

R.16 Unfair Means Resorted in The Conduct of Examinations

Engaging in malpractices during examinations is a grave offense that undermines the integrity of the educational system as a whole, and the examination process in particular. It demonstrates a lack of respect towards the institution and discourages sincere students. Therefore, such instances must be addressed firmly, and those involved should face appropriate consequences. Malpractices during examinations encompass a range of unethical behaviours committed by examinees, including copying answers from other candidates, signalling during the exam, bringing prohibited materials into the examination hall, revealing their identity in their answer books, or attempting to influence examiners. I wholeheartedly agree with the sentiment that these actions not only disrespect the institution and the examination system but also undermine the efforts of diligent students. Penalties for individuals found guilty of malpractices should be severe enough to act as a deterrent for others. This may include disciplinary measures such as suspension or expulsion, and in serious cases, legal repercussions.

Educational institutions must take proactive measures to prevent malpractices, such as rigorous invigilation, thorough checks to prevent the smuggling of prohibited materials, and promoting a culture of academic integrity among students.

By firmly addressing malpractices, we can uphold the credibility and fairness of our educational system, ensuring that students are evaluated based on their genuine abilities and efforts.

(A) Malpractices by the Students

1. Definitions-Unless the context otherwise requires:

- (a) “Student” means and includes a person who is enrolled as such by the Institute for receiving instructions qualifying for any degree, diploma or certificate awarded by the Institute/University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma, or certificate examination.
- (b) “Unfair means” includes one or more of the following acts or omissions on the part of student/s during the examination period.
 - i) Possessing unfair means material and or copying there from.
 - ii) Transcribing any unauthorized material or any other use thereof.
 - iii) Intimidating or using obscene language or threatening or use of violence against invigilator or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
 - iv) Unauthorizedly communicating with other examinees or anyone else inside or outside the examination hall.
 - v) Mutual/Mass copying.
 - vi) Smuggling-out or smuggling-in of answer books, either blank or written, as copying

- material.
- vii) Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.
 - viii) Interfering with or counterfeiting of Institute seal, or answer books or office stationery used in the examinations.
 - ix) Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.
 - x) Impersonation at the University/Institute examination.
 - xi) Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University/Institute examination.
 - xii) Or any other similar act/s and/or omission/s which may be considered as unfair means by the competent authority.
 - xiii) Malpractice by student/s during “open-house” session of showing answer books after the in-semester or end-semester examination.

(c) “Unfair means relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s.

(d) “Unfair means material” means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, of body of the student (examinee) or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall. All electronic gadgets such as mobile phones, electronic watches etc., are also considered as unfair means materials.

(e) “Possession of unfair means material by a student” means having any unauthorized material on his/her person or desk or chair or table or at any place within his/her reach, in the examination Centre and its environs or premises at any time from the commencement of the examination till its conclusion.

(f) “Student found in possession” means a student, reported in writing, as having been found in possession of unfair means material by the supervisor, conductor, member of the vigilance squad or any other person authorized for this purpose in this behalf, even

if the unfair means material is not produced as evidence, because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. A report to that effect is submitted by the supervisor or conductor or any other authorized person to the Controller of Examinations or any office authorized on this behalf.

- (g) "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the subject of the examination.
- (h) "Conductor" means any person duly authorized by the Controller of Examination (COE) as in-charge of the examinations.

2. General

- (a) The Vice-Chancellor shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating, or allowing to use unfair means at the Institute examinations.
- (b) The Vice-Chancellor shall have power at any time to punish such unfair means or breach of the rules by to the extent of exclusion of such a student from any Institute examination or from any Institute course or from any Institute Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the examination for which the student appeared or by deprivation of any Scholarship held by him/her or by cancellation of the award of any prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.
- (c) The Vice-Chancellor shall have the power at any time to institute inquiry on receiving a report from the COE or any functionary regarding malpractices used or lapses committed, including breach of the rules laid down for proper conduct of examination, by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of Institute examination, and to punish such a person found guilty by disqualifying the paper-setter, examiner, moderator, referee, teacher or any other person concerned, connected with the conduct of examination, from any examination

work either permanently or for a specified period or by referring his/her case to the appropriate authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

- (d) On receipt of a report from the Conductor regarding use of unfair means by any students at any Institute examination, including breach of any of the rules laid down by the Institute for proper conduct of examination, the CoE shall call a meeting of the Unfair Means Inquiry Committee (UMIC).
- (e) On receipt of a report from any functionary or officer regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of Institute examination, including breach of the rules laid down for proper conduct of examination, the CoE shall call a meeting of the Unfair Means Inquiry Committee (UMIC).
- (f) The COE shall convene the meeting of the UMIC after the conclusion of examinations as early as possible, preferably within 15 days.
- (g) A case of unfair means having been prima-facie reported to the COE shall be inquired into by the Unfair Means Inquiry Committee (UMIC), appointed by the Vice-Chancellor.
- (h) Examination Results/s of the student/s involved in such cases shall be held in reserve till the Vice-Chancellor takes a final decision in the matter and the student/s is informed accordingly.

3. Procedure to be followed by the Conductor.

- (a) During examination, examinees and other students shall be under disciplinary control of the Conductor.
- (b) Conductor shall follow the procedure as under in the case of unfair means:
 - (1) The student shall be called upon to surrender to the Conductor the unfair means material found in his or her possession, if any, and his/her answer book.
 - (2) The signature of the student concerned shall be obtained on the relevant materials and list thereon. Supervisor concerned and the Conductor shall also sign on all the relevant materials and documents.
 - (3) Statement of the student and his/her undertaking in the prescribed format and statement of the supervisor shall be recorded in writing by the Conductor (Annexures-A, B, C). If the student refuses to make any statement or to give an undertaking the supervisor and conductor shall record accordingly under their signatures.

- (4) The Conductor shall take one or more of the following decisions depending upon the seriousness/gravity of the case:
- (i) In the case of impersonation, violence, expel the concerned student from the examination and not allow him/her to appear for the remaining examination.
 - (ii) Obtain an undertaking from the student to the effect that the decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.
 - (iii) May report the case to the area Police Station as per the provisions of Maharashtra Act No. XXXI 1982 - An Act to provide for preventing malpractices at University; Board and other specified examinations (Annexure-D).
 - (iv) Confiscate his/her answer book, mark it as "suspected unfair means case" and issue him/her fresh answer book duly marked **and make the candidate write the paper in a separate room.**
- (c) All the materials and list of material mentioned in sub-clause 3(6)(1) and the undertaking with the statement of the student and that of the supervisor as mentioned in clause No.3(b)(3) and the answer book/s shall be forwarded by the conductor, along with his report, to the Controller of Examinations, in a separate and confidential sealed envelope marked "Suspected unfair means case."
- (d) In case of unfair means of oral type, supervisor or the authorized person shall record the facts in writing and shall report the same to the Controller of Examination.

4. Procedure to be followed by Examiner during Assessment

If the examiner at the time of assessment of an answer books suspects that there is prima-facie evidence that the student/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, along with the evidence, to the Controller of Examinations, with his/her opinion in separate confidential sealed envelope marked as "Suspected unfair means case".

5. Appointment of Unfair Means Inquiry Committee (UMIC)

- (a) In order to investigate and recommend suitable disciplinary action for malpractices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other person connected with the conduct of Institute examination at any stage, Vice-Chancellor should constitute an Unfair Means Inquiry Committee:

- (b) The committee shall have the following constitution:
 - (i) Controller of Examination as Chairperson
 - (ii) Registrar
 - (iii) Dean (HRD)
 - (iv) Dean of Students affairs
 - (v) One Senior Professor
 - (vi) One Senior Associate Professor
 - (vii) One Senior Assistant Professor
 - (viii) Counselor of the Institute
 - (ix) Assistant Registrar (ACAD) - Member Secretary

Provided - (i) one of the members is a lady member; (ii) one of the members is a person belonging to the reserved categories.

- (c) The quorum of a meeting of the UMIC shall be the chairperson or his/her nominee, one of the deans and three other members.
- (d) The term of the Committee shall be three years.
- (e) The UMIC will function as a recommendatory body and submit its recommendations in the form of a report to the Vice-Chancellor, who issues final orders with regard to the punitive action to be taken against the person concerned, after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated person in his/her defence, the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with guidelines laid down in this behalf.

6. Procedure of Investigation

- (a) The Controller of Examination or the officer authorized by him/her, as the case may be, may inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s leveled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
- (b) The student may appear before the UMIC on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/herself only shall present his/her case before the Committee.

- (c) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student should be shown to him/her by the UMIC, if the student presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the concerned student.
- (d) A reasonable opportunity, including oral hearing, shall be given to the student in his/her defense before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making a final recommendation in the case.
- (e) The Committee should follow the above procedure in the spirit of the principle of natural justice.
- (f) After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defense. Even after offering two chances if the student concerned fails to appear before the Committee, the Committee shall take a decision in his/her case in absentia, based on the available / evidence / documents, which shall be binding on the student concerned.
- (g) The Committee shall submit its report to the Vice-Chancellor along with its recommendations regarding punishment to be inflicted or otherwise.

7. Punishment

- (a) The Vice-Chancellor, after taking into consideration the report of the UMIC, shall pass such orders as he/she deems fit, including granting the student a benefit of doubt, issuing warning, or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means:
 - (i) Annulment of performance of the student in full or in part in the examination he/she has appeared for.

- (ii) Debarring students from appearing for any examination of the Institute for a stipulated period not exceeding three years.
 - (iii) Debarring the student from taking admission for any course in the Institute for a stipulated period not exceeding three years.
 - (iv) Cancellation of the Institute Scholarship/s, Fellowship/s or award/s or prize or medal etc. awarded to him/her in that examination.
 - (v) In addition to the above-mentioned punishments, the Vice-Chancellor may impose a fine on the student found guilty. If the student concerned fails to pay the fine within the stipulated period, the competent authority may impose on such a student additional punishment/penalty as he/she may deem fit.
 - (vi) As far as possible the quantum of punishment should be as prescribed (category-wise).
 - (vii) The student concerned be informed of the punishment finally imposed on him/her in writing by the Registrar.
- (b) The broad categories of unfair means resorted to by students at the Institute examinations and the quantum of punishment for each category thereof (the examinations referred are Institute examinations)

Sr. No.	Nature of Unfair Means	Quantum of Punishment
1.	Possession of copying material first time.	Annulment of the performance of the student at the examination in that subject only.
2.	Possession of copying material on multiple occasions.	Annulment of the performance of the student at the examination in all theory subjects.
3.	Actual copying from the copying material.	Same as in Item 2.
4.	Actual copying from the copying material on multiple occasions.	Annulment of the performance of the student at the examination in all theory subjects and for one additional examination.
5.	Possession of another student's answer book.	Same as in Item 2 for BOTH STUDENTS.
6.	Possession of another student's answer book on multiple occasions.	Same as in Item 4 for BOTH STUDENTS.
7.	Possession of another student's answer book and actual evidence of copying therefrom.	Same as in item 4 for BOTH STUDENTS.
8.	Mutual/Mass copying	Annulment of the performance of all students at the examination in that subject only.
9.	Mutual/Mass copying on multiple	Annulment of the performance of all students at the examination in all theory subjects.

	occasions	
10.	Smuggling-out or smuggling-In of answer book as copying material.	Same as in Item 2
11.	Smuggling-in of written answer book based on the question paper set at the examination.	Same as in Item 4.
12.	Smuggling-in of written answer-book and forging signature of the Jr. supervisor thereon.	Same as in Item 4 with one more additional examination.
13.	Attempt to forge the signature of the Jr. supervisor on the answer book or supplement.	Same as in item 2.
14.	Interfering with or Counterfeiting of Institute seal, or Answer-books or office stationery used in the examinations.	Same as in item 4.
15.	Answer book, main or supplement written outside the examination hall or any other insertion in answer book.	Same as in item 12.
16.	Insertion of currency notes/to bribe or attempting to bribe any or the person/s connected with the conduct of examinations.	Same as in item 12. (Note: This money shall be credited to the General Fund of the Institute)
17.	Using obscene language/ violence/threat to Supervisors, Conductor or Examiners at the examination centre by a student at the examination.	Same as in item 12.
18.	Impersonation at the examination.	Exclusion of the student from the examination for two additional examinations. (Both the students if impersonator is Institute student, if the impersonator is a student from any other college or university, the case should be reported to the authority concerned).
19.	Found having written on palms or on the body, or on the clothes while in the examination.	Same as in item 2.
20.	All other malpractices not covered in the aforesaid categories	Annulment of the performance of the student at the Institute examination in full, and severe punishment depending upon the gravity of the offence.
21.	Malpractice by student/s during “open-house” session of showing answer books after the in-semester or end-semester examination.	Same as in Item 1.

22. If on a previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again formal practices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

23. Practical / Dissertation/Project Report Examination

Students involved in malpractices at Practical/Dissertation /Project Report examinations shall be dealt with as per the punishment provided for the theory examination.

24. The Vice-Chancellor, in addition to the above-mentioned punishments, may impose a fine on the student declared guilty.

(**Note:-** The Term “Annulment of performance in full” includes performance of the student at all the theory subjects, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice used thereat.)

25. If any student is found guilty of unfair means or malpractices, then in addition to the punishments mentioned in 7(b) and/or recommended by the UMIC, following may be recommended by the UMIC:

- a. The student will be asked to meet the institute counsellor at least three times.
- b. The student will not be entitled for any institute award/scholarship/fellowship/recommendations. The same should be informed to all the concerned authorities.

(B) Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees Teachers or any other person connected with the Conduct of Examination

(1) **Competent Authority:** The Vice-Chancellor shall be the competent authority to take appropriate disciplinary action against any paper-setter, examiner, moderator, referee, teachers or any other persons

connected with the conduct of Institute examination committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s, including breach of the rules laid down for proper conduct of examination at the examinations conducted by the Institute.

(2) **Definitions:** Unless the Context Otherwise Requires

- a) “Paper-setter, examiner, moderator, referee and teacher” means and includes person/s duly appointed as such for the examinations by the competent authority and the term “any other person connected with the conduct of examination” means and includes person/s appointed on examination duty by the competent authority.
- b) Malpractice/lapses includes one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination.
 - i) Leakage of question/s or question paper set at the Institute examination before the time of examination.
 - ii) Examiner/Moderator intentionally awarding marks to student in assessment of answer books, dissertation, or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.
 - iii) Paper-setter omitting question, Sr. No. of question, repeating question or setting question outside the scope of syllabus.
 - iv) Examiner / Referee showing negligence in detecting malpractice used by student/s.
 - v) Supervisor/Conductor showing negligence/ apathy in carrying out duties or aiding / abetting / allowing / instigating students to use malpractice/s.
 - vi) Or any other similar act/s and or omission/s which may be considered as malpractices of lapses by the competent authority.

- c) “Malpractice or lapse relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud, or undue influence with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s omitting to do what he/she is bound to do as duties.

(3) Investigating Committee

The Committee appointed by the Vice-Chancellor under the provisions of Section(A)5, to investigate unfair means resorted to by student/s at the examinations shall also investigate the cases of malpractices used and/or lapses committed by the paper-setters, examiners, moderators, referees, teachers, or any other persons connected with the conduct of the examinations. (If the complaint is against one of the members of the UMIC, then she/he should not be part of the UMIC)

(4) Procedure for Investigation

- (a) The cases of alleged used or unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct examinations, reported to any functionary or officer of the Institute shall be forwarded to the Registrar who will scrutinize the case, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the Unfair Means Inquiry Committee for further investigation.
- (b) The Registrar or the officer authorized by him/her in this behalf, shall inform the implicated person in writing of the act of malpractices used and or lapses committed by him/her at the

examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.

- (c) The person concerned be asked to appear before the Inquiry Committee on day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge leveled against him/her therein. The person concerned himself/herself only shall present his/her case before the Committee.
- (d) The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the Committee. The evidence, if any, should be recorded in presence of the delinquent.
- (e) A reasonable opportunity, including oral hearing, shall be given to the person concerned in his/her defense before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- (f) The Committee should follow the above procedure in the spirit of the principle of natural justice.
- (g) If the person concerned fails to appear before the Committee on the day, time and place fixed for the meeting he/she be given one more opportunity to appear before the committee in his/her defense. Even after offering two chances, if the concerned person fails to appear before the Committee, the Committee shall take decision in his/her case in his/her absentia on the basis of whatever evidence/documents which are available before it and same shall

bebinding on the concerned implicated person.

- (h) The Committee shall submit its report to the Director along with its recommendations regarding punishment to be inflicted on the person concerned or otherwise.

(5) Punishment

- (a) The Vice-Chancellor, after taking into consideration the report of the Committee, shall pass such orders as he/she deems fit, including granting the implicated person a benefit of doubt, issuing warning, or exonerating him/her from the charge/s, and shall impose any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:
 - (i) Declaring _____ disqualified _____ the _____ concerne
d _____ paper-setter, examiner, moderator, referee,
teacher or any other person connected with the conduct of
examination, from any examination work either permanently or
for a specified period.
 - (ii) Imposing fine. If the concerned person fails to pay the fine
within the stipulated period, the Vice-Chancellor may impose
on such a person additional punishment/penalty as it may deem
fit.
 - (iii) Referring his/her case to the concerned disciplinary authorities
for taking such disciplinary action as deemed fit as per the rules
governing his/her service conditions.
 - (iv) The Registrar shall inform the person concerned of the decision
taken in his/her case and the punishment imposed on him/her.
 - (v) The Vice-Chancellor shall supply a typed copy of the relevant
extract of fact- finding report of the Inquiry Committee, as well
as the documents relied upon (if not strictly confidential),
pertaining to his/her case to the appellant/petitioner, if applied
for in writing.
 - (vi) The court matters in respective cases of malpractices/lapses
should be dealt with by the respective competent authority.

(vii) As far as possible the quantum of punishment should be prescribed category-wise as given in (b) below: -

(b) Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Examinations.

Sr. No.	Nature of Malpractices / Lapses	Quantum of Punishment
1.	Paper-setter found responsible for leakage of a question set in the examinations whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination work + disciplinary action by concerned authorities as per the rules applicable.
2.	Leakage of question/question paper set in the examination before the time of examination at the Institute by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty/responsible person/s as per the prevailing rules / standard code.
3.	Favouring a student (examinee) by examiner, moderator, and referee in assessment of answer books / dissertation / Project Report / Thesis by assigning the student marks to which the student is not entitled, at the examination.	Disqualification from any examination work + disciplinary action by the concerned authorities.
4.	Examiner / Moderator / Referee intentionally / negligently not assigning the student in assessment of his/her answer-books / dissertation / project work, the marks to which the student is entitled to at the examinations.	Disqualification from any examination work for a period of three years + disciplinary action by the concerned authorities.
5.	Paper-setter omitting question/ repeating same question/s in the same paper or successive examinations//asking faulty or misleading question/s or any other lapse which will put students to inconvenience at the time of finalization of question paper set.	Disqualification from any examination work for a period of three years + disciplinary action by the concerned authorities.
6.	Paper-setter setting questions outside the scope of the syllabus	Disqualification from any examination work for period of three years.
7.	While assessing answer book examiner showing negligence in detecting malpractices used by the student/s.	As decided by the authorities of the Institute.
8.	Guiding Teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a student).	As decided by the authorities of the Institute.
9.	Supervisor / Conductor showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination hall at Examination Centre during examination period or opening the packet of question paper before the prescribed time)	As decided by the authorities of the Institute.

10.	Supervisor helping students in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty.	Disqualification from any examination work up to a period of three years + disciplinary action by the concerned authorities as per the rule if he/she is an Institute employee/student.
11.	Supervisor helping student (examinee) in mass-copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned authorities as per the rule if he/she is an Institute employee/student.

12. The competent authority, in addition to the above-mentioned punishment, may impose a fine on the concerned person if declared guilty.
13. The competent authority may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of the Maharashtra Act. No. XXXI of 1982 (Annexure-D).

(C) Miscellaneous

- (1) **Malpractices at Practical Tests:** Any act of malpractice, such as copying the results, bringing samples from outside, stealing the samples of other candidate, manipulations, etc. possible at Practical examinations shall be handled by the respective examiners only and such cases shall be recorded separately and reported to the COE.
- (2) No action shall be taken against cases of malpractices done during the examination and reported after the examination or cases of copying reported after the declaration of the result of the examination.
- (3) In the case of copying by a large proportion of the students in a block or a class, i.e. more than 50% of the candidates appearing in the block or from a class, the UMIC may recommend re-examination in the subject concerned.
- (4) The candidate affected by the action taken by the malpractices committee shall be free to approach the Appellate Committee, provided an appeal is made within eight days of the reporting of the decision of the Vice-Chancellor to the candidate. In such a case the candidate should apply for the same to the Registrar and request to withhold the action.

Annexure-A
INSTITUTE OF CHEMICAL TECHNOLOGY

Statement of the candidate who is alleged to have used Unfair Means at the Institute
Examination

Name in Full: _____

Address: _____

Examination: _____

Paper No. & Subject: _____

Roll No./Seat No.: _____

To

The Controller of Examinations, Institute of Chemical Technology

Sir,

I appeared at the above referred examination held on _____ in hall

No. _____. I give below my statement as follows: -

Place:

Date:

Time

Signature of the Candidate

Annexure-B
INSTITUTE OF CHEMICAL TECHNOLOGY
FORM OF UNDERTAKING

Full Name of the Candidate: _____

Permanent / Local Address: _____

To,

The Controller of Examinations, Institute of Chemical Technology

Sir,

I, the undersigned, a candidate appearing for Examination in the subject of _____ on _____ do hereby state, on solemn affirmation as under:-

- I understand that I am involved in respect of an alleged use of Unfair Means in the Examination Hall and therefore, a case against me is being reported to the Institute.
- That in spite of the registration of a case of Unfair Means against me, I request the authorities of the Institute to allow me to appear in the present paper and the papers to be set subsequently and/or at the Examination to be held hereafter.
- In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the authorities of the Institute in the matter of disposal of the case of alleged use of Unfair Means referred to above.
- I also hereby agree that in the event of myself being found guilty at the time of investigation of the said case, my performance at the examination to which I have been permitted to appear provisionally, consequent upon my special request, is liable to be treated as null and void.

In witness whereof I set my hand to this undertaking

Signature of the Candidate

Before me:

Date: _____

Conduct of Examination Date:

Annexure-C

INSTITUTE OF CHEMICAL TECHNOLOGY
Report of the Supervisor/Conductor

Block No.:

Examination:

Subject:

Date:

To,

The controller of Examinations, Institute of Chemical Technology

Sir/Madam,

I, the undersigned, supervisor appointed on the above-mentioned block and the examination, am hereby submitting a report against Candidate No. _____

Shri./Kum. _____ at the examination, as follows:

Date and Time of the paper:

Time of the event:

Description:

Yours faithfully,

(Supervisor)

Date & Time:

Name & Address of the Junior Supervisor: _____

On the basis of the report made by the Supervisor, I am of the opinion that there is a prima facie case of Unfair Means resorted to by the aforesaid Candidate No. _____

and therefore, the case is being forwarded to the Controller of Examination for investigation.

Remarks any:

Signature of Conductor of Examination

Name of Conductor of Examination:

Date:

Enclosures:

(N.B.: Enclose a copy of the relevant question paper)

INSTITUTE OF CHEMICAL TECHNOLOGY
PROFORMA FOR LODGING A POLICE COMPLAINT

The Inspector/Sub-Inspector,

Name and address of the of Police Station:

Sub: - Complaint against the student for the alleged use of unfair means at the
_____ Examination held in the _____.

Sir/Madam,

I have been authorized by the Vice-Chancellor of the Institute to take action under the provisions of Maharashtra Act. XXXI of 1982, an Act to provide for preventing malpractices at University, Board and other specified examination.

1. Name of the Student:
2. Examination Seat No.:
3. Name of the Subject:
4. Date and Time:
5. Name of the supervisor (who detected the case):
6. Nature of the offence:
7. Material found with the candidate:
8. Other Information if any in connection with the case

According to Section '7' of the Maharashtra Act XXXI of 1982 –An Act to provide for preventing malpractices at University / Board and other specified examinations, Shri / Kum. _____ has committed the offence at the _____ examination and therefore I lodge a complaint against him/her with the _____ Police Station.

Yours faithfully,

Name of Conductor

PROFORMA 'B'

Proforma for submission of the Information regarding prosecution of the candidate appeared at the Institute Examination.

Centre No. or Name	Examination	Name & Seat No. of the Candidate prosecuted	Date of Prosecution	Report of which the candidate was found malpractice	Name of the Person who detected the malpractice	Signature of the Jr. Supervisor	Signature of the Conductor	Remarks
1	2	3	4	5	6	7	9	10