

IEC UNIVERSITY BADDI

ACADEMIC MISCONDUCT AND USE OF UNFAIR MEANS

- (i) Academic misconduct and use of unfair means may be classified in relation to Continuous Assessment and in relation to Examination (MSE and ESE).
- (ii) In relation to Continuous Assessment
 - (a) Plagiarism, collusion and cheating are all forms of academic misconduct and use of unfair means as defined in the Examination Ordinances.
 - (b) In relation to continuous assessment, Academic misconduct and use of Unfair Means is classified as Major Misconduct or Minor Misconduct as described below:
 - (1) Major Misconduct: Where plagiarism, collusion or cheating is detected in Thesis, Dissertation or Major Project of a programme.
 - (2) Minor Misconduct: All other academic misconduct excluding those defined in major misconduct will be regarded as a minor misconduct and will be dealt accordingly.
 - (c) In case of a minor misconduct, the Faculty-in-charge/ examiner shall communicate the infringement to the student and report the same to the Head of Institution. The Faculty-in-charge / examiner in consultation with the Head of Institution may take any of the following actions:
 - (1) Award zero marks in the concerned component of assessment.
 - (2) In addition, may impose a condition that the defaulter will not be entitled for a grade better than 'D' in the concerned course.
 - (d) In case of major misconduct,
 - (1) The Faculty-in-charge/ examiner may communicate the infringement to the student and report the same to the Head of Institution with his remarks along with all related evidence and documents.
 - (2) The Head of Institution may discuss the matter with the Faculty-in-charge or any other person making the allegation and the student concerned. After the preliminary investigations, the Head of Institution will forward the case to the Controller of Examinations with all related evidence, documents, findings of his investigation and his remarks.
 - (3) Based on the recommendation of the Head of Institution, Controller of Examinations will decide if the case is to be put up to the Unfair Means Board (UMB) or dealt with in some other manner.

- (e) If the case is to put before Unfair Means Board, the Controller of Examinations shall convene a meeting of the Unfair Means Board and may call upon the student to appear before the Board to represent his case personally at his own expense, if he so desires.
- (f) If in spite of the notice sent to the student personally or by registered post at the last known address, the candidate fails to appear before the Unfair Means Board, the case will be dealt ex -parte.
- (g) If the Unfair Means Board finds the student guilty, one of the following actions may be taken:
 - (1) The student may be disqualified for one or more semester, or
 - (2) The student may be rusticated for one or more semester, or
 - (3) The academic programme of the student may be terminated.
 - (4) Any other action as deemed fit by the UMB.
- (h) The decision of the UMB will be final and binding on the student.
- (i) While calculating the maximum duration of programme permissible under the rules, the period of exclusion as a penalty for academic misconduct and use of unfair means may be counted towards the length of time taken by the student to complete the course.

However, the Vice-Chancellor, on representation from the candidate, may relax at his discretion the condition specified above to the maximum extent of one year, and the reasons for the decision shall be recorded.

(iii) **In relation to Examinations**

(a) **Process to be followed during the Examination Session**

- (1) The Examination supervisory staff is authorized to search the persons/ pockets, of a student for any paper, books, notes, mobile phones, etc. and other belongings of the candidate.
- (2) When an invigilator or any authorized person suspects a student to have resorted to academic misconduct and use of unfair means, his answer book will be seized.
- (3) The papers/ material etc. found in possession of the student will be duly signed by the student, invigilator and superintendent and will be stitched with the student's answer book. If the student refuses to sign the papers/ material found in his possession, a mention of the fact will be made by the invigilator and the superintendent

- (4) In case the student has written something objectionable on his hands or other parts of body or any other place, then:
 - 4.1. immediate arrangement shall be made for getting the photograph of that part of body; or
 - 4.2. The student or someone from the supervisory staff shall be asked to copy all written things on a paper; and the person who has copied the written material onto paper shall verify and attest the same in the presence of any other supervisory staff who will countersign the paper.
 - (5) In case the student has come to examination under the influence of any intoxicating material including alcohol, drugs of any kind, gutka, tobacco, cigarettes or any other sedative materials, the arrangement shall be made to get the student medically checked up immediately, and required certificate shall be received from the doctor/ hospital.
 - (6) In case the student misbehaves with one or more members of the supervisory staff or threatens or intimidates them, or interferes with their work in any manner, the same shall be reported to the Superintendent and the behaviour of the student shall be recorded on the prescribed UMC Performa and the same shall be attested by one more supervisory staff on duty.
 - (7) In any of the above cases, the Superintendent shall ask the candidate to make a statement in writing, explaining his conduct on the prescribed form.
 - (8) In case the candidate refuses to do so, the fact of his refusal shall be recorded by the Superintendent, in the presence of at least one other invigilator/ official on duty.
 - (9) After completing all above formalities, a fresh answer-book shall be offered to the student for completing the examination. In case the student refuses to accept the fresh answer book, the same should be recorded by the Superintendent in the presence of at least one other invigilator/ official on duty.
 - (10) After a particular test/ examination session is over, these answer-books, (duly marked I, II) along with the report on a prescribed form, shall be sent/ delivered to the Controller of Examinations without delay. In case of non-availability of the prescribed Form the case may be reported on plain paper.
 - (11) No extra time for the completion of paper shall be given to the student.
- (b) **Process to be followed after the Examination Session**
- (1) Depending on the nature of offence, the case of unfair means and academic

misconduct may be classified into 'Minor' or 'Major' category as prescribed under the head 'Types of Unfair Means and Academic Misconduct related to Examination'.

- (2) All cases of use of unfair means and academic misconduct in examination of 'Minor' category may be put before Academic Advisory Committee by Controller of Examinations. The Academic Advisory Committee, depending on the nature of offence, will take the final decision.
- (3) All cases of Unfair Means and Academic Misconduct in Examination of 'Major' category will be put before the UMB by the Controller of Examinations.
- (4) For the cases of Unfair Means and Academic Misconduct to be put up before the UMB, the Controller of Examinations shall convene a meeting of the UMB and call upon the student to appear before the Board to represent his case personally at his own expense, if he so desires.
- (5) If in spite of the notice sent to the student personally or by registered post at the last known address, the candidate fails to appear before the UMB, the case will be dealt ex -parte.
- (6) The UMB shall identify clearly the nature of the offence and make decisions as per the clauses mentioned under various categories.
- (7) While calculating the maximum duration of programme permissible under the rules, the period of exclusion as a penalty for academic misconduct and use of unfair means may be counted towards the length of time taken by the student to complete the course.

However, Vice-Chancellor, on representation from the candidate, may relax at his discretion the condition specified above to the maximum extent of one year. The reasons for such decision shall be recorded.

- (8) If a person, not being a student, is found guilty of impersonating or misrepresenting a candidate in the examination, he shall be declared not a fit and proper person to be admitted to University in future. Such a case may be reported to the police for further investigation or for registering of a criminal case or both. In case the guilty person is a present or ex-student of the University, his degree/ diploma/ certificate may be cancelled and the information about his act may be notified to the other Universities.
- (9) For cases of unfair means and academic misconduct not covered by these rules, the UMB or Academic Advisory Committee may impose such punishment as the nature of the offence demands.
- (10) The candidate may go in for appeal within fifteen days from the receipt of

information about the decision to the appellate authority as prescribed in the Ordinances.

(c) Types of Unfair Means and Academic Misconduct in relation to Examination

(1) Minor Unfair Means and Academic Misconduct Cases: If a student -

- 1.1. is found talking to another student/ some other person, within or outside the examination hall during the examination period,
- 1.2. changes the seat without the permission of the supervisory staff or occupies the seat not allotted to him,
- 1.3. is copying or attempting to copy or has copied from another candidate,
- 1.4. is receiving help or attempting to receive help for answering the question paper from any source in any manner, inside or outside the examination hall,
- 1.5. is found to be writing either the questions set in the paper or solution thereof on any piece of paper other than answer sheet,
- 1.6. does not comply with the instructions of the superintendent/ member of examination committee or any of the invigilators in the examination hall,
- 1.7. is communicating or attempting to communicate, directly or through other person, with an examiner with the object of influencing him in the award of marks,
- 1.8. makes any kind of request or proposition for financial deal to the examiner on the answer sheet,
- 1.9. uses abusive or obscene language in the answer book,
- 1.10. is suspected by the examiner evaluating the answer sheet of having received help from any source and in any manner, or of giving help to another candidate in any manner,
- 1.11. is in possession of a mobile phone, even in switched off condition,
- 1.12. any other case of Unfair Means and Academic misconduct as decided from time to time.

(2) Punishment for minor unfair means and academic misconduct cases: One or more of the following actions may be taken:

- 2.1. awarded Fail ('F' grade) in the course in which student has been found guilty,

- 2.2. awarded Fail ('F' grade) in all the courses registered in the current semester,
 - 2.3. any other action as deemed fit.
- (3) Major Unfair Means and Academic Misconduct cases: A student -
- 3.1. being in possession in the examination hall, of papers, books, notes or writing (if not allowed in the concerned paper) on any part of the candidate's clothes or any writing on his body or table or desk or chair or on any instruments like set squares, protractors, or any other material with notes or hints written thereon, or any such material accessible to him which may be, or intended to be of possible help to the candidate in the examination,
 - 3.2. being in possession of unauthorized instruments like electronic diary or any other electronic gadget that directly or indirectly helps towards the solution of questions set in the examination paper, or any other material that are not allowed to be carried in the examination hall,
 - 3.3. using mobile phone for any purpose,
 - 3.4. assisting or getting assistance from another candidate to copy from the objectionable material in his possession or from his answer book,
 - 3.5. consulting notes or books during the examination session while outside the examination hall (i.e. in library, urinals etc.),
 - 3.6. passing or attempting to pass on to any one a copy of the question set in the question paper or the question itself, or part thereof, or a solution to a question set in the question paper,
 - 3.7. possessing a solution to a question set in the question paper with or without the connivance of any person including a member of the supervisory staff,
 - 3.8. to be guilty of swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner,
 - 3.9. leaving the examination hall without delivering to the supervisor concerned the answer- book or any part thereof or taking away the same or tearing it or otherwise disposing it off, or tearing the answer-book of another candidate or otherwise disposing it of,
 - 3.10. coming to the examination hall under the influence of alcoholic drink or drugs,
 - 3.11. smuggling or attempting to smuggle an answer-book, or a continuation sheet, or any part thereof in or outside the place of examination,
 - 3.12. replacing or getting a replaced answer books or any of its leaves or a continuation sheet during or after the examination,
 - 3.13. writing deliberately another student's roll number in his answer book or on a continuation sheet,
 - 3.14. being found in possession of an answer book not his own,
 - 3.15. getting oneself impersonated by someone in the examination or impersonating another candidate,
 - 3.16. misbehaving or threatening the superintendent or any other member of the supervisory staff or any member of the inspection team or the flying squad, or another candidate inside the examination hall or outside, before, during or after the examination,
 - 3.17. organizing a walk out or instigating others to walk out,
 - 3.18. committing serious misconduct outside the examination hall during the period of examination or creating disturbance in the

examination hall or in its vicinity or disrupting the examination in any manner,

- 3.19. carrying into examination hall licensed or unlicensed weapon,
- 3.20. writing an answer book outside the examination hall for another candidate,
- 3.21. any other case of Unfair means and Academic misconduct as decided from time to time.

(4) Punishment for Major Unfair Means and Academic Misconduct cases: One or more of the following actions:

- 4.1. Disqualification for one or more semester.
- 4.2. Rustication for one or more semester.
- 4.3. Termination of the student's Programme.
- 4.4. Expulsion from the University.
- 4.5. Handing over the case to the Police if it is found that the commission of a criminal offence is involved.
- 4.6. Any other action as deemed fit.

INTERPRETATION, REPEAL AND SAVINGS

(i) **Interpretation**

- (a) Any question relating to the clerical error, clarification, spelling mistake, interpretation or likewise related to any provision of the rules framed herein and the subsequent rules shall be decided by the Vice-Chancellor.
- (b) Notwithstanding anything stated in the rules framed herein and the subsequent rules, for any unforeseen issues arising that are not covered by these Rules, or in the event of dispute/ differences of opinion in interpretation of any provision of these Rules and in respect of all the matters, whether expressly provided herein or not, the Vice-Chancellor may take such measures as may be necessary for removal of discrepancies.

(ii) **Power to make Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies etc.**

The Vice-Chancellor shall, if he be of the opinion that Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes etc. are required to be made subsequently, in respect of any matter(s), whether expressly provided herein or not, be empowered in this regard to make/ approve such documents, as deemed necessary from time to time, for the smooth functioning of the University.

(iii) **Delegation of Powers**

The Vice-Chancellor may, by a general or special order, authorize such officer or authority to exercise any of the powers, exercisable by him, under these Rules or otherwise, as may be specified in the order. And, the decision of the Vice-Chancellor shall be final and binding on all the concerned.

(iv) **Amendment, Repeal and Savings**

- (a) The Rules framed herein and the subsequent Rules which may be added to, amended,

repealed or deleted and every new Rule or addition to the Rules or any amendment shall require the approval of the Vice-Chancellor, who may sanction, disallow or remit it for further consideration of the recommending authority and it shall be effective from such a date as prescribed in the notification.

- (b) Notwithstanding such amendment, addition etc., anything done or any action taken under the said Rules shall be deemed to have been done or taken under the corresponding provisions of the Rules.
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RESIDUAL PROVISION

In case of any dispute/ difference of interpretation of provisions made in the Ordinances and Regulations, the decision of the Chancellor shall be final.