

Supplementary Examination

AL FALAH UNIVERSITY
Faridabad



Supplementary Examination

Regulations

REGULATION

SUPPLEMENTARY EXAMINATION

Approved in academic council on 16/12/2015

These regulations are called Regulations for **Supplementary Examinations**.

These Regulations are for **Supplementary Examinations** for Ex-students of Al-Falah School of Engineering and Technology (An erstwhile autonomous institute) and Al Falah University (AFU) who have completed course duration but they have not been able to clear all their papers of different semester, or students of final semester who missed the main examination due to the reasons beyond their control.

Preamble

Al Falah University (AFU) has initiated several measures to bring equity, efficiency and excellence in the Higher Education System of university as per guidelines of the UGC. The important measures taken to enhance academic standards and quality in higher education include innovation and improvements in curriculum, teaching-learning process, examination and evaluation systems, besides governance and other matters.

The AFU has formulated various regulations and guidelines from time to time to improve the higher education system and maintain minimum standards. AFU has followed the academic reforms recommended by the UGC in the recent past have led to overall improvement in the higher education system including Choice Based Credit System.

To help the final year students who have completed course duration but failed to pass all theory papers of the course, it is proposed to provide a Special Chance of examination to such of those students in the month of July/August or as per the schedule announced by the Controller of Examinations.

Conducting **Supplementary** Examinations for Ex-students of Al-Falah School of Engineering and Technology (An erstwhile autonomous institute) and Al Falah University is the measure in this direction.

Definitions

In these Regulations made herein under, unless the context otherwise required;

1. **University** : Means Al-Falah University.
2. **AFU** : Means Al Falah University, Faridabad, Haryana.
3. **Applicant**: Means an individual Ex student who applies for admission to **Supplementary Examinations**.
4. **Supplementary Examinations** is the special chance given to the Ex student to clear their backlog.
5. **Fee** : Means Special supplementary Examination's enrolment fee is the fee for the admission to the SS Examination to be decided from time to time.
6. **BOM** : Means the Board of Management of AFU.
7. **BORS**: Means the Board of Research Studies of AFU as defined in the ordinance.
8. **COE** : Means the Controller of Examination of AFU.
9. **Candidate**: Means a person who is registered for **supplementary Examinations**.
10. **Course Advisor**: Means a faculty member nominated by the Head of the Department/ School to chalk-out the programme of study of a student registered for the Degree. He shall be the Course Advisor for that student.
11. **Degree** : Means the UG or PG Degree of Al Falah University, Faridabad.
12. **Minimum Course Period** : Means the minimum period / semester for which a candidate must be registered and attended the classes as per AFU rules.
13. **Ex Student/Candidate**: Means a person who was registered for the degree and have already attended the classes for minimum period of the course as prescribed.
14. **Student** : Means a person registered for any degree/diploma of the Al-Falah School of Engineering and Technology (An erstwhile autonomous institute) and Al Falah University (AFU) prior to becoming a candidate.

Note :- 'He' & 'His' imply 'he'/'she' and 'his'/'her' respectively.

REGULATION FOR EXAMINATIONS

1. Al-Falah University follows semester system in all its programmes in different Schools except for School of Education and Training.
2. There shall be examinations at the end of each semester called **End Semester Examinations (ESE)**, for odd semesters it is in the month of November- December, for even semesters it is in the month of April-May.
3. A candidate who does not pass the examination in any course(s) shall be permitted to re-appear in such failed theory papers in the subsequent **End Semester Examination ESE** to be held in November-December or April-May.
4. In odd semester ESE (November-December exam), the examination of all papers of theory and lab of the subjects taught in that semester on regular basis will be held.
5. In even semester ESE (April-May Exam) the examination of all papers of theory of all subjects will be held to facilitate an additional chance of re-appear to the student.
6. However, the practical exam of even and odd semester will be held in the respective semester only.
7. A candidate shall be registered himself/ herself in the beginning in the semester.
8. Continuously Evaluated Internal Assessment (CEIA) Marks will be awarded only to registered students. In the event of students failing the same will be carry forward.

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9. AFU propose to hold Supplementary Examination for the students who have completed the Duration of the course (Ex students- Al-Falah School of Engineering and Technology and Al Falah University).
10. Supplementary Examination will be held for undergraduate and postgraduate and Engineering Diploma programme of the university.
11. Supplementary Examination will be held once in a year in the month of July/August or as per the schedule announced by the Controller of Examinations.
12. Supplementary Examination will be held for all semesters (even and odd) papers
13. Students who wish to avail this facility must contact COE and fill the SSE form as per notification of COE by paying prescribed fees.
14. A candidate is eligible for Supplementary Examination if
 - a. Candidate has filled examination (Supplementary Examination) form and paid the fee on time.
 - b. A Candidate who does not have an arrears more than five papers. However Vice Chancellor may permit a candidate having arrears more than 5 papers as a special case subject to satisfactory justification given by the candidate.
 - c. Candidate is not detained due to
 - i. disciplinary action or
 - ii. short of attendance or
 - iii. using unfair means in the ESE.

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- d. Candidate has no dues of any kind towards University or its any department.
15. **Theory Papers: Supplementary Examination will be conducted only for theory papers.**
16. **The Practical Examination: There shall not be any practical examination during Supplementary Examination.**
17. **Pass marks / Grade as prescribed in the various scheme of studies of different courses.**
18. A Candidate has to repeat the paper in subsequent semester till he gets minimum of pass marks in that theory paper as Ex-student.
- a. However, his/her marks of the Internal assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing of the complete course.
- b. **Total marks of individual theory/written paper and credits:**
- The student will be awarded total credits of the subject, when declared pass in the paper/subject.
- c. If a candidate clears theory papers and fails to get minimum marks in total or pass grade P, then he can approach HOD to hold re-assessment of his CEIA by getting an assignment or project and pass it by at least 40% and if he fails, he has to repeat it in subsequent semester till he gets minimum required marks in CEIA.
19. The results of all the examinations will be published by Controller of Examination in hard copy and as well as online at University Website.

20. Evaluation of Theory papers

- a. Answer book of each paper would be sent to COE by the centre superintendent immediately after the examination of the paper is over with attendance sheet. Answer book will be placed as per roll no and class/ semester wise and separate for regular students and re-appear students.
- b. COE will get these Answer books coded before given for evaluation.
- c. COE will provide standard answer for the Question paper to each evaluator.
- d. In case paper setter has not submitted the standard answers to the question paper he has set, COE will ask HOD to provide standard answers for the questions and scheme of marking.
- e. Examiner will give marks as per scheme of marking of each question at the spot and rewrite same marks on the cover.
- f. Examiner must ensure that he has marked first required answers in the answer book. Examiner must put a note for extra attempted questions and cut the answers if students has attempted more than required questions.
- g. Total of all marks should not be in fraction of a number it should be rounded up to next full number.

21. COE with the approval of the Vice chancellor on recommendation of the examination committee can offer a **Supplementary Examination** to all ex-students of all other courses not mentioned above.

22. Grievance Redressal Committee (GRC), To address the grievance of the students on the evaluation of the answer script

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of SSE following options are given in clause 23 and 24. However for other kind grievance a Grievance Redressal Committee will be constituted every semester by University Examination Committee or by Vice Chancellor.

23. Re-totaling of Answer Scripts: The marks of the student can be retotaled on an application submitted by the student to the Controller of Examinations on payment of the prescribed fee per Paper within 15 days of the publication of the result.

24. Re-Evaluation of Answer Script:

- a. Any candidate, intending to apply for re-evaluation of answer scripts (s) of any Paper/Subject of his/her theory papers, may do so on the prescribed Application Form with the prescribed Fee per Paper submitted to the Controller of Examinations within 15 days from the date of declaration of results.
- b. The Controller of Examinations will get the re-evaluation done in strictly confidential manner selecting an examiner for re-evaluation from amongst a panel of Examiners in each paper recommended by the Board of Studies or outside Panel with the approval of the Vice Chancellor. The initial first examiner/ evaluator shall not be appointed as re-evaluator.
- c. If there be any change in the result of the Examination due to re-evaluation of answer scripts, no examinee can complain in the Court of Law, nor any action can be initiated against the Examiner (s) concerned.
- d. The merit and Grades will be awarded after re-evaluation process is completed.

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- e. A student shall not be eligible to apply for reevaluation if he/she has secured less than 20% of total marks for that paper.
 - f. Finally accepted Marks
 - i. If the award of the Re-evaluator (second examiner) varies from the original award within $\pm 5\%$ of the maximum marks of the paper concerned, the original award shall stand.
 - ii. If the marks awarded by the re-evaluator varies from the original award from 5% to $\pm 25\%$, of the maximum marks of the paper concerned the new marks of the re-evaluator will be awarded to the candidates
 - iii. If the award of the Re-evaluator (Second Examiner) varies from the original award to more than 25% of the maximum marks of the paper/subject concerned, then the answer script shall be sent to the second re-evaluator (Third Examiner) .The average of the marks awarded by the Second and Third Examiners shall be final.
25. **Use of Unfair means** by students in SSE will be dealt by a Committee as prescribed in the Ordinance.