



Date : 30/06/2026

**NOTICE**

All the FE SEM -2, S.E SEM - 4 , TE SEM - 6 , BE SEM - 8 students are here informed that they can apply for Answer book review after following the below steps

**Procedure for Answer Book Review Process**

This Standard Operating Procedure (SOP) is designed to streamline the answer book review process for the Winter / Summer session. Please ensure all steps are followed precisely to avoid the rejection of your application.

**SOP: Answer Sheet Review Process (Summer 2026)**

1.The review process is strictly limited to the following two areas. No requests for "re-evaluation" or "remarking" based on subjective judgment will be accepted.

- **Totaling Errors:** Verification of the summation of marks across all questions.
- **Unchecked Answers:** Identification of any answer or part of an answer that was accidentally left unassigned a mark.

**Note:** The marks awarded by the examiner for the content of the answer are final and cannot be challenged during this review.

**2. Application & Payment Procedure**

Students must complete the following three steps before the deadline of **July 06, 2026, till 12.30pm**

Step	Action	Details
Step 1	Fee Payment	Pay ₹ 100/- per subject at the College Account Section.
Step 2	Form Submission	Complete the <a href="#">Google Form</a> . This is mandatory for all applicants using below link  <a href="https://forms.gle/oaz9jZ4BFroFzrUA9">https://forms.gle/oaz9jZ4BFroFzrUA9</a>
Step 3	Documentation	Upload a clear <b>PDF scan</b> of your payment receipt within the Google Form.

**SMT. INDIRA GANDHI COLLEGE OF ENGINEERING**

An Autonomous Institute with NAAC 'A' Grade  
Approved by AICTE, Affiliated to the University of Mumbai.

**DEPARTMENT OF EXAM SECTION****Important Form Instructions:**

- You may apply for multiple subjects in a **single form submission**.
- When listing subjects and codes, use a **comma** to separate them (e.g., *Applied Mathematics-I (ASBS111), Applied Physics (ASBS112)*).

**3. Review Day Schedule**

The review will take place on **July 07, 2026**, starting at 11.00 A.M

- **Venue:** Students must report to their **respective classrooms** (assigned by their Department).
- **Attendance:** Students must be physically present with their ID cards and a copy of the fee receipt.
- **Process:** Answer sheets will be handed over for inspection under the supervision of the Department faculty.

**4. Resolution of Queries**

1. If a totaling error or an unchecked answer is found, the student must immediately bring it to the attention of the subject in-charge.
2. The subject in-charge will document the discrepancy and forward it to the Examination Cell for correction.
3. Once the review session concludes, no further grievances will be entertained.

**Summary of Key Dates**

- **Last Date to Apply:** 06/07/2026 (by 12.30 PM)
- **Review Date:** 07/07//2026 (from 11 A.M)

CONTROLLER OF EXAMINATION

PRINCIPAL