SAMBALPUR UNIVERSITY
JYOTI VIHAR, BURLA – 768 019

APPLICATION FORM FOR OBTAINING PHOTO COPY OF VALUED ANSWER SCRIPTS
(To be submitted within ***15*** days of publication of result)

To

The Controller of Examinations
Sambalpur University

1. Full Name (capital Letter) _____
2. Father's Name _____
3. University Roll No. _____
4. Registration No. _____
5. Postal Address (with PIN for forwarding the photo copies of valued answer script)

   _____

   _____
6. Name of the college where studies _____
7. Name of the college/centre from which appeared the examination

   _____
8. Name & Year of examination _____
9. Subject and Paper for which copies valued answer script is required

Sl.No	Subject	Paper	Grade secured
1			
2			
3			
4			

10. Details of fee paid (@Rs.500/- per answer script)

    Bank Draft / U.Co.Bank Challan No. _____ dt._____

    (To be made in favour of Comptroller of Finance, Sambalpur University on State Bank of India Payable at Jyoti Vihar, Burla OR Bank Challan in UCO Bank)

Date _____

Signature of the candidate in full
(PLEASE SEE NEXT PAGE FOR DTAILS INSTRUCTION)

Memo No._____/

Dated _____

Signature of HOD/ Principal

GUIDELINES REGARDING SUPPLY OF PHOTO COPIES OF VALUED ANSWER SCRIPTS OF EXAMINATIONS CONDUCTED BY THE UNIVERSITY

1. Candidates desirous to get photo copies of evaluated answer scripts may apply in the prescribed application form available in the University office within a period of **15 (Fifteen)** days from the date of publication of result of the examination she/he appeared at.

2. A candidate has to deposit a fee of **Rs.500/-** (Rupees Five hundred) only per paper in the shape of Demand Draft in favour of the Comptroller of Finance, Sambalpur University drawn on the S.B.I. and payable at Jyoti Vihar or via Bank Challan (U.Co. Bank, Katapali, Jyoti Vihar, Burla).

3. Photo copies of the mark sheet and the admit card shall be enclosed or else the application shall be rejected.

4. In case of change of centre, the candidate is required invariably to mention the name of the examination centre from which appeared the examination.

5. Identify/name of the examiner shall not be disclosed in the Xerox copy of the answer script.

6. There is **no provision** for any review of the valued answer scripts, such as **re-evaluation** of etc.

7. After receiving the application, the University shall verify the addition of marks and the photocopy shall be provided within a period of 60 (sixty) days from the last date of receipt.

8. Application received after the stipulated period and without appropriate documents cited above shall be summarily rejected.

CONTROLLER OF EXAMINATIONS