

OFFICE OF THE REGISTRAR
Office Order

REG/2014/079/077

Date: 09th December 2015

Subject: Revised Guidelines for Prevention of Unfair Means.

Reference – Office Order No. REG/2014/079/061 dated 25th September 2015

Further to the Office Order referred to above, the revised Guidelines for Prevention of Unfair Means is sent herewith for information and necessary action.

This has the approval of the Competent Authority.

Enclosed – As stated


Dr. T K Ghosal
Registrar

To:

- Chairman & Members of the Unfair Means Committee
- Controller of Examinations
- Dy. Controllers of Examinations

Copy to:

- Chairman
- Vice Chancellor } For information please
- Deans'/Directors/Heads of the Departments
- Dy. Registrar (Academic)

GUIDELINES FOR PREVENTION OF UNFAIR MEANS

Vice Chancellor shall appoint committee for prevention of unfair means (CPUM) for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the DIT University. CPUM shall invariably may have one student member.

CPUM will take all necessary steps, as deemed fit, for the prevention of unfair means. Chairperson, CPUM shall issue appropriate instructions (such as e-mails/notices to students, faculty and staff) before the examinations.

As soon as a student is identified by the invigilator or by any authorized person, of having resorted to unfair means his answer book shall be seized. The papers etc. duly signed by the invigilator and Centre superintendent, found in possession of the student shall be tagged with her/his answer book in candidate's presence. The superintendent shall ask the candidate to make a statement in writing, explaining his conduct. In case the candidate refuses to do so, the fact of his refusal shall be recorded by the Superintendent, which should be attested by at least one invigilator on duty. In case of practical tests/performance tests on PCs the act of using unfair means should be recorded by the invigilator attested by at least one invigilator/witness in the UFM form and will be signed by invigilator/witness giving their name, designation, department and contact number. Evidence in form of softcopy/Photostat/photograph etc. should be submitted along with the statement of the student.

After completing all above formalities, a fresh answer-book shall be given to the student for completing the examination. After a particular test/examination session is over, these answer-books, (duly marked I and II) shall be sent or delivered separately to COE along with the report. CPUM shall enquire into the cases of attempt of unfair means in the examinations. It shall submit its recommendations after identifying clearly the category of nature of the offence as listed in Regulations to the COE for consideration and necessary order.

Categories of Unfair Means and Action To be Taken

Category-I

- i. A student found talking to another student during the examination hours in the examination hall/Area.
- ii. If during the examination hours, i.e., after receipt of the question paper and before handing over the Answer-book, a student is found to be talking to a person/student outside the examination hall while going to the urinals etc.
- iii. Writing on any piece of paper except the answer-book during the examination.
- iv. Changing seat in the examination hall without permission.

The invigilator/authorized person will issue a warning once. If the action is repeated, the answer-book to be cancelled and a fresh answer book to be issued.

Action to be taken: Second answer book to be evaluated.

Category-II

Found in possession of relevant written or any printed material or notes written on any part of her/his body or clothing of instruments such as electronic diary, set-squares, calculator, scale etc. or having relevant notes written on chair, table, desk or drawing board, mobile phone or any other communication or storage device (that can be used for help), during the examination but not used in the answer sheet. This is applicable even if the student submits the material voluntarily, on announcement of otherwise, after commencement of examination. However, Material surrendered before commencement of examination shall not attract any penalty. Further, scientific non-programmable calculator can be used in the examinations.

Found attempting to copy, caught copying or having found copied from any paper, book or notes written on any part of her/his clothing, body or table or desk or instruments like set squared or mobile phone or any other communication or storage device etc.

Found consulting notes or books while outside the examination hall (i.e., in urinals etc.) during examination hours.

Having received help from or given help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in paper or a solution thereof to any other student.

Action to be taken: The student will be awarded zero marks for the test in which he/she was found to have committed Unfair Means.

Category-III

If a student:

- i. Leaves the examination hall/room without delivering answer-book/evaluated answer book or tears it or disposes off.
- ii. Communication with anyone by mobile phone or any other communicable device in the examination centre.
- iii. Student found guilty of smuggling in an answer-book, or a continuation sheet, taking out or arranging to send out an answer-book or a continuation sheet. Writing deliberately another student's roll number in her/his answer book or a continuation sheet, found in possession of an answer-book not her/his own or impersonation another candidate in any examination. Attaching graph or continuation sheet or relevant materials written on any extra sheet, to the answer book or evaluated answer book.
- iv. Writing an answer book outside the examination hall for another candidate.
- v. Use of force/threat/serious misconduct against the supervisory staff/student in the examination centre.
- vi. Guilty of swallowing or destroying the material such as notes or paper found from her/him.
- vii. Guilty of misconduct in the examination hall/centre or non-compliance with the instructions of the superintendent or any of the invigilators in the examination hall.
- viii. If during the examination hours, i.e., after receipt of the question paper and before handing over the answer-book, a student is found tampering with the answer-book.
- ix. If a student is found tampering awarded marks on an evaluated answer book/found tampering with the evaluated answer-book.

Action to be taken: The student will be awarded 'F' grade in that course and will be debarred to register in the next semester. Further the course in which the candidate has been awarded grade 'F', or has been debarred, will be offered in the corresponding semester only.

Category-IV

Student found to have indulged in the case of academic plagiarism.

Action to be taken: CPUM shall recommend action after detailed assessment of the case. The punishment in such cases may include.

- a) suitable fine and/or repletion of thesis/dissertation/Research paper.
- b) expulsion from the University.