**GUIDELINES FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

**Candidates seeking photocopy of the answer scripts are advised to go through these rules and regulations before they apply**

1. Photocopyis allowed only for Regular theory papers in PART I, II and III. (Supplementary excluded)
2. Select the papers carefully in which you wish to get the photocopy. No second application for additional papers would be accepted.
3. Application to obtain Photocopy of answer scripts has to reach Principal’s Office on or before **02nd January 2024**
4. The application is to be filled in by the candidate in his/her own hand-writing and not by anyone else on his/her behalf.
5. Entries made by the candidate is to be verified by the HOD and forwarded to the Principal for his endorsement
6. Prescribed Fee for obtaining photocopy of answer scripts Rs.400/- per paper. Cash to be deposited with **EQUITAS SMALL FINANCE BANK– in the name of GURUNANAK COLLEGE CNTRL. OF EXAMINATION - Account Number: 100005428450,** during bank working timings or pay cash in the shift I and shift II office counter and get the receipt for the same with office seal.
7. The fee payment receipt or challan to be attached with the Application Form and submitted to the Principal’s Office between 10.00 A.M. and 1.00 P.M. and the candidate will be given an acknowledgement for submission mentioning date and time.
8. The photocopies of the answer script will be sent to the respective departments by OCOE and the same can be obtained from the HOD on the **04th January 2024.**

**GUIDELINES FOR APPLYING REVALUATION OF THE ANSWER SCRIPT**

**Candidates seeking revaluation are advised to go through these rules and regulations before they apply**

1. Revaluation is allowed only for Regular theory papers in PART I, II and III. (Supplementary excluded)
2. Select the papers carefully in which you wish to apply for revaluation. No second application for additional papers would be accepted.
3. Revaluation is to be applied on or before **08th January 2024.**
4. The application is to be made by the candidate in his/her own hand-writing and not by anyone else on his/her behalf.
5. Entries made by the candidate is to be verified by the HOD and forwarded to the Principal for his endorsement
6. Prescribed Fee (exclusive for revaluation application) Rs.1000/- per paper. Cash to be deposited with **EQUITAS SMALL FINANCE BANK– in the name of GURUNANAK COLLEGE CNTRL. OF EXAMINATION - Account Number: 100005428450**, during bank working timings or pay cash in the shift I and shift II office counter and get the receipt for the same with office seal.
7. The fee payment receipt or challan to be attached with the Application Form and submitted to the Principal’s Office between 10.00 A.M. and 1.00 P.M. and the candidate will be given an acknowledgement for submission mentioning date and time.



**GURU NANAK COLLEGE (AUTONOMOUS), CHENNAI – 600 042**

***Accredited at ‘A++’ Grade by NAAC***

**REVALUATION APPLICATION FORM**

**NAME OF THE STUDENT: BATCH:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REGISTER NUMBER:**  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**DEPARTMENT: SHIFT: GAS / SFS1 / SFS2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Subjects** | **Subject Code** | **Applied For** | **Amount** |
|
| **Photocopy Rs.400/- per paper** | **Revaluation Rs.1000/- per paper** | **Rs.** |
|   |   |  |  |   |
|   |   |  |  |   |
|   |   |  |  |   |
|   |   |  |  |   |
|   |   |  |  |   |

**DECLARATION BY THE STUDENT**

I have clearly read rules regarding revaluation printed overleaf and agreed to be governed by the same. I undertake to surrender my original result and to accept the final result when declared by the college as a result of revaluation applied for by me as per the rules laid down in this behalf.

SIGNATURE OF THE CANDIDATE WITH DATE

SIGNATURE OF H.O.D. WITH DATE :

SIGNATURE OF THE VICE PRINCIPAL SIGNATURE OF THE PRINCIPAL