



## **RULES AND PROCEDURES REGARDING UNFAIR MEANS RESORTED TO BY THE STUDENTS OR ANY OTHER PERSON CONNECTED WITH THE CONDUCT OF EXAMINATIONS**

### **A.) UNFAIR MEANS RESORTED TO BY THE LEARNERS / PERSONS INVOLVED IN THE EXAMINATION RELATED ACTIVITIES**

1. On receipt of a report regarding use of unfair means by any learner at any Semester End examination including breach of any of the rules laid down by the College for proper conduct of examination, the Principal shall have the power at any given time to institute inquiry and to punish such learners involved in the adoption of unfair means or breach of the rules in accordance with the penalties mentioned in the table, Appendix A.

#### **2. Competent Authority**

The Principal of the College shall be the competent authority to take appropriate disciplinary action against the learners using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College.

#### **3. Definitions-Unless the context otherwise requires:**

- (a) "Learner" means and includes a person who is enrolled as such by the College for receiving instructions qualifying for any degree, diploma or certificate awarded by the College /University. It includes ex-learner and learner registered as learner (examinee) for any of the degree, diploma or certificate examination.
- (b) "Unfair means" includes one or more of the following acts or omissions on part of learner /s during the examination period:
- Possessing unfair means material and / or copying there from
  - Possession of any form of electronic devices in the Examination hall
  - Transcribing any unauthorized material or any other use thereof
  - Intimidating or using obscene language or threatening or use of violence against the invigilator or person on duty for the conduct of examination or manhandling him /her or leaving the Examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
  - Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
  - Mutual /Mass copying
  - Smuggling out, either blank or written, or smuggling in of answerbooks as copying material.
  - Smuggling in blank or written answer book and forging signature of the Junior Supervisor thereon.
  - Interfering with or counterfeiting of College seal, or answerbooks or office stationery used in the examinations.



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- Insertion of currency notes in the answer book or attempting to bribe any of the persons connected with conduct of examinations or making a request to the examiner in the answer book.
- Impersonation at the College examination.
- Revealing identity in any form in the answer written or in any other part of the answer book by the learner at the College examination.
- Or any other similar act /s and /or omission /s which, may be considered as unfair means by the competent authority.

(c) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion undue influence or fraud or malpractice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person /s.

(d) "Unfair means material" means and includes any material whatsoever, related to the course of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the learner (examinee) or on wood or other material, in any manner or in the form of a chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.

(e) "Possession of unfair means material by a learner" means a learner having any unauthorized material on his / her person or desk or chair or table or at any place within his / her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.

(f) "Learner found in possession" means a learner, reported in writing, as having been found in possession of unfair means material by the Junior Supervisor, Senior Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the learner or by any other persons acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Senior Supervisor or Examination Convenor / Co- convenor or any other authorised person, to the Controller of Examinations / Principal or any officer authorised in this behalf.

(g) "Material related to the course of examination" means and includes, if the material is produced as evidence, any material certified as related to the course of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the course of the examination.

(h) "Examination Convenor / Jt. Convenor" means the person as designated for the College Examination Committee (EC), where the concerned examination is being conducted.

4. During the examination, the examinees and other learners shall be under the disciplinary control of the EC Convenor / Jt. Convenor.



## 5. Punishment

The Competent Authority concerned i.e. the Principal, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the learner benefit of doubt, issuing warning or exonerating him /her from the charges and shall impose anyone or more of the following punishments on the learner /s found guilty of using unfair means:

- a) Annulment of performance of the learner in full (complete examination of the particular semester) in the examination he /she has appeared for.
- b) Debarring the learner from appearing for any examination of the College for a stipulated period not exceeding five years.
- c) Debarring the learner from taking admission for any course in the College for a stipulated period not exceeding five years.
- d) Cancellation of the College Scholarship /s or award /s or prize /s or medal /s etc. awarded to him /her in that examination.
- e) In addition to the above mentioned punishment, the competent authority may impose a fine on the learner declared guilty. If the learner concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a learner additional punishment / penalty as it may deem fit.
- f) As far as possible the quantum of punishment should be as prescribed (category- wise) in the table below as Appendix A
- g) The learner concerned must be informed of the punishment finally imposed on him /her in writing by the competent authority or by the Officer authorised to do so on his /her behalf.

### Appendix A

| Sr. No. | Nature of Unfair Means adopted  | Quantum of punishment   |
|---------|---|---|
| 1.      | Possession of any copying Material  | *Annulment of the performance of the learner at the College Examination in full. (This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 2 to 14 in addition to the one prescribed thereat.) |
| 2.      | Possession of any copying material & actual copying from the material in possession | Exclusion of the learner from the College Examinations concerned for <b>one subsequent</b> examination  |
| 3.      | Possession of another learner's answer book or supplementary sheet                  | Exclusion of both the learners from the College Examinations concerned for <b>one subsequent</b> examination(BOTH THE LEARNERS)   |



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| Sr. No. | Nature of Unfair Means adopted   | Quantum of punishment   |
|---------|--|---|
| 4.      | Possession of another learner's answer book or supplementary sheet and actual evidence copying from that   | Exclusion of both the learners from the College Examination concerned for two <b>subsequent</b> examinations (BOTH THE LEARNERS)  |
| 5.      | Mutual / Mass copying  | Exclusion of all the learners from the College Examinations concerned for two <b>subsequent</b> examinations  |
| 6.      | Smuggling of answer books in or out as copying material  | Exclusion of the learner from the College Examinations concerned for two <b>subsequent</b> examinations   |
| 7.      | Smuggling in of written answer book based on the question paper set at the examination   | Exclusion of the learner from the College Examinations concerned for three <b>subsequent</b> examinations   |
| 8.      | Smuggling in of written answer book as copying material and forging the signature of the Junior supervisor on the same   | Exclusion of the learner from the College Examinations concerned for four <b>subsequent</b> examinations  |
| 9.      | Attempt to forge the signature of the Junior supervisor on the answer book or the supplementary sheet  | Exclusion of the learner from the College Examinations concerned for four <b>subsequent</b> examinations  |
| 10.     | Interfering with or counterfeiting of college seal or answer books or office stationery used in the examination with the intention of misleading the authorities | Exclusion of the learner from the College Examinations concerned for four <b>subsequent</b> examinations  |
| 11.     | Answer book or supplementary sheet outside the examination hall or any other insertion in the answer book  | Exclusion of the learner from the College Examinations concerned for four <b>subsequent</b> examinations  |
| 12.     | Insertion of currency notes / bribing or attempt to bribe any of the person connected with the conduct of the examination  | Exclusion of the learner from the College Examinations concerned for four <b>subsequent</b> examinations (Note: This money shall be credited to the Learners Welfare Fund.) |
| 13.     | Using obscene language / violent threats inside the examination hall by a learner at the College examination to room supervisor / any other authority            | Exclusion of the learner from the College Examinations concerned for four <b>subsequent</b> examinations  |



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| Sr. No. | Nature of Unfair Means adopted  | Quantum of punishment   |
|---------|---|---|
| 14.     | Impersonation for a learner or impersonation by a learner in College or other examinations  | Exclusion of the learner from the College Examinations concerned for five <b>subsequent</b> examinations (both the learners if the impersonator is a college learner) |
| 15.     | Revealing the identity of the learner in any form (name, roll number, learner number, religious invocation etc.) in the main answer book and / or supplementary sheet, by the learner at the college examination. | Annulment of the performance of the learner at the College Examination in full.   |
| 16.     | Anything found written on the body or on the clothes while in the examination   | Annulment of the performance of the learner at the College Examination in full.   |
| 17.     | Making an appeal to the examiner / any person connected with the conduct of examination by using any mode of communication  | Annulment of the performance of the learner at the College Examination in full.   |
| 18.     | Any other malpractices not covered in the aforesaid categories.   |   |

**NOTE :**

**THE TERM "ANNULMENT OF PERFORMANCE IN FULL" INCLUDES PERFORMANCE OF THE LEARNER AT THE THEORY EXAMINATION, BUT DOES NOT INCLUDE PERFORMANCE AT TERM WORK, PROJECT WORK WITH ITS TERM WORK, ORAL OR PRACTICAL AND DISSERTATION EXAMINATIONS UNLESS MALPRACTICE USED THEREAT.**

The term "Subsequent Examination" means, the immediate subsequent examination / re-examination scheduled by the college.

**If on previous occasions, disciplinary action was taken against a learner for malpractice during examination, and he /she is caught again for malpractices used at the examinations, in this event, he /she shall be dealt with severely. Enhanced punishment can be imposed on such learners. This enhanced punishment may extend to double the punishment provided for the offence that was committed at the second or subsequent examination.**

**Practical /Dissertation /Project Report Examination:**

**Learner involved in malpractices at Practical / Dissertation / Project Report examinations shall be dealt with as per the punishment provided for the theory examination.**