



સરદાર પટેલ યુનિવર્સિટી

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વઘભવિધાનગર - ૩૮૮ ૧૨૦ (ગુજરાત) ભારત
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(૨૩-૧-૨૦૧૭ થી ૨૨-૧-૨૦૨૨)

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પરીક્ષા વિભાગ

અગત્યનો

પરિપત્ર

વિષય : Examination Rules બાબત...

આથી સંબંધકર્તા સર્વે યુનિવર્સિટી વિભાગોના વડાશ્રીઓ/યુનિવર્સિટી સંલગ્ન કોલેજોના આચાર્યશ્રી/સંલગ્ન ઇન્સ્ટીટ્યુશનોના નિયામકશ્રીઓને જણાવવાનું કેમાનનિય કુલપતિશ્રી દ્વારા **Examination Rules** તૈયાર કરવા માટે નિમવામાં આવેલ કમિટી દ્વારા **Examination Rules** નો રીપોર્ટ તારીખ : ૨૮/૧૨/૨૦૨૧ના રોજ મળેલ સિન્ડિકેટની સભાનાં બાબત ક્રમાંક ૨૪ થી મંજૂર કરવામાં આવેલ છે. જેની નોંધ લઈ પરીક્ષાલક્ષી કાર્ય સાથે જોડાયેલ સર્વે કર્મચારીઓને જાણ કરવા વિનંતી.

Examination Rules

1. The appointment order of convener/paper setter/ examiner/moderator will be given before 21 days from the date of examination. Non acceptance has to be communicated within a week by the concerned person otherwise it will be treated as accepted.
2. If the paper setter has sent the non acceptance, then re-appointment will be done and communicated before 14 days of examination.
3. Appointment of convener/paper setter/examiner/moderator will be communicated by university by e mail online portal for which database of teachers should be properly maintained and verified from principals/heads. Data base can be created by using Google forms getting filled by all the teachers. Appointment orders will not be given on telephone.
4. The question paper has to be submitted one week prior to the date Commencement of exam.
5. The subjects in which examiners are available, one person will not be given more than 3 or 4 paper setting work. The papers in which approved teachers are not available, paper setting appointments will be given to those teachers who are teaching that paper.
6. Question papers of two consecutive exams in the subject will be provided to the paper setter by university. Paper setters will ensure that questions are not copy paste from two previous papers and precautions should be taken that the question paper is not exact copy of old papers. The Gujarati translation of the paper will also be submitted by paper setters wherever applicable.
7. In case of mistakes found in any of the above item no. 1 to 6, actions will be taken against the responsible officer/ non teaching staff/ teacher. In case of the first mistake warning will be given in writing and then in case of the second mistake the teacher will be debarred from examination work for two consecutive years and will not be paid any remuneration in the concerned paper. In case of frequent mistakes made by officers/non teaching staff, memo/financial penalty will be levied to the concerned person.
8. More number of staff should be deployed at press during examination for avoiding errors in question papers. Sufficient extra question papers will be sent to all the centres to avoid shortage of papers. Subject specific proof readers will be deployed at press for correcting the errors.

9. During examination if errors are found in the question paper and it is resolved immediately then only warning will be given but in case of frequent occurrence of serious errors, teacher will be suspended from exam work for one year.
10. If any question is found out of syllabus then action will be taken based on the guidelines of subject expert committee.
11. Without any genuine reason and if intentionally assessment work is not completed within stipulated time duration, then the examiner will be debarred from exam work for two consecutive years.
12. Conveners and paper setters/ paper setters will be assessing the answer sheets and intentionally without any genuine reason if they are not coming for assessment, they should be debarred for two consecutive years from convener/paper setter work.
13. Careful assessment in terms of total of marks, putting marks in sub sections etc is mandatory. If frequent mistakes are found then action will be taken against the teacher by a disciplinary committee constituted by the university.
14. Training/orientation for supervisors is advisable at respective exam centres to avoid errors.
15. With respect to point No. 1 to 14, Vice Chancellor's decision will be final.

નંબર/ઈ-૩/ 4491

વલ્લભ વિધાનગર

તારીખ : ૧૧/૦૧/૨૦૨૨


કાર્યકારી કુલસચિવ

નકલ સવિનય રવાના:

- (૧) ડાયરેક્ટરશ્રી, કોમ્પ્યુટર સેન્ટર, સરદાર પટેલ યુનિવર્સિટી વલ્લભ વિધાનગર.
- (૨) યુનિવર્સિટી વિભાગોના વડાશ્રીઓ/યુનિવર્સિટી સંલગ્ન કોલેજોના આચાર્યશ્રી/ યુનિવર્સિટી સંલગ્ન ઇન્સ્ટીટ્યુશનોના નિયામકશ્રીઓ તરફ જરૂરી જાણ સારૂ તથા યોગ્ય કાર્યવાહી સારૂ.
- (૩) વડાશ્રી, સિન્ડિકેટ વિભાગ, તારીખ : ૨૮/૧૨/૨૦૨૧ સિન્ડિકેટ સભા બાબત ક્રમાંક ૨૪ ની કરેલ કાર્યવાહી અંગેની જાણ સારૂ.