

‘Review Application’ For Semester-I, Examinations, 8-16 Dec., 2017

Review Rules :

1. Review is offered for both regular & arrear* papers. **No Review is offered for Supplementary* Examination Papers, nor for Practical Papers, Project Papers, Assignments and Field Work.**
2. Candidates may request for Review of a maximum number of :
UG courses – **3 out of 5 theory papers;** PG courses – **2 out of 4 theory papers.**
3. A candidate may request for ‘Review’ of one / two / three theory papers for UG courses, and one / two theory papers for PG courses **provided that he / she has secured at least 40% marks in each of the remaining papers** (i.e. four / three / two theory papers respectively for the UG courses, and three / two theory papers respectively for the PG courses).
4. **The Review marks will stand irrespective of whether the marks are more or less than the original marks.**
5. **The Fees for Review is Rs. 300/- per paper.**
6. A candidate is entitled to receive **one ‘Review Application Form’ only per Semester which he/she may collect from the COE office on all working days between 1st Feb., 2018 to 8th Feb., 2018, both days inclusive (Time : 9.30am – 12.30pm on each day). No application for ‘Review’ will be entertained thereafter.**
 - **Please bring a computer print-out of your Semester Result and the original Admit Card for verification when you come to collect your ‘Review Application Form’. No ‘Review Application Form’ will be issued if you fail to produce these documents.**
7. A candidate will submit the ‘Review Application Form’, duly filled in, to the COE office. The COE office will verify the same, and issue **four copies of challan** for payment by the candidate (for the said service) directly to the Syndicate Bank, St. Xavier’s University Branch, Kolkata – 700160. **The first copy of the challan should be submitted to the Bank. The student retains the second copy for future reference, and returns the remaining two copies to the COE office.**
8. On receipt of the remaining two (‘Finance Office’ copy and ‘COE Office’ copy) challans from the student, the COE office will proceed with the Review Work, and its result will be published in the due course.
9. A paper may be sent for a second assessment if the marks after the **Review is reduced by more than 5% or increased by more than 15% from the original marks given by the first evaluator.** Such ‘Additional Review’, if necessary, will be automatically processed by the COE office at no extra cost.

ASHIS SIDDHANTA

COE, SXUK

* Not applicable for the present (Dec., 2017) End-Semester Examinations.