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Date: 16-10-2023

As per the Minutes of 4th meeting of Academic Council held on 26-08-2023, the Regulation on Academic Dishonesty at Examinations and Guideline for Punishment in Case of using Unfair Means is revised as below and shall come into effect from the date of publish.

Regulation on Academic Dishonesty at Examinations

- (1) **Before, during or after** the Semester-End Examination/Continuous Evaluations, if it is found that a **candidate is or has been found guilty of**:
 - i. Misconduct-including misbehaviour, committing acts of indiscipline, disobeying instructions of Examination officials, committing breach of any of the rules laid down for the proper conduct of the Examinations, etc.

OR

 - ii. Copying or having attempted to copy or using or attempting to use other unfair means at the examination.
- (2) In case of misconduct, the student concerned will be **immediately expelled**, with the approval of the *Senior Supervisor or Examination Center In-charge*, from the Examination Hall and the matter describing the incident will be **reported to** the *Controller of Examinations*.
- (3) In cases involving malpractice, the *Senior Supervisor or Examination Center In-charge* shall **seize the answer books and all incriminating material/evidence** from the candidate, and then obtain a written statement, duly signed by the candidate. *Senior Supervisor or Examination Center In-charge* will then **issue a new answer book** and allow the student to continue to write his answers for the remaining period of that examination. The matter shall also be **reported to** the *Controller of Examinations* with all relevant documents on the same day.
- (4) The candidate reported will then be **allowed to appear in subsequent examinations** of that session. However, in case the **same candidate is again found guilty** of indulging in misconduct or malpractice during any of the subsequent examinations of that session, he will be **expelled from all remaining examinations** of that session after taking appropriate action for the second act of misconduct/malpractice.
- (5) The cases of **impersonification, violence or intimidation involving outsiders** shall immediately be reported to the *Senior Supervisor or Examination Center In-charge* and action as per the concerned law including filing a police complaint will be taken.
- (6) Examiners, who would detect or suspect cases of copying or use of unfair means in examination **during evaluation**, shall immediately report such cases to the *Controller of Examinations*.
- (7) The *Controller of Examinations* shall make a **full report** about each case **to the Board of Examinations**.
- (8) An **Unfair Means Hearing Committee** (Standing Committee) appointed by the *Provost* shall **enquire into cases of unfair means** in the Examination. The Committee shall thoroughly examine the cases on the basis of the material/documents placed and give

hearing to the student and the concerned Invigilator. The Committee shall **submit its recommended punishment** after laying down clearly the nature of the offence **to the Provost** for consideration and necessary orders. The **order of punishment** shall be issued by the Registrar after approval of the provost to student and copy of order is also send to concerned Head of Institute/Department.

- (9) The punishment in each case would depend on the circumstances of that case. The Board of Examinations may evolve certain **general guidelines for specifying punishments** for different types of unfair means/malpractices. As far as possible, the Unfair Means Hearing Committee should follow these guidelines. However, in unusual cases, which cannot be covered under the guidelines it can be dealt with judiciously but firmly to preserve the integrity of the system of Examinations.
- (10) The *Examination Center In-charge*, with approval of concern *Head of Institute*, shall have the powers to exclude any candidate from any examination on being satisfied that he/she is **suffering from an infectious or contagious disease**. Whenever any candidate is excluded, the fee paid by him/her to the University shall be refunded.

Guidelines for Punishment in case of using Unfair Means

Following punitive actions may be taken for different categories of offences enumerated below:

Category-1:

- (a) Disobeys the instructions of the block supervisor/officer of the Institute/University in examination.
- (b) Writes any matter/content on the question paper and irrelevant matter in answer book.
- (c) Attempts communication with another student.
- (d) Changes the allocated seat without permission.
- (e) Deliberately reveals his identity or intentionally makes some irrelevant symbols, sketches etc. in the answer book.
- (f) Found with irrelevant written/printed material during examination.
- (g) Found with relevant written/printed material in any form during examination near or just beneath his/her seat but he/she has not copied from the said material.
- (h) Found with relevant written/printed material in any form from his/her answer-book in during assessment.
- (i) Found with relevant matter/content on his/her body/inside the clothes or under his/her implements like Calculator, Compass, etc.
- (j) Has copied from the answer-book of another student without his/her knowledge during examination (Award the punitive measure/s to the student who had copied the answer).
- (k) Found possessing any kind of electronics devices including mobile phone/smart watch, except simple calculator (wherever allowed) during examination irrespective of whether it is used or not used.
- (l) Has copied the answer from the other student with his/her knowledge. (Award the punitive measure/s to both the students)
- (m) Found kept or referring any kind of notes, material, book etc in washroom/toilet/corridor etc, outside of the examination hall.
- (n) Exchanges/borrows/takes any article/documents with relevant content of a course (Award the punitive measure/s to the guilty student/s).

- (o) Use of indecent or abusing words in the answer book.
- (p) Attempts to remove Encrypted code or any sticker on the answer book.
- (q) Indulges in writing the matter relevant to subject before commencement of exam.
- (r) Indecent behaviour at the examination center or in the examination hall.

Suggested Punishment:

*Cancellation of the result of **all theory / practical examination component** of the **concerned Course***

Category-2:

- (a) Found to have torn the answer book or part thereof, of his own, or of other student.
- (b) Attempts to throw/thrown or carry/carried away the answer-book or part thereof outside the examination hall during examination.
- (c) Found in possession of unauthorised answer books or part thereof either blank or written upon during examination.
- (d) Found to have made any kind of changes in answer-book of other student.
- (e) Tries to destroy evidence of unfair practices by throwing it away, chewing it, or by any other means.
- (f) Found by examiner with different hand writing in the answer-book or there is/are missing/additional page/s found from the answer book.
- (g) Snatches or takes away the answer-book or part thereof of other student without his/her knowledge during examination. (Award the punitive measures to the student who had snatched the answer book).
- (h) Has copied from the subject exam relevant material, Scribble on chits, compass box, calculator, pad, cloth, hand kerchief, dress or any part of the body or stored in Electronic-gadgets including mobile-phone.
- (i) If the student is found for undue advantage of writer facility.
- (j) Attempts to bribe the examiner by mentioning address, contact detail, mobile no. etc. or to contact the examiner directly or through any representative for his/her favour.
- (k) If student attempt to bribe by way of keeping currency notes in his/her answer book.
- (l) If student obstruct the process of conducting the examination in any way.

Suggested Punishment:

*Cancellation of the result of **all theory / practical examination component** of the **all Courses of concerned semester***

Category-3:

- (a) Caught in unfair practices in examination and threatens:
 - a. the authorised person for conduct of examination/member/s of the Unfair Means Hearing Committee/examiner concerned for seeking his favour.
 - b. the Jr Supervisor or Sr Supervisor for not reporting the case or the examiner for seeking his favours or threatens any of the authorised officers for conduct of examination.
- (b) If the student violates the norms of disciplined behaviour or indulges in violent behaviour inside or outside the examination hall by act or acts such as:
 - a. Obstructing the process of examination in any way or instigating other students

- b. Assaulting the Block Supervisor/any other person appointed to conduct the examination or threatening the staff
- c. Carrying and/or using tools/weapons for intimidation/ causing injuries
- d. Any other act/acts similar in nature to those mentioned under this category.

Suggested Punishment:

*Cancellation of the result of **all theory / practical examination components of all the courses of concerned semester***

AND

***disallowing** him/her **from registering into TWO subsequent semesters** depending upon the nature and gravity of the unfair practices.*

AND/OR

*initiate the **criminal proceeding** including filing FIR for the student/person involved in this case.*

Category-4:

- (a) If another student of the Institute of Darshan University or outsider impersonates as a student on behalf of a student of any Institute of Darshan University is found appearing in the examination in place of eligible student of the Institute of Darshan University.

Suggested Punishment:

*Cancellation of the result of **all theory / practical examination components of all the courses of concerned Semester***

AND

disallowing** the student **from registering into FOUR subsequent semesters

AND/OR

*initiate the **criminal proceeding** including filing FIR for the student/person involved in this case.*

NOTE:

- (a) If any student is found for a second time indulging in unfair practices in any examination components and penalised previously under any category.

Suggested Punishment:

*The Unfair Means Hearing Committee **may recommend higher order of punishment** considering previous offence depending upon the nature and gravity of the unfair practices.*

- (b) During or after the examination, if any student is found to have indulged in any other form of unfair practices, misconduct, misbehaviour, committing act of indiscipline, committing breach of any of the rules laid down for the proper conduct of examinations etc, which are **not covered in categories 1 to 4** in the above Guidelines having bearing on the examination or result of the student and/or of any other student.

Suggested Punishment:

*The **Unfair Means Hearing Committee shall recommend** the punitive measure depending upon the nature and gravity of the unfair practices.*

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s/d-
Registrar