

Guidelines for Unfair Means / Malpractices During Examinations

- (a) No student shall use unfair means or indulge in disorderly conduct at CIE or ESE examinations. In case of unfair means / malpractices observed by Invigilator / Squad / Course Instructor, the respective Answer Book shall be sealed along with the concerned material belongings in a green envelop with the undertaking signed by the student and overleaf signed by Invigilator / Squad / Course instructor. Such sealed envelope labelled in specific format shall be submitted to Exam Cell. All submitted envelopes shall be filed and stored in lock and key for presenting it to the Disciplinary Committee for Examination and Evaluation.
- (b) Disciplinary Committee for Examination and Evaluation shall conduct meeting and call every accused student to listen. After listening to all arguments and deliberations, committee decisions shall be noted and communicated to all concerned officials who may be involved in the implementation of such decisions to act upon.
- (c) The unfair means / malpractices shall include the following:
- I. During examination time having in possession or access to
 - i. Any paper, book, note or any other unauthorized material relevant to the syllabus of the examination paper concerned, unless it is allowed for Open Book Examination.
 - ii. Mobile Phones or any electronic gadget other than calculator, even in switch off mode, which shall potentially be used for communication or copying.
 - iii. Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.
 - iv. Anything written or signs made on the body of the student or his / her clothes / garments, handkerchief, etc. which may have relevance to the syllabus of the concerned course.
 - v. Anything written on the question paper which may have relevance to the syllabus of the examination the concerned course.
 - II. Giving or receiving assistance in answering the question papers to or from any other student / person in the examination hall or outside during the examination hours.
 - III. Talking to another student or any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator.
 - IV. Swallowing or attempting to swallow or destroying or attempting to destroy a note or

paper or any other material.

- V. Impersonating any student or getting impersonated by any person for taking the examination.

(d) A student found using unfair means / malpractices or involved in disorderly conduct or disturbing other students, at or in connection with an examination shall be referred to Disciplinary Committee for Examination and Evaluation. The committee after consideration of the case shall decide punishment as one or more of the following:

- I. Cancellation of the examination of the course in respect of which he is found to have been guilty; and/or
- II. Cancellation of the examination of the semester examination for which the student was participated and/or debaring from examination for future semester(s).
- III. Any other punishment deemed suitable by the Disciplinary Committee for Examination and Evaluation.

(e) The following norms for punishment shall be followed:

- I. If a student is found having in his possession of any material relevant to the syllabus of the concerned course of examination, but has not copied from or used it, the punishment shall be the cancellation of the examination of that particular course and the student shall be awarded grade FF in that course. However, if the material found in possession of the student is of insignificant, the nature the punishment may be relaxed to the extent that the student shall be given a chance to appear in the Re-examination.
- II. If a student is found during examination / evaluation to have copied from or used the material caught, the punishment shall be the cancellation of the examination of that particular course and grade FF shall be awarded.
- III. If the behaviour of a student on being caught is unsatisfactory / non-cooperative or the student uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Disciplinary Committee for Examination.
- IV. If a student is found talking to another student or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator, the punishment shall be the discontinuation from the examination of that particular course and the grade shall be awarded in that course based on the

attempted contents.

- V. If a student is found reading or possessing some incriminating material relevant to the syllabus of the course in verandah, urinal etc., the punishment shall be the cancellation of the examination of that particular course and grade FF shall be awarded in that course.
- VI. If a student is found giving or receiving assistance in answering the question paper to or from any other student/person in the examination hall or outside during the examination hours, the punishment shall be the cancellation of the examination of that particular course and grade FF shall be awarded in that course.
- VII. If a student is found in damaging / tampering / scratching the answer script or any part of it during examination or while showing answer script to the student after evaluation, the punishment shall be the cancellation of the examination of that particular course and he / she shall be awarded Grade FF in that course with all the consequences to follow.
- VIII. If a student impersonates any other student in connection with the examination or during examination, the punishment shall be the cancellation of the examination of both the students of the present semester and both shall be awarded grade FF in all the courses of that semester and a year down of both the students.
- IX. If a student takes allotted or additional answer script outside the examination hall / replace the allotted answer script with another answer script during examination / replace the evaluated answer script with another answer script while showing answer script to the student after evaluation, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester.
- X. If a student changes contents of the evaluated answer scripts / adds contents in evaluated answer script / changes marks assessment inside and or outside of answer script / forges signature of Course Instructor / Invigilator, while showing answer script to the student after evaluation, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester.
- XI. For combination/s of unfair means / malpractices from serial No. I to VII or repetition of any unfair means / malpractices from serial No. I to VII by a student more than once,

the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester and a year down of the student.

- XII. For combination/s of unfair means / malpractices from serial No. VIII to X or repetition of any unfair means / malpractices from serial No. VIII to X by a student more than once, the punishment shall be the cancellation of the admission of the student from the said programme.
- XIII. If a student is found active / inactive part of any social media means used for unfair means / malpractices in examination, the punishment shall be fine of Rs. 5,000/- for inactive students and for active student, one step shall be downgraded in terms of grade earned to a minimum of DD grade for maximum three high scoring courses.
- XIV. If mobile phone / programmable calculator / any other electronic gadgets of a student is confiscated during examination, the punishment shall be fine of Rs. 3,000/- and the confiscated item shall be returned only after the last day of scheduled semester examination.

Director
Board of Examination and Evaluation
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