the Declaration of Result.....  
Examination Centre.....  
Address of the Examination Centre.....  
.....

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**Papers/Subjects in which the Re-evaluation is sought:**

PAPER'S/SUBJECT'S TITLE	MARKS/GRADE
1.....	.....
2.....	.....
3.....	.....
4.....	.....
5.....	.....
6.....	.....
7.....	.....

**Fee Particulars :**

(The Fee for Re-evaluation is Rs 750/- per answer script, which is to be paid through Demand Draft in favour of Maulana Azad National Urdu University, payable at Hyderabad)

No of Papers/Subjects:.....x 750/- =Total Amount: .....

Demand Draft No.....

Issuing Bank: .....Date: .....

**Declaration:**

I have read the rules and regulations regarding re-evaluation of the answer scripts and I agree to be governed by the same.

Date

Signature of the Student

**Enclosures and Documents to be submitted necessarily with this Form are:**

- Original Memorandum of Marks
- Photo Identity Card issued by the University
- Demand Draft in Favour of Maulana Azad National Urdu University, payable at Hyderabad-32
- Two Photographs signed by the Student, one should be pasted on the right top side of this Application Form.