

MANAV RACHNA UNIVERSITY

Sector 43, Faridabad

Regulations on Unfair Means in Examinations

In exercise of the power conferred in sub clause iv (e) of the clause 8 of the First Statutes, read with section 34 of the Haryana Private Universities Act, 2006, and further amended as Haryana Private Universities (Second Short Title Amendment) Act 2014 (Haryana Act no. 26 of 2014), the Academic Council of the Manav Rachna University with the approval of the Board of Management hereby makes the Regulation relating to Unfair Means in the Examination.

1) Short Title, Application and Commencement

- (a) This Regulation shall be called the Manav Rachna University (Prevention of Unfair Means) Regulation, 2016
- (b) This shall apply to all the students enrolled in Manav Rachna University.
- (c) This shall come in force from the date of approval of the Board of Management.

2) Definition

In this regulation unless the context otherwise requires;

- (a) **'Invigilator'** shall mean a faculty/staff of the University assigned with invigilation work in the examinations.
- (b) **'Superintendent'** shall mean a faculty member of the University assigned with responsibility to conduct examinations.
- (c) **'Committee for prevention of Unfair Means'** shall mean **Committee** for prevention of Unfair Means of the Manav Rachna University.

Words and expression used but not defined in the Regulation and defined Act, Statute and Ordinances shall have the meaning respectively as assigned them in the Act, Statute and Ordinances.

3) Objective

To scrutinize the charges on the student and impose suitable penalty, if proved.

4) Constitution of the Committee for prevention of Unfair Means

- a) The Committee for prevention of Unfair Means shall be constituted by the Vice Chancellor of the University as under
 - I. A senior Professor of the University to be nominated as Chair Person
 - II. Two Senior Professor/ Associate Professor of the University shall be Member of the Committee
 - iii. Controller of Examination shall be Member Secretary of the Committee.

5) Function of the Committee for prevention of Unfair Means:

The Committee for prevention of Unfair Means shall perform the following functions-

- i. To consider the matters relating to alleged use of unfair means in the Examinations.

ii. To enquire into alleged act of unfair means during examination referred to it by the Controller of the Examinations.

iii. To give personal hearing to the students involved in alleged act of unfair means.

iv. To submit their finding, conclusion and recommendation for quantum of punishment under the provision of this regulation to the Vice Chancellor. .

6. Classification of Categories of Offence/ Misdemeanor during conduct of an Examination

Category	Offence / Misdemeanor	Range of Punishment
I	<ul style="list-style-type: none"> • Student is found talking in the examination hall to another student and/or have deliberately changed his/her seat or in possession of any unauthorized gadget. • Possessing unauthorized material in any form but not able to make use of it in the Examination. • A student after having been found in the possession of relevant material does not hand over the material to the invigilator. 	<p>Warning / Imposition of discipline marks fine.</p> <ul style="list-style-type: none"> ➤ Deduction of 20% of marks scored after discounting for copied material.
II	<ul style="list-style-type: none"> • A student is found intentionally tearing off the answer book or a part therefore or a continuation sheet. • Misbehaving in connection with the examination with the Superintendent, the Invigilator on duty and the other staff working at the Examination Centre or with any other candidate in or around the Examination Centre before, during or after the examination. • Leaving the examination room before expiry of half time without the written permission of the Superintendent of the Examination and/or without handing over the answer book to the Invigilator/In-charge and/or without signing the attendance sheet. • Student is reported to have influenced the examiner/ invigilator during the examination or cheating in the script or disrupting the smooth conduct of the examination in any way. • When the student on being challenged or searched during the course of examination by the Superintendents or any Invigilator or by any member of the examination staff on duty, swallows a note or paper or runs with it or is guilty of causing disappearance or destroying any such material with the intention of obliterating the evidence of his/her having possessed material. 	<p>Cancellation of the particular paper.</p> <ul style="list-style-type: none"> ➤ Thereafter he/she will appear for the exam in next semester as supplementary examination. Rules & Regulations of supplementary examination will be followed.
III	<ul style="list-style-type: none"> • Student is found to be impersonating using threatening or foul language etc. or manhandling. • Student is found smuggling in an answer book or a continuation sheet or taking out or arranging to send out an answer book or its pages or a continuation sheet or replacing or getting replaced an answer book or its pages or continuation sheet during or after the examinations. • Where the candidate communicates or attempts to communicate directly or through a relative, guardian, friend or any other person with an examiner with an object of influencing him/her in the award of marks. • Student getting impersonated by any person in the examination or deliberately disclosing one's identify or making any Distinctive mark. 	<p>Cancellation of entire (current) semester for the offender.</p> <ul style="list-style-type: none"> ➤ Thereafter he/she will appear for examination in next semester for all subjects as supplementary examination. Rules & regulations of supplementary examination will be followed.

IV	<ul style="list-style-type: none"> • Where the candidate is guilty of gross misbehavior in connection with the examination with the Superintendent/the Invigilator on duty or the other staff working at the Examination Centre, before or during or after the examination and has also extended to such person a threat of violent action with a weapon of offence. • Where the candidate is guilty of gross misbehavior in connection with the examination with the Invigilator on duty or the other staff working at the examination and is also guilty of assault or inflicting any injury on such person. • Where candidate is guilty of forging the signatures of an authority on the record book presented as a part of practical examination or on any document required in connection with the examination. 	<p>Cancellation of entire two (current & next) semesters for the offender. Under extreme circumstance the punishment will extend to debarring the student for two more semesters or expulsion of the student from the university.</p> <ul style="list-style-type: none"> ➤ He/She will register the courses after two semesters for next semester with next batch afresh to pursue his/her degree course & can appear in supplementary examination to clear his/her backlogs. His/Her degree will be extended by one year.
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7. Procedure for Processing the Cases:

7.1 Procedure to be followed by Invigilator:

The Invigilator-in-charge of the room/hall shall immediately take the possession of the answer book along with the relevant material found with the student both duly signed by the student. The Invigilator-in-charge shall get the prescribed form for unfair means filled and signed by the student and give his/her comments on the same. If the student does not hand over the relevant material and/or refuses to fill up and sign the prescribed form the same shall be recorded on the prescribed form. He shall then issue another answer book and marked as Answer Book II and the student will continue to work in that book. No extra time will be given for completing the examination as a result of this exercise. After the examinations are over these answer books duly marked as I and II, the material found in possession and the prescribed form duly filled and signed by the Invigilator-in-charge shall be delivered separately to the Controller of examination for the necessary action. All other answer books shall be sent to the Coordinator/Examiner as usual.

7.2 Procedure to be followed by Controller of examination:

The controller of examination along with Committee for prevention of Unfair Means shall thoroughly examine the case(s) on the basis of the material/documents placed and shall submit the findings after laying down clearly the nature of offense listed along with proposed action to be taken.

The Controller of examination, after his due consideration of the case(s) shall pass orders accordingly.

Registrar
Manav Rachna University