

Procedure to issue the Xerox of answer scripts

1. Rs.50/- will be charged for each subject answer script.
2. Request forms will be available with the Accountant.
3. On payment of the prescribed fee, receipt will be issued Request form with the receipt number and date will be sent to the examination department.
4. Examination department will get the Xerox copies of the answer scripts after consulting with the Principal/Academic Director
5. The answer scripts will be sent to the accounts department on or before 5 working days (preferably within 3 days).