

Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka, New Delhi- 110078.

F. No. IPU/EXAM/Registrar/2013-14/

Dated: 19.12.13

Please find attached herewith the Regulation for Inspection of Answer Sheets and Providing Certified Copies of Answer Sheets as approved by the Board of Management of the University in its 55th meeting held on 24th September, 2013.

This is for information of all concerned.


Dr. B.P. Joshi
Registrar

Copy to :-

1. AR to Vice Chancellor for kind information of Hon'ble Vice Chancellor
2. All Deans/Director/Principal of University School of Studies/Affiliated Institutes.
3. Controller of Examinations
4. Chairman, UCITIM (with a request to upload the same on the University website.
5. Guard file.

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16 C, DWARKA, NEW DELHI**

**REGULATION FOR INSPECTION OF ANSWER SHEETS AND PROVIDING
CERTIFIED COPIES OF ANSWER SHEETS**

1. **Title:** The regulations made hereunder shall be called the Regulations for Inspection of Answer Sheets and Providing Certified Copies of Answer Sheets.
2. **Objectives:** To provide the procedure for inspection of answer sheets and providing the certified copies of the answer sheets of the examinations conducted by the University for which the result has been declared, in a manner which is consistent with the Objectives of the Right to Information Act and with due regard to the practical feasibility, efficacy and integrity of the examination processes.
3. **Scope of the regulation:** Disclosure (inspection or obtaining certified copies) of following documents shall come under the purview of this regulation.
 - a. Evaluated answer sheets including the OMR sheets of the Common Entrance Tests.
4. **Definitions: Evaluated answer sheets:** Means the answer sheets written by the examinees of the University in their annual/semester end examinations or the filled in OMR sheets of the Common Entrance Tests of the University with respect to which results have been declared by the University.
5. The evaluated answer sheets retained as per retention schedule of the evaluated answer sheets of the University shall be available for inspection after the announcement of the concerned result on the University website, in the manner and to the extent provided herein below.
 - a. Only the examinees of the University shall have the right to inspect their respective evaluated answer sheets and shall be allowed to only take note of the marks obtained in various questions and /or sub questions. In case any examinee is less than 18 years of age, one of the guardians as per records of the university, shall be permitted to accompany the child to inspect the evaluated answer sheets.
 - b. All requests/applications for the inspection of the requested answer sheets should be made in the format prescribed within 15 days from the date of the announcement of result on the University website, to the office of the Controller of Examinations accompanied by a Demand Draft in the name of the Registrar of the University, payable at Delhi or a bank challan of the



University branch of the Indian bank in favour of Registrar, GGSIPU towards the fee which shall be notified by the University from time to time. The application is to be made by the examinee applicant in his/her own handwriting and under his/her own signature and not by anyone else on his/her behalf. The details furnished in the application to be duly verified by the Dean of University Schools / Director / Principal of the Institute where the student is enrolled.

- c. On receipt of such applications for inspection, a schedule of inspection for the examinee applicants, shall be prepared and notified on the University website. The said schedule for inspection shall state the date, time, venue and contact person in respect of such inspection. The schedule of inspection should be ordinarily notified within 25 days of the last date of receipt of application and the Examination division will endeavor for completing the inspection within 45 days from the last date of receipt of application for inspection.
- d. The examinee applicant shall be required to present himself/herself for inspection of the answer sheets as per the notified schedule for inspection. If an examinee applicant fails to represent himself/herself for inspection of the requested documents as per the schedule for inspection, it shall be construed that he/she has abandoned his/her right for inspection.
- e. A request for change in date and time for inspection, if any, may be permitted by the Controller of Examinations after an application to this effect is made by the concerned examinee applicant immediately after notification of the schedule of inspection, at least one week in advance of the scheduled inspection.
- f. Each of the applicant examinees shall be allowed not more than 20 minutes to inspect the requested documents and take note of the marks obtained thereof, if any.
- g. Pursuant to such inspection, if any factual error in the nature of (i) Mistake in totaling of marks or (ii) Non-evaluation of any answer or part thereof, is perceived/claimed by the student/ applicant, he/ she will be required to apply for re-rechecking in the prescribed manner of the University. Any representation other than relating to totaling error or unmarked questions shall not be admissible.

In cases where the student's perception/ claim has been found correct, the re-checking fee deposited by him/ her shall be refunded back on certification and appropriate measures shall be taken to revise the result, wherever required by the University Examination Branch.



- h. All inspections of the requested document shall be done in the presence and supervision of the deputed officer(s) or authorized staff(s), who shall ensure congenial and friendly conduct of inspection of the requested documents by the examinee-applicants besides assuring the safety, security and integrity of the said requested documents. Any act of tampering and such other acts prejudicial to the safety, security or integrity of the requested documents during the process of inspection shall be immediately reported to the competent authority for appropriate disciplinary action including forfeiture of right to inspection.
 - i. A record of material details in respect of inspection of the requested documents done by the examinee applicants, including certificate of inspection shall be obtained from the said examinee applicants.
 - j. All requested documents before being made available for inspection to the examinee applicants will be duly scrutinized, as per rechecking provisions of the University Ordinance as applicable by the University.
 - k. Effective measures to ensure non disclosure of evaluators' details to the examinee applicants while inspecting the requested documents shall be duly undertaken.
 - l. In case of any ambiguity or clarification with respect to any provisions of this clause, the decision of the Vice-Chancellor of the University shall be final.
6. The evaluated answer sheets retained as per retention schedule of the evaluated answer sheets of the University shall be available for obtaining the certified copy after the announcement of the concerned result on the University website, in the manner and to the extent provided herein below :-
- a. Only the examinees of the University shall have the right to request for certified copies of their respective evaluated answer sheets.
 - b. All requests/applications for the certified copies of the answer sheets should be made in the format prescribed within 15 days from the date of the announcement of result on the University website, to the office of the Controller of Examinations accompanied by a Demand Draft in the name of the Registrar of the University, payable at Delhi or bank challan of the University branch of the Indian bank in favour of Registrar, GGSIPU towards the fee which shall be notified by the University from time to time. The application is to be made by the examinee applicant in his/her own handwriting and under his/her own signature and not by anyone else on his/her behalf. The details furnished in the application to be duly verified by the Dean of University Schools / Director / Principal of the Institute where the student is enrolled.



- c. On receipt of such applications for certified copies of evaluated answer sheets, a schedule of receiving of the certified copies by the examinee applicants, to be prepared and notified on the University website. The said schedule shall state the date, time, venue and contact person in respect of receipt of the certified copies of the answer sheets. The schedule should be ordinarily notified within 25 days of the last date of receipt of application and the Examination division will endeavor provide the certified copies within 45 days from the last date of receipt of application for obtaining certified copies of the evaluated answer sheets.
- d. The examinee applicant shall be required to collect the certified copies of the answer sheets as per the notified schedule. If an examinee applicant fails to collect the requested documents as per the schedule, it shall be construed that he/she has abandoned his/her right to obtain certified copies of the evaluated answer sheets.
- e. A request for change in date and time for collection of certified copies of answer sheets, if any, may be permitted by the Controller of Examinations after an application to this effect is made by the concerned examinee applicant immediately after notification of the schedule, at least one week in advance of the scheduled date.
- f. Pursuant to collection of copy of evaluated answer sheets, if any factual error in the nature of (i) Mistake in totaling of marks or (ii) Non-evaluation of any answer or part thereof, is perceived/claimed by the student/ applicant, he/she will be required to apply for re-rechecking in the prescribed manner of the University within 10 days of the receipt of copy of evaluated answer sheets. Any representation other than relating to totaling error or unmarked questions shall not be admissible.
- In cases where the student's perception/ claim has been found correct, the re-checking fee deposited by him/ her shall be refunded back on certification and appropriate measures shall be taken to revise the result, wherever required by the University Examination Branch.
- g. Any act of tampering and such other acts prejudicial to the safety, security or integrity of the requested documents during the process of receiving of the said copy of answer sheets shall be immediately reported to the competent authority for appropriate disciplinary action.
- h. A record of material details in respect of providing of certified copy of the requested documents done by the examinee applicants, including certificate of receipt of the said document shall be obtained from the concerned examinee applicants.

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- i. All requested documents before the certified copy is made available to the examinee applicants will be duly scrutinized, as per rechecking provisions of the University Ordinance as applicable by the University.
- j. Effective measures to ensure non disclosure of evaluators' details to the examinee applicants while inspecting the requested documents shall be duly undertaken.

In case of any ambiguity or clarification with respect to any provisions of this clause, the decision of the Vice-Chancellor of the University shall be final.

7. This regulation supersedes the earlier "Regulation for Inspection of Answer Sheets – 2011" notified on the University website vide F.No. IPV/JR(C)/Regul./BOM49/2011/311 dated 30.03.2012.


[Dr. B.P. Joshi]
Registrar