



THE UNIVERSITY OF BURDWAN

Department of Controller of Examinations

Modalities/Rules to be followed in respect of the candidates for inspecting answer scripts under RTI Act, 2005 and the fees to be deposited in this respect

(Approved by the Vice-Chancellor on 15.02.2012)

1. Fees for inspection of answer-scripts and for obtaining the photocopy of the same be imposed as Rs. 400/- (four hundred) only and Rs. 500/- (five hundred) only respectively per paper with immediate effect.
2. After obtaining the application(s) for inspecting / obtaining the photocopy of the same, a scrutiny of the relevant answer-scripts is to be made once again by the chairperson of the subject concerned (where there is no such Chairperson the work will be done by the subject-teacher to be authorized by the Controller of Examinations with the kind approval of the Vice-Chancellor) and if any discrepancy is found therein, the error be rectified by the Chairperson/authorized person as mentioned above and fresh mark-sheet be issued in favour of the candidate before showing/sending photocopy of the answer-script to the candidate.
3. Both in inspection and supply of photocopy of answer-script, the relevant portion of the answer-script bearing the identity of the examiners, scrutineers and Chairpersons is not to be shown or supplied.
4. Any part of assessment of a examination having no documentary support excepting the relevant mark-slips be exempted from the inspection and supply of copy.
5. The candidate must have to produce his/her relevant Admit Card in original before inspecting his/her answer-script and for obtaining the photocopy of the answer-script and he/she has to enclose a photocopy of his/her relevant Admit Card duly attested by Principal/Teacher-in-Charge of the institution concerned along with his/her application under RTI Act.
6. Under no circumstances fee for inspecting and for having the photocopy of the answer-script once paid be refunded.
7. No one will be allowed to assist the candidate during his/her inspection of answer-script.
8. The candidates will not be allowed to carry with them mobile phones/pagers/digital diaries, any type of camera etc. at the time of inspection of the answer-script.
9. 40 minutes will be allotted per script (Full Marks 100) for inspection and where the script contains 50 Full Marks and above but below 100, 30 minutes will be allotted for the said purpose.
10. Answer-scripts be preserved for a maximum period of one year from the date of publication of Final Results (vide E.C.'s item no. 9 dated 09.06.2009) and by following the said resolution of the Executive Council no application under RTI Act for inspection and having photocopy of answer-script will be entertained after the stipulated time.
11. The Committee recommended also that a Cell comprising at least five staff-members may immediately be constituted for looking after the works. One Close Circuit Television (C.C.T.V.), one Xeroxed Machine and one computer with scanner & printer be installed for the purpose.
12. Considering the insufficient space of the C.E.'s Deptt. the Committee also recommended that the first floor of the Publication Unit be constructed as early as possible to provide adequate space to the Cell for its smooth functioning.
13. Considering the present work-loads and until the Cell is constituted, the inspection of answer-scripts be preferably held on Saturday/Holiday under the supervision of State Public Information Officer and the staff-members concerned engaged for the purpose be allowed to enjoy the Holiday allowances as per rules of the University for the said purpose.

Sd/- S.Mukhopadhyay
Controller of Examinations