



**ST. TERESA'S COLLEGE, ERNAKULAM  
(AUTONOMOUS)  
Affiliated to Mahatma Gandhi University, Kottayam**

Details of Fee remitted	
Rs.	: .....
Challan No	: .....
Date	: .....

Application Fee-Rs. 25/-

**APPLICATION FOR SCRUTINY OF ANSWER SCRIPTS**

Name of the Candidate ( in Capital letters)	
Register Number	
Programme	

**DETAILS OF EXAMINATION**

Name of the Examination	Semester of the examination	Month and Year of examination held	Chance (Please tick)
			First Appearance (Regular) Subsequent Appearance (Supplementary)

**SUBJECTS/ PAPERS FOR WHICH SCRUTINY IS REQUIRED**

Name of the examination	Part/ Branch/ Main Sub/Elective	Title of the Courses	Marks

If the candidate has applied for revaluation of the above papers, mention the title of the courses here	
Address to which the result of the Scrutiny is to be communicated (in capital letters)	PIN:

**UNDERTAKING**

I ..... have carefully read and understood the instructions overleaf. I solemnly confirm that the information furnished by me is correct to the best of my knowledge and belief.

Place:

Date:

Signature of the Candidate

## **INSTRUCTIONS TO CANDIDATES WHO WISH TO APPLY FOR SCRUTINY OF ANSWER SCRIPTS**

1. Candidates are eligible to apply for scrutiny of their answer books of theory papers only.
2. Every application for scrutiny should be submitted in the prescribed form along with the prescribed fee mentioned under clause (3) below, so as to reach the office of the Controller of Examinations **on or before 05-01-2018**. Please refer to the notification announcing the results in this regard. Candidates are advised to submit their applications to **The Controller of Examinations**. The envelope containing the application should be superscribed as **APPLICATION FOR THE SCRUTINY OF THE .....**  
**(Name of the programme) ..... (semester/year of examination).**
3. a) The prescribed fee for Scrutiny is **Rs. 300/** per answer book  
b) The cost of the application form is to be added along with the fee for revaluation if the photocopy or downloaded copy of the application form has been used.  
c) The fee shall be directly remitted at the Indian Bank. The cash receipt shall be forwarded (in original) to the Controller of Examinations along with the application.  
d) Fee once remitted shall not be refunded or adjusted for any other purpose.
4. The applications received late or not in the prescribed form or defective in any respect will not be entertained and will be summarily rejected without any notice.
5. The scope of scrutiny is to give an opportunity to the candidate to identify their valued answer scripts of examination and to check the correctness of the addition of marks awarded to the various answers. No dispute regarding marks already awarded for answers shall be entertained at the scrutiny.
6. The candidate should attach a copy of the hall ticket or a copy of the mark list of the examination concerned along with the application.
7. Separate application forms shall be submitted for each semester/year of examination, as the case may be.
8. The candidates are directed to write the name of the subject in full with branch, part etc in the places provided for the purpose.