

VINAYAKA MISSIONS RESEARCH FOUNDATION

(Deemed to be University)

12-06-2020

Examination Procedure:

- Examination Calender for the academic year shall be uploaded on the University website in the beginning of the academic year.
- Notification for the examination shall be given well in advance to the students.
- Examination application form shall be sent online to the respective Colleges.
- Examination fee shall need to be paid by the students through Paytm.
- Hall Tickets shall be sent online to all the eligible students 3 days before the schedule of the exam.
- The observers shall be appointed by the office of Controller of Examinations to observe and report about the conduct of Examinations at various Institutions.
- Chief Superintendent shall be appointed based on the recommendation of the Head of Institution.
- Encrypted Question Papers shall be sent by online to the Chief Superintendent on the day of the Examination.
- If any student indulges to commit mal practice in the University Examinations, it will be reported by the Chief Superintendent to the Controller of Examinations along with proper evidence.
- The Malpractice enquiry committee shall enquire about all such cases by interacting with the concerned student/parent and necessary punishment shall be imposed on him/her based on the recommendation of the committee as per the regulations.

- After valuation of the answer scripts, the results shall be provisionally published.
- In the programme where there is single valuation, the students can apply for revaluation
- For some programmes where there is double valuation there wont be a facility of revaluation, but retotalling.
- After revaluation / retotalling as per the regulations, results shall be published.
- If any grievance is received from the students it shall be placed before the duly constituted committee for recommending and proper action shall be taken accordingly with the approval of Hon'ble Vice Chancellor.