



**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

*Affix recent  
passport  
size/stamp size  
photo here*

(i)

(ii)

(iii)

(iv)

(v)

(vi)

**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:

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

Signature:

Total mark :(in words: .....

Signature, Name, ID & Designation

