

# Institute of Business Management

## Rechecking (Scrutiny) Policy

After the final exam results have been posted, a student can apply for rechecking of his answer script of final exam or term project if he/she has certain doubt in marking of the said answer script/term project by his faculty member. Following steps would be required to be taken by the student for rechecking of his/her answer script.

1. The student has to ensure that he/she has scored at least 60% aggregate marks in the two hourly exams and has completed 80% class attendance during the semester.
2. The student shall apply for rechecking of his answer script/term project within three weeks after announcement of result of the examination.
3. The student is required to pay Rs. 1,000 rechecking fee in accounts department that will issue receipt to the student against this payment.
4. The student will collect a rechecking form from examination department, fill in the required information and submit it back to examination department along with original receipt of Rs. 1,000. During rechecking of answer script by the faculty member, if the change in marks is found due to counting or calculation error, the rechecking fee will be refunded to the student.
5. Examination department will attach answer script of final exam required to be rechecked, with the rechecking form and send it to the HOD who will get the answer script rechecked by the relevant faculty member. In case of student request to get his answer script rechecked by a neutral faculty, the answer script will be sent to concerned dean to assign the rechecking task to other faculty member.  
In case of any change in marks of question(s), faculty member will mention question-wise previous marks, corrected (revised) marks, reason for change in marks and grade in the relevant columns of the rechecking form and sign the same. The change in marks and grade if found appropriate, will be reviewed by the HOD and approved by the Dean. They will also sign the rechecking form for having reviewed and approved the change in marks and grade of the student. In case of no change in marks or grade the faculty member will mention "no change in marks." The rechecking form and the answer script may be sent back to examination department for further action.
6. In case of change in marks and grade, examination department will compile the revised result of the student after the change in a separate rechecking compilation form. This form shows detail of previous marks and grade before rechecking and add to the previous total marks, the additional marks given by faculty member after rechecking to ascertain total revised marks and grade. The compilation form is checked, rechecked and signed by the competent authority and sent to Registrar and Rector for approval and to record change in the previous marks and grades.