TKM College of Engineering, Kollam
(Govt. Aided and Autonomous)

Form – E3

APPLICATION FORM TO AVAIL THE SERVICE OF SCRIBE

1. Name of the candidate [in capital letters]   :

2. Register Number/Roll No.   :

3. Programme   :

4. Semester   :

5. Branch   :

6. Course[s] / Subject[s] for which the service   :
   of scribe is needed

   (i)

   (ii)

   (iii)

   (iv)

   (v)

   (vi)

Affix recent passport size/stamp size photo here

DECLARATION

I hereby declare that the information furnished above is true and correct.

Place:

Date: Signature of Candidate:

Countersigned by the HoD:

DECLARATION FORM FOR SCRIBES

1. Name and Address of the scribe [in capital letters]   :

Affix recent passport size/stamp size photo here

2. Date of Birth   :

3. Details of educational qualifications/ examinations appeared:

4. Name and Register No. of the student
   for whom the scribe is appearing   :

5. Specimen signature of the scribe   :

DECLARATION

I hereby declare that the information furnished above is true and that I have not qualified/appeared for any examinations other than those mentioned in the Appointment of Scribes under section 2.6.3of the Examination Manual.

Place:

Date: Signature of Scribe:

Countersigned by the DCoE:

TKM College of Engineering, Kollam
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Form – E4

APPLICATION FORM FOR REVIEW (UG)

Name of Student	:
Register Number	:
Programme	:
Mobile No	:
Name of Exam (as in portal)	:
Course Code	:
Course Name	:
Branch	:
Email ID	:
Date of publication of Revaluation result	:

Account details of student

Account No. Name of bank	:
IFSC	:
Branch	:

Declaration

I am aware that in case of no grade change after the review, I will not be eligible for refund of the fee paid and also that there will not be an option for a valuation / re-evaluation after review.

Date: Signature and Name of Student:

Recommendation by Faculty member

I hereby certify that I have evaluated the answer book of Sri./Smt… .... with Register No.of (Course name and code) and based on my evaluation I recommend that (s)he is eligible to get marks sufficient for a pass / for a change of grade *(strike out which is not applicable)*. Tabulation sheet after my evaluation is attached herewith.

Recommended by:

Signature, Name, ID

Endorsement by HoD:

Checklist:
☐ Application for review (completely filled up and signed)
☐ Recommendation by faculty member (completely filled up and signed)
☐ Tabulation sheet for review (completely filled up and signed)
☐ Proof of fee paid

TABULATION SHEET FOR FACULTY WHO RECOMMENDS FOR REVIEW

Name of Student: Register Number

Course code: Course Name:

Alpha Numeric code:

Name of faculty: ID:

Question No.		Evaluation by recommending faculty		to be filled in by Recommending faculty
		Maximum Marks	Mark to be awarded	Remarks

Signature:

Total mark :(in words: ....

Signature, Name, ID & Designation