



RAJASTHAN TECHNICAL UNIVERSITY KOTA
INSTRUCTIONS/GUIDELINES FOR THE CANDIDATES

(With effect from Odd Semester Examinations of 2011-12)

The application form to see answer-book/s can be downloaded from the university website (www.rtu.ac.in). Separate form to be submitted for each answer book.

Guidelines regarding showing of answer-books:-

1. A Student shall be entitled to see his/her answer-book/s only on payment of a non-refundable fee of Rs. 1000/-(One thousand only) per answer-book, in the presence of committee constituted by the Vice-Chancellor.
2. The application to see answer book will be received by the University within 15 days from the date on which the result is declared by the University or the copy view forms available online at college portal.
3. If there is a posting error or totaling error in the marks, the error will be corrected by the University in due course of time after proper checking. The Vice Chancellor shall have power to rectify the result due to above correction.
4. If the student is not satisfied with marking of his/her answer book, he/she may apply for re-evaluation of the answer book as per University rules.
5. Forms received by the University after the due date and found incomplete in any respect shall be liable to summary rejection.
6. No student will damage/destroy or take away the answer books. In that case he/she will be punished as per Unfairmeans rules of the University.
7. Time limit to see the answer book will be 5-10 minutes. Copy view can be done on the scheduled and date time decided by the University, failing which his/her claim will be rejected.
8. Materials like pen, pencil, mobile, books, notes etc., will not be allowed, while the student is permitted to see his/her answer book.
9. Admit card/photo id proof is required for identification before allowing student to see his /her answer book.
10. Parents/Guardians/Advocate or any other person will not be allowed with the candidate.
11. The photo copy of the answer book will not be issued to the student.
12. The student will be allowed to see his answer book only once.
13. Detail programme for view of answer book shall be uploaded on RTU official website (www.rtu.ac.in). Students are advised to visit RTU website regularly . No other communication for schedule will be made by RTU.

Declaration

I will abide by the above rules and regulations of the university.

(Signature of student)

Note:-

1. Student can apply to view his/her all answer book for which present examination has been given.
 2. Student can apply for copy view and revaluation both simultaneously, as per prevailing regulations and rules.
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RAJASTHAN TECHNICAL UNIVERSITY, KOTA

Application Form to see Answer-book (before-Re-evaluation)

(To be filled in by the student in his/her own handwriting)

(Please read carefully the Instructions/Guidelines on 2nd page of the Application Form)

1. Name of the student **(in Block Letters)** _____
2. Father's Name _____
3. Name of Examination _____
4. Roll No. _____ Enrolment No. _____
5. Mobile Number of Candidate (i) _____ (ii) _____
6. Email ID of the Candidate _____
7. Name of College _____
8. Year and Session _____
9. Result Fail or Pass _____
10. Date of Declaration of Result _____

11. Particular paper for which answer-book is to be shown.

| Name of Paper with code | Marks obtained |
|-------------------------|----------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

12. Specimen handwriting of the student _____
13. DD and Amount of Bank Draft _____ Dated _____
14. Address for Correspondence _____

15. Landline No./with Code _____

I will abide by the rules & regulations of the University mentioned in the guidelines.

Date:

Seal and signature of college Principal/ Director

Signature of the Student

(If Student directly submit form at RTU, Kota)

(Space for office use only)

(To be filled after seeing the Answer Book)

Case No. _____

The result of the student was declared on _____

Application received on _____

Time for showing Answer- book _____

I have seen my answer-book

Signature of the dealing official

Signature of the student with date