

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

APPLICATION FOR PHOTOCOPIES OF ANSWER SCRIPTS, SCHEME & KEY OF VALUATION AND DETAILED MARK SHEET

1. Name of the Candidate in Block Letters : (As entered in the Mark List)						
2. Sex : <input type="checkbox"/> Male <input type="checkbox"/> Female						
3. <u>Details of Examination of which Documents has been applied for</u>						
i	Name of the Examination					
ii	Month and year of the Examination					
iii	Register Number					
iv	College, Branch, Year of Admission					
v	Date of publication of Revaluation Result					
4. Details of Photocopies of documents required:						
Sl. No.	Title of the paper(s) (as in the Mark List)	Answer Scripts (put ✓ mark)	Scheme & Key of valuation (put ✓ mark)	Detailed Mark Sheet (put ✓ mark)	Detailed RV Mark Sheet (put ✓ mark)	Amount of Fee remitted
i.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ii		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iii		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iv.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
vi		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(Note: Separate application shall be submitted for obtaining Detailed Revaluation Mark Sheet)

5. Details of Remittance of Fee :	
By Demand Draft	At the University Cash Counter
i. DD No ii. Amount: (In Figures) Rs..... (In Words) Rs..... iii. Name of Bank: iv. Date:.....	i. Receipt No..... ii. Amount: (In Figures) Rs. (In Words) Rs..... iii. Date of payment..... iv. Whether the original receipt is enclosed

6. Address for Communication :
(In Block Letters)

Certified that the particulars given above are true to the best of my knowledge and belief.

Place:

Date:

Signature

Name of the Candidate

[FOR OFFICE USE ONLY]

Documents requested above have been dispatched / handed over to the applicant on

INSTRUCTIONS TO THE CANDIDATES

1. The candidate shall apply for the photocopies of answer scripts, scheme and Key of Valuation and Mark awarded by the Examiner for each question in the prescribed format along with photo copy of the Hall Ticket and proof for the remittance of fee.
2. The application in the prescribed format should reach the **Controller of Examinations, Cochin University of Science and Technology, Kochi-22** within two months from the date of publication of Revaluation result in the University Web site.
3. **Fee details for various documents:**
 - a Cost of Application form Rs 15/-
 - b Photo copies of the Answer Scripts (per subject) Rs 500/-
 - c Scheme and Key of Valuation (per subject) Rs. 250/-
 - d Mark awarded by the Examiner for each question (per paper/subject) Rs. 100/-
4. Fee for these documents shall either be remitted in the University Cash Counter or drawn in the form of Demand Draft in favour of Registrar, Cochin University of Science and Technology, Kochi 22 payable at SBT, Cochin University Campus Branch.
5. Separate application shall be submitted for obtaining the mark awarded by revaluation Examiner.
6. Applications which are belated, not in the prescribed format, with insufficient fee and found defective in any other respect will be summarily rejected.
7. In no case the fee remitted for obtaining these documents will be refunded.
