

Date: 24th September 2025

Notice

Unfair Means and Inquiry Committee

Academic Year: 2025–2026

All members of the Unfair Means and Inquiry Committee are hereby informed that a meeting has been scheduled as per the details below:

Date: Thursday, 25th September 2025

Time: 12:15 PM to 1:00 PM

Venue: Principal's Conference Room

Chairperson: Dr. Tushar N. Lokhande (Principal)

Agenda:

- Formation and orientation of the committee for the academic year 2025–2026
- Review of unfair means cases reported in the previous year
- Constitution of a framework for the Unfair Means and Vigilance Team

All committee members are requested to attend the meeting punctually and come prepared with relevant observations or suggestions.




Dr. Tushar Lokhande

Principal

PRINCIPAL
H. K. COLLEGE OF PHARMACY
Jogeshwari (W), Mumbai - 400 102.

Guidelines for the Unfair Means and Inquiry Committee

Academic Year: 2025–2026

To ensure the integrity and smooth conduct of examinations, the following guidelines are established for the Unfair Means and Inquiry Committee for the Academic Year 2025-26:

1. Scheduled Meetings

The committee shall convene a minimum of four meetings during the academic year to review cases, assess preventive measures, and plan examination-related responsibilities.

2. Role Clarity and Preparedness

All committee members must be thoroughly familiar with their designated roles and responsibilities to ensure the effective functioning of the committee.

3. Documentation Protocol

Committee members assigned to vigilance duties must record their observations and actions during each examination using the standardized proforma provided.

4. Duty Allocation

Examination block-wise duties shall be assigned to committee members in advance and communicated clearly to ensure preparedness.

5. Punctuality Requirement

All committee members are expected to report at least 10 minutes before the commencement of each examination.

6. Student Screening

Strict checking procedures must be followed for all students entering the examination hall to prevent the possession or use of unauthorized materials.

7. Student Sensitization

Awareness sessions should be conducted prior to examinations to educate students about the consequences of engaging in unfair means practices.

8. Surprise Inspections



Random surprise checks shall be carried out by the committee in charge, along with designated members, to reinforce vigilance.

9. Daily Reporting

The designated committee member must complete the daily proforma, have it verified by the respective invigilator, and submit it to the Principal for record-keeping.

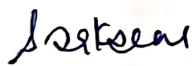
10. Procedure for Unfair Means Cases

In the event of a student being found using unfair means:

- The answer script must be immediately confiscated.
- A new answer booklet should be issued to the student.
- Post-examination, the student must complete the Unfair Means Report and submit an undertaking signed by their parent or guardian.

11. Record Maintenance

All related documents and reports must be compiled and filed separately for review and final decision by the competent authority.



Prepared by:

Mrs. Shehnaaz Saksena



Checked by:

Dr. Archana Upadhyaya



Approved by:

Dr. Tushar N. Lokhande



Principal
PRINCIPAL
H. K. COLLEGE OF PHARMACY
Jogeshwari (W), Mumbai - 400 102



Date: 26th September 2025

Minutes of Meeting

Unfair Means and Inquiry Committee

Meeting Date: 25th September 2025

Time: 12:15 PM to 1:00 PM

Chairperson: Dr. Tushar N. Lokhande (Principal)

1. Meeting Overview

The meeting was convened following the formation of the Unfair Means and Inquiry Committee for the academic year 2025–2026. Dr. Tushar N. Lokhande welcomed and congratulated the newly appointed committee members. He emphasized the significance of the committee's role and outlined its operational framework.

2. Review of Previous Cases

The committee reviewed unfair means cases reported during the previous academic year to assess patterns and identify areas for improvement.

3. Agenda

- Appointment of new member(s) to the committee as part of its reconstitution.
- Organizing and finalizing the duty schedule for committee members for the forthcoming ATKT and End Semester examinations.

4. Updates

Mrs. Dipti Chirmade, the committee convener, reported that no unfair means cases were recorded during the First Sessional Examination.

5. Preventive Measures Discussed

- Strengthening invigilator training programs.
- Conducting student sensitization sessions on the consequences of malpractice.
- Ensuring the functionality of technical surveillance systems, including CCTV, during examination periods.



6. Policy Review

The committee reviewed the current disciplinary policy and recommended minor revisions to enhance its effectiveness.

7. Duty Allocation

Specific responsibilities for the upcoming examinations were assigned to each committee member.

8. Next Meeting

Proposed Date: Second week of December 2025

Agenda: Review of unfair means cases from current examinations and actions taken.

9. Conclusion

The meeting was adjourned at 1:00 PM by the Chairperson.

10. Attendance

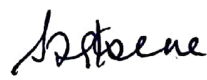
- **Present:**

- Dr. Tushar N. Lokhande
- Mrs. Dipti Chirmade
- Mrs. Shehnaaz Saksena
- Mr. Prathmesh Kothawade

- **Absent:**

- Mrs. Samreen Khan

Minutes recorded by: Mrs. Shehnaaz Saksena



Reviewed by: Mrs. Dipti H. Chirmade.

