



# C. Abdul Hakeem College (Autonomous),

Hakeem Nagar, Melvisharam – 632 509, Ranipet District.

## Office of the Controller of Examinations

PE Application No:

(For Office Use)

### Application for Photocopy of Answer Script PG / UG – November - 2023

The last date for submitting Photocopy application is on or before: **31.05.2023**

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: 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 **31.05.2023**
- 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 signatures of the concern Head of the Department and the Principal.
- iii. Applications without signature and seal of the Principal will be rejected summarily.
- iv. Incomplete / defective 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.**