

**MAHARISHI MARKANDESHWAR (DEEMED TO BE UNIVERSITY), MULLANA-AMBALA**  
 (Established under Section 3 of the UGC Act, 1956)  
 (NAAC Accredited Grade 'A' University)

**APPLICATION FOR RE-EVALUATION/RE-CHECKING/IDENTIFICATION OF ANSWER BOOKS**

- Note : 1. All columns should be filled in by the candidate in capital letters in his/her own handwriting.  
 2. Before filling up this form, please read carefully Instructions printed on the reverse page of this form.

Date of Issue of DMC : .....  
 (as indicated on the back of DMC) (to be indicated by the candidate) Case No. ....  
 (To be filled in by the Office)

1. Name of candidate (in block letters) .....  
 2. Year & Month of Examination ..... Annual/Supplementary/Semester .....  
 3. Name of Examination ..... Roll no. .... Result .....

Particulars of paper(s) in which Re-evaluation/Re-checking/Identification is applied						Detail of Fee remitted	
Sr. No.	Paper	Title of the paper	Marks Obtained	Pass Marks	Purpose*	Amount Rs. ....	Bank Draft No.....
1.	.....	.....	.....	.....	.....	.....	.....
2.	.....	.....	.....	.....	.....	.....	.....
3.	.....	.....	.....	.....	.....	.....	.....
4.	.....	.....	.....	.....	.....	.....	.....
5.	.....	.....	.....	.....	.....	.....	.....
6.	.....	.....	.....	.....	.....	.....	.....
7.	.....	.....	.....	.....	.....	.....	.....
8.	.....	.....	.....	.....	.....	.....	.....

Detail of Fee deposited in the Bank  
 Scroll No. .... Dated ..... Rs. ....  
*Note : Please see instructions No. 3 on the reverse page of this form*

\* Indicate against each paper if the request is for Re-evaluation or Re-checking or Identification of Answer book (s).

**DECLARATION**

I solemnly declare that :

- I have carefully read all the relevant rules/instructions etc. of the university for Re-evaluation/Re-checking/Identification of Answer book(s) and I undertake to abide by the same in all respects.
- The result of Re-evaluation/Re-checking as declared by the university shall be binding upon me even if it affects my results adversely.
- I shall have no right to claim additional chance to appear in an examination in lieu of any change which I may lose due to Re-evaluation/Re-checking
- The University shall not be liable to pay any compensation/damages whatsoever on account of delay in the declaration of Re-evaluation result of answer-book(s) and/or if any mistake is found during the process of Re-checking.

Correspondence Address of the Candidate

.....  
 .....  
 ..... PIN

.....  
 (Signature of the Candidate)

Dated: .....

Note :- The original Detailed Marks Card(DMC)/Certificate and the prescribed fee per answer book must be attached with this application failing which the application will not be entertained.

*(For use in Re-evaluation Branch)*

- |  |  |
|--|--|
| 1. Date of Receipt of Form.....        | 6. (i) Date of Declaration of Result ..... |
| 2. Diary No. .... Date: .....          | (ii) Date of Despatch of DMC.....          |
| 3. Amount of fee paid .....            | 7. ELIGIBLE : YES/NO                       |
| 4. Whether original DMC attached ..... | 8. Reasons, if not eligible .....          |
| 5. Sign. of Diarist .....              |  |

*(For use in Re-evaluation Branch)*  
 Dealing Officer

Supdt. (Re-evaluation)

A.R./D.R. (Re-eval.)

*(Entries below to be filled in by the Results Branch)*

Original Roll No. ....

Sr. No.	Subject/Paper	Code No.	Marks obtained	Identity No. of Examiner	Remarks, if any.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Signature of the  
Dealing Officer

Signature of the

Signature of the



## IMPORTANT INSTRUCTIONS

1. A candidate may apply to the Asstt. Registrar (Re-evaluation) of the University for Re-evaluation/Re-checking/Identification of Answerbook of Theory Papers in an examination taken by him/her **within 20 days** of the publication of result or 15 days of the date of despatch of DMC from the University whichever is later. Three days grace period will be permitted if despatched by post (not by private courier service) within the due date.
2. Re-evaluation/Re-checking/Identification will not be admissible in the case of papers which have already been evaluated by two examiners, Dissertation, Project Report, Practical Examinations etc. No Answer book will be got Re-evaluated after one year of the examination on any ground whatsoever.
3. The Application for Re-evaluation is required to be accompanied by the original DMC and prescribed fee @ Rs. 300/- per Answerbook, the Application for Re-checking/Identification of Answerbooks will be accompanied by the prescribed fee @ Rs. 300/- per Answerbook. Late fee after the expiry of prescribed time limit for receipt of forms for Re-evaluation of answer books will be Rs. 100/- upto next seven days and Rs. 200/- upto further seven days. The requisite fee can be paid at the Counter of the Oriental Bank of Commerce/ State Bank of India or it may be remitted in the form of Demand Draft drawn in favour of Registrar Maharishi Markandeshwar University payable at Mullana.
4. Application Form complete in all respects along with the fee, original DMC and a self addressed stamped envelope with Rs. 25/- stamps be submitted personally or by Registered Post, addressed to the Asstt. Registrar (Re-evaluation) Maharishi Markandeshwar University, Mullana-Ambala, 133 207. Incomplete Application or those which are not accompanied by original DMCs and requisite Fee in the case of Re-evaluation and prescribed Fee in the case of Re-checking/ Identification of Answer book will be rejected.
5. Late procurement of Application Form shall not be entertained as a plea for its late submission in any case.
6. In case the Application for Re-evaluation is rejected by the University for any reason, only 50% of the amount deposited is refundable.
7. Decrease in marks due to Re-evaluation upto 10% of the maximum marks of the paper will not be taken into account. In case the decrease/increase is more than 10% the case will go to the 3rd examiner. But the candidate will be allowed minimum pass marks if any of the three Examiners (including the two Re-evaluators) awards minimum pass marks or more than the pass marks. Fractional marks if any shall be rounded to the next full mark. The result/marks of a candidate will be revised on the basis of Re-evaluation score, only if the score increases by 3% or more of the maximum marks allotted to the concerned paper or if on Re-evaluation, the character of the result changes (character means 'Change in division' or 'Fail to Compartment/Re-appear' or 'Fail to Pass' or "Compartment/Re-appear to Pass') or in the case of a candidate for Master's Degree examination the aggregate comes to 54.5 or 55%. If consequent upon Re-evaluation of Answer-book(s), one or more candidates secure marks more than the marks secured by the original candidate securing 1st Position in the Merit list, they will also be eligible for award of Gold Medal. However, the Medal already awarded by the original candidate will not be withdrawn.
8. The candidate is allowed to withdraw his/her request for Re-evaluation in one or more paper(s) for which his/her Answer Books have not been sent for re-evaluation. No fee will be refunded in such cases.
9. A candidate will be permitted to see his/her Re-evaluated answer book(s) for Identification only if his/her application is received within 15 days of the date of despatch of result of Re-evaluation along with a fee of Rs. 100/- per answer book.
10. The Re-evaluation will be done in accordance with the rules framed by the University from time to time and the result of the Re-evaluation will be conveyed to the candidate soon after it is declared. No interim communication to this effect will be entertained. The candidate is, however, advised to plan his/her future programmes in accordance with his/her original result already communicated by the University till it is actually superseded by the result of Re-evaluation. He/she may, if desires, submit the examination admission form to avail the admissible chance(s), if any.
11. BEFORE SUBMITTING THE RE-EVALUTAION FORM TOGETHER WITH THE ORIGINAL DMC IN THE UNIVERSITY OFFICE, THE STUDENTS ARE ADVISED IN THEIR OWN INTEREST TO RETAIN THE REQUIRED NO. OF ATTESTED COPIES OF THE D.M.C./CERTIFICATE FOR ADMISSION TO ANY COURSE OR FOR SEEKING JOB OPPORTUNITIES ANYWHERE, OR FOR ANY OTHER PURPOSE.
12. ALL LEGAL DISPUTES RELATING TO EXAMINATIONS/ADMISSION OF STUDENTS WILL BE SUBJECT