

18<sup>th</sup> December, 2023

## SEM I / III REGULAR & SEM I/II/III/IV/TKT EXAMINATION Photocopies of Answer Books & Revaluation Notice

As per the University Circular No. VCD 1 of 2016- Exam/ Photo & Rev. / Univ./ VCD/4636 of 2010, students who have appeared for the above-mentioned examinations may apply for Photocopy of Answer Books and /or Revaluation as per the following:

### I. Filling up of the Application Form

#### For all Regular students and ATKT students who have filled up the Examination Form in Online mode

Fill the Online Application Form on the link: <https://cimsstudent.mastersofterp.in/>

This link will be active between

Monday, 18<sup>th</sup> December, 2023 11:00 am and Wednesday, 27<sup>th</sup> December, 2023 23:59 pm

#### Steps for Applying Online:

1. Login into <https://cimsstudent.mastersofterp.in/>
2. Goto Examination -> Apply for Revaluation or Examination -> Apply for Photocopy
3. Select Examination Session and the subjects for which you wish to apply and Click Apply.  
**Note: Select all subjects for which you wish to apply at Once. You cannot add / delete / modify the subjects after Apply.**
4. Goto Payable Fees and pay the due amount.  
**Note: Revaluation registration will be considered only after payment of fees.**

#### For students who have filled up ATKT Examination Form in Offline mode only

Fill the Offline Application Form between

Monday, 18<sup>th</sup> December, 2023 and Wednesday, 27<sup>th</sup> December, 2023  
(Timings: 11:00 am – 1:00 pm)

Venue: Examination Section (Near Mini Conference Room)

### II. Fees

Application Type	Category	Fees
Photocopies of Answer books	Open	Rs. 50/- per course (subject)
	Reserved	Rs. 25/- per course (subject)
Revaluation of Answer books	Open	Rs. 250/- per course (subject)
	Reserved	Rs. 125/- per course (subject)

**Note:**

1. Applying for Photocopy of answer book and applying for Revaluation will be two independent processes.
2. Student can independently apply for Photocopy or Revaluation or both simultaneously, if he/she desires so.
3. Student(s) can apply for Photocopy / Revaluation for the said course in the prescribed format along with the non-refundable fee, as per the procedure & the manner decided by the University from time-to-time.
4. Incomplete application forms, applications with false Information, unsigned applications shall be rejected without assigning any reason whatsoever and the fees paid along with the application form neither shall be refunded nor will any representation be entertained in such cases.

**Photocopy of Answer books:**


1. The student is free to apply for Photocopy(ies) of answer books of as many subjects as he / she desires.
2. The Photocopy(ies) so obtained by the student shall be for his / her exclusive and relevant use. Neither the student nor any other person can use the said copy to dispute or challenge the quality of assessment or quantum of marks assigned to the answer there-in.
3. If the student is found guilty of indulging in any act / attempt he / she shall be liable to be tried before the Unfair Means Inquiry Committee and the decision taken by the authorities based on the recommendation of the said committee shall be final.
4. On receipt of the photocopy, if any discrepancy of the following nature is noticed by the student, he / she should apply within seven (07) working days along with the fees of Rs.100 as Grievance Redressal fee.
  - i) Mistake in totaling
  - ii) Non assessment of question / sub-question
  - iii) Improper photocopy

**Revaluation:**

1. The student can apply for the revaluation of his / her answer book(s) of the as many subjects as he / she desires.
2. Applying for the Photocopy of the answer book or having Photocopy of the answer book is not a prerequisite for applying for revaluation of the answer book in the said subject.
3. Student who desires to apply for revaluation are requested to note that, his / her original marks will become null & void as soon as he submits his application for the revaluation.
4. The change in original marks on revaluation will be applicable on the following conditions:
  - i) If the marks awarded to a paper as a result of revaluation, increase or decrease in revaluation by ten percent (10%) or more than the maximum marks assigned to that paper  
OR
  - ii) If the candidate gets benefit of passing the subject / examination or change of class or grade in that paper or in the overall result at the said examination

  
Vipul Saluja

Convenor,  
Examination Committee

  
Dr. Neha Jagtiani  
Principal