

**G. H. RAISONI COLLEGE OF ENGINEERING**

**(An Autonomous Institution under UGC Act 1956  
& affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)  
Nagpur – 440 016.**



**MALPRACTICE  
UNFAIR MEANS  
MANUAL**

**C. R. P. F. Gate No.3, Hingna Road, Digdoh Hills, Nagpur,  
Maharashtra 440 016 (India)**

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**RULES & REGULATIONS GOVERNING THE MALPRACTICES/ UNFAIR MEANS BY  
THE STUDENTS DURING CAE/TAE AND END SEMESTER EXAMINATIONS**

## TABLE OF CONTENTS

	Page No.
Acts of Malpractices / Unfair means	01
Procedure for reporting malpractices / Unfair means	02
Procedure for Imposing Penalties & Punishments	04
Guidelines for Recommending Penalties & Punishments	06
Form No. U/F-1 Annexure – 1	08
Additional Information	9
Authority for imposing Penalties & Punishments	10

## ACTS OF MALPRACTICES / UNFAIR MEANS :

Every student appearing for the CAE/TAE & End Semester Examination is liable to be charged with committing malpractice(s) / use of unfair means, if he / she is observed as committing any of the following acts:

- i. Misbehavior with officials / using unfair means / creating nuisance / using obscene language / violence / threat at the centre to the person involved in conduct of examination etc or any other kind of rude behavior in or near the Examination Hall.
- ii. Writing on the Question Paper/ Admission Card & or passing on any type of written paper to the other student(s) in the examination Hall.
- iii. Disclosing his/her identity by writing any words or by making any peculiar marks on the pages other than the facing sheet in the answer scripts.
- iv. Possession of electronic gadgets like mobile phones, Programmable calculator, pen-drive or such other storage devices in the Examination Hall.
- v. Communicating with any other student(s) any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- vi. 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.
- vii. Making any request of representation or offer of any threat for inducement or bribery to Room Invigilator and / or any other official for favours in the Examination Hall or in the answer script.
- viii. Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence or influence upon them for favour in the examination.
- ix. 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 in to the answer scripts.
- x. Receiving material from outside or inside the Examination Hall for the purpose of copying.
- xi. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript or such other material or matter in the Examination Hall.
- xii. Copying or taking aid from any material or matter referred to in sub- clauses (x & xi) above to answer in the examination.
- xiii. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- xiv. Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
- xv. Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg, any part of body, clothing, socks, instrument box, identity Card, Hall Ticket, Scales etc.
- xvi. 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.  
Notwithstanding anything contained above, any other activity in which the student has indulged and which in the opinion of the authorities of GHRCE constitutes malpractice/ use of Unfair means will be construed as malpractice/ use of Unfair means.

## PROCEDURE FOR REPORTING MALPRACTICES / USE OF UNFAIR MEANS :

### For End Semester Examinations (ESE)

- i. The Director shall constitute a vigilance cell (Flying Squad) to ensure proper conduct of examination and for prevention of unfair means (VCPUM) for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the college. This cell shall submit its report and recommendations to the Director / Examination Committee for appropriate actions.
- ii. If the malpractice case is detected, the room invigilator / Flying Squad member will seize the incriminating materials and the answer script(s), and report the same to officer in-charge immediately in the prescribed form (Annexure-1).
- iii. When malpractice / use of unfair means is brought to the notice of the officer In-charge either by Squad members or by the room invigilators, he/she shall hold a preliminary inquiry and take on record the report of the room invigilator, the statement of the student concerned. Only then he/she will forward unfair means report along with answer script(s) and other incriminating material and other enclosures in a sealed cover to the controller of Examinations. However, answer scripts of subsequent papers of such student noted under unfair means shall be sent directly to the valuation centre along with other answer script and shall not be marked as unfair means case anywhere.
- iv. The student, the room invigilator, the concerned Squad Member (if the case was detected by the squad member) shall be required to give their statement in the prescribed form supplied by the controller of examinations (Annexure-1). These statements shall always be concise, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.
- v. The statement of all concerned shall be in their own handwriting.
- vi. If the student refuses to handover the incriminating materials or the student refuses to give the statement, the student shall be asked to record in writing his/ her refusal to give a statement. If he/she refuses to do even that the facts will be recorded by the officer in-charge and / or the squad member.
- vii. The student(s) noted under unfair means shall be allowed to write the subsequent papers. Having allowed to appear for the papers after noted the case under unfair means, the student/s shall have no claim over the performance of the subsequent papers. The answer scripts of those students noted under unfair means shall be evaluated and the results shall be kept in abeyance, until such time the Board of Examination approves the recommendations of the Examination Sub-committee appointed for the same.
- viii. When, a student noted under unfair means the following steps shall be strictly adhered to:
  - Debar the student from writing that particular paper, in which he/she has been caught under alleged unfair means.
  - Issue a memo instructing the student to attend the meeting of the unfair means committee if required.
  - Send the answer script of that particular paper directly to the controller of examinations, along with relevant documents. It shall be super scribed on the left hand corner of the facing sheet as U/F Case. There shall not be an indication of U/F Case on the pages other than the facing sheet of the answer script.
  - Permit the student to write the subsequent papers of the examination, if any, and such answer scripts shall be sent to valuation centre along with other answer scripts, without being marked as U/F Case any where.

For Continuous Internal Evaluation Examinations (i.e. for CAE/TAE):

- i. The Director shall appoint a team of Squad Members to ensure proper conduct of Examinations and prevent unfair means.
- ii. If the unfair means case is detected by the Room Invigilator/ Squad Member or any other official he/she shall seize the incriminating materials and the answer script(s) and report the same to the Controller of Examinations immediately. The room invigilator / squad member or any other official shall record their statement along with the statement by the student in the prescribed form.
- iii. If the student refuses to handover the incriminating materials or the student refuses to give the statement, the student shall be asked to record in writing his/ her refusal to give a statement. If he/she refuses to do even that the facts will be recorded by the room invigilator and / or the squad member.
- iv. Do not confiscate the identity card (ID).
- v. Permit the student to write the subsequent papers of the examinations, if any

## PROOEDURE FOR IMPOSING PENALTIES & PUNISHMENTS

### For End Semester Examinations (ESE)

- i. Examination Sub-committee (Unfair means committee) appointed by the Board of Examination, consisting of the Controller of Examinations (COE) as the Chairman, and other members shall be constituted to inquire into the Unfair means cases during the Examinations and to recommend the action to be taken on the cases to the Board of Examinations.
- ii. The above committee shall meet after the conclusion of each End Semester examination on the dates fixed by the COE and inquire on all matters connected with the students Caught using unfair means. After detailed inquired, the committee shall prepare a report giving its recommendation on the penalties and punishments to be imposed for the consideration of the Board of Examination.
- iii. In the case of failure by the student to attend the inquiry on the specified date, the committee shall inquire into the charges alleged against the student and impose the necessary penalties and punishments.
- iv. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- v. The student is awarded punishment only once though he may have indulged in Unfair means in several papers. This punishment will be decided taking into consideration all Unfair means during the End Semester examination.
- vi. The Unfair means committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged Unfair means. After ascertaining the severity of the case, the Unfair means committee shall recommend suitable penalties or punishments on the student. The severity of the case shall be categorized as follows.
  - Possession of electronic gadgets without any material(s) or matter, materials(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, Which is/are not relevant to the paper the student is writing.
  - Possession of electronic gadgets with the materials related to the subject / materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student is writing.
  - Possession of electronic gadgets with the materials related to the subject / materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student, is writing and are particularly for the purpose of copying.
  - Possession of electronic gadgets with the materials related to the subject / materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student, is writing and are particularly for the purpose of copying and copied the material to the answer book. While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is caught using Unfair means shall be taken in to consideration to decide the severity of the case.
  - Repeatedly use of Unfair means during the Examinations.
  - Threatening with weapons and impersonation.

For Continuous Internal Evaluation Examinations (i.e. for CAE/TAE):

- i. The committee will consist of the controller of Examinations (COE), the squad members and or the room invigilator concerned. The committee will meet on the same day on which the use of Unfair means is reported, with intimation to the student and decide the penalty and punishment.
- ii. The severity of the cases will be the same as mentioned for ESE

## GUIDELINES FOR RECOMMENDING PENALTIES & PUNISHMENTS:

Sr. No.	Nature of Unfair means	Penalty / Punishment to be imposed
		<u>End Semester Examination</u>
1	Misbehavior with official or any kind of rude behavior in near the Examination Hall using obscene or abusing.	a. Value the answer script of the particular paper in which the student caught using unfair means and announce the result the normal way b. Denial of benefit of performance of that particular paper in which the student is using unfair means. c. Denial of benefit of performance of that particular examination (all the subjects for which the student had registered for the examinations). d. Debarring the student from appearing for one more subsequent Examination. e. Debarring the Student from appearing for two more subsequent examination f. Debarring the student from appearing for three more subsequent examination g. Denial of review in any subject of that examination h. Denial of make Up examination benefit for any subject of that examination i. Rusticate the student form college. j. College authorities are not responsible of the mobiles confiscated during examination and they will not be returned to student.  The Examination Sub-committee shall recommend the punishments based on the severity of the case and the severity of the case shall be recorded.
2	Writing the Question paper/ Admission card & or passing to the other student in the Examination Hall.	
3	Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering.	
4	Possession of Electronics devises like mobile, Programmable Calculator, Pen-drive, and any other electronics devises / storage devises in the Examination Hall	
5	Communicating with any student or the any other person inside or outside the examination hall with a view to take assistance or aid write answers in the examination. Having any written matter on scribbling pad, calculator, palm, hand, leg, clothes, socks, instrument box. Identity card, hall ticket scales etc.,	
6	Copying form the material or matter or answer(s) of another student or from similar aid or assistance rendered by another within the examination hall.	
7	Making any request of representation or offer of any threat for inducement or bribery to room invigilator and /or any other official for favours in the Examination hall or in the answer script.	
8	Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence or influence upon them for favour in the examination.	
9	Smuggling out smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall in to the answer scripts.	
10	Receiving material from outside or inside the examination hall, for the purpose of copying.	

11	Bringing into the Examination Hall or found in possession of portions of a book, manuscript, or such other material or matter to be brought in to the examination Hall.	<p style="text-align: center;"><u>Continuous Internal Evaluation Examinations(i.e. for CAE/TAE)</u></p>
12	Copying or taking aid from any material or matter to answer in the examination.	
13	Having any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, clothing, socks, instrument box, identity card, hall ticket, scales etc.	
14	Destroying any evidence use of Unfair means, like tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination hall or premises.	
15	Committeeing other act or omission intending to gain an advantage or favour in the examination by misleading or inducing the examiner or officers or authorities of the college.	
16	Repeated Indulging in Malpractice/ using Unfair means.	
17	Impersonation or allowing any other person to impersonate to answer in his/her place in the Examination Hall.	
18	Threatening with weapons of any other means to the room invigilator, Members of the Flying squad, officers, officials of the Examination Centers/College	
		<p>a. Awarding zero marks for that component of CAE/TAE in which Unfair means was detected.</p> <p>b. Awarding zero marks for that component of CAE/TAE in which Unfair means was detected.</p> <p>c. Awarding NE grade in the subject in which Unfair means was detected. However the candidate has the benefit of withdrawing that subject.</p> <p>d. Awarding Ne grade in the subject in which Unfair means was detected, but the candidate is not allowed to withdraw that subject.</p> <p>e. Same as <u>a, b, c &amp; d</u>, but the punishment extended to one or more subjects the candidate has registered in that semester.</p> <p>f. College authorities are not responsible of the mobiles confiscated during examinations and they will not be returned to students.</p>

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Digdoh Hills, Nagpur

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## STATEMENT OF CANDIDATE WHO IS ALLEGED TO HAVE USED UNFAIR MEANS IN EXAMINATION

Full Name of Candidate:- .....

Address of candidate:.....

For correspondence: .....

Examination: .....

Name of the Subject:.....

Subject Code:-..... Date of Exam:- ..... Room No:-.....

Seat No:- ..... Semester:- ..... Section:-.....

To,  
The Controller of Examination  
G. H. Raisoni College of Engg,  
Nagpur

Sir,

I appeared at the above examination held on ...../...../20..... at the G. H. Raisoni College of Engineering centre in the Morning / Evening session.

I give below my statement:

.....  
.....  
.....  
.....  
.....

Signature of Candidate

Candidate Mobile No.:-

Parent Mobile No: - (F)  
(M)

Signature of Invigilator

Signature of Flying Squad Member

Signature of Office –In-Charge  
along with seal

Name of Invigilator 1) .....

Name of Invigilator 2) .....

## Additional Informations:

1. The punishment shall be uniform and commensurate with the offence for all students committing similar offences.
2. Use of unfair means and punishments imposed on the students shall invariably be intimated to the concerned parents in writing by the controller of Examinations through the Director.
3. Rejection of performance of the examination shall not be permitted for the students who are punished for use of unfair means.

## AUTHORITY FOR IMPOSING PENALTIES & PUNISHMENTS

The Board of Examination will be the authority for approving or modifying the recommendations of the Examination Sub-committee (Unfair means committee).

### OTHER MATTERS

Also the examiners shall, if he/ she suspects use of unfair means while valuing the answer scripts or other material such as insertion of answer sheet, revealing of identity or enclosure, such as currency, shall return the answer script with reasons in writing to the controller of examination and by name detest from further valuation. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other students are furnished but enter them in a separate list which shall be enclosed in a sealed cover and forwarded to the controller of Examinations.

Controller of Examinations

Director