

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (CHARUSAT)

Know your Answer Book (KYA)

Guidelines and procedure

The Scheme / Forum

1. In case if a student is not satisfied with his / her result in (a) course(s) of the University Level Theory Examination, he/she may apply for Personal Study of his /her answer book(s) under given rules and procedure hereinafter under the **Know Your Answer Books(KYA)**
- 1.1 The scheme for Personal Study of answer book(s) (KYA) is concerning the results of the University Level Theory Examinations only and not for other exam(s) or test(s) like internal, practical, viva voce, thesis, dissertation, term work , filed work or project work , assignments, and Quiz or the like.
- 1.2 The revaluation of answer book / personal study of answer book shall not be permitted in respect of marks awarded for practical examination / term- work (including theory part) / sessional work /project work/dissertation/ internal assessment and in viva- voce / oral / practical examinations

Guidelines and procedure to be followed

1. The student shall apply for Personal Study of his / her answer book(s) in the prescribed form available in the Examination Section of the University.
2. The student is required to pay a non – refundable fee of Rs. 500/- (Rupees Five Hundred Only) per course either by Cash, DD, Cheque or in the manner prescribed by the University from time to time.
3. The application shall be submitted on- line/ hard copy in the prescribed format.
4. Incomplete application, application received after due date, application without forwarding from the concerned Faculty or Institute or application submitted without appropriate fees will not be entertained.
5. A) On receipt of the applications for courses of a particular program, the Exam Section of the University will communicate the schedule (Day , Date , Time) and the Place of Personal Study of answer books to the students through Circular/Email/SMS/ Phone Call.
B) The student will be required to remain present as per schedule at the given place of Personal Study of answer books. Additionally, the student can bring his/ her one parent. No other person from the student side shall be allowed to remain present at the time of Personal Study of answer books
C) The student shall carry with him his/ her Identity Card issued by the Institute/ University.

- D) The student will not be allowed to carry with him/her any Electronic/Mechanical gadgets / instruments and other items such as Pen, Purse, Wallet, Money, Mobile Phone or any other documents.
 - E) The student will also be required to sign the attendance register / sheet towards the evidence of his / her Personal Study of answer book(s).
 - F) During the Personal Study of answer book(s) by the student, Convener of the Course will be required to remain present. The Dean of the concerned Faculty may be called as per the requirement.
 - G) Personal Study of answer book(s) shall be carried out in presence of the Nominee of the Provost.
6. During the Personal Study of answer book (s), following discrepancies shall be rectified on the spot / immediately (if brought to the notice by the student) in consultation with the Convener of the Course, Dean of the concerned Faculty and Nominee of the Provost.
- A) Incorrect totalling on the main front page of the answer book by the examiner.
 - B) Mismatch in the carrying forward of mark(s) for question(s) on the main front page of the answer book and inside the answer book where the question is answered.
 - C) Incorrect totalling of sub- questions of any question.
 - D) Any un-assessed question(s) left by the examiner during the First Assessment.

However, the Convener will be required to prepare a note on the change in the marks of concerned student in the Format provided by the Exam Section of the University and submit to the University through the concerned Dean. Subsequently, all records of the Student shall be rectified and the updated marks and resultant grade shall be reflected in the grade sheet of the the student.

- 7. In case of the discrepancy / discrepancies other than those in 6 hereinabove; in case if the student is not satisfied with the marks given for the particular answer(s) of the question(s) or in case if the student has queries regarding the correct answers, the student will be required to opt for Reassessment and apply separately within next four working days (from the day of Personal Study of Answer book).
- 8. In the cases (as given in 7) wherein the student applies for Reassessment then, the rules, regulations, guidelines and procedures of the Reassessment shall be abiding.
- 9. In case if all the queries of the student are resolved only through guidance/ discussion and there is no change in the marks /grades, the student will be required to give in writing in the prescribed format that he/she has personally studied his/her answer book and has assessment satisfactory.