



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS
(An Institute of National Importance Established Under Act of Parliament)
(Jais, Amethi, Uttar Pradesh: 229304, India)

Phone No. +91-535-270-4565/4566/4568

Email: academic@rgipt.ac.in

Office of the Associate Dean
(Academic Affairs)

Ref No.: RGIPT Jais/UM/2019-20/1

19th August 2019

NOTIFICATION

The following rule to handle the use of Unfair means during various examinations of UG and PG students at RGIPT are formulated for notice and compliance of all concerned. The guideline will be effective from 2019-20 academic year, odd semester onwards for all the examinations.

If a student is found to have adopted or suspected of adopting unfair means during or after the examination that provides him/her undue advantage in matter of performance over fellow students, the following action shall be taken by the Institute to uphold the sanctity and integrity of the examination system and credibility of the Institute.

- All cases of use of unfair practices during examination may be reported by the invigilator/course convener or any person to the Dean Academic affairs for consideration.
- In the event of detection of use of unfair mean by any student during examination, the invigilator shall report the matter to the Examination incharge in the prescribed form clearly stating the mode of use of unfair mean and attaching the written/printed material along with the form if found in possession of the student during the examination. The other invigilators present in the examination hall shall witness the reported use of unfair mean.
- The invigilator shall take the answer book provided to the student and store the same for record purposes and provide another answer book to write the remaining answers
- The Examination incharge shall submit the (1) report by the invigilators on alleged use of unfair mean (Annexure I), (2) documentary evidence such as printed or handwritten matters found in possession of the concerned student, (3) answer book of the student and (4) the written declaration from the student (Annexure II) in a sealed envelope to the Dean Academic affairs for further action
- The Dean Academic affairs being the Chairman of the Unfair Means Committee (UMC) will deliberate with the members of the UMC in a meeting preferably to be held within two working days from the day of report received and propose suitable punishment to the student as elaborated in Table below.

- Any other reported matter of unfair means and plagiarism in an examination shall be brought to the notice of the Unfair Means Committee for examination and recommendation of suitable punishment.
- The recommendation of the UMC shall be presented before the Director for approval. The Director on his/her wisdom or discretion may reduce or pardon the student. In such cases, the decision of the Director shall be final.
- The student punished for use of unfair mean in a semester however will be eligible for registration in the higher semester if otherwise qualified for the same.

Yours Sincerely,

U. Ojha

Dean Academic Affairs

A handwritten signature in blue ink, appearing to read "Umesh Ojha".

Nature of Unfair Mean	End Semester Examination		Mid Semester Examination
	Theory	Practical	
Smuggling of answer book or pages thereof, use of abusive language, manhandling, assault or tearing of answer book	Fail grade (F) in all the theory subjects of the semester	Fail grade (F) in that subject	Zero marks in all subjects of the examination
Found copying by invigilators	<ul style="list-style-type: none"> • Fail grade (F) in that theory subjects • Any subsequent act on same examination or further examinations; fail grade in all theory subjects 	Fail grade (F) in that subject	<ul style="list-style-type: none"> • Zero marks in that subjects of the examination • for repeated offence in the same or subsequent examinations zero marks in all subjects of the examination
Found in possession of written materials related to the examination.	<ul style="list-style-type: none"> • Warning • for repeated offence in the same or subsequent examinations “F” grade in all theory subjects 	Fail grade (F) in that subject	<ul style="list-style-type: none"> • Warning • for repeated offence in the same or subsequent examinations zero marks in all subjects of the examination
Talking and Consultation	Fail grade (F) in the subject for repeated consultation even after warning by invigilator	Fail grade (F) in the subject for repeated consultation even after warning by invigilator	Zero marks in that subject for repeated consultation even after warning
Impersonation	Fail grade (F) in all theory subjects of the examination and disciplinary action against the impersonating person	“F” grade in that subject and disciplinary action against the impersonating person	Zero marks in all subjects of examination and disciplinary action against the impersonating person
Found in possession of electronic items	The particular examination will be cancelled and “F” grade will be awarded in the subject.		Zero marks in that subjects of the examination

CERTIFICATE OF SCRUTINY

Certified that we have scrutinized the concerned answer-books and the resource materials and have come to the conclusion that:

- The resource material is related to the concerned examination
- The candidate was found in possession of materials related to the day's paper of concerned examination (as reported)
- The examinee has made use of the resource materials in his/her answer book in question no....

Name/Signature

Convener, DPGC/DUGC

Head of the Department

Action recommended by the Unfair Means Committee in its meeting held on

Sl. No.	End-Semester Examination	Mid-Semester Examination
1	<input type="checkbox"/> Fail Grade (F) in all theory subjects of the examination	<input type="checkbox"/> Zero marks in all subjects of the examination
2	<input type="checkbox"/> Fail Grade (F) in that subject and for repeated offence in the same examination on same day or any subsequent day award of F grade in all theory subjects	<input type="checkbox"/> Zero marks in that subjects of the examination, for repeated offence in the same or subsequent examinations zero marks in all subjects of the examination
3	<input type="checkbox"/> Warning and for repeated offence in the same examination on the same day or any subsequent day award of "F" grade in all theory subject	<input type="checkbox"/> Zero marks in that subject for repeated consultation even after warning
4	<input type="checkbox"/> Fail grade (F) in the concerned subject for repeated consultation even after warning by Invigilator/ any person deputed on examination duty	<input type="checkbox"/> Zero marks in all subjects of examination and disciplinary action against the impersonating person
5	<input type="checkbox"/> Fails grade (F) in all theory subject of the examination and disciplinary action against the person who is impersonating	<input type="checkbox"/> Zero marks in all subjects of examination and disciplinary action against the impersonating person
6	<input type="checkbox"/> The particular examination will be cancelled and "F" grade will be awarded in the subject.	<input type="checkbox"/> Zero marks in that subjects of the examination
7	<input type="checkbox"/> Any other.	

Chairman

Member

Member

Member

Member

(Unfair Means Committee)

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**FORM FOR REPORTING CASES OF UNFAIR PRACTICE OR ACT INTERFERING WITH
THE PROPER CONDUCT OF EXAMINATIONS**

.....EXAMINATION

PART-A

(To be filled in by Invigilator/Examination Incharge)

Candidate's Roll No.....

Name of the Candidate (with postal address & Hostel address).....

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.....

Name of candidate's father (name of Guardian, if father is deceased).....

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Name of the Department to which he/she belongs.....

Examination Hall No.....Name of the examination.....

Subject and paper in which the candidate is
reported to have adopted unfair practice or
indulged in acts which interfere with the
proper conduct of the examinations



Subject

Paper

Day.....Date.....Time.....

P.T.O.

PARTICULARS OF UNFAIR PRACTICE OR ACT INTERFERING WITH THE PROPER CONDUCT OF THE EXAMINATIONS WHICH THE EXAMNEE OR THE STUDENT IS ALLEGED TO HAVE ADOPTED

(Please give details of the specific complaint)

- A. Unfair practice or act interfering with the proper conduct of examinations which the candidate is alleged to have adopted

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.....
.....
.....

- B. Evidence (Documentary including all tangible materials)

- | | |
|---------------------------------------|--------|
| 1. Name of the books | 1..... |
| | 2..... |
| | 3..... |
| 2. Number of torn leaves of the books | 1..... |
| 3. Number of | |
| 1. Manuscript slips, | 1..... |
| 2. Sheets | 2..... |
| 3. Blotting papers | 3..... |
| 4. Any other unauthorized material | 1..... |

Report of the Invigilator/Invigilators

Date.....

Signature of the Invigilator/Invigilators

Part – B
(To be filled in by the candidate)

Statement of Candidate:

1. (i) Please read the allegations in Part (i).....
- A. Are they correct? If not in what manner
Are they incorrect?
- (ii) Why did you do it? (ii).....
.....
.....
- (iii) What is your explanation? (iii).....
.....
.....

Signature of the Candidate.....

Local Address.....

Permanent Address.....

Mobile No.....

Email ID.....

Date.....

The statement was made in my presence/The examinee refused to make any statement

Signature

Name.....

Department.....

Address.....

Date.....

**N.B. Attestation should be done by a person other than the Invigilator making the report OR
Examination incharge.**

Part – C

Action taken by/Recommendation of the Examination incharge:

Signature of the Examination incharge

Date

Part – D

Action taken by/Recommendation of the Unfair Means Committee:

Signature of the Members of the Committee

Date

Part – E

Action taken where the committee forwards the case to the Director, RGIPT; with its specific recommendations

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RECOMMENDATIONS MADE BY THE UNFAIR MEANS COMMITTEE IN THE EXAMINATION OF RGIPT, JAIS, 20....- 20....

Name & Roll No.	Class/Exam/Paper	Date of Exam	Charges/Allegation s	Recommendation s

Chairman

(Unfair means committee)

Member

(Unfair means committee)

Member

(Unfair means committee)

Member

(Unfair means committee)

Member

(Unfair means committee)

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PARTICULAR OF EXAMINEE APPREHENDED FOR USE OF UNFAIR MEAN IN THE EXAMINATION OF THE INSTITUTE FOR THE YEAR 20....- 20.....

Examination: (End-semester/Mid Semester/Quiz)

Paper..... Date..... Time.....

Name of the Student:.....

Roll No.....

Son/Daughter of

Department.....

Address of Examinee.....

NATURE OF UNFAIR MEANS

1. Smuggling of answer book or pages thereof, use of abusive language, manhandling, assault or tearing of answer book
2. Found copying by invigilators
3. Found in possession of written materials related to the examination.
4. Talking and Consultation
5. Impersonation
6. Found in possession of electronic items
7. Any other form of use of unfair mean

REPORT ON THE USE OF UNFAIR MEANS BY THE INVIGILATORS

Name of the Student:.....

Roll No.....Date.....

Examination: (End-semester/Mid Semester/Quiz)

Paper.....Department.....

Date.....Time.....

Mode of Use of Unfair Mean.....

Name/Signature

(Invigilator 1).....Invigilator 2.....

NATURE OF UNFAIR MEANS

1. Smuggling of answer book or pages thereof, use of abusive language, manhandling, assault or tearing of answer book
2. Found copying by invigilators
3. Found in possession of written materials related to the examination.
4. Talking and Consultation
5. Impersonation
6. Electronic items found in possession of
7. Any other form of use of unfair mean