

NECESSARY GUIDELINE FOR OBTAINING PHOTOCOPY OF EVALUATED ANSWER SCRIPT (S) UNDER RIGHT TO INFORMATION (RTI) ACT, 2005

- a) As per University Norms, for obtaining the photocopy of the evaluated answer script through RTI or self inspection applicants should apply through proper channel in the University prescribed format along with requisite fees. No fee shall be charged from the persons who are below poverty line.
- b) University prescribed application form is available in the University website i.e. www.wbsu.ac.in. No application will be entertained by University for getting photocopy of evaluated answer scripts without the prescribed format.
- c) Application for obtaining photocopy of evaluated answer scripts of the **practical papers** will not be entertained by the University.
- d) It is important to note that, only such information will be provided under the RTI Act which already exists in the University and is held by the public authority or held under the control of the public authority.
- e) Self inspection of the evaluated answer script or application for obtaining photocopy of evaluated answer scripts through RTI application is to be submitted to the colleges within **twenty one days** (if not otherwise notified) from the date of publication of result of the concerned examination. Subsequently college will submit to the University the all applications after all formalities within a week.
- f) The Principals/TIC/Others of affiliated colleges/Head of Academic departments of the University will forward all such of application together with the application fees to the University in a consolidated manner and with the stipulated time.
- g) The college non-teaching staff with proper authorization shall receive the photocopy of evaluated answer scripts for self inspection or displaying on being intimated by the University and acknowledgement receipt of the same.
- h) The University shall not entertain any claim for redressal of grievance arising out of self inspection for displaying photocopy of evaluated answer scripts of the concerned examinee. It is not under the purview of RTI Act, 2005.

