

# UNIVERSITY OF NORTH BENGAL

## Guideline for Inspection of Answer Script(s) under RTI Act, 2005

1. The evaluated answer scripts of all examinations shall be preserved / stored for a period not exceeding 6 months from the date of publication of reassessment / PPS (Post Publication Scrutiny) results of the respective examination.
2. University shall entertain applications for self – inspections of answer script(s) by the students only under R.T.I. Act, 2005 within the period of 6 months as mentioned in clause 1.
3. Cost of information to be supplied by the University shall have to be borne by the Students.
4. The students shall have to pay Rs. 500/- (or charges as decided by the University) per answer script in cash to the University Cash Counter before inspecting the answer script.
5. No applications shall be considered by the University unless the application is accompanied by the prescribed fees or BPL Certificate under R.T.I. Act, 2005.
6. Answer script(s) which is / are under re-examinations / scrutiny shall not be made available to the concerned students for self – inspection.
7. No person other than the applicant shall be allowed to inspect the answer script.
8. The student shall not be allowed to copy any part of the answer script or write anything in the answer script(s) at the time of self – inspection. However, a photocopy of the answer script without disclosing the identity of the examiners shall be supplied on payment of Re. 1 per page (or charges as decided by the University) if such request is made by the student.
9. The student shall be allowed to spend, maximum 30 minutes per script for inspecting the answer script.
10. The student shall produce his / her Identity Card, Original Marksheet, Admit Card etc. before inspecting the answer script to the concerned officer.
11. The student shall not ask anything about the marks awarded to him / her to the concerned officer but he / she may submit his / her queries in writing to the officer concerned.
12. The student shall submit a letter to the officer concerned to the effect that he / she has seen the answer script(s) provided by this office as sought by him / her.
13. The University shall entertain only the specific claim for redressal of grievance of the concerned students / examinees arising out of self – inspection under R.T.I. Act, 2005 relating to evaluation of answer scripts on payment of Rs. 1000/- (Rupees One Thousand) only per answer script.
14. Specific claim for clause 13 shall only mean the Complaint / Prayer which bears significant reason such as error / mistake occurred in grand total, tabulation box, and non – awarding of marks against any question.



Registrar  
University of North Bengal