



# The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata -700073 | ☎ - 033 (2241 -3611 /1906  
]Established by the Act XXXIII of 2015; Vide WB Govt . Notification No 187-L Dated -19.02.2016[

## **Regulation for Post Publication Self Inspection of Answer Scripts under RTI Act of UG & PG Students**

**Memo: 2024/COE/SCU/ReviewGuideline/1775**

**Date: 17.05.2024**

### **Part A: - Specific Rules for Post- Publication of Self Inspection of Answer Scripts under RTI Act. 2005**

Post- Publication of Self Inspection of Answer Scripts under RTI Act. 2005 is permissible in theory papers of Semester End Examinations only and not in the Internal Assessments, Project/Dissertation, Viva, Industrial and Field Work, Internships, Community Engagement Activities, Term Papers, Practical /Lab courses, Workshops, Assignments & Seminar etc.

The concerned Examinees that also includes Backlog Candidates may apply to the University's Public Information Officer (PIO) in the prescribed form and manner for post publication self-inspection of answer papers under RTI Act, 2005. The application(s) must be submitted to PIO within 10 days after of publication of semester examination results. No application shall be entertained after the period as specified above. PIO will forward such application(s) to the office of COE for necessary actions.

Students must note that separate applications for the same paper are required to be submitted; one to the Controller of Examinations for PPS/PPR/Special Review and RTI applications to the Public Information Officer. Each application is required to be submitted in the desired format along with the requisite fees.

On receipt of such applications from PIO, the COE reserves the right for prima facie verification of such answer scripts for ascertaining any inadvertent errors in totalling or in Tabulation roll or omission to examine any answer. COE is empowered to take necessary measures in this regard and communicate the same to the candidate. After due diligence the designated officer will hand over the certified photocopy of answer script to the concerned Candidate within a span of 50 days from the last date of submission of such applications. The span as stated above will be applicable for such candidates that have applied after publication of semester end results and not opted for PPS/PPR/ Special Review.

No person other than the applicant shall be allowed to receive and/ or inspect the certified photocopy of the answer script. If the candidate failed to turn up on the notified/intimated date(s) for inspection/collection of the certified photocopy of the answer script.

If a candidate applies for PPS/PPR/ Special Review, he or she will be called for inspection /collection of certified photocopy of written answer script(s) within a span of 20 days after the publication of PPS/PPR/Special Review results.

Identity of the examiners and scrutinizers will not be disclosed in the certified photocopy of the answer scripts that will be provided to the applicants.

During inspection of the answer scripts, queries regarding answers written by the candidates' vis a vis marks awarded shall not be entertained.

The concerned applicants/ candidates may submit their observations to the Controller of Examinations if the error is found in case of totalling of marks or omission of marks in gross totalling







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or unmarked question(s) for initiation of remedial actions. There is no scope of redressal of grievance in self-inspection of the answer scripts other than the above stated matter.

RTI Application(s) without Court Fee stamp (demand draft or a bankers cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to **The Sanskrit College and University &/or Full Signature of the Candidate shall be treated as rejected.**


In addition to the above that the concerned students are required to pay Rs. 1,000/- per answer script for Self Inspection of Answer Scripts. The said fees are required to be remitted to the undernoted bank account: -

**Name of the Bank : Bank of India, College Street Branch**  
**Account Holder Name : The Sanskrit College and University**  
**Account No. : 402910110006092**  
**IFSC : BKID0004029**

No applications shall be considered by the University unless the application is accompanied by the prescribed fees or BPL Certificate under R.T.I. Act, 2005.

The rules in this Regulation will supersede all the previous rules, if any and will come into effect from the date of ascent of the Hon'ble Vice Chancellor.

Without any contravention of the existing Act/Statute/Ordinance of the University, the Hon'ble Vice- Chancellor of the University shall have the power to settle any issue or interpret any rules or initiate any actions as mentioned in this regulation or decide on the matter not provided herein in order to make the process more transparent and accountable. The decision of the Hon'ble Vice Chancellor on such issues will be final and binding.

  
17/05/2024  
Officer-on-Special Duty  
Controller of Examinations  
The Sanskrit College and University  
O.S.D.  
Controller of Examinations  
The Sanskrit College And University



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### **Application for Photocopy of Evaluated Answer Script(s) For Self Inspection Under RTI Act.**

To  
The Public Information Officer  
The Sanskrit College and University  
1, Bankim Chatterjee Street  
Kolkata - 700073

Respected Sir/Madam,

I would like to obtain photocop(ies) of the following answer script(s) for the purpose of my self-inspection only for which I am furnishing my particulars as hereunder and remitting Rs. ....../- (Rupees \_\_\_\_\_ only) herewith:

- a) Name (in Block Letter) :
- b) Mobile No. (10 Digit) :
- c) Name of the Examination and Year :
- d) Registration No :
- e) Examination Roll No. :
- f) Course Codes for which photocopy(ies) are sought for self-inspection.

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(Photocopy of Marksheet and Payment Challan shall have to be attached)

#### **Declaration: -**

I declare that the statements given above are true and that if any of the statements is found to be false, my application shall be liable to be rejected by the University without any intimation to me and further that I shall not claim for refund of the fees remitted.

Full Signature of the Examinee with date

Counter signature of the Co-ordinator with date and stamp