

## **GUIDELINES FOR PROVIDING INSPECTION OR SUPPLY OF CERTIFIED COPY(IES) OF ANSWER BOOK(S) TO STUDENTS**

(As amended by the Council in its 299<sup>th</sup> meeting held on 23<sup>rd</sup> and 24<sup>th</sup> August, 2023)

1. These Guidelines, Rules and Procedures for providing inspection and/or supply of certified copy(ies) of Answer Book(s) to students be applicable from June, 2011 session of Examinations onwards as amended from time to time. Under these guidelines, a student can seek Inspection and/or Supply of Certified Copy(ies) of his/her evaluated Answer Book(s).
2. A Student who wishes to inspect and/or obtain certified copy(ies) of his/her Answer Book(s) of any subject(s) of a particular Examination shall apply on-line through Student log-in on the ICSI portal using the prescribed Application form together with requisite fee within thirty days (30 days) from the date of Declaration of the result.
3. A Student who has accessed his/her Answer Book(s) of any subject/s of a particular Examination under the RTI Act, 2005 and wishes to address his/her grievances in respect of any error(s) or inconsistency in valuation of Answer Books, if any, should apply using prescribed Application Form together with the requisite fee for Verification of Marks under Regulation 42(2) of CS Regulations 1982 through Student log-in on the ICSI Portal within 60 days from the date of Declaration of Result or 15 days from accessing of the Answer Book(s) as made available to the Candidate by the Institute, whichever is earlier.
4. Fee of ₹500 per subject/Answer Books is payable for supply of certified copy(ies) of Answer Book(s) and ₹450 per Answer Book for providing inspection thereof respectively.
5. Application form without requisite fee and supporting documents and missing complete particulars, as mentioned in para 2 & para 3, shall not be entertained.
6. Before providing inspection and/or supplying certified copy(ies) of Answer Book(s) to a student on his/her request, if it is noticed that answer(s) to any sub-question(s)/question(s) of his/her Answer Book(s) has/have inadvertently remained unevaluated or there is some posting or totalling error, the Institute would rectify such omission and commission and communicate the revised marks/result to the student. However, it may be noted that re-evaluation of answers is not permissible under Regulation 42(2).
7. The inspection done and/or certified copies of the Answer Books supplied to the Student shall be for his/her exclusive self-inspection/ personal reference, guidance and solely be used for the bona fide educational purposes by the applicant student

and same shall not be used for any legal purposes. Under no circumstance, the Answer Book(s) so supplied under these guidelines shall be made available or put up for review in public domain to any other person or put up for view in public domain. Sharing copy of Answer Book(s) or part thereof to any other person or in public domain/social media, etc. and/or making comments publically on evaluation of Answer Book(s) are strictly prohibited and such instances will be viewed seriously.

8. No other person except the student concerned would be allowed to inspect his/her Answer Book(s) on the designated date and time as communicated by the Institute. Similarly, on receipt of certified copy (ies) of the Answer Book(s), the applicant student shall be the sole custodian of it and he/she shall not part with the custody/possession of the same and shall not use the same for any other purpose(s).
9. If any error is found at any point of time as provided in Para 6 above, the Institute shall have *suo moto* power to rectify the same.
10. Any act of violation of any instruction, as above, shall be the misconduct within the ambit of CS Regulations, 1982 as is in force and liable for strict actions.
11. The students should submit the following Declaration along with Application Form for Certified Copies and/or Inspection of answer book(s):

“I hereby declare that:

- i. I am a bona fide student of the Institute and the above Answer Book(s) belong to me. In case, any particulars or statement is found to be false, the Institute may take appropriate action against me, as deemed fit.
- ii. I have read and understood the clauses of prescribed guidelines, rules and procedures for providing inspection and/or supply of certified copy(ies) of Answer Book(s) and shall abide by the same. In case of any error/inconsistency /query/grievance, I shall get in touch with the Institute for suitable clarification.
- iii. I understand that the Answer Book(s) supplied to me are for my exclusive self-inspection/personal reference and guidance only. I also understand that the answer book(s) shall solely be used by me for my bona fide educational purposes and the same shall not be used for any legal purposes and I shall not make any comment(s) publically on evaluation of Answer Book(s) at any public/ social media platform as the same are strictly prohibited and such instances will be viewed seriously by the Institute.
- iv. I shall neither share my Answer Book(s) to any other person, nor in public domain/social media as the same is strictly prohibited and shall be misconduct within the ambit of CS Regulations, 1982 as is in force and liable for strict action.”

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