

KNOW YOUR ANSWERSHEET [KYA]

The University has introduced a unique policy for all those students who are aggrieved by the marks awarded to them during the examination. This post-examination privilege for students is termed as “**Know Your Answersheet - KYA**”. Students can make an application for KYA to personally analyse their answersheet(s) in the presence of their parent (only one) and a team of concerned authorities from the University consisting of Dean of respective faculty and subject expert nominated by Dean. The regulations and conduct of this entire KYA process are detailed below. Students applying for KYA shall strictly abide to these norms and thereby accept the decision meticulously taken by the University.

Form filling / Fees :

- Students will have to apply for KYA within **05** (five) days of result declaration, failing which the student will lose this opportunity for that particular exam term.
- The total fees for the entire KYA process is **Rs. 400/-** (Rupees Four Hundred only) **per subject (paper)** which will be non-refundable or non-transferrable. A student may opt KYA policy for as many subjects (papers) as he wants.

Things to know before applying for KYA :

- First things first, those students who are not satisfied with the marks obtained by them in the End Term University Theory Examination, and wish to see their assessed answersheet(s) may apply for “**Know Your Answersheet - KYA**”.
- The policy of KYA will be applicable **ONLY** to **End term THEORY** examinations conducted by the University. It will NOT cover Practical or viva voce examinations.
- KYA will also be NOT applicable to mid-term or internal (theory / practical) examinations conducted by college or institute.
- Applications for **KYA** are required to be made **prior to Red-checking** / Re-assessment process. Issues relating to totalling of marks, unassessed questions, transfer cases or similar other affairs will be discussed and addressed during the KYA session.
- Thereafter, students who wish to further apply for Re-checking / Re-assessment process can apply on the same day.
- Each Term of Examination will have its fresh KYA application which will cover all the Theory examinations conducted during that particular Term only. KYA shall not be applicable for examinations conducted in previous term(s).
- Students caught using Unfair Means (UFM) will not be entitled for KYA in that particular subject.
- The effective implementation of KYA will be from the examination schedule after 15 March 2025 and onwards. Cases prior to that shall NOT be considered.

During the KYA process :

- Students who have applied for KYA will be informed by their respective college / institute regarding the scheduled date and time of answersheet assessment.
- If the student fails to remain present on scheduled date, then his/her KYA application will be discarded and he/she will not be able to re-apply for respective subject(s) in that particular exam term.
- From the student side, the answer-sheet(s) will be shown to respective student where he/she may be accompanied by his/her parent (only one). In case parents are not available, the student will be the sole observer of answersheet(s) and no other individual will be allowed. Student will only be allowed to see his/her own answersheet(s) and not anybody else's (or on anybody's behalf).
- From the University side, there will be a team which may involve examiner(s) / verifier(s) / subject expert(s) / Head of Department or any other concerned authority as per the requirement, headed by the Dean of respective Faculty. Student will not be able to object / challenge the presence of any personnel from this team.
- For content reference, student may carry subject related material in the physical form (printed) only viz. books, notes, xerox etc. Any electronic gadget like mobile phones / smart watch / laptops / tablets / kindles / ipads etc. will NOT be allowed.
- Student will not be able to write / remove / edit anything in the answersheet(s). Any type of damage caused by the student to answersheet(s) will lead to termination of KYA process and stringent actions would be taken against the student.
- During the entire KYA session, student can have a modest interaction with the university team regarding his/her queries (if any) for that particular answersheet(s). This discussion shall be in compliance with the university guidelines regarding examination scheme / syllabus / correctness of content in answersheet(s) / subject references / expert opinion, etc.
- After seeing the answersheet(s) and discussing the matter with the university team, if the student (or parent) still finds dissatisfaction, he/she can further apply for Re-checking / Reassessment, but by no means they should misbehave with the university team. The discipline and decorum of KYA session should be duly maintained.
- The entire session will be under CCTV surveillance for maintaining integrity, transparency and other official purpose.
- In any other case not mentioned above, the university holds the power to take the decision, which would be considered as final and shall be acceptable to all.
- Violating any of the mentioned rules will lead to termination of the KYA process and the student will not be able to re-apply again.

After the KYA process :

- After the KYA session is over, the university team involved will have to make a report mentioning all the corrections / changes (if any) as per KYA procedure in the obtained marks, made during the session. Corrections made will require a proper justification or necessary comments and shall be duly signed by the “subject expert” and “Dean” of the respective faculty.
- The outcome / conclusion of KYA process may be made on the same day depending on the situation.
- Once KYA report is prepared, student and present parent (if any) will need to verify and sign it as a gesture of satisfactory acceptance of KYA by the university.
- It will also be the due responsibility of respective Dean of associated faculty to reverify and sign the KYA report and thereafter submit the same to the university.
- The KYA report once submitted to the university by respective Dean will be considered as final and no changes will be made later on.
- Students willing to opt for **Re-checking** / Re-assessment process may proceed further as per university guidelines if he/she feels to go for further assessment.
- In case candidate opts for **Re-checking** / Re-assessment, he/she has to apply for the same by paying the necessary fees as per university norms, within **03** working days through Head of respective institute.
- For interpretation of rules, the decision of University is binding to all.
- All and above, final decision of the Director / President of the University shall be binding to all.