



# Government Polytechnic, Mumbai

49, Kherwadi, Ali Yawar Jung Marg, Bandra [E], Mumbai - 400 051  
Phone : 022-26474780/26474587/26474057, Fax:022-26472552  
E-Mail : gpmumbai@gpmumbai.ac.in / Web : www.gpmumbai.ac.in

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## EXAMINATION CELL

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Outward No. GPM/10.09/2015/13

Date : 23/01/2015

### NOTICE

#### **Subject : Procedure of Verification of marks**

The students who wish to apply for verification of marks (Theory courses only), can apply as per the procedures described below.

#### **Procedure No. 1. Verification (Re-totalling) of Marks as per Exam Rule No. Amended AR-31**

#### **AR-31 - VERIFICATION OF MARKS**

The student who has appeared at the examination may apply in proper Proforma with requisite fees (non-refundable) as per notified period to the principal for verification of theory marks in any course. Verification of marks restricts only to check all answers have been assessed and there is no mistake in the totaling of marks given to each question in that course & transferring marks correctly on the cover page of the answer books. If change in marks cases have been identified, the result of that student will be altered and necessary corrections will be made. Verification will be done only for theory examination and not for practical, oral or term work examination.

For Application, you have to submit Form No. VF1 along with self attested photocopy of the credit marksheet. The verification(Re-totaling of marks ) charges are **Rs. 100/- per course** to be paid online.

#### **Procedure No. 2.**

Re-assessment of Answer books of current examination as per Exam Rule No. Amended AR-31A.

A candidate who has appeared for theory term end examination of the Institute and obtained the photocopy of his / her answer book shall be entitled for re-assessment of answer book on submission of application and payment of requisite fees along with necessary recommendations of Redressal Committee within the schedule as prescribed by the institute from time to time. This facility is forwarded to students along with the following **ELIGIBILITY CONDITIONS i.e.**

#### **Eligibility Conditions are as below:**

1. The candidate shall be entitled to apply in prescribed form along with requisite fees for Photocopies only of his/her assessed answer books of institute's examination he /she appeared.
2. The candidate shall be eligible to apply for the re-assessment of maximum two courses of each latest institute examination(s) for which he / she had appeared.
3. The candidate shall not be eligible to apply for re-assessment of the answer books pertaining to the practical, sessional, project, viva-voce (Oral) examinations and also of institute examinations and where only grade is awarded instead of numerical marking.

To seek re-assessment of answer books (As per Exam Rule Amended AR-31 A), you have to apply for the photocopy of own answer book as per following method.

## METHOD FOR ISSUE OF PHOTOCOPY IN ACCORDANCE WITH AR-19 A

An examinee desirous of procuring photocopy (Single copy) of the Assessed Answer Book (AAB) shall apply in the prescribed form i.e. (form-VF2) for maximum two theory courses only.

1. Application form shall be accompanied the prescribed non-refundable fee of Rs.500/- per course answer books along with form fee of Rs. 50/- or such fee as may be prescribed from time to time, paid by online.
2. The examinee shall submit application form to the institute within last date, which is a specified in the notices, issued as and when by exam cell.
3. Application received after the last date shall not be considered.
4. The application must also be accompanied by a self-attested photocopy of the credit marksheet of the concerned examination. The application along with required documents & Receipt of fees is to be submitted to the Exam Cell.
5. Application incomplete in any respect and/or with illegal entries shall be liable to be rejected and no communication will be done with the applicant.
6. Examinees not desirous of obtaining the photocopies of the AAB/s and interested only in verification of marks, shall apply as usual for verification (Procedure No. 1).

The applicant examinee shall be the sole custodian of the procured photocopies of the AAB/s, and shall be prohibited from transferring/sharing the same with anybody for any purpose whatsoever. The photocopies are supplied to him/her for his/her individual and specific use only. If the applicant examinee is found guilty of any misuse of the photocopy, he/she shall be liable for the award of punishment ranging from cancellation of performance at the concerned examination with his/her debarment from appearing at further examination(s) to confiscation of his/her diploma, if already conferred.

**Upon receipt of the photocopies** of the desired AAB/s by the examinee if any Examinee is not satisfied with the marks awarded to him/her, he/she may apply to the Principal for *reassessment* of the answer books in the prescribed form (form-VF3), along with the photocopy of the AAB/s and payment of re-assessment charges **(Rs.500/- per course + Application Form Fee Rs.50/-)** within the time limit specified by the institute schedule. The maximum two courses are allowed for re-assessment.

All received applications will be scrutinized by the Redressal Committee appointed by the Principal. On the recommendation of Redressal Committee, the further re-assessment of the concerned answer book will be carried out according to procedure.

If the received application is not recommended by Redressal Committee for reassessment of the AAB/s, the result of re-assessment will be declared as **NO CHANGE** of marks.

After the re-assessment of AAB/s, if the re-assessed marks differ by 10% OR more than 10%, of the **minimum** passing marks for that course theory head, on either side (+, - ) will be considered for declaration of result. Irrespective of final change in the marks, however if the examinee (applicant) still fails in course after reassessment, the reassessed marks are not consider for examination record. In such cases, the previous marks, before the reassessment will be considered as the final marks.

Further, the applicant has to submit the undertaking to the principal mentioning, due to Revised marks in the re-assessment, he/she will not have any right for the admission to next higher class in the current academic year, if the schedule and procedure of admission to the higher class does not so permit. Further, he/she will not have any chance to re-appeal for re-assessment.

Sd/-  
Principal

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