



**FUTURE
UNIVERSITY**

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Future University, Bareilly

Annexure - 11

Examination Policy & Academic Calendar

First Ordinances of Future University, Bareilly.

- iii. Application for enrolment as a student of the University shall be made to the Registrar and/ or Controller of Examination in the prescribed format and shall be accompanied by prescribed documents, enrolment fees and late fees if applicable. The enrolment fee and late fee, paid by a student shall be non-refundable under any circumstances.
- iv. The student shall be given unique and permanent enrolment number and same must be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.
- v. If a student takes a Migration Certificate to join another University, his/her enrolment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University, to take admission in another program of this University. Fresh enrolment in such cases shall be necessary.
- vi. A student who is enrolled at the University may apply for a change/correction in his/her name or surname to the Registrar and /or Controller of Examination of the University with the prescribed fee (non-refundable) and shall have to follow the prescribed procedure and prevailing rules and regulations as per the law and those laid down by the University in this regard from time to time.

2.4 Migration:

Migration of students from the University to another may be granted on any genuine grounds such as completion of studies, death of parents/near relative or on medical grounds, however, the migration of Student will be governed by prevailing rules and regulations of the University and/or regulatory bodies.

2.5 Procedure of Withdrawal by the Student-

A student may withdraw his admission as specified by the University as per guidelines from UGC/ State Government on or before the prescribed date. The University will refund the deposited amount after deducting the processing fee in accordance with the guidelines issued by the concerned regulatory authority/MHRD from time to time.

ORDINANCE No – 3

EXAMINATIONS AND EVALUATION

3.1 Registration for Examination

No student shall be admitted to any examination of the University, unless he has been duly Enrolled/ Registered as a student for the prescribed number of courses, except in the case of an Ex-Student.

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FUTURE UNIVERSITY
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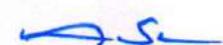
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3.2 Attendance Requirements

A student is expected to attend all the classes consisting of lectures, tutorials, labs, and workshop sessions. A student may be debarred from appearing in the examinations for shortage of attendance as enumerated below:

- (a) A student must have attendance minimum 75% or Specified By Regulatory Body to be eligible to appear in the the End-Semester Examination (ESE) of that course.
- (b) Students will be given a 10% attendance benefit to participate in approved co-curricular and extra-curricular activities if prior approval has been taken from the competent authority.
- (c) In extreme cases of hardship on account of hospitalization of self, immobilization for valid reasons, or in case of natural calamity, the Dean of the Faculty may recommend attendance to the extent of 10%, provided the claim is duly supported by required documents to the satisfaction to the Vice Chancellor.
 - i. In case of hospitalization, complete medical treatment records of the hospital, may be verified by the University.
 - ii. In case of natural calamity, the official government notification relating to the calamity in the concerned region will suffice.
- (d) Irrespective of whether a continuing student has registered late or on time, calculation of attendance shall be based on all the classes held, and not from the date on which the student has registered, unless otherwise decided by the Dean Academic Affairs.
- (e) If a student is eligible for the End-Semester Examination based on attendance in the class, but is not able to take the examination due to any reason, then he/ she can appear in that ESE at the next time. He/she will not need to take classes again and the marks earned by him in the CA and MSE shall be taken into account while determining overall marks in the course.
- (f) In case a student has been allowed to change the course or programme during the current semester, the classes attended in previous course/ programme will also be considered in the calculation of attendance, and the eligibility for appearing in examinations will be determined accordingly.



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3.3 Debarring from Examination

- i. A student who has less than 75% attendance or as specify regulatory body will not be able to take the End Semester-Examination (ESE) and such students will be designated as 'debarred' students.
- ii. A debarred student shall be awarded 'DEB' grade in the End-Semester Examination.

3.4 Evaluation and Grading Policy

- (i) For all Council-based Programmers, the University shall follow the rules and regulations of the respective Councils for assessment and evaluation.
- (ii) The guidelines for an efficient, transparent and fair evaluation of students including the conduct of the semester examinations, shall be prepared by the Examination Committee and the conduct of the semester examinations shall be managed by the Examination Sub-committee in the concerned discipline and shall be co-ordinated by the Examination Committee.
- (iii) Subject to the provisions made by Central Regulatory Bodies and other competent authorities, the performance of students, both in continuous evaluation as well as term-end examination for each programme, will be as per the provisions of respective courses, recommended by Board of Studies, approved by Academic Council and Executive Council.
- (iv) The candidate may apply for scrutiny of marks on payment of requisite fee within a month from the date of issuance of the Mark-sheet.
- (v) Board of Studies shall draw up panels separately for paper-setters, moderators and examiners, for each course and submit them to the Examination Committee who shall appoint the paper-setters, moderators and examiners from such panels for a period not exceeding three years.

Provided that the Professors (working or retired) and those persons only who have attained at least 5 years of academic experience shall be eligible for inclusion in the panel:

Provided further that the Vice-Chancellor, in special circumstances may appoint paper-setter, moderators and examiners etc. in anticipation of the approval of the Examination Committee

3.5 Conduct of Examinations

After being Registered / Enrolled in the University, each student will be required to fill the Examination Form and submit the same within the prescribed time-limit alongwith requisite Examination Fee for the course concerned to the controller of Examinations.

- i. The remuneration to be paid to paper setters, moderators, examiners and evaluators of student's assignments, answer scripts, projects, etc. shall be fixed by the Executive Council from time to time on the recommendation of the Finance Committee.
- ii. The remuneration to be paid to various categories of persons appointed for the conduct of Examinations shall be such as may be prescribed by the Executive Council from time to time on the recommendation of the Finance Committee/Fee Committee.

3.6 Examination Committee

- (i) The University shall constitute an Examination Committee at the University level and Examination Sub-Committees at the department level.
- (ii) No person shall serve as a member of Examination Committee as well as Admission Committee at anytime simultaneously except the ex-officio members.
- (iii)(a) Deans of Faculties and Conveners of Board of Studies of discipline concerned, not already members of Examination Committee, may be associated with the Examination Committee by the Vice-Chancellor when considered necessary without right to vote.
- (b) It shall be lawful for the Examination Committee to co-opt one or two members from amongst the members of the Academic Council / Executive Council as it thinks necessary.
- (iv) (a) Save as otherwise provided in the rules or regulations made by respective Regulatory Bodies, with a view to improving the result, a candidate may be allowed to appear in one subject in any part of the undergraduate examinations and in any one paper of the post-graduate or second degree examination in next examination conducted by the University on payment of prescribed fees.
- (b) Students shall be promoted to next or higher class of the course as per the regulations of Central Regulatory Bodies / University regulations/ recommendations of BOS approved by Academics Council.

3.7 Use of Unfair Means

An Examination Manual shall provide for what constitutes use of unfair means and penalties there for.

- (a) If the material not relates to the paper, the Examinee shall be exempted with warning.
- (b) If the material relates to the paper but no content has been copied, the said paper of the Examinee shall be cancelled and he/she shall be entitled for the Examination of this paper with the next Examination.

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- (c) If the material relates to the paper but any or whole part of the content has been copied, the said paper of the Examinee shall be cancelled and he/she may be debarred for one year from the Examinations of the University.
- (d) If an Examinee found guilty of misbehavior he/she may be debarred for lifelong from the Examinations of the University and his/her Enrollment may be cancelled. The cases of UFM shall be enquired by the sub-Committee of the Examination Committee & the final decision on the report shall be taken by Hon'ble Vice-Chancellor in anticipation of the Examination Committee.

3.8 Evaluation of Answer Scripts and Result compilation/Grading

Controller of Examinations shall codify each answer sheet before supplying same to the Course Coordinators for evaluation. This requirement may be dispensed with approval of the Vice Chancellor.

(i) Process for evaluation and submission of answer scripts

- (a) Answer scripts of the respective question papers shall be normally evaluated by faculty members teaching the subject along with the Course Coordinator(s) concerned.
- (b) The Course Coordinator(s) will be responsible for entry of the marks, grades in the result sheet/ERP system as well as submission of the result to the Controller of Examination.
- (c) After evaluation, it is necessary to show the answer scripts to the students concerned for maintaining the transparency before submission to the examination section.
- (d) All answer scripts shall be submitted to the (Examination Section) immediately after the declaration of the result/ or as per schedule announced.

(ii) Grading of the subject

The grading shall be carried out as per the Grading System defined by the University. Grading for each course shall be finalized/ moderated by the grading committee of the department and normalized by the Moderation committee.

(iii) Approval of Result

All results after departmental moderation shall be sent to the Vice Chancellor for approval. After approval, it will be published for all the students concerned.

(vi) Declaration of Result;

Term /Semester wise final result will be announced within 15 (fifteen) days of culmination of end term examination. A notice to this effect will be put in the University website.



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