

SECTION-2**Instructions and Penalty for use of Unfair Means**

The salient instructions for the conduct by a student in the Examination hall shall be printed on the cover page of the answer - book. Any contravention of these instructions and the use of any unfair means will render the student liable for punishment.

1. Actions By the Invigilator's on Detecting Unfair means Case

- (a) As soon as a student is suspected by the invigilator or any other authorized person of having resorted to unfair means he/she shall immediately take possession of the answer book along with the relevant material found with the student. The papers, notes, books, electronic devices etc. found in possession of the student shall be duly signed by the student and the invigilator, sealed and attached with the seized answer-book in presence of the student. In case student is found to have written something on the body part a photo of same may be taken on the web cam available with the server room/mobile etc if possible.
- (b) The Invigilator In charge shall get the prescribed form (attached) for unfair means filled and signed by the student and give his / her comments on the same, in prescribed place.
- (c) If the student does not hand over the relevant material and / or refuses to fill up and sign the prescribed form, the same shall be recorded on the prescribed form. In this case, Co-Invigilator/Sr. Supervisor may sign as a witness to the event.
- (d) No extra time will be given for completing the Examination/writing answers as a result of this exercise.
- (e) After these; answer books along with the material found in possession and the prescribed form duly filled and signed by the Invigilator' should be submit to Examination Coordinator/In charge and shall be delivered/submitted separately to the Controller of Examination.

2. Convening of Committee on Unfair Means

- (a) A Committee (Standing Committee) appointed by the Provost shall enquire into cases of unfair means in the Examination. Composition of the committee shall be:
 1. Dean- Chairman nominated by the provost
 2. Two Dean (other)- nominated by the provost
 3. Two professors nominated by the Provost as a Members
 4. Head of the Concerned Dept.
 5. Registrar (Member Secretary)
 6. Controller of Examination
- (b) The Committee shall thoroughly examine the case's on the basis of the material/documents placed and give hearing to the student and the concerned Invigilator. It shall submit its recommendations after laying down clearly the nature of the offence to the Provost for consideration and necessary orders.

3. Categories of Offences And Punishments

For a student whose guilt is established, following actions may be taken for different categories of offences enumerated below:

CATEGORY 1: NATURE OF OFFENCE

- (a) A student is found talking in the Examination hall to another student.
- (b) A student is found to be talking to a person outside the Examination-hall before submission of the answer sheet e.g. while going to the wash room etc.
- (c) A student has deliberately changed his/her seat in the Examination-hall without the permission of invigilator.

- (d) Doesn't follow the instructions given by the block supervisor or any competent authority

ACTION TO BE TAKEN: The invigilator in charge of the room/hall shall immediately take possession of the answer book. The student shall be informed that the answer sheet is being cancelled.

CATEGORY 2: NATURE OF OFFENCE

- (a) A student is reported to have appealed to the Examiner in the answer-book. (Examiners should report such cases to the Dean as they may arise during evaluation exercise).
- (b) Writing the solutions of the questions on the question paper/electronic device etc. during the Examination.
- (c) A student is found possessing cell phone or any other item of such type or communication gadget in the Examination hall.
- (d) Writes irrelevant matter in the answer book
- (e) Deliberately reveals his identity or intentionally makes some irrelevant symbols, sketches etc. in the answer book

ACTION TO BE TAKEN: The Examination of the concerned paper to be cancelled and awarded zero marks.

CATEGORY 3: NATURE OF OFFENCE:

- (a) A student is found possessing any notes or printed unauthorized material or notes written on any part of the body-clothes or instruments such as set square, electronic device etc. or having notes written on chair, table, desk or drawing board etc. during the Examination.
- (b) A student tries to/or appeals to the Invigilator for help during the Examination.
- (c) Cheating in the evaluated answer book (Examiners to report such cases if detected).
- (d) Disrupting the smooth conduct of Examination in any way.

ACTION TO BE TAKEN: The student should be awarded fail grade in that subject.

CATEGORY 4: NATURE OF OFFENCE

A student is found:

- (a) making use of unauthorized material like written/photocopied note/written on the body parts, on the clothes or the desk or calculator or box. etc./ by himself/herself or through assistance of others.
- (b) to be consulting notes or books while being out-side the Examination hall during the Examination hours.
- (c) to be passing on a copy of question(s) set in the paper or solution thereof to anyone.
- (d) to have received help from other students or giving help to other students through passing some written material/electronic device pertaining to the questions set in the paper concerned.
- (e) to be allowing other student to copy from his/her answer book. Or copied from other student's answer book.
- (f) Communicating or attempting to communicate directly or through someone else with the examiner or anybody connected with the Institute Examination for influencing them in the award of marks.
- (g) to be guilty of swallowing or destroying any note or paper or any other material found with him/her .

ACTION TO BE TAKEN: All the Examinations of the registered courses for that semester to be

cancelled and declare fail in all subjects.

CATEGORY 5: NATURE OF OFFENCE

A student is found:

- (a) in possession of a solution of a question set in the paper through the help of any student, supervisory or ministerial staff or some other agency/person.
- (b) guilty of having made previous arrangement to obtain help in connection with the question paper in cases not covered by the above provision.

ACTION TO BE TAKEN: All Examination to be cancelled for that semester and the student to be debarred from appearing for any Institute Examination for the next one semester.

CATEGORY 6: NATURE OF OFFENCE

- (a) Smuggling in an answer-book, taking out or arranging to send out an answer-book.
- (b) Writing deliberately another students' roll no. in his/her answer-book.
- (c) found in possession of answer-book not his/her own
- (d) impersonating another candidates
- (e) allowing impersonation in any Examination.
- (f) Guilty of serious misconduct in the Examination hall or non-compliance with the instructions of the superintendent or any of the invigilators in the Examination hall.
- (g) Using threatening or foul language etc. during the Examination.

ACTION TO BE TAKEN: All Examinations of that semester to be cancelled and to be further debarred from appearing in any Institute Examination for a period of two to three semesters or expulsion from the Institute depending on the gravity of the offence.

CATEGORY 7: NATURE OF OFFENCE

Any person who is not a candidate for any Examination found committing or abetting in committal of any of the offences mentioned above.

ACTION TO BE TAKEN: To be dealt with the Provost in an appropriate manner including expulsion from the Institute if he/she is the student of this Institute.

CATEGORY 8: NATURE OF OFFENCE

Second/subsequent case(s) of UFM reported against a student in the same academic year.

ACTION TO BE TAKEN: One step higher punishment than the most severe punishment awarded so far in all the UFM cases against him/her including the action corresponding to present UFM case (assuming it is not a second/subsequent UFM case against him/her).

4. Cases not covered by these Regulations.

To be decided by the Provost.

5. Unfair means / Plagiarism in Class Work

Any case pertaining to purported resorting to unfair means / plagiarism during the Class Work / Quizzes / Submission of Seminar Report/ Dissertation/ Practical's/ Laboratory Classes/ Projects etc. shall be dealt with by the appropriate committee/ persons of the concerned department as nominated by the HOD with information to Dean. In cases of serious nature/grave offence in opinion of the Dean / Departmental Committee/ Head, the matter shall be referred to the Provost for investigation through Standing Committee of the University. These offences could be:

- (a) Which have occurred before or after the Examination, or partly before and during or during and after the Examination;

- (b) Which have been detected after the Examination/declaration of the result/award of the degree;
- (c) Which has been reported or detected after a research paper report/note/communication has been published in a Research Journal widely circulated magazine/Proceedings of conferences/seminar or a monograph/ book, and or any electronic device.
- (d) The penalty in such cases of unfair means/plagiarism which have been found to be true and shall be recommended by the appropriate committees of the department/ institute Standing Committee, as the case may be.
- (e) The imposition of any such penalty shall be at the discretion of the Provost, who, after considering the full facts and the report on the matter
 - (i) may impose the same penalty,
 - (ii) may reduce the penalty, or
 - (iii) may enhance the penalty as recommended by the committee.

FORM FOR UNFAIR MEANS

1. Enrolment No. : _____
2. Name of Student : _____
3. Programme/Branch/Specialization : _____
4. Year of Admission : _____
5. Venue of Examination (e.g. Block-Location) : _____
6. Date of Examination : _____
7. Time _____ : From _____ To _____
8. Subject Code : _____
9. Subject Name : _____
10. Name of Invigilator(s) : _____

DETAILS OF SEIZED MATERIAL (Pl. Attach): (All these materials should be signed by the Invigilator of the Examination and the student)

- 1.
- 2.
- 3.

STATEMENT OF STUDENT:

Signature of Student

Date _____ Time _____

Note: Use Separate Page/Back side if required (mention student details)

STATEMENT OF INVIGILATOR: (Record circumstances of offences in brief the statement should be definite and unambiguous.)

Certified that the statement by the student was made in my presence or the student declined to give any statement. (Cut whichever not applicable)

Name: _____ Signature of Invigilator Date: _____ Time _____

Note: If UFM case found by Observer/Squad Member/Sr. Supervisor/Coordinator, statement should be attached/write back side.