



A Charutar Vidya Mandal's Institution

### V.P. & R.P.T.P. SCIENCE COLLEGE

(AUTONOMOUS) (Grant-in-Aid)

Affiliated to Sardar Patel University

VALLABH VIDYANAGAR-388120



Date: 27-12-25

### Process of Applying for Observation of Answer Book

#### for Semester-1 & Semester-3 (Autonomous)

Step-1 Any examinee who wishes to apply for observation of answer book may do so within 10 days from 27-12-25 to 07-01-26.

Step-2 You can collect the form from exam section, room no 7.

Step-3 You must attach the mark sheet of the Semester End Exam, Hall Ticket, and Question Paper of the respective subject to the form, get it checked in Room No.: 7, and pay the fee of Rs.250 (non-refundable) per subject and form processing fees of Rs. 25/- in the Accounts Section (Room No.1).

Step-4 You must be present in person on the allotted day for the observation of the answer book, which will be informed via mobile phone number provided in the form.

Step-5 You should verify the following thing while observing your answer book:

- The examiner's error in totaling the marks.
- The discrepancy in marks between the main page/sheet of the Answer book and the main question wise total in the Answer book.
- Whether a question has remained un-assessed.

Step-6 If you notice any of the errors listed above, you should inform the concern person during observation of answer book.

Step-7 If a student is dissatisfied with the marks received, you may apply for a reassessment within one day of observing your answer book.

Step-8 Those students who reported errors during the observation of the answer book will be informed the decision on the error by phone. Then, within a day of receiving a phone call, he or she may apply for re-assessment.

Step-9 For reassessment collect form from room no.-7 and pay the fee of Rs.250 (non-refundable) per subject and form processing fees of Rs. 25/- in the Accounts Section (Room No.1).

27/12/25

CONTROLLER OF EXAM  
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PRINCIPAL  
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