



# VIDYASAGAR UNIVERSITY

MIDNAPORE • PASCHIM MEDINIPUR

WEST BENGAL • PIN 721 102

## Office of the Controller of Examinations

Ref. No VU/CE/GD/0059/2024

Date 01/02/2024

### NOTIFICATION

All students are hereby informed that University follows zero tolerance against examination malpractice and any malpractice attempt from the student(s) will lead to severe punishments.

The following instructions are to be meticulously followed by all the students:

1. All students shall produce valid ID Card of the institute, Admit Card and Registration Certificate, so that these can be produced as and when instructed by the invigilator or members of the vigilance squad or other officials of the University.
2. Students are not permitted to bring any loose or written or blank sheets other than those as permitted by the university to the examination hall.
3. **Mobile phones/ Smart watches / Bluetooth devices/ Similar electronic gadgets are strictly banned in examination halls.** Candidates who are found in possession of Mobile or Cellular Phones, Pager and other unauthorized electronic gadgets after commencement of the examination, whether in use or not, will be deemed to be treated as unfair means and would be liable to any disciplinary action as deemed fit and same would be reported to the Controller of Examinations ([controller@mail.vidyasagar.ac.in](mailto:controller@mail.vidyasagar.ac.in)), Vidyasagar University, Midnapore, West Bengal immediately by the Centre In-Charge. In case, by oversight or default any student is found to bring any such devices, the same shall be kept outside the examination hall at their own risk.
4. **Bio-break shall be availed only if necessary.** Any misuse of bio-break will be treated as an attempt for examination malpractice. **No students will be allowed to use washroom in first 45 minutes of the initiation of the examination and in last 5 minutes of the same examination.**
5. Immediately after the Main Answer Booklets are issued to the students, they should fill the relevant fields on the front sheet. Admit card in possession shall be made available to the Invigilator for verifying the filled data.
6. Students shall ensure that the invigilator signs the main answer booklet after the verification. Also all additional sheets are to be signed by the invigilator. Any answer booklet submitted without the signature of the invigilators will be treated as invalid.
7. Students should mark their attendance in the relevant form provided by the invigilator. **Entry to the hall will not be permitted 30 minutes after the start of examination.**
8. Any attempt by a student to discuss with fellow students or copy from fellow students will be treated as exam malpractice.
9. Any attempt by a student to help another fellow student for copying will also be treated as exam malpractice and action will be taken against both the students.
10. Every candidate is required to bring his/her own pens, pencils, eraser and ink and the candidate should use only blue or black ink while answering.







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11. Any candidate behaving in a rude or discourteous manner inside the examination hall shall be debarred from appearing for the particular paper and/or remaining papers in that semester examination.
12. Strict silence should be maintained in the examination hall.

This notification is issued with the approval of competent authority.

Sd/-

Controller of Examinations (offg)

### Copy to:-

- a) The Dean, Faculty of Arts and Commerce, Vidyasagar University for Information.
- b) The Dean, Faculty of Science, Vidyasagar University for Information.
- c) The Registrar, Vidyasagar University for information
- d) The Inspector of Colleges, Vidyasagar University for information.
- e) HOD/TIC of all the concerned Post Graduate Departments, Vidyasagar University for information and necessary action.
- f) Principal of all the affiliated colleges / Colleges with under graduate & post graduate programme under Vidyasagar University for information and necessary action
- g) Secretary, Faculty council of Post Graduate studies, Vidyasagar University for information and necessary action.
- h) Secretary, Faculty council of undergraduate Graduate studies, Vidyasagar University for information and necessary action.
- i) Secretary , Board of Discipline for information.
- j) Director, CCAE , Vidyasagar University for information and necessary action.
- k) Deputy Registrar (Academic), Vidyasagar University for information.
- l) Deputy Controller of Examinations, Vidyasagar University for information and necessary action.
- m) Assistant Controller of Examinations, Vidyasagar University for information and necessary action.
- n) Officer(s) on Special Duty Controller of Examinations, Vidyasagar University for information and necessary action.
- o) The Information Scientist, Vidyasagar University with a request to upload the notification in the University website for wide circulation.
- p) The Secretary to the Vice Chancellor, Vidyasagar University for kind information to the Hon'ble Vice Chancellor
- q) The Dealing Assistants, Controller of Examinations, Vidyasagar University , for information and necessary action
- r) Office File

Controller of Examinations (offg)

*12/12/24*  
Controller of Examinations  
(Officiating)  
Vidyasagar University  
Midnapore-721102, W.B.

