



# SAMBALPUR UNIVERSITY

JYOTI VIHAR – 768019

## APPLICATION FORM FOR OBTAINING PHOTOCOPY OF VALUED ANSWER SCRIPTS (To be submitted within 30days of publication of result)

1. Full Name (Capital Letter) .....
2. Father's Name:.....
3. University Roll No.....
4. Registration No.....
5. Postal Address (with PIN for forwarding the photocopies of valued answer script):  
.....  
.....
6. Name of the college where studied .....
7. Name of the college/centre from which appeared the examination .....
8. Name & Year of examination .....
9. Subject and paper for which copies valued answer script is required:

Sl. No.	Subject	Paper	Marks secured
1.			
2.			
3.			
4.			

10. Details of fee paid (@ Rs. 500/- per answer script)

Bank Draft No..... Date.....

(To be made in favour of Comptroller of Finance, Sambalpur University on State Bank of India payable at Jyoti Vihar)

Or Sambalpur University Money Receipt No..... Date.....  
(attach Money Receipt).

Date:

Signature of the candidate in full  
(PLEASE SEE NEXT PAGE FOR DETAIL INSTRUCTION)

**GUIDELINES REGARDING SUPPLY OF PHOTOCOPIES OF VALUED ANSWER SCRIPTS OF  
EXAMINATIONS CONDUCTED BY THE UNIVERSITY.**

1. Candidates desirous to get photocopies of evaluated answer scripts may apply in the prescribed application form available in the university office within a period of 30 (thirty) days from the date of publication of result of the examination she/he appeared at.
2. A candidate has to deposit a fee of Rs. 500/- (Rupees Five hundred) only per paper to be paid in cash at the University cash counter or in the shape of Demand Draft in favour of the Comptroller of Finance, Sambalpur University drawn on the S.B.I. and payable at Jyoti Vihar.
3. Photocopies of the mark sheet and the admit card shall be enclosed or else the application shall be rejected.
4. In case of change of centre, the candidate is required invariably to mention the name of the examination centre from which appeared the examination.
5. Identify/name of the examiner shall not be disclosed in the Xerox copy of the answer script.
6. There is no provision for any review of the valued answer scripts, such as re-evaluation of etc.
7. After receiving the application, the University shall verify the addition of marks and the photocopy shall be provided within a period of 60 (sixty) days from the last date of receipt.
8. Xerox copies shall be provided to the applicant by Registered Post/in person on production proper identification.
9. Application received after the stipulated period and without appropriate documents cited above shall be summarily rejected.

**CONTROLLER OF EXAMINATION**