

Dr.Babasaheb Ambedkar Marathwada University Chh. Sambhajinagar.

IMPORTANT INSTRUCTIONS FOR STUDENTS & COLLEGE BBA & BCA

I to VI- SEM Mar/Apr-2025 R.D.On 03.07.2025 Students & Colleges

A] Supply of Photocopies of Answer Books.

The Candidate should submit application to the college within 08 clear days from the date of declaration of result, along with requisite Fee of Rs.100/- per Answer Book/ Theory Paper (**Last date 11/07/2025**). It is also mandatory to submit online request through his/her user account provided by e-suvidha. (**Pl. Submitted Online form for Photocopies of Answer Books**)

1. The candidate can apply for photocopy of Answer-Book, by getting the result printout from his/her user account provided by e-suvidha. (**The Xerox Copy of Marks Memo not necessary**)
2. The College should forward all the relevant information of the application along with Demand Draft (**Candidates individual D.D. do not be accepted**) collectively to the Director of Examinations & Evaluation within 10 clear days from the declaration of Result (**Last Date: - 11/07/2025**).

B] Revaluation of Answer Books

3. If any examinee after having receipt of Photocopy(ies) of Answer Books is having grievance regarding the Marks awarded to him, he / she may apply in the prescribed form and format for objection attached with this instruction (**submit separate objection form for each paper**) to the Principal within 5 clear days from the date of issuance of Photocopy of the Answer Books, along with Fee of Rs. 200/- per Theory paper, **it is also mandatory to submit online request through his/her user account provided by e-suvidha. Candidates should not submit photocopy of the Answer Books along with the application.**
4. The application form for grievance Redressal Mechanism (Revaluation) should be submitted along with Xerox copy of Mark Memo only. **The Original Mark Memo will be collect from the candidate and kept in the college.**
5. The College should forward all such applications along with Fee so collected through D.D (**Candidates individual D.D. do not be accepted**) or by Cash, within 8 clear days from the date of issuance of the photocopy of Answer Books to the Director of Examinations & Evaluation.
6. **If the Marks awarded in revaluation vary by 10% or more of the Original Marks (Marks secured by the examinee) the Marks awarded in revaluation shall be awarded to the examinee.**

C] Recounting of Marks

7. The applications should be submitted by the students in the prescribed form along with Fee of Rs. 50/- per Theory paper within 08 days from the declaration of result in the College (**Last date :- 11/07/2025**). It is also mandatory to submit online request through his/her user account provided by e-Suvidha.
8. The College should forward all such applications examination wise i.e. I, II, III, IV, V & VI semester separately along with fee, so collected within 10 clear days from the date of declaration of result (**Last date :-14/07/2025**).

D] All the concerned should refer Circular No. Exam/Co-ord./2012/5778, dated 31.07.2012 which is made available on the University Website www.bamu.net.

The last dates prescribed above should be adhered strictly. Applications, CD or e-mailed received after the expiry of the above stipulated date will not be / accepted / considered at all and the University shall not be responsible for any delay on the part of student or College, all should note.

Note: - The Candidate should not approach to the university directly for any specific problem the Candidates may obtained a letter from the principal for contacting the university.



**Director,
Board of Examinations & Evaluation**