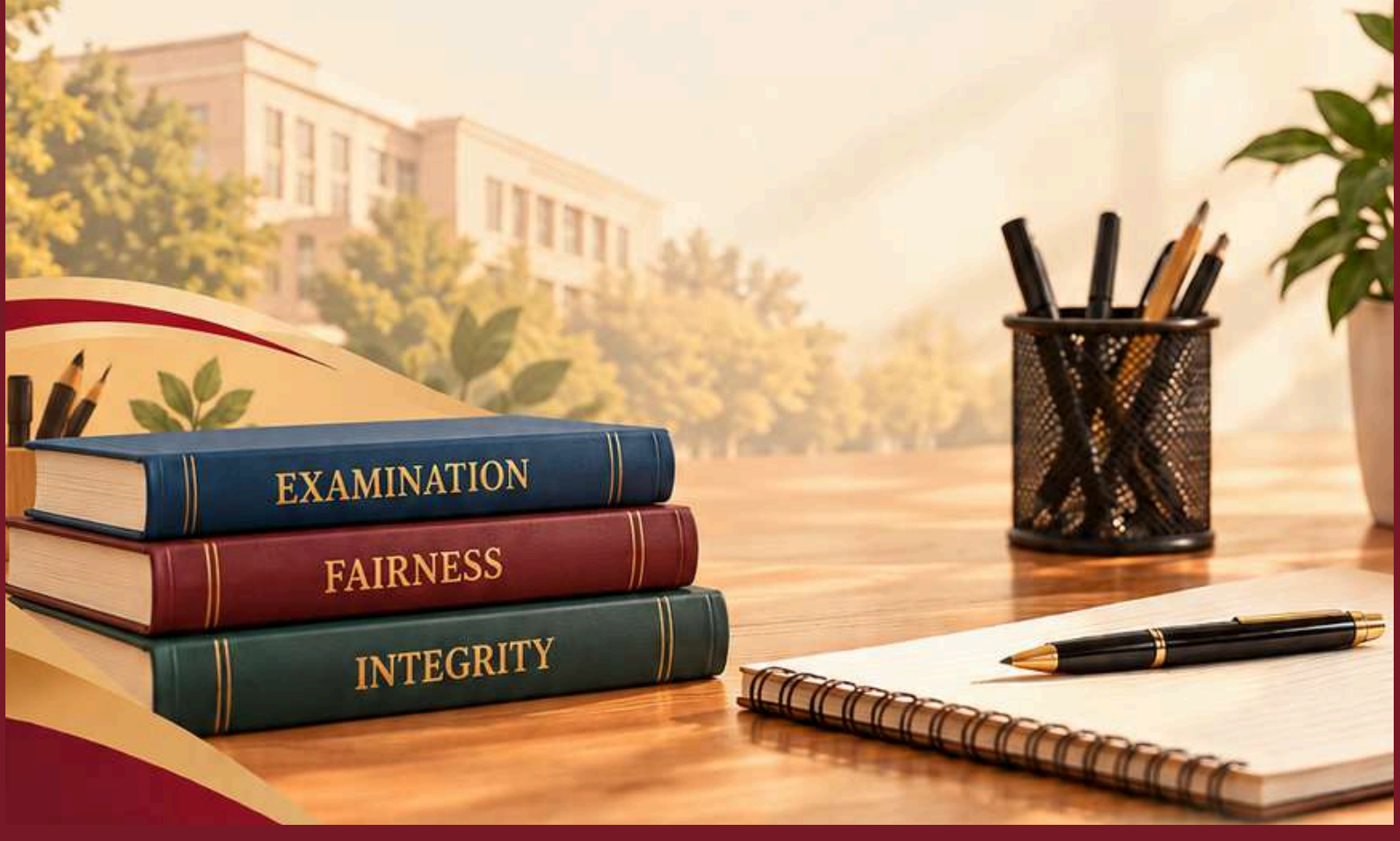
CGC UNIVERSITY MOHALI

Shaping Tomorrow, Today

SOP

Standard Operating Procedure

for the Conduct of Re-Examinations for First Assessment Test (FAT) and Second Assessment Test (SAT)



Ref No. CGCU/RO/26-27/009 **Dated 31 July 2026**

Standard Operating Procedure (SOP) for the Conduct of Re-Examinations for First Assessment Test (FAT) and Second Assessment Test (SAT)

1. Purpose.

The purpose of this Standard Operating Procedure (SOP) is to prescribe a transparent, uniform, and fair procedure for considering and conducting re-examinations for students who are unable to appear in the First Assessment Test (FAT) or Second Assessment Test (SAT) due to exceptional circumstances, as provided under the Examination Regulations, 2025 of CGC University, Mohali.

2. General Principle.

As stipulated under the Examination Regulations, 2025, re-examinations for FAT or SAT shall ordinarily not be conducted for individual students.

However, as an exceptional measure, a student may be considered for a re-examination only under the following circumstances:

a) Serious illness requiring hospitalization or rendering the student medically unfit to appear in the examination, supported by authentic medical records issued by a Government Hospital, University Medical Officer, or any other hospital/medical institution acceptable to the Competent Authority.

b) Participation in an officially approved University activity, including but not limited to:

- Campus Placement Drives.
- University-approved academic conferences, seminars, workshops, competitions or similar academic events.
- National or International Sports Championships.
- NCC/NSS activities.
- Cultural events.
- Any other officially approved co-curricular or extracurricular activity.

c) Participation in any other academic, administrative, or institutional engagement specifically approved by the Competent Authority.

3. Procedure.

3.1 Students Unable to Appear Due to Medical Reasons

a) The student shall immediately inform the Head of the Department regarding his/her inability to appear in the examination and submit the relevant medical documents at the earliest.

b) The Head of the Department shall verify the documents and forward the case, along with recommendations, to the Dean concerned.

c) Submission of forged, fabricated, or misleading medical documents shall render the student liable for disciplinary action under the applicable University Regulations, without prejudice to any other action deemed appropriate by the University.

3.2 Students Participating in Official University Events.

a) The concerned Dean, Head of Department, or Senior Official of the organising department shall prepare a list of students who are likely to miss the examination due to participation in an officially sanctioned University event.

b) The proposal shall be forwarded through the prescribed channel for approval of the Competent Authority sufficiently in advance of the scheduled examination.

c) No student shall be considered eligible for a re-examination unless prior approval has been obtained from the Competent Authority before commencement of the event.

3.3 Students Participating in Other Approved Academic, Administrative, or Institutional Engagements.

The procedure prescribed under Clause 3.2 shall apply mutatis mutandis to such cases.

4. Approval Process.

a) All requests for re-examination shall first be examined by the concerned Dean.

b) The Dean shall examine the request and, if found appropriate, forward the case to the Pro Vice-Chancellor (Academics) for recommendation. Upon the recommendation of the Pro Vice Chancellor (Academics), the case shall be forwarded to the Registrar for onward submission to the competent Authority for consideration and approval

c) No re-examination shall be conducted without the prior written approval of the Competent Authority.

d) Approval shall be granted only where the circumstances are found to be genuine and are covered under the Examination Regulations, 2025 and this SOP.

5. Conduct of Re-Examination.

a) The concerned Dean shall ensure that the re-examination of the First Assessment Test (FAT) is conducted before the commencement of the Second Assessment Test (SAT). Similarly, the re-examination of the Second Assessment Test (SAT) shall be conducted before the commencement of the End Semester Examination (ESE), whether Practical or Theory, whichever is scheduled earlier,

OR

within ten (10) days from the conclusion of the approved event or from the date on which the student is declared medically fit to resume academic activities, whichever is applicable, subject to the examination schedule of the University.

b) Notwithstanding anything contained herein, only one (01) re-examination opportunity shall be granted to a student for each of the First Assessment Test (FAT) and the Second Assessment Test (SAT). No second or subsequent re-examination shall be permitted under any circumstances.

c) The concerned Dean shall make all necessary administrative and academic arrangements for the smooth conduct of the re-examination. As far as practicable, the re-examination shall be conducted on non-teaching day. However, where conducting the re-examination on a teaching day becomes unavoidable, the Dean shall ensure that the regular teaching-learning process is not adversely affected.

d) The re-examination shall be conducted strictly in accordance with the same syllabus, academic standards, examination pattern, duration, and evaluation scheme applicable to the original examination.

e) After completion of the re-examination and evaluation, the award lists shall be uploaded on the ERP strictly in accordance with the directions issued by the Competent Authority.

f) Once Teacher Assessment (TA) marks have been uploaded on the ERP, no moderation or alteration shall ordinarily be permitted. However, in cases involving students participating in officially approved co-curricular or extracurricular activities, the concerned Department and the Head/In-charge of the respective activity shall jointly finalise the Teacher Assessment before the last instructional day. It shall be the responsibility of the Head/In-charge of the concerned activity to coordinate with the Dean/Head of the concerned School well in advance to ensure timely finalisation.

g) The grant of a re-examination under this SOP is an exceptional concession and shall not be construed as a matter of right. Permission shall be granted solely at the discretion of the Competent Authority, based on the merits of each case and subject to compliance with the provisions of the Examination Regulations, 2025 and this SOP.

6. Non-Appearance in Re-Examination.

If a student fails to appear in the re-examination conducted under this SOP, no further opportunity shall be granted for the same assessment under any circumstances.

7. Interpretation and Residual Matters.

a) Any matter not specifically covered under this SOP shall be referred to the Competent Authority, whose decision shall be final and binding.
b) In the event of any inconsistency between this SOP and the Examination Regulations, 2025, the provisions of the Examination Regulations shall prevail.
c) This SOP shall come into force with immediate effect and shall remain in force until amended, superseded, or withdrawn by the University.
This is published with the approval of the competent authorities vide CGCU/RO/Draft/114 dated 15 Jul 2026.

Prof. (Dr.) Anupam Sharma
Pro VC (Examination) & Registrar
CGC University, Mohali

Copy to:

- Hon'ble Chancellor: for his kind information please through SM
- Worthy Managing Director: for his kind information please through SM
- Executive Vice-President: for his kind information please through PA
- Vice Chancellor: for his kind information please through PA
- PVC (Academics): for kind information and necessary action please.