



गुजरात केन्द्रीय विश्वविद्यालय

(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

Darshan G. Maru

Controller of Examinations

By Fax/ Hand/E-Mail/Speed Post

F.No.1-6/2024-COE/ 229

04/04/2024

To,

All Deans/Chairpersons/HoDs

Central University of Gujarat

Sector 29/30

Gandhinagar-382 030

Subject: Guidelines for End-Semester Examinations Winter/Even Semester - 2024

Respected Madam/Sir,

With reference to the above cited subject and in accordance with Academic Calendar the End-Semester Examinations for the 2nd, 4th, 6th & 8th semester UG/PG/UG-PG Integrated/Research Programme is scheduled to be held from 15th May to 24th May 2024 in offline mode. Please note that the exam will be held in two sessions: first from 10:30 AM and another from 2:00 PM onwards.

The guidelines and annexures for smooth conduct of OFFLINE End-Semester Examinations (Winter/Even Semester 2024) are attached herewith. Your help and support will be highly acknowledged for conducting offline examinations, timely and smoothly, as always.

Before appearing in the End-Semester Examinations (Winter/Even Semester 2024), it is necessary to fill in the Folio cum Examination form by all the desirous students of 2nd, 4th, 6th & 8th semester UG/PG/UG-PG Integrated/Research Programme. It is essential to note that examination is a very sacred aspect of any education system. Timely submission of exam time-tables followed with question papers will help the CoE office. The School/Centre/Department is required to submit the list of students, examination time-table & duty chart of invigilation along with two sets of question papers to the CoE office at least ten (10) days prior to the actual date of Examinations. The detailed guidelines to prepare these documents are provided below:

A. Guidelines regarding Offline End-semester (Winter/Even Semester- 2024) Examination:

1. The Time-Table of End-Semester Examinations is expected to be notified by the Deans of the School/Chairpersons of the Centre/Heads of the Department latest by 25th April 2024 with a copy to the CoE office.
2. The End-Semester Examination time-table and invigilation/moderator/reliever chart is required to be prepared by School/Centre/Department and submit copy to CoE office latest by 1st May 2024 (As per format given in Annexure I).

सेक्टर-२९, गांधीनगर-३८२०३०, फोननं.-०७९-२३९७७४४६, फैक्स-०७९-२३२६००७६

Sector-29, Gandhinagar, Phone No.-079-23977446, Fax-079-23260076

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3. The End-Semester examination shall be conducted under the general supervision of the Deans of School/Chairpersons of the Centre/Heads of the Department, who shall act as Superintendent for all examinations of the concerned courses of their School/Centre/Department. In addition, he/she shall arrange for the invigilation/moderator/reliever duties from amongst the faculty members and shall be responsible for the fair and orderly conduct of the examinations.
4. The paper-setter(s) for the End-Semester Examinations shall prepare two sets of question papers having distinct questions. Both the sets shall be submitted in “**Sealed Envelope**” marked as ‘**Confidential**’ to the CoE Office **latest by 6th May 2024**. The envelop for each set must be super-scribed by details regarding set number, course title, duration, date and time, maximum marks, number of question-papers and answer-sheets required, name(s) of paper-setter(s), signature of paper-setter(s) with mobile number and should be counter signed by Dean of School/ Chairpersons of the Centre/ Head of the Department. (**Annexure II & III**)
5. The paper setters are advised to thoroughly review the questions in both sets to eliminate the scope of any potential repetitive similarities.
6. The exam envelope for End-Semester Examinations containing the Examination stationary can be collected by the respective School/Centre/Department an hour before the exam on the day of the examination.
7. The exam envelope is to be opened in front of the Superintendent and the invigilator(s), at most fifteen (15) minutes before the commencement of the concerned examination.
8. Use of unfair means in examination is strictly prohibited, and such practices during examination shall invite serious disciplinary action(s). (**Annexure IV**)
9. The answer-sheet of the candidate who is found using unfair means during the examinations shall be seized and the student may be permitted to write her/his examination on a separate answer-sheet to be issued to her/him. The invigilator shall report the case of unfair means to examination superintendent along with the factual report and a statement about alleged usage of unfair means by the student for further necessary action(s) as per the rules of the University.

B. Examination Day Procedures, Assessment and Evaluation Process

The guidelines will be applied in the following manner to make the assessment and evaluation process transparent and bias-free:

1. An Exam Control room will be set up by the CoE office.
2. The invigilator will collect the sealed envelope of concerned question paper and answer-sheet thirty (30) Minutes before the commencement of the examination.
3. The Question Paper envelope is to be opened in front of the Superintendent and the invigilator(s) at most fifteen (15) minutes before the commencement of the examination.

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4. After completion of End-Semester Examinations, used/unused Answer-sheets will be submitted separately to the Control room immediately by concerned invigilator(s).
5. The venue of Central Assessment Room will be at Sector 29 & Sector 30 for the assessment purpose.
6. The answer-sheet(s) will be available at Central Assessment Room for assessment by the examiners appointed by Dean/Chairperson/HoD **from 16th May 2024 to 29th May 2024 (On all working days)** at respective venue.

C. Schedule of Ability Enhancement Course (AEC), Skill Enhancement Course (SEC), Holistic & Multidisciplinary Examinations

Sr. No.	Examinations	Date of Exam	Time of Exam
1	<u>AEC Courses:</u> AEC102 - Introduction to Hindi	9 th May 2024	10:30 AM To 01:30 PM
2	<u>SEC Courses:</u> SEC101 – Basic Statistics & Mathematical Skill SEC102 – Computer Basics	10 th May 2024	
3	Holistic Courses	13 th May 2024	
4	Multidisciplinary Courses	14 th May 2024	

The Examination will be conducted by the concerned School/Centre/Department in their respective classrooms. The concerned school will prepare the seating arrangement and inform the students.

Members of CoE office would be delighted to assist you in all possible ways in the examination process.

Controller of Examinations

Enclosures:

1. Exam Timetable and duty chart format (**Annexure I**)
2. Specimen for masthead of question paper (**Annexure II**)
3. Specimen for envelop (**Annexure III**)
4. Use of unfair means and Disorderly conduct in examination (**Annexure IV**)

Copy to: (1) PS to VC (2) Registrar (3) All Deans, Chairpersons and Head of Departments (4) All Faculty Members (5) DSW/Provost for necessary arrangements (6) ICT Department - for uploading on university website.