

R.P. UNIT
OFFICE OF CONTROLLER OF EXAMINATIONS
ALIGARH MUSLIM UNIVERSITY, ALIGARH

D.No.1944/RPU


Date: 12.09.2024

SOP to resolve discrepancies and corrections in the Awards of FYUP

In case of any discrepancy in the recorded marks of a student which needs a revision after the declaration of results, the following procedure will be followed:

- a) The student shall submit his/her request in writing to the concerned Chairperson / Principal / Director pointing out any discrepancy in the marks recorded in his/her result **within 15 days** of the declaration of results.
- b) In case any error is detected in the marks recorded on the Award List, the teacher/examiner concerned shall request to correct the mistake to the Dean of the Faculty through the Chairman of the concerned department and shall attach relevant documentary evidence **within one week** of the submission of application by the student.
- c) The Dean shall call a meeting of the following committee **within next one week** and examine all such cases:
 - Dean of the Faculty (Chairman)
 - Principal (wherever applicable)
 - Chairman of the concerned department.
 - One senior member not belonging to the concerned department, to be nominated by the Dean.
- d) The committee shall recommend suitable remedial measures depending upon the merit of each case and the marks/result of the student will be revised/not revised accordingly by the Controller's Office.
- e) In no case, any revision in results will be permissible after **one month** of the declaration of results.

This is issued with the approval of the competent authority.


Assistant Controller
(R.P. Unit)

Distribution:

1. All concerned Chairpersons/Directors of Department/Centre of Studies for wide circulation/notification and necessary action thereof.
2. All concerned Deans of Faculties for necessary action at their end.
3. Sr. Programmer, CCAE for uploading the same on the Controller's Website.