

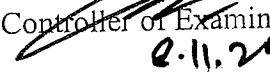
**Himachal Pradesh University**  
**(NAAC Accredited 'A' Grade University)**  
**"Office of the Controller of Examinations"**

No. PS/COE/HPU/2024

Dated: 8<sup>th</sup> November, 2024

**NOTIFICATION**

The Executive Council vide Item No. 8 of its meeting held on 28.09.2024 has approved the recommendations of the Committee constituted vide Notification No. 1-78/94-HPU(Genl.) Vol-VIII dated 12.06.2024 (Copy of recommendations is enclosed) regarding the cases of corrections/re-assessment in Internal Assessment/CCA/Practical Awards of Undergraduate and Postgraduate classes. The Executive Council further approved that disciplinary action against the defaulter may be taken as per Rules.

  
Controller of Examinations  
2.11.24

Endst.: No. even

Dated: 8<sup>th</sup> November, 2024

Copy forwarded for information and necessary action to:

1. SPS to the Vice-Chancellor/Pro-Vice-Chancellor, HPU, Shimla-5.
2. Dean of Studies, HPU, Shimla-5.
3. The Director, Higher Education, Shimla, H.P.
4. All the Principals/Directors of College(s)/Institute(s), affiliated to Himachal Pradesh University, Shimla-5.
5. All the Chairperson, Teaching Departments/Director, CODE (ICDEOL)/ RC, Dharamshala, HPU, Shimla-5.
6. The Asstt./ Deputy Registrar (Exam/Conduct/Secrecy/Eval./Re-eval./RME), HPU, Shimla-5.
7. The Incharge, Computer Centre, HPU, Shimla-5.
8. The Web Admn., HPU, Shimla-5.
9. Notice Board/ Guard File.




A.R. Examinations

**Proceeding of the committee constituted to look into the cases of corrections/  
re-assessment in Internal Assessment of undergraduate classes:**



Proceeding of the meeting of the committee constituted vide Notification No.1-78/94-HPU(Genl.) Vol.VIII dated 12<sup>th</sup> June, 2024 for correction/re-assessment in Internal Assessment (I.A.) of undergraduate classes held on 10/07/2024 at 2.30 p.m. under the chairmanship of Prof. Shyam Lal Kaushal, Controller of Examinations in his chamber. The following were present: -

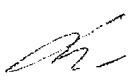
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|---|--------|
| 1. Prof. Umesh Kumar,<br>Deptt. of Laws, HPU  | Member |
| 2. Dr. Sunil Chauhan,<br>Representative of Principal, Govt. College,<br>Kotshera, Shimla-171 004. | Member |
| 3. Dr. Nant Ram Chauhan,<br>Additional Controller of Examinations                                 | Member |
| 4. Smt. Raj Kumari, Deputy Registrar, (Exam-III)  | Member |
| 5. Shri Sushil Kumar, Assistant Registrar (Exam-II)   | Member |
| 6. Smt. Anjana Sharma, Assistant Registrar (Exam-I)   | Member |
| 7. Ms. Mohini Bhardwaj,<br>Computer Programmer (UG)   | Member |

At the very outset, Chairman welcomed all the members and apprised the agenda items to be discussed in the meeting. The details of the discussions are as under:

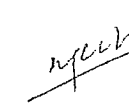
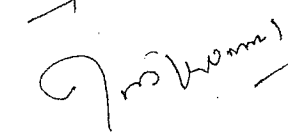
 The Committee deliberated in detail the Notification No.4-7/2017-HPU(Exam-I) TDC-III-Court Case dated 18.06.2021 referring to Internal Assessment (I.A.)/Continuous Comprehensive Assessment (CCA). In this connection, the Committee deliberated in detail that number of representations related to typing error/wrong entry of CCA/IA/Practical awards and the university has received number of representations of students through Principal, even Principals also report typing error from time to time as well some court cases on the above matter in which students' fault was not found anywhere. After detailed discussion, the committee members unanimously took the following decisions:

The committee divided the total cases of CCA/IA/Practical award into two categories:

-   

- (i) Cases related to corrections in IA/CCA/Practical Awards which are wrongly entered (typing error) whereas in the award list marks were different.
  - (ii) Cases related to Re-assessment/revision of failure in IA/CCA/Practical Award.



1. **Decision related to Item No.1:** The committee members unanimously decided that IA/CCA/Practical awards wrongly entered due to typing error should be corrected. For corrections, following conditions will be followed:

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- (i) For corrections in IA/CCA/Practical award, the complete original award list of the respective class should be submitted to the Controller of Examinations alongwith correction fee prescribed by the University. This correction will be permissible upto 30 days after the declaration of the concerned class result.

- (ii) The Controller of Examinations shall be authorized and permitted for such type of correction in the IA/CCA, Practical awards.
- (iii) The IA/CCA awards would be announced in class and displayed on the notice board well before entry and verification the same by the concerned subject teacher duly approved by the Head of the Department/ Principal before generation of the examination Admit Card.
- (iv) It will be mandatory that the original complete award list duly signed by the subject teacher and countersigned by the Principal alongwith copy displayed at notice board should be submitted to the Controller of Examinations before the commencement of examinations and generation of the student admit card.
- (v) The repeated proposed typing errors/ corrections may be reported to Director, Higher Education / Secretary Education, H.P. Govt.

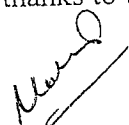
2. **Revision/Re-assessment of IA/CCA:** The Committee discussed the issue of revision/re-assessment of IA/CCA of failure cases in detail and unanimously decided that the re-assessment/revision of IA/CCA of undergraduate classes may be submitted to the Controller of Examinations alongwith examination fee for consideration on the basis of criteria prescribed in the University Ordinance i.e. Attendance, House Test, Assignment and General Behaviour along with satisfactory report/ certificate by the Principal of fulfilling the conditions as mentioned above after the prescribed semester/ annual class duration basis.

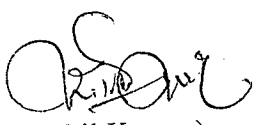
**For Postgraduate Courses;** the re-assessment/revision of IA/CCA cases shall be submitted by the Head/ Chairman of the Department, Director and Principal to the Controller of Examinations alongwith examination fee (semester/annual basis) & satisfactory report/ certificate of fulfilling the conditions as per criteria prescribed in the University Ordinance i.e. Attendance, Mid Term Tests, Assignment/Seminar/Term Paper etc. after the prescribed semester/ annual class duration basis and will be approved by the Hon'ble Vice-Chancellor.

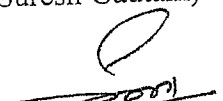
The committee members unanimously decided that pending cases in the branches will be processed in the light of above decision.

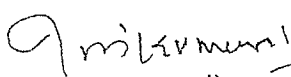
The meeting ended with a vote of thanks to the Chair.


  
(Suresh Gautam)

  
(Ms. Mohini Bhardwaj)

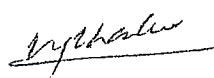
  
(Sushil Kumar)

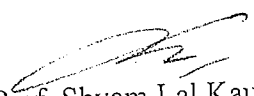
  
(Smt. Anjana Sharma)

  
(Smt. Raj Kumari)

  
(Dr. Sunil Chauhan)

  
(Prof. Umesh Kumar)

  
(Dr. Nant Ram Chauhan)

  
(Prof. Shyam Lal Kaushal)