



# SYMBIOSIS UNIVERSITY OF APPLIED SCIENCES, INDORE

(Established by Govt. of M.P. vide Act No. 23 of 2016 & Recognized by UGC u/s 2(f) of 1956 Act)

SUAS/COE/GC/C/2021/03/52

Date: 27-11-2021

## Process to View/To get certified copy of End Term Exam Answer Books

To maintain transparency of the evaluation system and in light of the orders of Hon'ble Supreme Court, the students have been provided with an option to view/inspect their End Term Exam Answer Books. Apart from this the students can also demand for certified copy of their answer books. Following is the procedure for the same.

### **(A) Process to View Answer Book/s:**

1. A student will have to make a formal request to the Controller of Examinations of SUAS through her/his Director of school to view the answer books in the prescribed pro forma.
2. The request is to be made within 30 days after the declaration of Semester/End Term exam results, after which no such request/s will be entertained.
3. The student will be required to clearly mention her/his roll number, Name, Mother's Name, Exam session, subject name/ Subject code and semester of the exam on the application.
4. The facility is given only for the student and no one else can apply or view the answer books of the applicant. No one else will be allowed to put an application in this regard except the student enrolled with the university.
5. The students will have to make a declaration that she/he will not use the facility of viewing answer books for any legal process and will also not make any comment in person or in public or on any social media platform in this matter.
6. The process of re-evaluation/rechecking is different from the said procedure and the students need to follow the defined procedures for getting the answer books re-evaluated or re-checked.
7. The controller of Examinations is completely empowered to make the final decision about such an application. In case of acceptance of the same, the office of Controller of Examinations will inform the respective Director of the school about time and date to view the requested answer books.
8. The student will have to be present physically on the fixed date and time as decided by the office of Controller of Examinations and will not be allowed to carry any kind of electronic gadget/pen/pencil/weapon with her/him, while visiting the fixed venue. In case the student does not turn up on the scheduled date and time then she/he will have to pay a fee of INR 100/- to reapply for the same. In case of absence for the second time, no further chance will be given to the student.

9. The staff members of the university will accompany the student for the whole duration of such process of viewing. A maximum of 20 minutes per answer books will be given to the student to view/inspect the same.

**(B) Process to get certified photocopy:**

1. The student will have to apply in the pro forma to the Controller of Examinations to get a certified copy of her/his answer book/s.
2. The student will have to apply within one month after the date of declaration of results along with a fee of INR 1000/- per answer book.
3. The applicant must be the student enrolled with the university.
4. The student can ask for her/his own answer books. The answer books of other students will not be given to anybody else.
5. The certified copy of the answer books will have to be collected by the student from the office of COE on the specified date and time, failing which a second time and date will be intimated to her/him through the Director of the school. If still the student does not report to the office of COE then she/he will lose the opportunity.
6. The fee once deposited will not be refunded or adjusted.
7. The facility of providing answer book/s is a step to enhance transparency of the system, therefore the students are advised, not to use this to harm or defame the university.

The university reserves all the rights to amend/change/withdraw or add any part or the whole procedure defined above at any point of time, as and when the situation warrants so.

Aryan  
27/11/2021  
Controller of Examinations