

Unfair Means Inquiry Committee

Policy

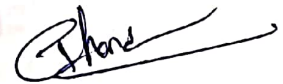
- The Unfair Means Inquiry Committee is formed each year, at the beginning of the Academic Year, the same committee members may be continued/ reappointed for the next year.
- The committee will follow the norms and formats as prescribed by the University of Mumbai and the punishment as prescribed by Ordinance O.5050
- The committee is appointed to look into the matters relating to the examinations conducted by the colleges at first year and second year across all programmes/ faculties and all exams
- The unfair means used by the final year students in the examination of the University conducted in the college are reported to the University unfair means inquiry committee
- The committee following the procedure and after proper inquiry will recommend the punishment in the prescribed format to the Principal, whose decision is final and binding.



PROCEDURE FOR INVESTIGATION IN CASE OF MALPRACTICES

1. A student who is caught talking in the classroom during the examination, possession of any electronic equipment(s)/mobile/smartwatch or is found resorting to any of the acts listed below will be treated as the case of use of unfair means.
2. The Junior Supervisor/Block Supervisor shall prepare a report about the use of unfair means resorted by the student and the student will also prepare and submit his/her statement in the format prescribed. The JS/BS shall take away the original answer book of the student and shall issue the new answer book to the student.
3. The Senior Supervisor shall be informed of the above matter and at the end of the examination, the BS/JS shall collect the original answer book and the new answer book issued to the student and submit the same separately to the Senior Supervisor. The Senior Supervisor shall forward the answer books, his report along with the report of the JS and Statement of the Student along with the copy of the question paper in a separate sealed envelope to the Chief Conductor who shall hand over the envelope to the Chairperson of the Unfair Means Inquiry Committee with due acknowledgement.
4. The candidate may be served a show cause notice and made aware of the charges/allegations reported against him to prepare his/her defence at the time of his/her appearance before the Unfair Means Inquiry Committee and informing him/her thereby, of the proposed action to be taken in his/her case with a request to reply to the show cause notice as to why the action proposed under it should not be taken against him/her.
5. The student may submit his/her defence in writing to the committee before or during the meeting. The reply received by the Committee from the candidate when he/she appears before it and the oral submissions/clarifications given by the student, will be considered by the Committee and the committee shall submit its final recommendation to the Principal based on the evidence before the committee.
6. The punishment finally awarded can be equal to or less than what is mentioned in the show cause notice, but not more than what is mentioned therein.
7. The College Unfair Means Inquiry Committee is a recommendatory body. The Principal has to exercise his/her power U/S 87 of the Mumbai University Act, 1974 and issue final order.

The Broad Categories of Unfair means Resorted to by Students at the University/College/Institution Examinations and the Quantum of Punishment for each category thereof.



Sr. No.	Quantum of Punishment
(1) Possession of copying material	Annulment of the performance of the student at the University/ College/ Institution examination in full. (Note: - This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereat.
(2) Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
Possession of another student's answer book	Exclusion of the student from University or College or Institution examination for one additional examination. (BOTH THE STUDENTS)
(3) Possession of another student's answer book + Actual evidence of copying there from.	Exclusion of the student from University or College or Institution examination for two additional examinations. (BOTH THE STUDENTS)
(4) Mutual / Mass copying	Exclusion of the student from University or College or Institution examination for two additional examinations.
(5) I. Smuggling-out or smuggling-in of answer book as copying material. II. Smuggling-in of written answer-book based on the question paper set at the examination. Smuggling-in of written answer book and forging signature of the Jr. Supervisor thereon.	I. Exclusion of the student from University or College or Institution examination for two additional examinations. II. Exclusion of the student from University or College or Institution examination for two additional examinations. Exclusion of the student from University or College or Institution examination for two additional examinations.
(6) Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(7) Interfering with or counterfeiting of University / College / Institution seal, or answer books or office stationery used in the examinations.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(8) Answer book, main or supplement written outside the examination hall or any other insertion in answer book.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(9) Insertion of currency notes/to bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student from University or College or Institution examination for two additional examinations.



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(10) Using obscene language / violence threat at the examination center by a student at the University / College / Institution examination to Jr. /Sr. Supervisors / Chief Conductor or Examiners.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(11) (a) Impersonation at the University / College / Institution examination. (b) Impersonation at the University / College / Institute student at S.S.C./H.S.C. any other examinations.	Exclusion of the student from University or College or Institution examination for two additional examinations. Exclusion of the Impersonator from University or College or Institution examination for five additional examinations.
(12) Revealing identity in any form in the answer book by the student at the University or College or Institution examination.	Annulment of the performance of the Student at the University or College or Institution examination in full.
(13) Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the student at the University or College or Institution examination in full.
All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or College or Institution examination in full, and severe punishment depending upon the gravity of the offence.
(14) If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices 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.	
(15) Practical / Dissertation / Project report Examination. Student involved in malpractices at Practical / Dissertation / Project report examinations shall be dealt with as per the punishment provided for the theory examination.	
The Competent Authority, 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 the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used threat).	
STUDENTS ARE REQUESTED NOT TO RESORT TO USE OF UNFAIR MEANS.	



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