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UNFAIR MEANS POLICY

DISCIPLINARY CONTROL OF STUDENTS IN RELATION TO UNIVERSITY EXAMINATIONS

(1) During examinations, the candidates shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the Centre, he may be expelled from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Unfair Means Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor.

(2) The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

(3) **ACTS OF DISORDERLY CONDUCT IN THE EXAMINATION:**

i. Misbehavior in the examination hall with the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the University or other staff working at the Examination Centre, or with any other candidate, in or around the Examination Centre, or threat to life of these examination staff, observers, members of flying squads etc. before, during or after the examination hour
ii. Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination
iii. Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
iv. Causing damage to laboratory equipment, books and other properties in the examination hall.
v. Disturbing or disrupting or instigating others to disturb/disrupt the examination.
vi. Instigating others to leave the examination room.
vii. Carrying any weapons into the examination centre

(4) **ACTS OF UNFAIR MEANS:**

The following shall be deemed to be the act of unfair means:

i. Talking to another candidate or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff;

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ii. Leaving the examination hall without handing over the answer book and/ or continuation sheet, if any, or any other specifically designed response sheet to the Invigilator or Supervisor concerned or the concerned authorized officer of the University deputed at the examination centre, and taking away, tearing off or otherwise disposing off the same or any part thereof;

iii. Writing matter connected with or relating to a question or solving a question on anything (such as piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet, any other response sheet specifically provided by the University to the candidate.

iv. Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.

v. Making appeal to the Examiner/Evaluator soliciting favour through the answer book or through any other mode.

vi. Possession by a candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.

vii. Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.

viii. Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof in any form, to any other Candidate or to any person;

ix. Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or to a part thereof in any form or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.

x. Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.

xi. Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who;

- abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so;

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- abuses, insults, intimidates, assaults any other candidate or threatens to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the supervisory and the inspecting staff within the meaning of this para.

xii. Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things;

xiii. Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for other candidate at the examination.

xiv. Having got the answer book written by anyone outside the examination hall and having the answer book smuggled into the examination hall for his/her benefit, or of having managed otherwise to replace the answer book or its any page after the examination

xv. Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.

xvi. Any other act of omission or commission declared by the Academic Council to be unfair means in respect of any or all the examinations.

(5) REPORTING OF CASES OF UNFAIR MEANS, MISBEHAVIOUR, MISCONDUCT OR DISORDERLY CONDUCT OF EXAMINATIONS:

(a) A candidate who is suspected to have used unfair means or misbehaved during the course of the examinations is expected to give a statement about the facts of the incident. He shall, however, not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the Invigilator and the Centre Superintendent which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident

(b) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the remaining question paper, on a separate answer book in the remaining duration of the examination. The answer book in which the use of unfair means is suspected shall be seized by the Invigilator or Centre Superintendent, who shall send both the answer books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations

(c) All the cases relating to disorderly conduct of examinations, misbehavior /misconduct of students and their use of unfair means in the examinations and mass copying shall be reported by the concerned invigilator through the Centre Superintendent or by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examinations as the case may be, with all the relevant material. The Controller of Examinations shall place before the Unfair Means Committee all those cases for consideration and decision in each individual case. The Committee shall recommend penalties, if any.

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(6) DISCIPLINARY PROCEEDINGS:

(a) The Controller of Examinations or any person authorized by him on his behalf shall communicate to the candidate, against whom a report has been received, the precise nature of allegations against him and shall require him to furnish his written explanation within a stipulated period under intimation to the Head of School/Constituent Unit.

(b) On receipt of the explanation from the candidate through the Head of School/ Constituent Unit or on the expiry of the period stipulated for submitting explanation, if no explanation is received from the candidate, the Controller of Examinations shall submit the case before the Unfair Means Committee for consideration and make recommendations to the Vice Chancellor.

(c) After considering all the material on record including the explanation, if any, submitted by the candidate, the Unfair Means Committee, if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, will take a decision in each case and recommend to the Vice Chancellor the punishment that may be imposed on the candidate according to the nature of the offence.

(d) Ordinarily, all decisions shall be taken by the Unfair Means Committee by simple majority. If the members are equally divided, the case shall be referred to the Vice Chancellor, whose decision shall be final

(e) All decisions of the Unfair Means Committee as approved by the Vice Chancellor shall be communicated to the student through the Head of School/Constituent Unit by the Controller of Examinations.

(f) A candidate against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means, or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That subsequent examination will stand cancelled and his result thereof shall not be declared if on account of the punishment imposed on him as a result of the said enquiry or action, he would not have been entitled to take that examination but for his provisional admission thereto.

(g) Notwithstanding anything contained expressly or implied in these Regulations, the Vice Chancellor may, on being satisfied after such enquiry as he may deem fit for the following contingencies, withdraw retrospectively, prior to the publication of the final results of a student in a course, the permission granted to such candidate to pursue that course or to appear at a University examination in relation thereto:

(i) the student was ineligible for admission to the course but was wrongly admitted, or

(ii) the student was ineligible to take the examination on account of shortage of attendance but was permitted to do so by some mistake or some other unavoidable reason, or

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(iii) a discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible, or

(iv) a discrepancy was discovered in the award of marks etc. which rendered the result of the student liable to be cancelled to his disadvantage.

Provided, that no such action shall be taken by the Vice Chancellor without giving an opportunity to the concerned student to show cause against the proposed action and provided further that such action shall require the confirmation of the Academic Council.

(7) **PENALTIES**

The Unfair Means Committee may recommend penalties as indicated in the table given below. However, this list is indicative and any offence that is not included in it, the Committee may recommend penalty depending on the gravity of the offence:

Category	Nature of Offence	Punishment
Category 1	i. A student is found talking in the Examination hall with another student. ii. 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. iii. A student has deliberately changed his/her seat in the Examination-hall without the permission of invigilator. iv. A student is reported to have appealed to the Examiner in the answer-book. (Examiner should report such cases to the Controller of Examinations, as they may arise during evaluation exercise). v. A student has deliberately disclosed one's identity by making any distinctive mark in the answer book for that purpose (Examiner/Invigilator should report such cases to the Controller of Examinations). vi. A student tries to/or appeals to the	The first answer-book may be cancelled and the second answer-book only to be evaluated or both the sheets may be cancelled and F Grade awarded depending on the gravity of the offence.

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	Invigilator for help during the Examination	
Category 2	i. Writing the solutions of the questions on the question paper itself /electronic device etc. during the Examination whether with or without intention to use/circulate the same. ii. A student is found possessing cell phone/smart watch or any other item of such type or communication gadget in the Examination hall. iii. A student is found possessing printed unauthorized material, papers, books, or notes written on any part of the candidate's clothes or any writing on his/ her body or table or desk or on a foot rule and/ or instruments like set squares, protractors, slide rules or any other material with notes or hints written thereon or any such material accessible to him / her which may be, or intended to be of possible help to the candidate in the examination but as per assessment of invigilator has not used the same. iv. Possessing a solution to a question set in the question paper. v. Difference in handwriting in the Answer Script	Cancellation of the Exam for the course and award of 'F' Grade. DAC Level – I
Category 3	i. Copying or attempting to copy from the objectionable material found in his / her possession. ii. Copying or attempting to copy from another candidate. iii. Assisting another candidate to copy from the objectionable material in his / her possession or from his / her answer-book.	Cancellation of the Exam for the course and award of R grade in that course. DAC Level – II.

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	iv. Receiving help or attempting to receive help for answering the question paper from any source in any manner, inside or outside the examination hall. v. Swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner. vi. Passing or attempting to pass on to any one a copy of the question set in the question paper or the question itself, or a part thereof, or a solution to a question set in the question paper. vii. Use of mobile/Smart Watch or other means of electronics communication inside the examination hall. viii. Using/Communicating or trying to communicate, by any means whatsoever, through electronic media or otherwise with any other person in a manner that is indicative of help being sought/ given in an examination. ix. Leaving the examination hall without delivering to the supervisor concerned the answer book or part thereof or taking away the same or tearing it or otherwise disposing it off. x. Misbehaving with the Superintendent or any other member of the Supervisory staff or any member of the inspection team or the flying squad, or with another candidate inside the examination hall or outside, before, during or after the examination. xi. Creating disturbance in the examination hall or in its vicinity	

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Category 4	i. Guilty of having made previous arrangement to obtain help through any student, supervisory or ministerial staff or some other agency/person in connection with the question paper. ii. Smuggling an answer booklet or a continuation sheet or any part thereof in or outside the place of examination. iii. Replacing or getting replaced answer books or any of its leaves or a continuation sheet during or after the examination. iv. Interfering with or counterfeiting of University seal, or answer books or office stationary used in the examinations. v. Communicating or attempting to communicate, directly or through person, with an examiner with the object of influencing him / her in the award of marks. vi. Writing deliberately another students' roll no. in his/her answer-book vii. Using abusive or obscene language in the answer book. viii. Coming to the examination hall under the influence of alcoholic drink or drugs.	All Examinations of that Term to be cancelled and the student to be awarded 'R' grade in all courses registered for the Term. DAC Level III/IV In addition, the student may be debarred from appearing in any University Examination for a period of one or more Term or expulsion from the University depending on the gravity of the offence.
Category 5	i. Getting oneself impersonated by someone in the examination or impersonating another candidate ii. Organizing a walk out; or instigating others to walk out; or misconducting oneself in any manner in or outside the examination hall iii. Carrying into the examination hall fire-arms or any other weapon.	Expulsion from the University

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In addition, every student who is found guilty of using unfair means or disorderly conduct during the examinations will have to compulsorily complete an online course on Plagiarism. Failing to show the certificate of completion of the course to the Head of School, a student's degree will be withheld.

For Repeat offence, a higher level of the penalty will be awarded

(8) **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 as nominated by the Deans of respective schools. If in the opinion of such committee the offence is of serious nature, it shall be referred to the Unfair Means Committee of the University.

(9) **Plagiarism**

The following steps lay down the procedure for handling cases of suspected plagiarism and the penalties that will be commensurate with the severity of the suspected offense:

If the document is found to be plagiarised:

1. Course Instructor will inform the UFM Committee through the program office.
2. In the hearing of the UFM Committee proceedings, the student will be called and the details of the case will be captured in the *"Plagiarism Record Form"*.
3. The Committee will also invite the instructor for this meeting in order to take inputs about the plagiarism case reported.
4. The committee will use its judgement to define the plagiarised work as either

a. **Minor Offense:** Work with poor referencing and is more a consequence of poor academic practice rather than intentional act to deceive. A minor offense could result in any one or more of the following:

i. That the student concerned is informally reprimanded and no other action is taken (this is recorded in student's file with the department)

ii. That the student concerned be reprimanded and overall marks in the submission to be reduced i.e. marks to awarded only for the un-plagiarised section

iii. That the student concerned be reprimanded and the overall mark in the submission to be capped to a passing mark

iv. That the student concerned be reprimanded and a zero mark to be awarded in the submission

v. DAC Level – I to be awarded

b. **Major Offense:** A major offense shall be defined as copying significantly large sections of the submission from various sources without acknowledging the source; has used another student' work, repetitive minor offences (third minor offense will be treated as major) as it will be deemed to be serious if the student has already been

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reprimanded for a previous act of plagiarism and matters where it is apparent that it was a deliberate attempt to cheat.

UFM Committee in such cases will hold meeting with the student to understand the nature of the offense and can propose any one or more of the following:

i. That the offense is not proven and no further action is required
ii. That the offense is minor and should be dealt accordingly
iii. That it is a prime facie case of major plagiarism and the offense is proven- the marks in the submission be set to zero
iv. That the marks in the course be capped to passing mark
v. That the mark in the course be set to zero and the student re-submits the work by paying the fees as levied for an improvement exam
vi. That the marks be set to zero for all the subjects and the student will have to drop a year to continue in the program
vii. In most serious of the situations, where the student shows no scope of improvement, that the student be expelled from the University
viii. DAC Level – III to be awarded

(10) ***APPEALS AND REVIEW***

(a) A student on whom any punishment has been imposed may, within 05 days from the date of the receipt of the communication in that behalf, make a representation to the Vice Chancellor for review of his case. The Vice Chancellor, if he deems it necessary, may refer it back to Unfair Means Committee for review. The recommendations of the Unfair Means Committee on the Appeal shall be placed before the Vice Chancellor who will thereupon review the case and pass such orders as he may consider fit or refer it to a committee specially constituted for the purpose of review.

(b) If within four months of the publication of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these regulations shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic Council.

Controller of Examination

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Registrar