



N.K. Jain, RAS
REGISTRAR

**OFFICE OF REGISTRAR
AGRICULTURE UNIVERSITY, KOTA
BORKHERA, BARAN ROAD, KOTA 324001 (RAJ.)**

कृषि विश्वविद्यालय, कोटा
बोरखेडा, बारा रोड, कोटा 324001 (राज.)

Tel : 0744-2321205
Email: aukota2013@gmail.com

क्रमांक एफ.()/कृविको/स्था/2022/18778-91

दिनांक 17/03/2023

NOTIFICATION

In pursuance to the resolution no. AUK/AC-20/2023-01/13 of Academic Council Meeting held on 04.02.2023 and subsequent approval of Board of Management vide resolution No. BOM-20/2023/03, in its meeting held on 24.02.2023, it is notified to implemented the process of seeing the answer sheet(s) to the UG/PG Students. The details of Instructions/Guidelines & Application Form are enclosed with this notification (**ANNEXURE-I & II**).

REGISTRAR

Copy to the following for information:

1. The PS to the Hon'ble Vice-Chancellor, Agriculture University, Kota.
2. The Comptroller, Agriculture University, Kota.
3. The Dean, CH&F, Jhalawar, COA, Kota and Hindoli.
4. The Director/Education/Research/Extension Education/Student Welfare/HRD/ PM&E, Agriculture University, Kota.
5. The Controller of Examinations, Agriculture University, Kota.
6. Nodal Officer University Website, Agriculture University, Kota with information to upload this Notification of Instructions/Guidelines & Application Form on university website.
7. Guard File

REGISTRAR

ANNEXURE-I

**INSTRUCTIONS/GUIDELINES TO SEE THE THEORY ANSWER
SHEET(S)**

FOR THE CANDIDATE(S)

1. A student shall be entitled to see his/her answer-book(s) only on payment of a non-refundable /non-transferable fee of Rs. 1500/- through bank demand draft in favor of "Controller of Examination, Agriculture University, Kota" for each subject.
2. The application to see answer-book(s) will be received by Office of the Controller of Examinations, Agriculture University, Kota within 15 days from the date of Mark-sheet on which the result has declared by the Controller of Examinations, Agriculture University, Kota.
3. The application/Form(s) received by the Controller of Examinations, Agriculture University, Kota after the due date OR found incomplete in any respect shall be liable to rejection.
4. Answer-book(s) of only main theory examinations of the university will be shown.
5. A student shall be allowed to see the only two Answer-books of theory examinations of the university.
6. Separate form to be submitted for each answer book.
7. The student will be allowed to see his/her answer book(s) once only.
8. A student or any other person cannot apply to see answer book (s) of any other student.
9. Time limit to see the answer-book will be 10-15 minutes on the scheduled date and time decided by the university failing which his claim will be rejected.
10. Admit card/I-card as a documentary proof with photograph will be required for identification before allowing student to see his answer-book(s).
11. Material like pen, pencil, mobile, camera, books, notes, etc. will not be allowed, while the student is permit to see his/her answer books(s).
12. Parents/guardians/advocate/friend/relatives or any other person will not be allowed with the candidate.
13. No. student will damage/destroy or take away the answer book(s). In that case he/she will be punished as per Unfair-means rules of the university.
14. The photocopy of the answer book will not be issued to the student.

15. The rules and guidelines will be affective from the 1st Semester of Academic Session 2022-23.
16. The application from to see answer- book(s) can be downloaded from the University website (www.aukota.org).

FOR THE DEAN/PRINCIPAL

1. The application should be forwarded by the concerned Dean/Principal of the college.
2. The application must be recommended also by the Dean/Principal to see his/her answer-book(s).
3. The information to see the answer sheet(s) should be given to the student by the Controller of Examinations through the Dean/Principal followed by necessary approvals from the authority.

FOR THE RESULT COMMITTEE

1. The student should be appeared to see the answer sheet(s) before the result committee constituted by hon'ble Vice-Chancellor, AU, Kota.
2. The name/signature of the external examiner mentioned on the answer sheet(s) must be muffled before showing of answer sheet(s) to the student.
3. If there is a posting error or totaling error find out in the answer sheet the error will be corrected by the University. The result committee shall have empowered to rectify the result due to above corrections.
4. If there is any unevaluated question find out in the answer sheet, the error will be corrected by the University followed by sending the answer sheet(s) to the same external examiner, who earlier evaluated the above answer sheet(s). The result committee shall be rectifying the result due to above corrections.



कुल सचिव
कृषि विश्वविद्यालय, कोटा

ANNEXURE-II



Office of the Controller of Examinations
Agriculture University, Kota

Application Form to see Answer –book(s) of university Theory Examinations
(To be filled in by the student in his/her own handwriting)
(Please read carefully the Instructions/Guidelines on 2nd page of the Application Form)

1. Name of Student (In Block Letters): _____
2. Father's Name: _____
3. Name of Examination: _____
4. Roll No. _____ Enrolment No.: _____
5. Name of College: _____
6. Year and Session: _____
7. Result (Fail or Pass). _____ Date of Mark Sheet _____
8. Particular paper for which answer-book is to be shown: -

S.N.	Course No	Title of Course	Marks Obtained in Theory

9. Bank Draft No _____ Date _____ Bank _____
 10. Address for correspondence (College address): _____
 11. Telephone No./Mobile No. _____
- I will be abide by the rules & regulation of the University mentioned in the guidelines.
Date: _____ Signature of Student _____

Dispatch No. _____ Dean/Principal

(For Office Use)

The student has submitted the application along with required fee on (Date) _____ and as per guidelines he/she may be allowed to see his/her answer book on (Date & Time) _____

Section Office/Clerk _____ Dealing Assistant _____

(For office use only- To be filled after seeing the answer book)

Application received on: _____ Case No. _____
Date mentioned on the marksheet: _____
Date and Time of Showing the answer book: _____

I have seen my answer book.

Signature of the Dealing official

Signature of the Student with date

Controller of Examinations

कुल सचिव
कृषि विश्वविद्यालय, कोटा