



# श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University  
Kakryal (Katra)-182320

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SMVDU/Exam/23/ 381-86

Dated: 17.03.2023

## NOTIFICATION

**Subject: General guidelines during conduct of Examinations in the University.**

As approved by the Competent Authority, the following guidelines are hereby issued with respect to conduct of Minor / Mid-term / Major Examinations in the University;

▪ **Provision of drinking water and wall clock in the examination halls / class rooms/ labs**

Heads of Schools are to make provision of drinking water in or outside the examination halls / rooms / labs for the examinees, so that they are not required to leave the hall during the course of examination. Further, Heads of Schools to make provision of wall clocks in the examination halls /rooms / labs. The required items may be procured through imprest fund of the School.

▪ **Instructions for the students**

Heads of Schools are to ensure that the following instructions are prominently displayed on the respective School notice boards and in the examinations halls for the information of students and invigilators:

(i) **Use of Unfair Means & Misconduct by Students during Exams**

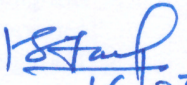
The following actions performed by any student during the course of his/ her examination shall be termed as unfair means / misconduct by the candidate:

1. Copying from or referring to any material other than the student's own question paper or answer book during the course of examination. The material could be a piece of paper/cloth, calculator, mobile phone, benches in the examination hall / lab or any body part of the student.
2. Bringing any material to the examination hall with the intention to use it in attempting the questions or performing some experiments in the labs during the course of examination.
3. Taking help from the peer examinees in the form of verbal conversation or seeing /showing the answer book of/ to other examinees with or without their consent.
4. Taking/ providing help in performing the experiments in the lab or fields during the course of exam.
5. Refusal to obey the orders of the on duty Invigilator.
6. Misbehaving or creating disturbance of any kind in and around the examination hall or organizing a walk out or instigating others to walk out of the examination hall.
7. Impersonating or misrepresenting any other candidate in connection with the examination.
8. Smuggling in an answer book or continuation sheet or taking out or arranging to send out the question paper or an answer book or a continuation sheet or replacing the answer book, its inner sheets, or continuation sheets during or after the examination with or without the connivance of the staff on duty in connection with the examination.
9. Forceful entry into examination hall for appearing in the examination even after being ineligible for the said examination.
10. Possessing a lethal weapon or fire arm or coming in intoxicated condition to the examination hall.
11. Engaging in any other act or omission which creates the tendency to disrupt the orderly conduct of the examination.

(ii) **Do's & Don'ts for the students**

1. The students must not possess any material, other than the permitted articles, or any electronic gadgets, mobile phones etc. with them which could be of any help during the course of examination.
2. The students should search their pockets and desks and if any such material is found, the same should be placed outside the exam hall/ room. Any writing on the desk / seat occupied by the student will be assumed as unfair means.
3. The students should be seated as per seating plan promulgated by the invigilator.
4. The students are not allowed to converse/talk to their peers during the course of examination. In case of any difficulty/ requirement, the student may raise his/ her hand to indicate his intention to converse with the faculty in charge on invigilation duty.
5. The students should not try to refer to the answer book/ question paper of their peer examinees.
7. The students are not allowed to leave the exam hall during the first 30 minutes of their examination for the purpose of going to toilet or otherwise.
8. Although the use of calculators becomes essential to answer the questions for many engineering and science subjects. However there are still many subjects where the use of calculator is not required. The paper setter should clearly mention on the question paper whether the calculator is required to be used in the exam hall or not. Accordingly an announcement whether the calculator is allowed or not should be made by the invigilator.
9. The students should place their I-cards on their desks (it is mandatory for the students to carry their I-cards during any exam).
10. The students will be allowed to enter the examination hall/ room not more than 10 minutes prior to commencement of examination.
11. The students will not be allowed to appear for the examination after 30 minutes of commencement of the examination.
12. In case a student is found conversing/ talking to his/her peers during the course of examination for the first time, the faculty member may ask for his/ her seat to be changed but if he/she continues to do it, a UFM case may be recorded against the student.
13. In case a student behaves in a hostile manner or creates a ruckus and disturbs other students or there is a mass protest by the students inside the exam hall, the faculty member will report the matter immediately to the Head of the concerned schools and the concerned Dean of Faculty.
14. The students will not be allowed to leave the exam hall before half time allowed for the exam is over.

This issues with the approval of the Hon'ble Vice Chancellor.

  
16/03/23.  
Registrar  
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**Copy to**

1. All Deans for information.
2. Finance Officer for information.
3. All Heads for information and necessary action.
4. PS to VC for kind information of the Hon'ble Vice Chancellor.
5. I/c Website for uploading on the University website.
6. Concerned file.