



Nirmala Memorial Foundation College of Commerce and Science

(Permanently Affiliated to University of Mumbai)

Re-Accredited by NAAC with B++ and ISO 9001 : 2015 Certified

Recognised under section 2 (f) and 12 (B) of the UGC Act, 1956

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai – 400 101. • Tel.: 022-6943 6400

NMFC/COM- 452 /MARCH2025

29th March, 2025

F.Y B.Com(M S)/ B.Sc IT/ B.Sc CS

Semester I - Examinations – November, 2024

Supply of photocopy/ Revaluation of Answer books

Supply of Photo / Xerox copies of answer book/s to the examinees and redressal of grievances. (Ref. University Circular No. Exam / VCD / 4637 dated 5th April 2010.

Students who wish to apply for photo/xerox copy/ies or Revaluation or both simultaneously, of assessed answer book/s of the theory paper/s should submit their application/s in the prescribed form (available in the college office) signed by the applicant only. To sought **photo/xerox copy/ies** student has to submit a non-refundable fee of **Rs.100/-** per answer book and for **Revaluation** student has to submit a non-refundable fee of **Rs.250/-** per answer book to the college office from **Saturday, 29th March, 2025 to Wednesday, 2nd April, 2025** between 10.00 a.m. and 12.00 noon.

The student can apply for Revaluation of the assessed answer books only if he/she has secured at least 20% of the total marks in that subject or 40% of the marks required for passing in the said subject, whichever is less.

The list of students will be put up and photo/xerox copy/ies will be provided by the college to the applicant in person only, on producing valid Identity card on **Saturday, 5th April, 2025**. The photo/xerox copy/ies obtained by the student shall be for his/her exclusive and relevant use, he/she shall be the sole custodian of it and under no circumstances they shall be transferred to any third person for any other purpose/s. If the applicant, so desires he/she can use it only for the purpose of getting redressal of the grievances through the redressal mechanism provided by the college. Any deviation from this, by the applicant, shall be



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construed as an unfair act on his/her and shall make him/her liable for appropriate punishment by the college.

On receipt of the photocopy if any discrepancy with regards to – mistake in totaling or non-assessment of answer to a question or sub-question is observed the applicant can apply to the principal from **Monday, 7th April, 2025 & Tuesday, 8th April, 2025.**

The student shall have to mention clearly in the application form/s, the reasons of his/her grievances and specify clearly question wise his/her points of objection to the valuation done with proper justification. Incomplete application form/s in any respect shall be rejected without assigning any reason and the fees paid along with the application form shall not be refunded.

The redressal committee constituted by the college shall verify the original answer book/s and evaluate the mark/s allotted to the answer/s in the light of the reasons of grievance put down by the student in his/her application to decide the merits of the contentions of the applicant. The decision of the Redressal Committee shall be final and binding. If the committee so recommends, the answer paper/s will be reassessed by an examiner selected from the panel of examiners from other college/s prepared by the college.

The marks given by the examiner in reassessment will be final and binding on the college and the student. The change of marks, if any, will be communicated to the student by **Tuesday, 15th April, 2025.**

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Details	From	To	Time
Issue of Forms for Revaluation	Saturday, 29th March, 2025	Wednesday, 2nd April, 2025	10.00 am to 12.00 noon
Submission of Forms for Revaluation	Saturday, 29th March, 2025	Wednesday, 2nd April, 2025	10.00 am to 12.00 noon
Issue of Photo Copies	Saturday, 5th April, 2025		12.00 noon
Application for revaluation after receiving photocopies	Monday, 7th April, 2025	Tuesday, 8th April, 2025	10.00 am to 12.00 noon
Result of Revaluation	Tuesday, 15th April, 2025		12.00 noon

Fees applicable

Photocopy	Rs. 100 per subject
Revaluation	Rs. 250 per subject
Application Form	Rs.10 each

(I/C Principal)