# SAMBALPUR UNIVERSITY

JYOTI VIHAR – 768019

## Application form for Re-Addition of Marks of valued Answer scripts
## ( To be submitted within **15** days of publication of result)

To

The Controller of Examinations
Sambalpur University

1. Name of the Candidate (In block capital letters) :
2. Name of Father :
3. Name of the College :
4. Centre at which appeared :
5. Roll No. _____ Registration No._____
6. Examination at which appeared and year of Examination :
7. Per paper **Rs.200/-** only : _____
8. The name of the paper which the candidate desires to check for addition marks and marks awarded to each of such papers.

Subject / Paper – 1 Grade awarded_____

2 Grade awarded_____

3 Grade awarded_____

Rupees_____

deposited vide Bank Draft/ U.Co.Bank Challan No._____ Date_____

Date: _____

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

Address:

Memo No._____/

Dated _____

Signature of HOD/Principal

# GUIDE LINES REGARDING RE-ADDITION OF MARKS OF EXAMINATIONS CONDUCTED BY THE UNIVERSITY

1. Candidates desirous to get re-addition of marks of valued 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.200/-** (Rupees Two 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 (UCO. 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. ln case of change of centre, the candidate is required invariably to mention the name of the examination centre from which appeared the examination.

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

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

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

CONTROLLER OF EXAMINATIONS