



## Circular

### Instructions & Guidelines for Viewing of Answer Book

1. Only students whose results have been declared by the institute are eligible to view their answer books of the Institute Theory Semester End Examination.
2. The student shall be permitted to view his/her answer book(s) upon payment of a non-refundable fee of Rs. 500 (Five Hundred Rupees only) per question paper answer book, in the presence of a committee constituted by the Director.
3. Applications for viewing answer books must be submitted in the prescribed format to the Institute Exam Section, along with the required fee, a copy of the result, hall ticket, and valid photo ID proof as per the circular published by the exam section.
4. Applications received after the due date or incomplete in any respect shall be summarily rejected.
5. The student must be present at the specified date, time, and venue. Failure to do so will result in forfeiture of the opportunity to view the answer book.
6. The student is prohibited from carrying mobile phones, cameras, electronic gadgets, or any material such as pens, pencils, books, or notes while viewing the answer book. However, carrying the relevant question paper is permitted.
7. A hall ticket and original photo ID proof are mandatory for verification before allowing the student to view his/her answer book.
8. Parents, guardians, advocates, or any other individuals will not be allowed to accompany the student.
9. Physically challenged students who were granted the facility of a writer during the examination may bring the same writer along for the viewing process, at their own expense.
10. The student will be allowed to view the answer book(s) for **15 minutes per answer book**, starting from the allotted time. Any remarks must be communicated in the prescribed format to the committee.
11. The student is allowed to view their answer book only once.
12. Damaging, destroying, or attempting to take away the answer book is strictly prohibited. Any such act will result in disciplinary action as per the **Unfair Means Rules of the Institute**.
13. The entire process of viewing the answer book(s) will be conducted under **CCTV surveillance**.
14. The viewing of answer books is for students' reference and understanding only.
15. Students cannot challenge the subjective evaluation of specific questions in the answer book(s).
16. The institute rules, as amended from time to time, shall be binding on students and all other concerned parties.
17. In case of any dispute, the decision of the **Director of RNGPIT** shall be final and binding on all concerned.

  
Director

CC to:

1. Establishment Section
2. Academic Section
3. All Concern Head of Departments

R. N. G. Patel Institute of Technology-RNGPIT



**R. N. G. Patel Institute of Technology-RNGPIT**  
(Affiliated with GTU - An Autonomous Institute U/s UGC Act 1956)

Application Form for Viewing of Answer Book (Theory only)

Student Name: \_\_\_\_\_

Student PEN: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Examination Name: \_\_\_\_\_

Program of Study: \_\_\_\_\_ Branch/Specialization: \_\_\_\_\_

Paste Passport  
Size  
Photographs

I hereby request for viewing my Answer Book (Theory Only) of the subject/s as mentioned below:

Sr. No.	Semester/Year	Seat No.	Subject Code	Subject Name	Marks Obtained	Remark
1						
2						
3						
4						

**Fee details:** Total amount of Rs. \_\_\_\_\_ In cash.

**Declaration: -**

1. I have read and understood the instructions and guidelines regarding the viewing of answer books, and I agree to abide by them.
2. I confirm that the details provided above are accurate. I acknowledge that the result declared prior to the viewing of the answer book shall remain final, and no further requests for revaluation or mark correction will be entertained.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Student)

**Encl.: A copy of Statement of Grade / Marks (Result), Exam Hall Ticket and Photo ID Proof.**

Office Use Only

**Submitted through the Head of Department:**

The particulars furnished by Mr./Ms. \_\_\_\_\_ are correct as per department record. The student has paid Rs. \_\_\_\_\_ as fees for viewing of answer book of above mentioned examination and subject/s.

Date: - \_\_\_\_\_

\_\_\_\_\_  
(Head of Department Seal & Signature)

Student Copy

Mr./Ms. \_\_\_\_\_ having PEN: \_\_\_\_\_ has paid Rs. \_\_\_\_\_ as fees for viewing of answer book of above mentioned examination and subject/s.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Fee Receiver's Signature)

College Seal