

# UNIVERSITY OF DELHI

## APPLICATION FOR OBTAINING A COPY OF RESPONSE SHEET OF THE ONLINE ENTRANCE EXAM

### CANDIDATE SHOULD CAREFULLY GO THROUGH THE RULES BEFORE FILLING IN THIS FORM

This application is TO BE FILLED IN AND SIGNED BY THE CANDIDATE ONLY. Application submitted on behalf of the candidate, as also incomplete application will be rejected summarily without any further reference.

1. Name of Candidate (Block letters) Mr./ Mrs./Miss:.....
2. Father's Name:.....
3. Entrance Examination Name:.....
4. Name of the Faculty/Department:.....
5. Entrance Examination Roll No.:.....
6. Date of the Entrance Examination:.....
7. Centre of the Entrance Examination:.....
8. Fee paid Rs. ....
9. Demand Draft / Pay Order / Online payment Reference no. .... dated .....

#### DECLARATION

I have carefully read rules regarding supply of Response sheet and I agree to be governed by the same.

Address:.....

(IN BLOCK LETTERS)

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-----Pin Code:-----

Tel. No./Mobile.....

(Signature of Candidate)

## **Instruction for obtaining Response sheet of Online Entrance Exam**

1. The request for obtaining a copy of the Response sheet by the candidate concerned must be made within 7 Calendar days from the date of declaration of the result to the University in the prescribed format along with a fee of Rs.500/- per paper.
2. The candidate has to submit the application at window no. 2, Ground floor, Examination Building, North campus, University of Delhi - 110007.
3. The candidate is required to attach, a self-attested copy of his/her admit card/ admission ticket for the entrance examination under reference at the time of submission of his/her application form.
4. Payment is to be made in the form of a demand draft drawn in favour of “The Registrar, University of Delhi” payable at Delhi on all working days or online payment through payment gateway on the website.
5. No application for obtaining a copy of the response sheet shall be accepted after the stipulated time.
6. Entries made by the candidate in the application form should be strictly as per the particulars on the portal by the candidate.
7. Erroneous/incomplete application form shall be rejected forthwith. No further correspondence would be entertained in this regard for correction of entries/refund of fees.
8. The application to obtain response sheet should be made by the candidate in his/her own handwriting under his/her own signature. No authorization on behalf of the candidate would be entertained under any circumstance.
9. The response sheet will be supplied by the University after eclipsing all information, if any, relating to the identity of the examiner/evaluator/any other official associated with the concerned examination process.
10. The student is required to collect his/her response sheet from the University from 16<sup>th</sup> to 30<sup>th</sup> day from the date of submission of the application to this effect. The University shall have no obligation to retain the response sheet or a copy thereof beyond this time schedule under any circumstances.

11. On obtaining of a copy of the response sheet as per the procedure prescribed by the University, if a student finds any error in totaling of marks, the student should communicate it to the concerned department within a period of 7 days from the date of collection of the copy of the response sheet. The department will endeavor to address the issue within 10 days from the receipt of such complaint.
12. No representation other than relating to error of totaling of marks or unmarked/unevaluated answers shall be entertained by the University. No third party request for a copy of the response sheet would be entertained by the University under any circumstances
13. Fee once deposited will not be refunded under any circumstances.

**Link to Online Payment Portal - <http://misconlinefee.du.ac.in/>**