

Application Form for Re-Checking of Answer Books (Semester System)

Name of Campus.....

Particulars of the Applicant

- 1 Name of the applicant (Block letters).....
- 2 Department..... Class.....
- 3 Examination..... Semester Fall/Spring Summer 20.....
- 4 Registration No.....
- 5 Paper (s) Which is / are desired to be Rechecked: (Attach DMC)
.....
.....

Fee of Rs. 300/= Rupees.....
deposited vide University / UBL University Campus Branch receipt No.....
dated

JUSTIFICATION FOR RECHECKING

.....
.....

Signature of the applicant

Cell No

Please see Rules & Regulation on the Reverse

SOPs for Posting Results

1. Subject Teacher will prepare result within stipulated period as per policy of the University and submit it to the Semester Coordinator for presenting to the Chairman / Dean.
2. After approval by the Chairman/Dean, the results will be displayed on the Notice Board of the Department for students where students will be allowed to apply for rechecking within three working days as per policy of the University.
3. After display of the results, concerned course teacher will be required to enter the result at the CMS portal with the assistance (if required) of CMS operator.
4. The Concerned Teacher will edit the result at the CMS portal (if required) after rechecking period is over within stipulated period of time.
5. The concerned teacher will get hard copy from CMS portal and verify that the grades as displayed on the Notice Board are correctly entered and properly edited after rechecking requests.
6. The verified grades will be submitted to the Semester Coordinator. The Semester Coordinator and Chairman will put a counter-check and sign it if satisfied. The result will be posted to the CMS database and locked by the Semester Coordinator/ Chairman.
7. The posted grades will be displayed to the students with the instructions to report discrepancies if any within 3 days.
8. If there is any mistake, the concerned chairman in consultation with the Dean will incorporate required changes without going through the relevant statutory bodies.
9. Grades for all courses of all semesters, verified by the concerned course teacher and Semester Coordinator, and countersigned by the Chairman will be sent to the Controller of Examinations for record.
10. If there is any change after posting of grades, the Dean, Faculty of Engineering will ascertain necessary approval from the relevant bodies for the change of grade(s) before directing the Controller of Examination. The