



# श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University  
Kakryal (Katra)-182320

SMVDU/Exam/2023/345-4B

Dated: 23.02.2023

## NOTIFICATION

**Subject: Adherence to laid down rules for conduct of examinations and evaluation – reg.**

As reported by the Examination Wing, it has been observed in the recent past that there is an invasive increase in the number of instances of lapses in timely conduct of examinations, especially in case of the students awarded I-grades & having backlogs, submission of erroneous grade sheets and inordinate delay in submission of No Dues Certificates in respect of students in the final semester of their academic program, by the concerned Schools / faculty members, which results into declaration of erroneous / delayed results. Moreover, in some cases, the details of students and their parents forwarded to the Examination Wing by the concerned Schools are erroneous resulting into issuance of grade sheets and transcripts with incorrect credentials.

The above stated lapses adversely affect the studies and career prospects of the concerned students, especially those in the final year of their academic program, and repetition of work by the Examination Wing, wastage of grade sheet papers and monetary loss to the affected students for obtaining revised certificates.

The above has been viewed with serious concern and, as approved by the Competent Authority, all faculty members are enjoined upon to strictly adhere to the timelines & laid down rules in context to the above said points in the best interest of the students. Any lapses in this regard shall be dealt with seriously, with issuance of advisory to the concerned.

The above is issued with approval of the Hon'ble Vice Chancellor.

  
23/02/23.  
Registrar  
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### Copy to

1. All Deans for information.
2. All Heads for information and dissemination to the respective faculty / staff members.
3. PS to VC for kind information of the Hon'ble Vice Chancellor.
4. I/c Website for uploading on the University website.
5. Concerned file.