



VINAYAK VIDYAPEETH

Affiliated to CCS University, AKTU, Approved by AICTE & NCTE
(A UNIT OF RUDRA GROUP OF INSTITUTIONS)

Ref. No.

Date ...1/02/2025...

Examination Guidelines for Staff and Students

For the smooth conduct of the internal examination following guidelines have been updated by the Examination committee in the meeting dated 31/01/2025, ref no Vvpexamcell/2025/02

1. A student shall have to appear in all sessional tests that would be conducted during a semester in order to become eligible to sit for the end semester examination
2. A student shall be treated as eligible to sit for the sessional examination subject to the conditions that the student concerned has
 - i) paid the prescribed college fees
 - ii) has, on aggregate, attended 75% of the total lectures delivered during entire tenure of the semester he/she is enrolled in.
3. Students must bring valid ID cards and hall tickets to enter the examination hall.
4. Entry to the exam hall is allowed only up to 30 minutes after the start of the exam.
5. No student is allowed to leave the hall in the first 30 minutes of the examination.
6. Strict silence must be maintained inside the exam hall.
7. Any form of cheating, malpractice, or communication with others is strictly prohibited. 7. Use of mobile phones, smart watches, or electronic devices is not allowed.
8. Students must write their roll numbers and other details correctly on the answer sheet.9. Any violation of exam rules will result in disciplinary action, including possible disqualification.
9. Any student caught using unfair means (cheating, copying, using unauthorized notes, etc.) will have their answer script confiscated. Format for reporting UFM is attached as annexure 1.
10. The invigilator must report the malpractice case to the Chief Superintendent/Exam Cell immediately.
11. A written statement must be obtained from the student regarding the incident. 12. The case will be reviewed by the Examination Disciplinary Committee, and appropriate action will be taken.



Nh-58, Pawli Khas, Modipuram, Near Potato Research Centre, Meerut (U.P.)



8192000922, 9690022993



www.vinayakvidyapeeth.com



vinayakvidyapeeth5@gmail.com



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Ref. No. UV P Exam Cell/25/02

Date

01/02/2025

EXAMINATION COMMITTEE MEETING MINUTES

All Head of the Department and Existing Exam Committee members were present in Principal Office.

Explanation of meeting is as follows

Agenda 1 – Formation of Body of the Committee

All members present gave their opinion to Constitute the Examination Committee. It was suggested that two members from Documents Department must also be made member of the Committee. The list of Staff Members selected is attached as Annexure I

Agenda 2 – To Improve Quality of Internal Examination

For the same matter all members decided to make a manual for Internal Examination. It was decided that Bloom Taxonomy is although being followed but weightage of COs must be in compliance with the weightage give by the University. Open-Book Examination may be adopted for one sessional exam. Departments must submit the Question Papers at least 20 days prior to commencement of exams so that any ambiguity in question papers may be resolved. *Format attached as annexure II*

Agenda 3 – To form Guidelines for Staff and Students

After discussion with all the members present various guidelines were discussed. The recommendation are attached as Annexure II for finalization.

Agenda 4 – Any other matter

No other matters were discussed further

Members of the Committee and HODs of various department accepted the above discussions and resolved the same.

Meeting Start Time : 12:00Pm

Meeting End Time : 01:45pm



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ANNEXURE 1

Ref. No.

Date 01/02/2025

Ref.No : vvpExamcell/25/03

Date: 14/08/2024

Office Order

EXAMINATION COMMITTEE FOR THE SESSION 2024-25

The Examination Committee of the College is in the responsibility of smooth conduct of sessional examinations for the courses and maintenance of student's records.

The purpose of Examination Committee is: on behalf of the Academic Council – to assess students in accordance with the regulations applying to the programme/s under consideration, and make recommendations for awarding sessional which is submitted to the University. The following members of Examination Committee are responsible for all examination/ sessional related tasks for the Session-2024-25.

S.NO	Name of the Committee Member	Designation	Position	Mobile Number	E-mail Address	Sign
1.	Dr.Anuprita Sharma	Principal	Chairperson	9897479205	anuprita.sharma@gmail.com	
2.	Vidushi Sharma	HOD of BCA	Convener	9058521185	sharmavidushi199@gmail.com	
3.	Kapil Kumar	Document Head	Co-Convener	9520520654	krkapil2018@gmail.com	
4.	Sachin Kumar	Asst. Prof.	Member	9528631322	sachinpil@gmail.com	
5.	Naresh Kumar	Asst. Prof.	Member	9149135255	nareshpeerpur@gmail.com	
6.	Sonu Malik	Asst. Prof.	Member	9627388514	shikhamalik828@gmail.com	
7.	Aarzoo Chaudhary	Asst. Prof.	Member	8859681872	aarzuchaudhary84@gmail.com	
8.	Abhishek Sharma	Off. Asst.	Member	7906363131	forabhishek01@gmail.com	

DR.ANUPRITA SHARMA
PRINCIPAL

CC to:-

1. Chairman Sir, for kind information
2. Director, Coordination & Planning
3. Director, Administration
4. Principal & All HoDs
5. All concerned persons



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Ref. No. VVPexamcell/25/04

Date 19-2-2025

NOTICE

It is hereby informed to all the HODs and Exam Committee members to attend the special meeting relating to sessional Exams 2024-25, even semester on 20/02/2025 at 3:00PM in the library.

AGENDA

1. Guidelines for setting question papers.
2. Submission deadline for question papers.
3. Finalization of Exam schedule.

Vidushi Sharma
Convener

Sharma
Principal 19/2/2025



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Ref. No. VVP Examcell/25/01

Date

31/01/2025

NOTICE

It is hereby informed to all the HODs and Exam Committee members to attend the special meeting relating to 'Examination Committee' for the Academic Year 2024-25, even semester on 1/02/2025 at 12:00 pm in the principal chamber without fail.

AGENDA

- 1) To form a new body of Examination Committee.
- 2) To improve and control the quality of internal examination.
- 3) To form Regulation and Guidelines for smooth conduct of exams.
- 4) Any other Matter.



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