PC

Office of the Controller of Examinations

Application for Photocopy

Instruction to Candidates

ODD/EVEN-20____

1. Fee for obtaining Photocopy is Rs._____/-per answer script and shall be paid to the COE Account only.

2. Application for Photocopy of answer scripts must be submitted to the HoD of the respective department on or before _____

3. There is no provision for Photocopy of Practical/Project examination Papers.

4. Incomplete/defective application will be rejected and the fee will neither be refunded.

5. No application will be accepted beyond the due date prescribed.

6. The Class Advisors/Head of the Department should ensure while recommending application that the subject code/subject(s) and the Transaction details filled in the respective columns by the candidate are verified and found to be correct.

7. Candidate can apply photocopy for the maximum of five subjects

1.	Name	
2.	Register Number	
3.	Degree & Branch	
4.	Month & Year of Examination	
5.	No. of Subjects applied for Photocopy	

8. Subjects for which photocopies of valued answers scripts required:

Semester No.	Subject Code	Subject Title	Grade	Result

9. Transaction Details:

Account Holders Name & Reg No.	
Name of the Bank	
Amount Paid	
Transaction No/UPI ID	
Date of Payment	

Signature of the Candidate   Signature/Name of the Class Advisor   Signature of the HOD
                                                      (Verified By)   (Approved By)