

PE Application No:



C. Abdul Hakeem College (Autonomous),

Hakeem Nagar, Melvisharam – 632 509, Ranipet District.

Office of the Controller of Examinations

(For Office Use)

Application for Photocopy of Answer Script PG / UG – November - 2025

The last date for submitting Photocopy application is on or before: **02.12.2025**

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 **02.12.2025**
- 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.**



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Application for Re-valuation PG / UG – November - 2025

The last date for submitting Re-valuation application is on or before: **08.12.2025**

1	Name of the Candidate						
2	Register Number						
3	Name of the Degree & Year						
4	Paper Code for which Re-valuation required	Paper Code		Title of the paper			
		1.					
		2.					
5	Marks obtained in the Semester Examinations	S.No.	Subject Code	Internal Marks	External Marks	Total Marks	
		1.					
		2.					
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 to the candidates for applying Re-valuation of Answer Scripts (PG / UG)

Eligibility:

- i. Candidates who have failed in **two papers only** are eligible for Re-valuation.
- ii. If the candidate has passed in all the papers, then also eligible for any **two papers only**.

Fees:

S. No	Course	Amount payable
1	PG Degree	₹ 675/- per paper
2	UG Degree	₹ 375/- per paper

Last Date:

- i. The last date for submitting PG / UG Re-valuation application is on or before **08.12.2025**
- 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 Re-valuation 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. There is no provision for Re-valuation of practical examination papers.
- vi. Re-valuation applications should be addressed through the concern **Head of the Department.**
- vii. Re-valuation result will be sent only to the Principal of the college.