# S.I.W.S.
## N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS
### AND
## SMT. THIRUMALAI COLLEGE OF SCIENCE

**Procedure for providing the Photocopies of assessed Answer-book(s) to the Examinee & Process of Revaluation of the Answer-Book(s)**

Applying for Photocopy of answer book and applying for Revaluation will be two independent processes. The Examinee can independently apply for Revaluation or photocopy or both simultaneously.

**Procedure for providing the Photocopies of assessed answer-book(s):**

1. A student can apply for photocopy of answer books for theory papers of all the examinations conducted by the college in the current examination session.

2. The student must apply for the photocopy to the Principal of the college in the prescribed format along with the non-refundable fee prescribed by the University, time-to-time. The student must apply for the photocopy of the answer book within Ten (10) working days from the date of the declaration of result of the examination.

3. The student can apply for Photocopies of answer books of as many subjects as he / she desires.

4. The institution provides the photocopy of respective answer bookwithin twenty five (25) working days from the date of receipt of application.

5. After receiving the desired Photocopy, the applicant examinee shall be the sole custodian of it and under any circumstances the examinee shall not use the same for any other purpose.

6. On receipt of the photocopy, if the discrepancy of following nature is noticed by the examinee, he/ she should apply to the college within seven (07) working days along with the fees of Rs.100 as Grievance Redressal fee.
   i)    Mistake in totalling
   ii)   Non assessment of question / sub-question
   iii)  Improper photocopy

7. After due verification, the examination committee shall make necessary rectification in the marks allotted to the said subject and consequently in the result of the candidate without charging any further fee for such rectification.

**Procedure for the Revaluation of the Answer- book(s)**

1.  If the examinee is not satisfied with the marks awarded, he / she may apply for revaluation to the Principal of the college.

2.  A student can apply for revaluation of answer books for theory papers of all the examinations conducted by the college in the current examination session.

3.  The student can apply for revaluation of answer books of as many subjects as he / she desires
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4.  The student must apply for the revaluation to the Principal of the college in the prescribed format along with the non-refundable fee prescribed by the University, time-to-time. The student must apply for the revaluation of the answer book within Ten (10) working days from the date of the declaration of result of the examination.

5.  On receipt of the applications for revaluation, the examination committee of the college in consultation with principal of the college, appoints external examiners preferably from outside colleges in the respective subjects.

6.  The marks obtained after revaluation shall be accepted by the Principal of the college, if the marks assigned to a paper as a result of revaluation, increase or decrease in revaluation by ten percent (10 %) or more than the marks originally obtained by the candidate in the paper without any grace, and in such cases the marks originally obtained by the candidate in the paper shall be treated as null and void and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper.

7.  If the difference between the marks originally obtained by the candidate in the paper, and marks obtained after revaluation increase or decrease by twenty five percent (25%)of the maximum marks assigned to that paper, a second revaluation of the said answer books be done by a third examiner.

8.  The revised marks obtained by a candidate after revaluation, shall be taken into account for the purpose of amendment of his/ her results.

9.  The photo copy of the revaluated answer-book/s shall not be provided to the examinee/s.