

Verification/Photocopy/Revaluation of Answerbook

1. The student may apply for verification of marks and for photocopies of answerbooks of all the papers and for revaluation of answerbooks of not more than two papers of current appearance.

2. **Fee Description:**

a) Verification of Marks	:	Rs. 30/- (per subject /paper)
b) Photocopy of Answerbook	:	Rs. 150/ (per subject / paper)
c) Revaluation of Answerbook	:	Rs. 750/- (per subject / paper)

3. Students can pay the required fee either by cash or by Demand Draft.

For cash payment :

Examination Accounts Department, Pariksha Bhawan, Juhu Campus, Santacruz (w)
Mumbai – 400 049.

Timings : Monday to Friday : 10:30 am to 01:00 pm & 01:30 pm to 02:30 pm
(Accounts Dept. will remain closed on all Saturdays and bank holidays)

For Demand Draft remittance:

Demand Draft should be in favour of "The Registrar, SNDT Women's University, Mumbai."
payable at Mumbai.

Demand Draft of any bank will be accepted at Pariksha Bhawan, Examination Accounts
Department.

4. The students are permitted to directly apply for either verification or for photocopy/ revaluation of answerbook. Students can apply in prescribed proforma for either one or all of the above within 15 days from the declaration of results enclosing therewith the following documents. Students who desire to apply for revaluation, may do so within 15 days from the date of receipt of photocopy. They can also apply for revaluation directly without applying for photocopy of the answerbook/s.

- i) Photocopy of marksheet
- ii) Photocopy of Payment receipt
- iii) Self addressed envelope

5. The photocopy of answerbooks and/or the result of the verification/revaluation will be send to the candidate by post within the prescribed time limit. No personal enquiries will be entertained.