

Rs. 300**Maharshi Dayanand University , Rohtak**

Sr. No.....

ORIGINAL COPY

Case No. (To be left blank.)

APPLICATION FORM OF RE-EVALUATION OF ANSWER BOOK(S)
(SEE INSTRUCTIONS ENCLOSED)

1. Pass candidate(s) must attach original Detail Marks Card, Application Form without Detail Marks Card will stand rejected automatically.
2. Incomplete/wrong information in the application form will stand rejected automatically.
3. Candidate(s) are required to fill the original as well as second copy of the form and submit both copies in the Re-evaluation Branch.

- | | |
|-----------------------------------|------------------------------|
| 1. Name of the Applicant | 2. Father's Name |
| 3. Name of Examination | 4. Class |
| 5. Roll No. | 6. Year/Session |
| 7. Fail or Pass or Reappear | Marks obtained/division..... |

8. Subject and paper(s) in which re-evaluation is desired :-

Subject

Paper/option

Marks obtained

- | | | |
|---------|-------|-------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

9. Amount over & above Rs. 300/-, if required to be paid.

No./Date & Value of the Bank Draft

(Bank Draft should be drawn in favour of the Finance Officer, M.D. University, Rohtak).

OR

ii) University Receipt No. Date Amount

10. Specimen of handwriting of applicant in the language in which the Answer-book(s) has/have been written

.....

11. Address (in Capital letters)

.....

Signature of the Applicant

Dated

FOR OFFICE USE ONLY (To be filled by the Re-evaluation Branch)

Subject/Paper	Max. Marks	Original evaluator	1st Re-evaluator	2nd Re-evaluator	Total Marks	Average Marks
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Clerk

Asstt.

Supdt.

DR/AR(REV.)

Address for Correspondence (to be filled by the Candidate)

1. Name :

2. Address

Pin code

Address for Correspondence (to be filled by the Candidate)

1. Name :

2. Address

Pin code

(FOR USE IN RE-EVALUATION BRANCH)

ELIGIBLE

Checked

Full fee deposited by the candidate and
form received in time along with
Detailed Marks Card

Yes	No
Yes	No

Not eligible

Dealing clerk

Assistant

Supdt.

Reasons

Dealing Clerk

Assistant

Supdt.

Dy./Asstt. Registrar (REV.)

**FOR OFFICE USE ONLY
(To be filled by the Result Branch)**

1. Original Roll No.
2. Marks obtained in the paper(s) for which Answer books are to be re-evaluated :-

Subject/ Paper	Marks Obtained	Code No.	Id. No. of Examiner

Clerk

Asstt.

Supdt. (Result)

(TO BE FILLED IN BY THE RESULT BRANCH)

Report of the Result Branch in accordance with the rules.

Re-evaluation : Total Max.
Marks

Total Marks obtd.

Division

Result

- (i) Result before re-evaluation :
- (ii) Result after re-evaluation :
- (iii) Remarks, if any

Clerk

Asstt.

Supdt.

A.R./D.R. (Result)

Maharshi Dayanand University , Rohtak

Sr. No.....

SECOND COPY

Case No. (To be left blank.)

APPLICATION FORM OF RE-EVALUATION OF ANSWER BOOK(S) (SEE INSTRUCTIONS ENCLOSED)

1. Pass candidate(s) must attach original Detail Marks Card, Application Form without Detail Marks Card will stand rejected automatically.
2. Incomplete/wrong information in the application form will stand rejected automatically.
3. Candidate(s) are required to fill the original as well as second copy of the form and submit both copies in the Re-evaluation Branch.

- | | |
|--|------------------------------|
| 1. Name of the Applicant | 2. Father's Name |
| 3. Name of Examination | 4. Class |
| 5. Roll No..... | 6. Year/Session |
| 7. Fail or Pass or Reappear | Marks obtained/division..... |
| 8. Subject and paper(s) in which re-evaluation is desired :- | |

Subject

Paper/option

Marks obtained

- | | | |
|---------|-------|-------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

9. Amount over & above Rs. 300/-, if required to be paid.

No./Date & Value of the Bank Draft

(Bank Draft should be drawn in favour of the Finance Officer, M.D.University, Rohtak).

OR

ii) University Receipt No. Date Amount

10. Specimen of handwriting of applicant in the language in which the Answer-book(s) has/have been written

11. Address (in Capital letters)

Signature of the Applicant

Dated

FOR OFFICE USE ONLY (To be filled by the Re-evaluation Branch)

Subject/Paper	Max. Marks	Original evaluator	1st Re-evaluator	2nd Re-evaluator	Total Marks	Average Marks
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Clerk

Asstt.

Supdt.

DR/AR(REV.)

Address for Correspondence (to be filled by the Candidate)

1. Name :
2. Address
3. Pin code

Address for Correspondence (to be filled by the Candidate)

1. Name :
2. Address
3. Pin code

(FOR USE IN RE-EVALUATION BRANCH)

ELIGIBLE
Checked

Full fee deposited by the candidate and
form received in time along with
Detailed Marks Card

Yes	No
Yes	No
Not eligible	

Dealing clerk

Assistant

Supdt.

Reasons

Dealing Clerk

Assistant

Supdt.

Dy./Asstt. Registrar (REV.)

FOR OFFICE USE ONLY
(To be filled by the Result Branch)

1. Original Roll No.
2. Marks obtained in the paper(s) for which Answer books are to be re-evaluated :-

Subject/ Paper	Marks Obtained	Code No.	Id. No. of Examiner

Clerk

Asstt.

Supdt. (Result)

(TO BE FILLED IN BY THE RESULT BRANCH)

Report of the Result Branch in accordance with the rules.

Re-evaluation : Total Max.
Marks

Total Marks obtd.

Division

Result

- (i) Result before re-evaluation :
- (ii) Result after re-evaluation :
- (iii) Remarks, if any

Clerk

Asstt.

Supdt.

A.R./D.R. (Result)

Important Information and Instructions for the Students

- 1(a) A candidate who wishes to seek re-evaluation of his/her Answer-book(s) may apply for re-evaluation to the Controller of Exams. MDU, Rohtak on the prescribed application form alongwith the Detailed Marks Card/Certificate in original. The students whose result is fail or Re-appear/ Compartment, shall not be required to enclose original DMC with Re-evaluation form. However, such candidates are required to attach a computer generated copy of result.
 - (b) Re-evaluation is permissible in case of Annual/Supplementary and Semester (if any) Examinations conducted by this university except in the following:
 - i) All Certificate and diploma courses except Prabhakar, Madhyama, Vishard, Vyakarnacharya Vedacharya and Sahityacharya.
 - ii) Practical examinations in different subject(s) or paper(s) sessional marks, internal assessment, project report, dissertations, thesis and viva-voce etc.
 - iii) Courses in which evaluation is done both by external and internal examiners.
 - iv) In case the result of any student is delayed in the process of re-evaluation, he/she will not be allowed consequential benefit on this account.
 - (v) Where a student has obtained less than 15% marks in a particular paper (excluding sessional/ internal marks) is not eligible for re-evaluation of his/ her answer books.
 - c) An application on the prescribed form alongwith requisite fee must reach in the University office either under registered cover or be submitted personally within 30 days after the date of declaration of the result of the particular examination (for this purpose the date printed on the result/gazette/notification shall be taken as the date of declaration) or within 30 days of the dispatch of Detailed Marks Card by the university, whichever is later.
 - (d) A candidate will not be entitled to apply for re-evaluation after the expiry of the normal date mentioned in Rule(c) above if his/her result has been delayed, DMC detained on account of his/her fault, on the part of the college as determined by the COE or an officer authorised by him in this regard.
 - (e) All entries in the application form for re-evaluation should be complete and correct in all respects. This office will not be responsible for the delay/rejection of the case if the form is not complete in all respects or not accompanied by full fee and/ or Detailed Marks Card/Certificates. No change in the entries once made by the candidate shall be allowed after the receipt of the application by the university office. Ignorance of the title of any paper/ subject shall not be accepted as a plea for wrong entry in the application. In case a subject consists of more than one paper and the candidate has not indicated the paper, he/she wishes, to be re-evaluated or has paid a fee of Rs.300/ Rs.500/-(for Courses such as BA/B.Sc./B.Com or/ Professional) or more but less than the fee prescribed for all the papers indicated by him, the paper(s) in which the candidate secured the minimum marks will be got re-evaluated to the extent of multiples of Rs 300/ Rs.500/-(for courses such as BA/B.Sc./B.Com/M.A./M.Sc. and professional courses respectively as the case may be.
2. No increase or decrease will be made in the marks of those failed candidates whose result remains unchanged even after re-evaluation.
 3. The re-evaluation will be done under the rules framed by the A.C./E.C. from time to time and the result of re-evaluation will be uploaded on the university web-site by the concerned Result Branch at the earliest. No interim communication on this subject will be entertained.

4. If due to re-evaluation one or more student(s) secure marks more than the original candidate securing first position in the merit list, he /she or they will also be eligible for award of Gold Medal(s).
5. A candidate will be permitted to see his/her answer-books for identification only on payment of an additional fee of Rs.100/- per answer-book during working hours on a written request within 15 days from the date of declaration of the result of re-evaluation.
6. If the answer-book(s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason, the candidate concerned will be offered re-examination in that paper at next examination provided he/she has already obtained pass marks in that paper. If, however, the candidate does not want re-examination his previous result may stand unchanged. No re-examination fee shall be charged from a candidate who opts for re-examination under this clause.
7. If a candidate who has failed or earns compartment/re-appear in a paper(s) and has applied for re-evaluation but his result of re-evaluation is not declared before the next examination and he / she appears in the next examination in the paper(s) in which he/she had failed, the better of the two scores 'Re-appear score' or 'Re-evaluation Score' would be taken in to account.

INSTRUCTIONS: ONLY ONE FORM BE USED FOR ONE OR MORE SUBJECT(S)/PAPER(S) AND IT SHOULD BE SPECIFICALLY MENTIONED WHETHER THE CANDIDATE HAS ALSO APPLIED FOR RE-EVALUATION IN THE LOWER/HIGHER EXAMINATION IN ADDITION TO THIS APPLICATION.

FEE FOR RE-EVALUATION:

- i) Rs.300/- per answer book for courses such as BA/B.Sc./B.Com/M.A./M.Com/M.Sc. etc.(other than professional ones)
- ii) Rs.500/- per answer book for professional courses i.e. B.Ed./M.Ed./B.E./B.Tech./BAMS/MBA/MCA/MFC/LL.B/LL.M./BBA/BCA/B.Pharmacy/BOJ/M IJ/BITS etc.

IMPORTANT:

- iii) Application forms are available in the denomination of Rs.300/- and Rs.500/-. While applying, a candidate is to ensure that he/she fills up the form of requisite denomination depending upon the number of answer books for re-evaluation. Amount over and above Rs300/- and Rs.500/- may be deposited in cash with the university cashier or through a bank draft in favour of the Finance Officer, MDU, Rohtak and the receipt in original as a proof be attached with the form.
- iv) Application form without Detailed Marks Card in original, computer generated copy of result whichever is required as per point No. 1(a) will stand rejected automatically.