



# Vanita Vishram Women's University

Managed by Vanita Vishram, Surat

February 08, 2022

## End Semester Examination Guidelines for Students

For the End Semester Examinations, the students shall follow to the Examination Guidelines strictly. Failing to do the same, the student shall be subject to strict disciplinary actions as per the norms of VVWU. The Guidelines for the examinations are as follows:


- The students shall have to secure 35% in Certificate, Diploma and Undergraduate and 40% in Postgraduate Degree and Diploma Program in Continuous Assessment in order to be eligible to appear in the End Semester Examination of the respective course (subject).
- The Hall ticket shall be provided to the students in hard copy from the respective institute. The student will not be allowed to appear in the examination without ID card and Hall Ticket.
- Bags, shoes, socks, mobile phone. Digital watch, scientific calculator etc shall not be allowed in the exam hall. However, sandals, chappals or any other open foot ware shall be permitted.
- Any clothes which cover the head/ ears shall not be permitted.
- The Students shall occupy the seat in the examination hall at least 15 minutes prior to the scheduled time on the day of exam.
- The student shall sit on the designated seat only throughout the examination. The seating arrangement chart shall be displayed in the respective examination hall.
- The student will sign the attendance sheet on each day of exam without fail. Also, they must get the signature of the respective invigilator (supervisor) on the day of the exam itself.
- During the visit of Flying Squad in Exam, the student shall fully cooperate with the team.
- In case of UFM (Unfair Means) cases, the invigilator shall bring the case to the notice of School Exam Committee. The exam committee will file UFM case by filling the report in a prescribed format. The examinee/ student shall be allowed to appear/ complete the respective exam.
- UFM hearing committee shall be appointed by the Exam Section after 05 days of completion of entire exam. The school exam committee shall communicate to the student and parent to remain present for the hearing. In case of remaining absent, the decision will be taken directly by the hearing committee. The decision of the hearing committee shall be final and binding to all.
- The result will be declared after 21 days of completion of the exam.
- The re-checking/ reassessment forms shall be filled in the prescribed format by the students within 03 days of declaration of the result after paying prescribed fees. The result of the same shall be declared by the Exam Section within 07 days of the form filled.
- Semester marks sheet will be given after 01 month of result declaration after rechecking/ re-assessment.
- No candidate/ examinee shall use unfair means or indulge in disorderly conduct at/in connection with examinations.



**Unfair Means shall include the following:**

1. During examination time having in possession or access to
  - a) Any paper, book, note or any other material (relevant or irrelevant).
  - b) Mobile Phones or any electronic gadget other than scientific calculator, even in switch off mode, which can potentially be used for communication or copying.
  - c) Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.
  - d) Anything written or signs made on the body of the candidate or his/her clothes/garments, handkerchief etc. which may have relevance to the syllabus of the examination paper concerned.
  - e) Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.
2. Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.
3. Talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours without the permission of the invigilating staff.
4. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
5. Impersonating any candidate or getting impersonated by any person for taking the examination.
6. If the candidate is found reading or possess some incriminating material relevant to the syllabus of the paper in verandah, urinal etc. during his/her examination duration.
7. Any other action of the student during the examination which may deem fit as Unfair Means recognized by the invigilator/ exam committee/ flying squad.

If the behavior of the candidate on being caught is unsatisfactory or the candidate uses resistance/violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions shall invite due disciplinary actions as per the norms of VVWU.

  
**Virendra Joshi**  
Controller of Examinations  
Vanita Vishram Women's University

