



**FORM FOR RE-EVALUATION ANSWER SCRIPTS**

(Use Separate form for each Semester)

**(To be filled in Candidate's own handwriting and submitted along with requisite fee and original/downloaded DMC in the office of the Controller of Examinations within 21 days from the date of the declaration of the result or uploading of DMC on University's website, whichever is later?)**

<b>SECRECY BRANCH DIARY NO. &amp; DATE</b> No.....Date.....		RE-EVALUATION CASE NUMBER .....	
		(For Office Use)	
Particulars of fee @ Rs.500/- (Per Answer book)	Amount/Value (In Rs.) .....	University Cash Receipt No. & Date:	Bank Draft No. & Date:

College/Deptt Roll No.....Name (in Block Letters) .....

Registration No..... Father's Name (in Block Letters).....

University Roll No..... Mother's Name (in Block Letters) .....

Department .....Course .....

Semester .....

Subject and paper(s) in which re-evaluation is applied/desired: -

Subject/Paper	Subject Code/Paper Code	Marks Obtained
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....
5. ....	.....	.....
6. ....	.....	.....

8. Specimen of handwriting of applicant in the language in which the answer-book(s) has/have been written (Write at least two sentences in own handwriting)

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

Address for Correspondence:

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

Phone No. with STD Code.....

Mobile No.....

**UNDERTAKING:**

I (Applicant) solemnly affirm and declare that the above facts are true to the best of my knowledge and belief and I will be responsible for any kind of discrepancy in it. Further the re-evaluation result (favourable or not) will be binding upon me and in case of any dispute the decision of the University authorities will be final.

Dated: .....

**(Signature of the Applicant)**

**LIST OF DOCUMENTS ATTACHED:**

1. Original Fee receipt /Bank Draft : Yes / No
2. Original Detailed marks Card : Yes / No

**Note: Candidate may read instructions carefully before applying for re-evaluation at overleaf/next page.**

## INSTRUCTIONS FOR RE-EVALUATION

(Subject to Change)

1. A candidate may apply for re-evaluation on the prescribed form, along with the original DMC, a photocopy of the original Detailed Marks Card (DMC) & requisite fee, within the stipulated period (21 days in case of Regular Courses of the declaration of the result or the uploading DMC on University's Website, whichever is later. The Vice Chancellor in exceptional cases, may permit, with a late fee of Rs.1000/- in case of a candidate who submits the re-evaluation form after stipulated period but not later than 90 days of the dispatch of DMC. No re-evaluation form will be accepted thereafter under any circumstances.
2. Re-evaluation will be permitted only for the theory examinations conducted by this University.
3. No re-evaluation is allowed for examinations in Practical/Viva-Voce/Training Report/Project Report etc. or any other paper wherein there is a joint evaluation by two examiners.
4. University will not be responsible for postal delay in receipt of the form from the candidate.
5. Application form once submitted may be withdrawn on written request in respect of one or all papers applied for re-evaluation provided that the answer-books have not been sent to the re-evaluator. No fee refund, however, will be permissible under such a situation.
- 6(a) The re-evaluation fee is Rs.500/- per answer book.  
(b) It should be in favour of **"PDM University", Bahadurgarh , Payable at Bahadurgarh**
7. On a written request, a candidate may be permitted to see his/her re-evaluated answer-books for identification purpose only. Such request should be submitted, along with a fee of Rs.100/- per answer-book, within 15 days of the communication of re-evaluation result.
8. Ignorance of the title/codes of any paper shall not be accepted as plea for wrong entry in the application form.
9. Incomplete application forms, deficient in fee shall be rejected and no refund of fee is permissible under such a situation.
10. In case of any clarification/ambiguity, the power to interpret the rules vests with the Vice-Chancellor and in case of any dispute the decision of the Vice-Chancellor will be final and binding.
11. The candidates should plan their future programme of taking examination/admissions in accordance with their original result already communicated by the university till it is actually superseded by the re-evaluation result. The university does not take any responsibility of any consequence arising out of the delay in completion of the process of re-evaluation and declaration of re-evaluated result. The university shall also not be responsible if the re-evaluation result of any candidate is delayed for some mistake/discrepancy found in the original evaluation/re-evaluation of the answer book.
12. All disputes are subject to the jurisdiction at Bahadurgarh.
13. BEFORE SUBMITTING THE RE-EVALUATION FORM IN THE UNIVERSITY OFFICE THE STUDENTS ARE ADVISED IN THEIR OWN INTEREST TO RETAIN SUFFICIENT ATTESTED PHOTO COPIES OF ORIGINAL D.M.C. FOR ACADEMIC PURSUITS OR FOR SEEKING JOB OPPORTUNITIES ANY WHERE ETC.