



# C. Abdul Hakeem College (Autonomous),

Hakeem Nagar, Melvisharam – 632 509, Vellore District.

## Office of the Controller of Examinations

PE Application No:

(For Office Use)

### Application for Photocopy of Answer Script PG / UG – April - 2019

The last date for submitting Photocopy application is on or before: **13.05.2019**

|   |   |            |                    |
|---|---|------------|--------------------|
| 1 | Name of the Candidate                           |            |                    |
| 2 | Register Number                                 |            |                    |
| 3 | Name of the Degree & Year                       |            |                    |
| 4 | Paper Code for which Photocopy required         | Paper Code | Title of the paper |
|   |   | 1.         | 1.                 |
|   |   | 2.         | 2.                 |
| 5 | Marks obtained in the Semester Examinations     |            |                    |
| 6 | Address   |            |                    |
| 7 | Mobile Number                                   |            |                    |
| 8 | Fee Details:<br><br>Amount ₹ ..... Rupees ..... |            |                    |

Signature of the Candidate

Signature of the H.O.D

Signature of the Principal with seal

Instructions overleaf

## Instructions to the candidates for applying Photocopy of Answer Scripts (PG / UG)

### Eligibility:

- i. Candidates can apply for any number of papers (whether failed or passed) of the Semester Examinations for requisition of photocopy of answer script.

### Fees:

| S. No | Course    | Amount payable    |
|-------|-----------|-------------------|
| 1     | PG Degree | ₹ 150/- per paper |
| 2     | UG Degree | ₹ 150/- per paper |

### Last Date:

- i. The last date for submitting photocopy application is on or before **13.05.2019**
- ii. **Applications received after the due date, even the fees have been paid in stipulated time, will be rejected summarily.**

### Other important instructions:

- i. Request for photocopy should be made in this prescribed form only. No other formats shall be accepted.
- ii. The application should be duly filled in by the candidate only, and the same should bear the signature and seal of the principal.
- iii. Applications without signature and seal of the principal will be rejected summarily.
- iv. Incomplete / defected applications without necessary fees shall be rejected.
- v. Photocopy applications should be addressed through the **Head of the Department to the concern Office.**
- vi. Photocopy of the answer Script will be sent only to the concerned **Head of the Department.**