




**KANYASHREE UNIVERSITY**  
Krishnagar, Nadia, WB-741101

Notification No. KSRU-Reg.RTI/04(i)/2024-25 dated 03.04.2024

It is notified for the information of all concerned that the Hon'ble Vice-Chancellor has by an order dated 02.04.2024 been pleased to approve the following modalities in respect of self-inspection of evaluated answer script(s) of Post Graduate Examination of this University, as laid down in the accompanying pamphlet with submission of fees for issuance of various documents as mentioned below:

Sl. No.	Item	Rate
01.	Provisional Certificate (Duplicate)	Rs.300/-
02.	Document Verification	Rs.500/-
03.	Duplicate Marksheet of each Semester	Rs.300/-
04.	Duplicate Answer Script per paper	Rs.500/-
05.	Self-inspection of Answer Script per paper	Rs.300/-

Administrative Office  
Krishnagar, Nadia  
The 03<sup>rd</sup> April, 2024

  
(Mr. Anjan Kr. Dan)  
Registrar (Additional Charge)

- Copy to
- 1) The Hon'ble Vice-Chancellor.
  - 2) The Controller of Examinations
  - 3) The Finance Officer.
  - 4) The Academic Coordinator.
  - 5) Sr. Software Developer - for website.

### Self-inspection of evaluated answer scripts

1. Photocopy of evaluated answer scripts may be obtained by an examinee concerned once only for self-inspection on submission of application to the Controller of Examinations of the University in prescribed format available in the University website and on payment of Rs.500/- only per answer script **provided that no application for photocopy of evaluated answer scripts in Practical Papers shall be entertained by the University.**
2. Application for photocopy of evaluated answer script(s) for the purpose of self-inspection is to be submitted within fifteen working days from the date of publication of result of the concerned examination.
3. It shall be the duty of the Academic Coordinator of the University to forward all such applications together with the application money to the University in a consolidated manner and within the date as aforesaid.
4. Photocopy of evaluated answer script(s) will be handed over to the concerned examinee ordinarily after thirty days and within sixty days from the last date of submission of such application provided however that
  - a. Photocopy of evaluated answer script(s), which is/are not under re-examination, will be handed over to the concerned examinee for self-inspection within the time frame as mentioned above after another round of scrutiny and making necessary rectification in the evaluated answer script(s), Tabulation Roll and Mark Sheet, if so required.
  - b. Photocopy of evaluated answer script(s) which is/are under re-examination will be handed over to the concerned examinee for self-inspection only after publication of re-examination result.
5. The examinees shall have to appear with original admit card for the concerned examination on the specific date and time as may be intimated by the University to take delivery of photocopy of evaluated answer scripts for self-inspection and to acknowledge receipt of the same.
6. The University shall not entertain any claim for redressal of grievance of the concerned examinee arising out of self-inspection relating to evaluation of answer scripts.
7. Application for photocopy of evaluated answer script(s) shall have to be submitted in the following format:

To  
The Controller of Examinations  
Kanyashree University  
Krishnagar, Nadia, WB-741101

Dear Sir,

I do hereby forward with \_\_\_\_\_ number of application forms seeking photocopies of evaluated answer scripts in respect of \_\_\_\_\_ Semester Examination, 20\_\_\_\_ from the candidates who appeared from the Department of \_\_\_\_\_ together with the requisite fees in DD bearing No \_\_\_\_\_ drawn on (date) \_\_\_\_\_ for Rs.\_\_\_\_\_.

The Particulars of the examinations are given below:

Sl.	Roll-No	Number of answer scripts ought for self-inspection	Amount of fees remitted herewith (in RS.)
Total			

Signature of the Academic Coordinator  
Kanyashree University Office Seal

**Application for photocopy of evaluated answer script(s) for self-inspection**

The Controller of Examinations  
Kanyashree University  
Krishnagar, Nadia, WB-741101

I would like to obtain photocopy/photocopies of \_\_\_\_\_ number of answer scripts for the purpose of my self-inspection for which I am furnishing my particulars as hereunder and remitting Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) herewith:

- a. Name (in Block Letter):
- b. Contact Address with Mobile Number:
- c. Name of the Examination and Year:
- d. Roll and Number:  
(photocopy of admit card shall have to be attached)
- e. Registration Number and Session:  
(photocopy of admit card shall have to be attached)
- f. Centre of examination:
- g. Photocopy of evaluated answer scripts in Subjects and Papers sought for self-inspection.  
Subject and Paper/s (to be written in abbreviated form as shown in the mark sheet)

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**Declaration-I** declare that the above statements are true and that if any of the statement is found to be not true, my application shall be liable to be rejected by the University without any intimation to me and further that I shall not claim refund of the fees in any event.

Full signature of the Examinee

Countersignature  
of the Academic Coordinator

Countersignature of the Coordinator,  
Department of \_\_\_\_\_