



**Guru Gobind Singh Indraprastha University**  
**Sector – 16C, Dwarka, New Delhi – 11 00 75.**

**Examinations Division**

**Notice regarding implementation of  
"Regulation for Inspection of Answer Sheets – 2011"**

Dated: 02.04.2012

1. The inspection of the evaluated answer sheets shall be allowed to the students strictly as per the "Regulation for Inspection of Answer Sheets – 2011", notified on the University Website vide F.No. IPV / JR (C) / Regul. / BOM49/2011/311 dated 30.03.2012.
2. A fee of Rs. 1000/- (One Thousand) shall be payable by the students for inspection of each of the evaluated answer sheets. The requisite fee may be paid by Demand Draft or IPO in favour of Registrar Guru Gobind Singh Indraprastha University payable at New Delhi.
3. The proforma of Application for inspection of evaluated answer sheet is enclosed as Annexure "A" herewith.

*Pravin Chandra*  
**(Prof. Pravin Chandra)**  
**Controller of Examinations**

**Copy to:**

- (i) All Deans, University Schools of Studies, GGSIP University.
- (ii) Controller of Finance, GGSIP University.
- (iii) All Directors, GGSIP University.
- (iv) Principal – IGIT, GGSIP University, Kashmere Gate, Delhi.
- (v) All Directors/Principals of the affiliated colleges of GGSIP University.
- (vi) Chairman, UCIITM, GGSIP University for uploading the same on the University's website.
- (vii) Dy. Registrar (Plg. & Policy), GGSIP University.
- (viii) PS to Vice Chancellor for kind information of the Vice Chancellor, GGSIP University.
- (ix) PS to Registrar for kind information of the Registrar, GGSIP University.
- (x) Guard file.



**Guru Gobind Singh Indraprastha University**  
Sector 16 –C, Dwarka, New Delhi 110075, Website: <http://www.ipu.ac.in>

**Application Form for Inspection of Evaluated Answer Sheet  
Examinations Division**

1.	Name of the Applicant	
2.	Guardian's Name (as stated in the University records)	
3.	Description of the Answer Sheet requested for inspection	
	Enrolment Number of Student/applicant	
	Name of the College/USS	
	Programme /Course	
	Subject Name and Code	
	Semester	
	Year and Month of Examination	
4.	Date of Declaration of Result	
5.	Details of the Fee submitted	
	Demand Draft No. / IPO No.	
	Amount	
	Name of Bank and Branch/ Details of Post Office	
	Date of Issue	
6.	Bank account details of the applicants for refund of re-checking fee, if any, as per clause "g" of the Regulation.	
	Name of the Bank account holder and the account number.	
	Name of the Bank and the Branch.	
7.	Address for Correspondence	
8.	Contact Details	
	Phone Nos.	
	Email Id	
9.	Date of application	
10.	<b><u>Undertaking by the applicant:</u></b> I agree to abide by the university regulation and procedure for inspection of evaluated answer sheets. I shall not do any act prejudicial to the safety and security of the answer sheets, nor shall I engage in any uncalled argument with the officials facilitating the inspection of answer sheets.  <p style="text-align: right;"><b>Signature of the Applicant</b></p>	
11.	<b><u>Column for Official Use</u></b>	

**Important Note:** The filled in form with the requisite fee should be submitted to office of the Controller of Examinations, Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka New Delhi 110075 **within 15 days from the notification of the respective results. Separate application and fee should be submitted for each of the subjects/ evaluated answer sheets requested for inspection.**

# **GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

**Dwarka, New Delhi**

## **Regulation for Inspection of Answer Sheets – 2011**

1. Title: The regulations made hereunder shall be called the Regulation for Inspection of Answer Sheets - 2011.
2. Objectives: To provide the procedure for inspection of answer sheets of the examinations conducted by the University in a manner which is consistent with the practical feasibility, efficacy and integrity of the examination processes.
3. Scope of the regulation: Disclosure of following documents shall come under the purview of this regulation.
  - a. Evaluated answer sheets including the OMR sheets of the Common Entrance Tests.
4. Definitions:
  - a. Evaluated answer sheets: Means the answer sheets written by the examinees of the University in their annual/semester end examinations or the filled in OMR sheets of the Common Entrance Tests of the University with respect to which results have been declared by the University.
5. The evaluated answer sheets or any other requested document held in the custody of the University shall be available for inspection after the declaration of the



concerned result, in the manner and to the extent as provided herein below.

- a. Only the examinees of the University shall have the right to inspect their respective evaluated answer sheets and shall be allowed to only take note of the marks obtained in various questions and /or sub questions. In case any examinee is less than 18 years of age, one of the guardians as per records of the university, shall be permitted to accompany the child to inspect the evaluated answer sheets.
- b. All requests/applications for the inspection of the requested documents should be made within 15 days from the date of the declaration of result to the office of the Controller of Examinations accompanied by a demand draft/IPO in favour of Registrar, GGSIPU payable at Delhi for the fee as prescribed from time to time.
- c. On receipt of such applications for inspection a schedule of inspection for the examinee applicants shall be prepared and notified on the University website and informed to the concerned examinee applicants. The said schedule for inspection shall state the date, time, venue and contact person in respect of such inspection. The schedule of inspection should be notified within 25 days of the receipt of application so as to provide for inspection no later than 45 days from the receipt of application for inspection.
- d. The examinee applicant shall be required to present himself/herself for inspection of the answer sheets as per



the notified schedule for inspection. If an examinee applicant fails to present himself/herself for inspection of the requested documents as per the schedule for inspection, it shall be construed that he/she has abandoned his/her right for inspection.

- e. A request for change in date and time for inspection, if any, would be permitted by the competent authority as and when an application to this effect is made by the concerned examinee applicant immediately after notification of the schedule of inspection, at least one week in advance of the scheduled inspection.
- f. Each of the applicant examinees shall be allowed not more than 20 minutes to inspect the requested documents and take note of the marks obtained thereof, if any.
- g. Pursuant to such inspection, if any factual error in the nature of (i) Mistake in totaling of marks or (ii) Non-evaluation of any answer or part thereof, is perceived/ claimed by the student/ applicant, he/ she will be required to apply for re-rechecking in the prescribed manner of the University.

In cases where the student's perception/ claim has been found correct, the re-checking fee deposited by him/ her shall be refunded back on certification and appropriate measures shall be taken to revise the result, wherever required by the University Examination Branch.

A handwritten signature in blue ink, appearing to read 'R. K. Singh', is written over a horizontal line.

- h. All inspections of the requested document shall be done in the presence and supervision of the deputed officer(s) or authorized staff(s), who shall ensure congenial and friendly conduct of inspection of the requested documents by the examinee-applicants besides assuring the safety, security and integrity of the said requested documents. Any act of tampering and such other acts prejudicial to the safety, security or integrity of the requested documents during the process of inspection shall be immediately reported to the competent authority for appropriate disciplinary action including forfeiture of right to inspection.
- i. A record of material details in respect of inspection of the requested documents done by the examinee applicants, including certificate of inspection shall be obtained from the said examinee applicants.
- j. All requested documents before being made available for inspection to the examinee applicants will be duly scrutinized, as per rechecking provisions of the University Ordinance as applicable by the University.
- k. Effective measures to hide the identity details of the concerned evaluators to ensure non disclosure of evaluators' details to the examinee applicants while inspecting the requested documents shall be duly undertaken.
- l. All applications for disclosure of requested documents received before or after the notification of this regulation shall be treated as the request for inspection of the



respective requested documents. Further the applications received before the notification of this regulation shall forthwith be processed for inspection of requested documents without requiring the examinee applicants to deposit any more fee than what they have already deposited.

- m. In case of any ambiguity or such other provision requiring any clarification, the decision of the Competent Authority shall be final.



(Dr. B.P. Joshi)  
Registrar