

INSTRUCTIONS

NOTE:

1. Fees for each subject (fee can be paid by cash or by D.D)
 - a) Verification of marks: Rs. 30/-
 - b) Photocopy of Answerbook: Rs. 150/-
 - c) Revaluation of Answerbook: Rs. 750/-
2. For each payment timing is from 10.30 a.m. to 1.00 p.m. and 1.30 p.m. to 2.30 p.m. from Monday to Friday except Saturday & Bank Holiday at Pariksha Bhavan, SNDT Women's University, Juhu, Mumbai -400049.
3. For D.D. it should be drawn in favor of The Registrar, SNDT Women's University, Mumbai Payable at Mumbai.
4. The Students may apply for verification of marks, photocopy of Answerbooks & Revaluation of Answerbooks in the prescribed form to the Director Board of Examinations and Evaluation, within a period of 15 days from the date of declaration of result.
5. The student be permitted to directly apply either for photocopy or revaluation of Answerbooks. The student should apply for revaluation of Answerbooks within 15 days after receiving the photocopy of Answerbooks. They can also apply for answerbooks directly without applying for photocopy of the answerbooks.
6. The student who desire to apply for verification of mark are not eligible for revaluation of Answerbooks in the same subject of University Examinations.
7. The Student shall be eligible to apply revaluation of answerbooks of maximum of two papers.
8. The student other than students of Institute of Technology shall not be permitted to apply from revaluation of answerbooks.
 - a) of paper in which she has passed.
 - b) If she has failed in more than two theory papers.
9. The Students shall not be permitted to apply for revaluation of written scripts of practical examination/internal assessment/dissertation/thesis and viva-voce.
10. The Result of the applicant will be communicated to the college office. No personal enquiries will be entertained.

Encl.

1. Photocopy of Gradesheet / Marksheet
2. Photocopy of payment Receipt.