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 - 2026

The last date for submitting Photocopy application is on or before: **25.11.2026**

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 **25.11.2026**

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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