



GONDWANA UNIVERSITY GADCHIROLI

Ordinance No. 96 of 2017

“PROCEDURE FOR REVALUATION, RETOTALLING & SUPPLY OF CERTIFIED PHOTO/XEROX COPIES OF ASSESSED ANSWER BOOKS TO THE EXAMINEES ON DEMAND, ORDIANANCE, 2017”

Whereas, it is expedient to provide an ordinance in respect of **procedure for revaluation, retotaling& supply of certified photo/Xerox copies of assessed answer books to the examinees on demand**,for the purposes hereinafter appearing, the Management council is hereby pleased to make the following ordinance :-

1. This ordinance may be called **procedure for Revaluation, Retotaling & supply of certified photo/Xerox copies of assessed answer books to the examinees on demand, ordinance, 2017.**
2. This ordinance shall come into force with from the date of its making by the management council.
3. In this ordinance, unless the context otherwise requires,
 - i) “Examinee” means the student/candidate who has appeared for full or part of immediately preceding university examination, or in case of repeater for part of the immediately preceding examination the performance at which is counted towards award of a Certificate/Diploma/Degree, as the case may be.
 - ii) “Photo copy” means certified photo/Xerox copy of the assessed answer book(s) of a theory paper duly certified on last written page of the assessed answer book by the officer, so designated by the Vice-Chancellor for the purpose.
4. **Eligibility:**
 - i) The Examinee shall be entitled to apply in prescribed form along with requisite fees for Revaluation, Retotaling &photo copies only of his/her assessed answer book(s) of such university examination(s) in which he has appeared.
 - ii) The examinee shall be eligible to apply for revaluation, or photo copy of maximumtwo answer book(s) and eligible to apply for retotaling in all

- iii) subjects of each immediately preceding university examination(s) for which he had appeared.
- iv) The examinee shall not be eligible to apply for the Revaluation, Retotaling & photo copy of the answer book(s) pertaining to the practical, sessional, Viva-voce, exams., dissertation, thesis and also of such university examinations where only grade is awarded instead of numerical marking.

5. Procedure for application for Photo/Xerox copies:

- i) The examinee, hereinafter referred to as “Person” alone shall be entitled to procure the photo copy of the assessed answer books(s).
- ii) A person desirous of procuring the photo copy of the assessed answer book(s) shall be required to apply in the prescribed form.(appendix -A).
- iii) The person shall be required to submit separate application for each examination.
- iv) The application form shall be made available by the University on University Website.
- v) The person shall have to submit application form within 10 days (both days inclusive) from the date of declaration of results of the concerned examination(s).
- vi) The person shall have to submit application at the same college where he/she had submitted the examination form (s).
- vii) An application form received after the last date shall not be accepted by the principal of the concerned college.
- viii) Application form shall be accompanied with the prescribed non- refundable fee Rs. 300/- per answer book or such fee as may be prescribed by the university from time to time payable in cash or Demand Draft, drawn in the name of the Finance & Account Officer, Gondwana University, Gadchiroli.
- ix) The application must be accompanied with a Xerox copy of the mark list of the concerned examination (s) attested by the principal of the College/Gazetted Officer of the State/Central Government.

- x) The Principal of the College, on receipt of such application(s), shall scrutinize and submit them to university examination- wise in separate covers along with fees so collected by D.D. in the name of Finance &Accounts Officer, Gondwana University, Gadchiroli not later than 3 (three) days (both days inclusive) of the last date of submission of application form(s) of the concerned examination(s).
- xi) Application(s) received after the due date shall not be accepted by the university.
- xii) Application(s) incomplete in any respect shall be liable to be rejected,
- xiii) Upon receipt of the application forms by the university from the colleges, “The Revaluation Cell of the university” shall immediately requisite, in writing, the concerned answer books of the examinee from the godown of assessed answer books of the university and shall then scrutinize the same for the followings:
 - a. Whether the total marks in the given paper awarded to the examinee on the mark list matches with the marks awarded to the examinee on the cover page of the answer book.
 - b. Whether the question wise marks awarded to all the questions inside the answer book are correctly carried over on the cover page.
 - c. Whether the total of the question-wise marks on the cover page is correct.
 - d. Whether all the answers in the answer book have been assessed by the examiner.
 - e. If any discrepancy of any of the counts under clauses a, b, or c mentioned hereinabove is/are noted the same be corrected by the university with the authentication by the Controller of Examinations or the person designated by the Vice- Chancellor of the university.
 - f. If any questions or part of it in the answer book is observed to be unvalued, the same shall be got valued from the examiner in the subject and additional marks, if any, awarded shall be then carried, noted and added on the cover page also and accordingly the total of the marks shall be corrected with the authentication by the Controller of Examinations or a person designated by the Vice-Chancellor for the purpose.

- g. The Change, if any, on above counts shall be informed to the examinee by necessary notification and corrected marks list shall also be issued to the examinee on his/her surrendering the original mark list to the university through the college through which the application was made.
 - h. The Xerox copy of the answer book shall be made on the machine, duly concealing the identity of examinee, examiner and moderator, if any. The concerned designated officer shall certify the last written page of the answer book by placing the stamp, stating that the pages after the written page is or are blank(s) and hence the Xerox copy of the blank pages of the assessed answer book are not supplied to the examinee. The concerned designated officer shall sign in original on the space provided for the stamp.
 - i. The photo copies of the answer books shall be sent to the Principal of respective college, for further issuance to the concerned applicant on procurement of written acknowledgement from him/her.
 - j. The university will endeavour to supply photo copies to the Principal of the concerned college, as far as possible within 30(Thirty) days from the date of receipt of application forms by the university.
6. The request for supply of xerox copy of the answer book(s) is an additional facility made available to the candidates. Therefore, any delay in sending xerox copy of the answer book(s) due to reasons beyond the control of the university, shall not confer right upon the candidates for admission to the next higher class. Also he will not be able to apply Revaluation after receipt of photo copy / Xerox.
7. The applicant or the examinee being the sole custodian of the procured photo copy of the answer book, shall not be entitled to transfer the same to anybody for any purpose whatsoever as the same are supplied to him for his/her personal reference alone.
8. If the applicant or the examinee is found guilty of any misuse of the photo copy he shall attract the provisions of Section 32(6)(a) of M.U. Act, 1994 and shall be liable for the award of punishment ranging from cancellation of performance at the concerned examination with debarring him/her from appearing at further examination(s) to confiscation of his /her degree(s) conferred.

9. Procedure for Challenge to Valuation:

- i. If any examinee is not satisfied with the marks awarded to him/her, he/she may challenge the same by applying to the university through the Principal of his/her college in the prescribed form within 10 days from the date of declaration of result of the concerned examinations. (Appendix-B)
- ii. The application for challenge to valuation shall be submitted by the examinee to the same college where he/she had submitted the examination form(s) for concerned examination(s).
- iii. The application form is made available by the university on university website.
- iv. The examinee shall be required to submit separate application form for each examination.
- v. The application for challenge to valuation shall be accompanied with non refundable fee of Rs. 500/- per paper payable in cash or Demand draft drawn in the name of Finance and Accounts officer, Gondwana University, Gadchiroli
- vi. The Principal of the College shall forward all such application(s) to the university examination-wise in separate covers with fees so collected within 3 days (both days Inclusive)
- vii. After receipt of the applications the person authorized in that behalf shall requisition in writing the original answer book(s) of the candidate from the Gondwana of assessed answer books of the University.
- viii. The person Incharge shall then effect the masking of answer books so as to conceal the identity of the candidate i.e. Roll Number, Enrolment Number, Center Number, Name and Signature of the Examiner and Moderator, if any, and prepare the case of the candidate along with question paper.
- ix. If the person challenge to valuation, then the university shall get the said answer book (s) assessed by the examiner having minimum of 05 years teaching experience selected from amongst the panel of examiners recommended by the board of studies of the concerned subject who shall not be the original valuer or the moderator.

Provided that in case such teacher with requisite teaching experience is not available, the chairman of Board of Studies of Dean of the concerned faculty in consultation with the Vice-chancellor shall be competent to nominate a teacher or any other expert in the subject.

- x. Before forwarding the answer book for reassessment the roll number, enrolment number, center number and all such marks which may disclose the identity of the candidate and name and signature of the original valuer and moderator, if any, as well as marks awarded by the original examiner and moderator, if any, shall be concealed.
- xi. If the marks awarded by the subsequent examiner vary/deviate by more than 10% on either side determined on the basis of the marks awarded by the original examiner/ moderator then alone the marks awarded by the subsequent examiner shall be awarded to concerned examinee. Provided that fraction, if any in calculation shall be rounded to next higher integer.
- xii. The change in marks as above, if any, shall be communicated to the examinee through a suitable notification and shall be binding on the examinee.
- xiii. The revised mark list to the examinee, in such cases, shall be given only on surrendering of his/her original mark list to the same college wherefrom he/she has earlier submitted the prescribed application form through the concerned Principal, who shall obtain acknowledgment while issuing the revised mark list and obtain the original mark list from the candidate which will be sent by the Principal to the university.
- xiv. The university will issued the revised mark list to the candidate within a period of 15 days from the date of notification as far as possible.
- xv. The alteration accrued to the applicant examinee shall be counted towards award of merit, medals and prizes, if any.

10. Procedure for application for Retotalling:

- i) The examinee, hereinafter referred to as “Person” alone shall be entitled to apply for Retotalling of his / her assessed answer books(s).

- ii) A person desirous to apply for Retotalling of the answer book(s) shall be required to apply in the prescribed form (Appendix - C).
- iii) The person shall be required to submit separate application for each examination.
- iv) The application form shall be made available by the University on University Website.
- v) The person shall have to submit application form within 10 days (both days inclusive) from the date of declaration of results of the concerned examination(s).
- vi) The person shall have to submit application at the same college where he/she had submitted the examination form (s).
- vii) An application form received after the last date shall not be accepted by the principal of the concerned college.
- viii) Application form shall be accompanied with the prescribed non-refundable fee Rs. 100/- per answer books or such fee as may be prescribed by the university from time to time payable in cash or Demand Draft, drawn in the name of the Finance & Accounts Officer, Gondwana University, Gadchiroli.
- ix) The application must be accompanied by a Xerox copy of the mark list of the concerned examination (s) attested by the principal of the College/Gazetted Officer of the State/Central Government.
- x) The Principal of the College on receipt of such application(s) shall scrutinize and submit them to the university, examination- wise, in separate covers along with fees so collected by D.D. in the name of Finance & Accounts Officer, Gondwana University, Gadchiroli not later than 3 (three) days (both days inclusive) of the last date of submission of application forms of the concerned examination(s).
- xi) Application(s) received after the due date shall not be accepted by the university.
- xii) Applications, incomplete in any respect, shall be liable to be rejected.

- xiii) Upon receipt of the application forms by the university from the colleges, "The Revaluation Cell of the university" shall immediately, in writing, return the concerned answer books of the examinee from the university and shall then scrutinize the same for the followings:
- a. Whether the total marks in the given paper awarded to the examinee on the mark list matches with the marks awarded to the examinee on the cover page of the answer book.
 - b. Whether the question wise marks awarded to all the questions inside the answer book are correctly carried over on the cover page.
 - c. Whether the total of the question-wise marks on the cover page is correct.
 - d. Whether all the answers in the answer book have been assessed by the examiner.
 - e. If any discrepancy of any of the counts under clauses a, b, or c mentioned hereinabove is/are noted the same be corrected by the university with the authentication by the Controller of Examinations or the person designated by the Vice- Chancellor of the university.
 - f. If any questions or part of it in the answer book is observed to be unvalued, the same shall be got valued from the examiner in the subject and additional marks, if any, awarded shall be then carried, noted and added on the cover page also and accordingly the total of the marks shall be corrected with the authentication by the Controller of Examinations or a person designated by the Vice-Chancellor for the purpose.
 - g. The Change, if any, on above counts shall be informed to the examinee by necessary notification and corrected marks list shall also be issued to the examinee on his/her surrendering the original mark list to the university through the college through which the application was made.

11. In this ordinance the reference to the term "College" shall mean and include Conducted / affiliated college, university department, and affiliated/conducted institution.

12. The reference to the term “Principal” shall mean and include, Principal / Dean of conducted/ affiliated college, the Head of the University Department and Head / Director of the affiliated / conducted institution.
13. The examinee will have right to cancel their application for Revaluation & Retotalling within 7 days after cut off date of application & the examinee who have applied for Xerox will have right to cancel their application for Revaluation & Retotalling (in case they have already applied earlier) within 7 days after receipt of photo / Xerox copies. The prescribed fees paid for revaluation /retotalling shall not be returned to the applicant.
14. In case of no change of the revaluation result, the aforesaid result shall not be challengeable further within the jurisdiction of the concerned university direction .

(Statement of object and reasons)

The Vice-chancellor of the university had issued Direction No. 152 of 2012 on 21/12/2012 and corrigendum dated 23/12/2014 in respect of Direction to provide for the procedure for revaluation, retotalling & supply of certified photo/Xerox copies of assessed answer books to the examinees on demand, under provision of section 14 (8) of the Maharashtra university Act, 1994.

The subject matter of the Direction is required to be regulated by an ordinance as provided under the Act.

In view of the above, the existing Direction and corrigendum is required to be converted into an ordinance as provided under the Act, hence this Draft ordinance is prepared for consideration of the Academic council and the Management council.



GONDWANA UNIVERSITY, GADCHIROLI

To,

The Controller of Examinations,
Gondwana University, Gadchiroli.

COLLEGE CODE NO

REFERENCE :- Application for Retotalling of marks. (Theory Paper Only)

Sir,

I beg to apply for retotalling of marks ----- Examination of Summer / Winter
20--- in the subject given below:-

MY PARTICULARS OF EXAMINATION ARE AS FOLLOWS:-

1. Name of Applicant : -----
2. Name of Examination : ----- Summer / Winter 20 -----
3. Roll No. : ----- College Code -----
4. Enrollment No. : -----
5. Subject/s in which retotalling is required : 1) -----
2) ----- 3) -----
6. Prescribed fee is deposited herewith (Receipt enclosed) 1) Rs -----
2) Receipt No ----- date -----

A true copy of mark-list is enclosed herewith for a ready reference.

Address for Correspondance;Your's Faithfully

(Applicant)

FEE PERSCRIBED FOR RETOTALLING OF MARKS

Rs. 100/- per paper

Note: Please enclosed-

1. True copy of mark- list,
2. Pay-in- Slip.

Note : This application may be submitted within 07 days from the date of announcement of the result.