

## Unfair Means Inquiry Committee

### Rules and Regulations

Resorting to malpractices at examinations is a serious crime in the educational system in general and examination system in particular. It shows disrespect towards the college and de-motivates sincere students. Hence, such cases need to be dealt with sternly and individuals involved need to be punished.

Various malpractices during examinations involve any acts done by the examinees at the time of examination or after the examination to get enhanced marks / grades and false credit at the examination by any illegal and immoral act. These may include activities such as copying the answers of other candidate/s, unwarranted signaling at the time of examination, carrying prohibited material along at the time of actually taking the examination, carrying mobiles or such electronic devices which are not permitted, disclosing own identity through the answer book, putting pressure on the examiner/s, etc.

#### **(A) Definitions**

- (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-student and student registered as candidate (examinee) for any of the degree, diploma or certificate examinations.
- (b) **“Unfair means”** includes one or more of the following acts or omissions on the part of Learner/s during the examination period.
  - (i) Possessing unfair means material and or copying there from.
  - (ii) Transcribing any unauthorized material or any other use thereof.
  - (iii) Intimidating or using obscene language or threatening or use of violence against invigilator or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
  - (iv) Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
  - (v) Mutual/Mass copying.
  - (vi) Smuggling-out or smuggling-in of answer books, either blank or written, as copying material.
  - (vii) Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.
  - (viii) Interfering with or counterfeiting of Institute seal, or answer books or office stationary used in the examinations.

- (ix) Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.
  - (x) Impersonation at the University/college examination.
  - (xi) Revealing identity in any form in the answer written or in any other part of the answer book by the learner at the University/college examination.
  - (xii) 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/her 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 subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, of body of the learner (examinee) or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid/ mobile etc. which is not allowed in the examination hall.
- (e) **“Possession of unfair means material by a learner”** means 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 center and its environs or premises at any time from the commencement of the examination till its conclusion.
- (f) **“Student found in possession”** means a learner, reported in writing, as having been found in possession of unfair means material by the Invigilator, Senior supervisor, Chief conductor; member of the unfair means inquiry committee or any other person authorized 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 person acting on his behalf to such an extent that it has become illegible. A report to that effect is submitted by the supervisor or senior supervisor or any other authorized person to the Conductor of Examinations or any officer authorized in this behalf.
- (g) **“Material related to the subject of examination”** means and includes, if the material is produced as evidence, any material certified as related to the subject 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 subject of the examination.

**(B) The broad categories of unfair means resorted to by learners at the College Examinations and the quantum of punishment for each category thereof**

<b>Sr. No</b>	<b>Nature of malpractice</b>		<b>Quantum of Punishment</b>
<b>1.</b>	Possession of copying material		
	<b>A.</b>	Possession of copying material in physical form i.e. written paper/any other object	
		<b>(a)</b> Possession of copying material, and acceptance of the same by the examinee but having not used the material.	Minimum punishment of performance for that particular subject to be made null & void. Else, annulment of the performance at that College examination in full* if deemed fit by unfair means inquiry committee.
		<b>(b)</b> Actual copying from the copying material.	
		<b>(c)</b> Found having written on palms or on the body or on the clothes while in the examination.	
	<b>B.</b>	Possession of copying material in any Electronic form (mobile phones, Smart Watch, Programmable calculator etc.)	
		<b>(a)</b> Possession of copying material in any Electronic form (mobile phones, Smart Watch, Programmable calculator etc.) but not copied from it.	Minimum punishment of performance for that particular subject to be made null & void. Else, annulment of the performance at that College examination in full* if deemed fit by unfair means inquiry committee.
		<b>(b)</b> Possession of copying material in any Electronic form (mobile phones / Programmable Calculators etc.) and copied from it.	
<b>2.</b>	Possession of another learner's answer book.		Minimum punishment of performance for that particular subject to be made null & void for BOTH learners. Else,

		annulment of the performance at that College examination in full* if deemed fit by unfair means inquiry committee.
<b>3.</b>	Possession of another learner's answer book + actual evidence of copying therefrom.	Minimum punishment of performance for that particular subject to be made null & void for BOTH learners. Else, annulment of the performance at that College examination in full* if deemed fit by unfair means inquiry committee.
<b>4.</b>	Mutual/Mass Copying	Annulment of the performance of the student at that College/University examination in FULL plus exclusion of the students from College/University examination for the next TWO attempts, if deemed fit by the unfair means inquiry committee.
<b>5.</b>	Possession of the copying material. Attempt to destroy the evidence by the examinee.	Minimum punishment of performance for that particular subject to be made null & void. Else, annulment of the performance at that College examination in full* if deemed fit by unfair means inquiry committee.
<b>6.</b>	Having copied form the answer book of another examinee, or Having allowed another examinee to copy from his/her answer book.	Both the learners will forgo 5 marks each from the marks scored in the respective subject / paper.

<b>7.</b>	Report of the officer in charge of having resorted to unfair means, Denial by the examinee the ownership of copying material and stating that same has been found in his/her near vicinity or thrown to him/her or dropped near him/her by someone else. On verification found as NOT copied.		The quantum of punishment will be as decided by the unfair means inquiry committee.
<b>8.</b>	Report of the officer in charge of having resorted to unfair means. Denial by the examinee the ownership of the copying material and stating the same has been found in his/her near vicinity or thrown to him/her or dropped near him/her by someone else. On verification found as copied.		Minimum punishment of performance for that particular subject to be made null & void. Else, annulment of the performance at that College examination in full* if deemed fit by unfair means inquiry committee.
<b>9.</b>	<b>(a)</b>	Smuggling-out or smuggling in of answer book/s as copying material	Annulment of the performance of the learner at that College examination in full.
	<b>(b)</b>	Smuggling-in of written answer book based on the question paper set at the examination.	
	<b>(c)</b>	Smuggling in of written answer-book/ Supplement and forging signature of the invigilator thereon.	
<b>10.</b>	Insertion of currency note to bribe or attempting to bribe any of the person/s connected with the conduct of examinations.		The concerned learner will be called and sent for counseling.
<b>11.</b>	Revealing identity in any form in the answer written or in any other part of the answer book by the learner at the College/University examinations.		Annulment of the performance of the learner at the College examination in full.
<b>12.</b>	After providing second and subsequent answer book, found in possession of copying material relating to subject but not used for copying,		Annulment of the performance of the learner at that College examination in full.
<b>13.</b>	After providing second and subsequent answer books, found in possession of copying material and used for copying.		Annulment of the performance of the learner at that College examination in full.
<b>14.</b>	Using obscene Language/Violence, threat at the examination center by a student at the		Annulment of the performance of the learner

	College examination to invigilator /chief conductor/senior supervisor person/s concerned with examination.	at that College examination in full plus exclusion of the student from College examination for four additional examinations.
<b>15.</b>	Impersonation at the College examination.	Annulment of the performance of the learner at that College examination in full plus exclusion of the student from College examination for four additional examinations.
<b>16.</b>	If on previous occasion a disciplinary action was taken against a learner for malpractice used at examination/and he/ she is caught again for malpractices used at the examinations.	The quantum of punishment will be decided by the unfair means inquiry committee.
<b>17.</b>	Internal examination such as Practical / Class test / online exam /Project Report etc.	Learner involved in malpractices at Internal examination such as Practical / Class test / online exam /Project Report etc. shall be dealt with by the unfair means inquiry committee.
<b>18.</b>	All other malpractices not covered in the aforesaid categories.	The punishment will be given by Unfair means committee depending upon the gravity of offence.