

Regulations Governing Academic Misconduct by the Students during Assessment (Examinations related)

(Approved by Academic Council Meeting held on 20th Nov'18)

Definitions:

- 1) **'Answer script'** means a booklet containing the hand written answers to questions asked in the examination by a student in the examination hall.
- 2) **'Chief Superintendent'** means any competent person appointed by the Dean/ Academic Registrar (Faculty) to be responsible for the overall process of examination centre.
- 3) **'Deputy Chief Superintendent'** means any competent person appointed by the Dean/ Academic Registrar to work in association with the Chief Superintendent during the examination process
- 4) **'Examination Hall'** means a room, hall, laboratory, workshop or any other premises such as drawing hall etc.
- 5) **'Examiner'** means a person appointed to conduct the examination/ to assess the students could be internal or external
- 6) **'Room Invigilator'** means a person appointed/ designated for the said examination who is responsible to oversee the smooth process in examination
- 7) **'Hall Ticket'** means, the admission ticket issued by the Examination Section , permitting the student to attend the examination both theory and practical's/laboratory/Clinical's
- 8) **'Academic Misconduct'** means any one or more of the acts committed by the students
- 9) **'Academic Disciplinary Action Committee'** means the committee appointed by the Dean of the Faculty to consider and resolve the academic misconduct cases registered during the examination
- 10) **'Student'** means a person registered with the University for any programme offered in the University
- 11) **'Disciplinary probation'** means that the student is on formal notice, subject to special rules and regulations

Section U.1 Academic Misconduct (AM):

Every student appearing for the Examination is liable to be charged with committing Academic Misconduct if he/she is observed as committing any one or more of the following acts during invigilated examinations:

AM1: Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusive language.

AM2: Writing on the Question Paper / Admission Ticket and/or passing on the same to other student(s) in the Examination Hall.

AM3: Possession of electronic gadgets like mobile phone, programmable calculator, pen-drive or such other /storage device in the Examination Hall.

AM4: Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.

AM5: Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.

AM6: Making any request of representation or offer of any threat for inducement or bribery to Room Invigilator and /or any other official for favors in the Examination Hall or in the answer script.

AM7: Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favor in the examination.

AM8: Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.

AM9: Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, handkerchief, clothing, socks, instrument box, identity card, hall ticket, scales etc.,

AM10: Attempting to write the exam without possessing a valid ID card / Hall Ticket / permission from competent authority.

AM11: Impersonating or allowing any other person to impersonate to answer in his/her place in the Examinational Hall.

AM12: Destroying any evidence of malpractice like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the Examination Hall.

Section U2: Recommended penalties and punishments to the students involved in Academic Misconduct during examinations.

Note:

- 1) Room Invigilator to Chief Superintendent to Academic Disciplinary Committee (ADC) forms the hierarchy for information
- 2) It is recommended to collect letter of confession from the student for any such Academic Misconduct instances

Academic Misconduct (AM) clause	Details of AM clause (situations under which applicable)	Penalty
AM1	Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusive language	The student will be warned by the concerned examination officials and the matter will be referred to Chief Superintendent and ADC for further action.
AM2	Writing on the Question Paper / Admission Ticket and/or passing on the same to other student(s) in the Examination Hall.	The student will be warned / asked to leave the examination hall/ referred to ADC for further action
AM3	Possession of electronic gadgets like mobile phone, programmable calculator, pen-drive or such other /storage device in the Examination Hall	The student will be warned / asked to leave the examination hall/ the possessions will be confiscated and referred to ADC for further action.
AM4	Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination	The student will be warned by the Room Invigilator at the first instance and on repetition he / she will be asked to leave the examination hall.
AM5	Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall	The student will be asked to leave the examination hall/ referred to ADC for further action
AM6	Making any request of representation or offer of any threat for inducement or bribery to Room Invigilator and /or any other official for favors in the Examination Hall or in the answer script	The student will be warned/ asked to leave the examination hall by the Room Invigilator and referred to ADC for further action

AM7	Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favor in the examination	The examiners / officials are advised to provide detailed information of such students to the Dean / Academic Registrar and further it is referred to ADC.
AM8	Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.	The answer script will be confiscated and he/she will be sent out and further referred to ADC.
AM9	Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, hand-kerchief, clothing, socks, instrument box, identity card, hall ticket, scales etc.,	The answer script will be confiscated along with the possession and he/she will be sent out of the examination hall and further referred to ADC
AM10	Attempting to write the exam without possessing a valid ID card / Hall Ticket	The Room Invigilator to permit the student after the student gets permission from the Chief Superintendent / competent authority by submitting a written letter
AM11	Impersonating or allowing any other person to impersonate to answer in his/her place in the Examinational Hall.	The impersonating person will be handed over to the police and the student involved in such activity will not be permitted to attend any subsequent examination and further to be referred to ADC.
AM12	Destroying any evidence of malpractice like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the Examination Hall.	The Room Invigilator to report such matter by way of a written letter supported by two witnesses' endorsement. The student should not be permitted to attend subsequent examinations (if any) and to be referred to ADC.

Section U.3. Sanction

The Academic Disciplinary Action Committee (ADC) has broad discretion to apply any of the sanctions from warning to expulsion from the University when the student is found guilty of any academic misconduct listed in Section U.1 of the regulation. When determining sanctions, the Committee will consider the following elements for individual respondents: (i) The details and extent of the specific Policy violation(s); (ii) the impact of the respondent's actions on the complainant; (iii) the steps necessary to stop, remedy and prevent future occurrences of the respondent's behavior; (iv) the safety of the University community; and (v) the extent to which the respondent understands and acknowledges the impact of their actions.

Composition of the Academic Disciplinary Action Committee:

1. Academic Registrar University
2. Dean of the Faculty
3. Academic Registrar- Faculty
4. Head of the Department- 1
5. Head of the Department-2

Academic Misconduct applicable to Continuous Evaluation (CE):

1. In case of such incidents during continuous evaluation, the course leaders/ invigilators to inform HoD, Academic Registrar of the Faculty and Dean
2. Academic Registrars of the Faculty to document such incidents & submit to Dean of the Faculty
3. Dean to initiate action considering the gravity of the issue

Meeting proceedings to resolve issues:

1. Meeting to be called by the Dean of the respective Faculty within one week after the last day of the examination
2. Communication to be sent to students regarding the date of the meeting and probable date of announcing the decision
3. The panel to review the documents/ evidence available and initiate necessary action
4. The decision made by majority of the panel members will be final
5. In any instances when the issue cannot be resolved, such instance to be reported the Vice Chancellor, where his discretion is final