A – Local Examination Committee (LEC):

1. Every center of examination shall have Local Examination Committee meant for it, and it shall be appointed well in advance by the Principal of a college in the case of colleges and by Head of the Department in the case of university departments.

2. LEC shall consist of, for colleges, 1. Principal of the college (ex-officio Chairperson) / a delegated faculty. 1. Superintendent of Examination (member secretary and chairperson in absence of principal), 2. External Superintendent of Examination, if appointed. 4. Head of the Department / a delegated faculty of the concerned subject of the paper. At the level of university departments LEC shall consist of 1. Superintendent of Examination, 2. Head of the Department / a delegated faculty of the concerned subject of the paper.

3. Superintendent of Examination shall be the coordinator of Local Examination Committee.

4. A complaint made by either a block supervisor or a squad member shall be addressed to, and received by, the concerned superintendent of examination, and it shall be immediately forwarded to and considered by on the spot by LEC. If LEC finds the complaint against an examinee valid, the complaint shall be forwarded to the Controller of Examination. If LEC finds the complaint invalid, it shall forward it with explanation regarding exonerating evidences / circumstances and forward it with an explanation to the Controller of Examination.

5. The decision by LEC in any matter related to the examination has to be consensual. If the decision by LEC is not consensual, the complaint made against a student shall be treated as null and void, to be forwarded to the Controller of Examination with an explanation as mentioned above in (4).

B- Vigilance Squads

1. The Vigilance Squad/s of not less than three members shall be appointed by the Vice Chancellor to visit the centers of University Examinations:
   i. To ensure that the University Examinations are conducted as per norms laid down.
   ii. To observe whether the Senior Supervisors and Block-Supervisors are following scrupulously instructions for conduct of the University examinations.
   iii. To check the students who try to resort to malpractices at the time of University Examinations and report such cases to the concerned superintendent of examination.

2. The Vigilance Squad is authorized to visit any Examination Centre without prior intimation and enter office of the In charge of the Examination Centre to check the record and other material relating to the conduct of Examination. They can enter any block of Examination for checking the candidate's identity card; fee receipts, hall ticket etc. to ascertain the authenticity of the candidate. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University Examination.

3. The Vice Chancellor shall appoint a Vigilance Squad of teachers, with its senior most member as its chairperson. The Vice Chancellor shall also appoint a ladies squad of women teachers, with its senior most member as its chairperson.
4. The Chairperson of Vigilance Squad(s) shall submit the report on surprise visit to the superintendent of examination. The Vigilance Squad(s) may make suggestions in the matter of proper conduct of examinations, if necessary.

5. The Principal of the College/Director of recognized Institutions/Head of the University Department where the centre of examination is located shall be responsible for the smooth conduct of examination. He/she shall ensure strict vigilance against the use of unfair means by the students. LEC shall report such cases to the Controller of Examination as well as to the law enforcing authority, if required.

6. The squad members shall be treated as ON DUTY by the university.

**Ordinance 183: Unfair means in the Examination by the Student and Punishment:**

1) On receipt of a report through LEC regarding use of unfair means by any student at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Syndicate shall have power, at any time, to institute inquiry and to punish such a student, if found guilty by the Syndicate.

2) Competent Authority

   (i) The Syndicate of the University shall be the competent authority to take appropriate disciplinary action against the students if found guilty of, using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination including Internal Examination conducted by the University.

   (ii) The Local Examination Committee shall be the competent authority to take appropriate disciplinary action against the student(s) using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College or Institution, on behalf of the University.

3) Definition: Unless the context otherwise requires:

   a) "Student" means and includes a person who is enrolled as such by the University/College/Institution for receiving instruction qualifying for any degree, diploma or certificate awarded by the University It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma or certificate examination.

   b) "Unfair means" includes one or more of the following acts of commission or acts of omission on the part of student(s) during the examination period.

       i) Possessing unfair means would mean material and / or copying there from.

       ii) Transcribing any unauthorized material or any other use thereof.

       iii) Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
iv) Unauthorized communicating with other examinees or anyone else inside or outside the examination hall.

c) Mutual/Mass copying.

vi) Smuggling-out, either blank or written, or smuggling-in of answer books as copying material.

vii) Smuggling-in blank or written answer-book and forging signature of the Jr. Supervisor thereon.

viii) Interfering with or counterfeiting University/College/Institution seal, or answer books or office stationary used in the examinations.

ix) Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.

x) Impersonation at the University/College/Institution examination.

xi) Revealing identity in a deliberate way in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.

xii) Or any other similar act/s of commission and/or acts of omissions which may be considered as unfair means by the competent authority after serious consideration.

c) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtain wrongful gain to him or to any other person or causing wrongful loss to other person/s.

d) "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise, on the person or on clothes, or body of the student (examinee) or on wood or other material, in any manner, or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall. Though a mobile phone shall not be allowed in an examination hall, its discovery from an examinee shall not constitute an offence if no evidence of its misuse is found. However, this mobile phone shall be immediately taken away by the block supervisor/squad member.

e) "Possession of unfair means material by a student" means having any unauthorized material on his/her person or desk or chair or table or at any place within his/her reach in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.

f) "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means materials by a block Supervisor, a member of the Vigilance Squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided, report to that effect is submitted by LEC to the Controller of Examinations.

g) "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above; the presumption shall be that the material did relate to the subject of the examination.
4) During examination, examinees and other students shall be under the immediate disciplinary control of the Superintendent of Examination.

5) Superintendent of Examinations of the Examination Centre shall, in the case of unfair means, follow the procedure as under:

(i) The student shall be called upon to surrender to the Superintendent of Examinations, the unfair means material found in his or her possession, if any and his/her answer book.

(ii) Signature of the student concerned shall be obtained on the relevant materials and list thereon. Block Supervisor and the Superintendent of Examinations concerned shall also sign on all the relevant materials and documents.

(iii) Statement of the student and his/her undertaking in the prescribed format and statement of the Block Supervisor concerned shall be recorded in writing by the Superintendent of Examination. If the student refuses to make statement or to give undertaking the Block Supervisor concerned and Superintendent of Examination shall record accordingly under their signatures. All these shall be presented to the LEC.

(iv) All the materials and list of material mentioned in sub-clause (i) and the undertaking with the statement of the student and that of the Jr.Supervisor, as mentioned in clause No.(ii) and (iii) and the answer book/s shall be forwarded by the LEC, along with the report, to the Controller of Examinations in a separate and confidential sealed envelope marked "Suspected unfair means case".

(v) In case of unfair means of oral type, the Block Supervisor/squad member concerned shall record the facts in writing and shall report the same to the LEC.

6) Procedure to be followed by Examiner during Assessment

If examiner at the time of assessment of answer book suspects that there is a prima-facie evidence that the student/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report to the Controller of Examinations/Principal/Head of the Institution, as the case may be, with his/her opinion in separate confidential sealed envelope; marked as "Suspected unfair means case".

7) Examination Results of the concerned student/s involved in such cases shall be held in reserve till the Competent Authority takes final decision in the matter and the student/s concerned and the College/Institution to which he/she belongs to, shall be informed accordingly.
(i) For the purpose of investigating the use of unfair means during the examinations, held by the University the Fair Assessment and Consultation Team (FACT) shall be constituted by the Syndicate for the tenure of one academic year.

(ii) Fair Assessment and Consultation Team (FACT):
1. Pro Vice Chancellor (as ex-officio chairperson).
2. Registrar of the University (as ex-officio member secretary).
3. Senior most Dean of the faculties at the university.
4. Two syndicate members to be nominated by the syndicate.
5. One member of Academic Council to be appointed by the syndicate.
6. Two members of the senate other than the members of the syndicate or the academic council, to be appointed by the syndicate.
7. Two principals of the affiliated colleges to be appointed by the syndicate.
8. One Head of the university departments to be appointed by the syndicate.
9. Two college/university teachers to be appointed by the syndicate.
10. Minimally one retired sessions and district judge / practicing senior advocate to be appointed by the syndicate.
11. Minimally one eminent social worker to be appointed by the syndicate.
12. Minimally any three members as mentioned above should be women.

(iii) For the purpose of investigating unfair means resorted to by students at the internal examination held by the College/Institution, the College Assessment Committee (CAC) to be appointed by the Principal of the College/Institution shall consist of 1. Principal of the college (as ex-officio chairperson) 2. Senior most faculty of the college and 3. Head of the department / faculty of the respective paper. Department Assessment Committee to be appointed by the Head of the Department at the level of university departments shall consist of 1. Head of the University department, (as ex-officio chairperson) 2. The senior most faculty of the department other than the Head.

9) Procedure of the FACT shall be as under

(i) The Controller of Examinations of the University/Principal of the College or Head of the Recognized Institution, or the Officer authorized by them, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s leveled against him/her should not be held as proved and the punishment stipulated notice be imposed for respective malpractice be imposed.

(ii) The student may appear before FACT on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/herself only shall present his/her case before FACT.

(iii) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student shall be shown to him/her by the FACT, if the student presents himself/herself before the Committee. The evidence, if any, shall be recorded in the presence of the student concerned.

(iv) Reasonable opportunity, including oral hearing, shall be given to the student in his/her defense before FACT. The reply/explanation given by the student to the show cause notice shall be considered by the FACT before making final recommendation in the case.
(VI) The FACT shall follow the above procedure in the spirit of the principle of natural justice.

(VII) After serving a show-cause notice if the implicated student fails to appear before the FACT on the day, time, and place fixed for the meeting, the student may be given one more opportunity to appear before the FACT in his/her defense. Even after offering two chances, if the student concerned fails to appear before the FACT, the FACT shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.

(vii) The FACT shall submit its report to the syndicate, along with its recommendations regarding punishment in accordance with the rules. The syndicate shall be empowered to accept, modify or reject the recommendations by the FACT.

10) Punishment

The kind and extent of punishment in view of an offence shall be decided by the FACT with reference to the details of the table as follows:

Table describing reformatory steps for the examinees who are held responsible for practicing unfair means in various examinations conducted by University.

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Types of Unfair Means</th>
<th>Reformatory Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>For the Examinee who is caught with the following non-permissible materials or objects in the examination but has not copied the content in his/her answer book: Papers/Objects related to the question paper, handwritten notes, pages from books or photocopies, anything written on handkerchief or on his/her clothes, notes written on ruler or slide rule etc.</td>
<td>Examinee indulged in these kind of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.</td>
</tr>
<tr>
<td>2.</td>
<td>For the Examinee who has used walls or benches of the examination hall for inscribing content supporting the examination but has not copied from it.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>For the Examinee who has violated the rules of the examination in terms of misbehaving, abusing and threatening the examination invigilator or coordinator.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>For the Examinee who is caught with the following non-permissible materials or objects in the examination and has copied the content in his/her answer book: Papers/Objects related to the question paper, handwritten notes, pages from books or photocopies, anything written on handkerchief or on his/her clothes, notes written on ruler or slide rule etc.</td>
<td>Examinee indulged in these kind of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.</td>
</tr>
<tr>
<td>5.</td>
<td>For the Examinee who has used walls or benches of the examination hall for inscribing any content supporting the examination and is caught copying from it.</td>
<td></td>
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<tr>
<td>6.</td>
<td>For the Examinee who is caught copying from the answer book of another examinee.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>For the Examinee who helps another examinee to copy from his/her answer book.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>For the Examinee who allows another examinee to copy from his/her answer book.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>For the examinee who is caught exchanging his/her answer book or question paper with answers written on them.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>For the examinee who is accused of copying in the report submitted by invigilator.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>For the examinees who are found guilty for indulging in mass copying at the examination centre/examination hall.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>For the invigilators who are found guilty of facilitating mass copying or practicing other unfair means at examination centre/examination hall.</td>
<td></td>
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<tr>
<td>13.</td>
<td>For the examinee who is caught with answer book sourced from outside the examination hall.</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>For the examinee who tries to carry the main answer book or supplementary answer book outside the examination hall.</td>
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</tr>
<tr>
<td>15.</td>
<td>For the examinee who does not submit his/her answer book to respective invigilator and carry it out.</td>
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</tr>
<tr>
<td>16.</td>
<td>For the examinee who has snatched the material supporting the examination from another examinee.</td>
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</tr>
<tr>
<td>17.</td>
<td>For the examinee who continues sharing information via sign language, gestures or orally with other examinee in spite of a warning given by the invigilator.</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>For the real examinee for whom a dummy examinee takes the examination.</td>
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</tr>
<tr>
<td>19.</td>
<td>For a dummy examinee who is found in the examination hall on behalf of a real examinee. If the dummy examinee is from the same university and has also appeared for other university examinations and if charges are proved.</td>
<td></td>
</tr>
</tbody>
</table>

Examinee indulged in these kind of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty, for practicing unfair means, the deposit shall not be refunded.

On the basis of seriousness of the offence, FACT shall recommend the punishment to the syndicate.

The result of the examinee indulged in these kind of unfair means shall be cancelled and will have to deposit Rs. 1000/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.

Examinee indulged in these kind of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.

The results of the enrolled examinee shall be cancelled and a ban on his/her taking admission in any other colleges or taking any examination for the duration of 3 years or six semesters shall be imposed.

The results of the dummy examinee shall be cancelled and a ban on his/her taking admission in any other colleges or taking any examination for the duration of 3 years or six semesters shall be imposed.
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>For a dummy examinee who is found in the examination hall on behalf of a real examinee, in case such dummy examinee is Graduate of this university.</td>
<td>A case should be filed against him/her and cancellation of the degree of that dummy examinee shall be recommended.</td>
</tr>
<tr>
<td>21</td>
<td>For a dummy examinee who is found in the examination hall on behalf of a real examinee. If the dummy examinee is Graduate of other than this university.</td>
<td>A case should be filed against him/her and cancellation of the degree of that dummy examinee shall be recommended to the concerned university.</td>
</tr>
<tr>
<td>22</td>
<td>For a dummy examinee who is found in the examination hall on behalf of a real examinee. If the dummy examinee has appeared for university examinations at another university and if charges are proved.</td>
<td>A case should be filed against him/her and cancellation of the result of that dummy examinee shall be recommended to the concerned university.</td>
</tr>
<tr>
<td>23</td>
<td>For the misconduct at the examination center in terms of doing physical or verbal violence and carrying deadly weapons.</td>
<td>The university must cancel the result of the examinee; file a case against him/her and permanently bar him/her from all the examination.</td>
</tr>
<tr>
<td>24</td>
<td>For the examinee who writes in the answer books with any other colour than blue ink.</td>
<td>The examinee is guilty of violating the rules of confidentiality and his/her result shall be cancelled.</td>
</tr>
<tr>
<td>25</td>
<td>For the examinee who make a written requests in the answer book to pass him/her or tries to bribe the examiner by placing currency notes in the answer book.</td>
<td>Examinee indulged in these kind of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.</td>
</tr>
<tr>
<td>26</td>
<td>For the examinee who does not return the answer book to the examination invigilator and leaves the examination hall or tears the answer book.</td>
<td>The results of that examinee shall be cancelled and the examinee is to be banned for 2 semesters or 1 year from taking any examination at college or university. The examinee shall also have to deposit Rs. 2000/- If the examinee is found guilty, the deposit shall not be refunded.</td>
</tr>
</tbody>
</table>
In the matters where the examinee’s guardians, parents or representatives who write an abusive letter to the examiner or any other person and pressurize them for a favour of passing the examinee.

The results of that examinee shall be cancelled and the examinee is to be banned for 2 semesters or 1 year from taking any examination at college or university. The examinee shall also have to deposit Rs.1000/-. If the examinee is found guilty, the deposit shall not be refunded.

In the matters where the examination invigilator or any other person reports that the examinee had left the examination hall for a long period of time, met an unauthorized person and have written answers.

The results of that examinee shall be cancelled and the examinee is to be banned for 2 semesters or 1 year from taking any examination at college or university. The examinee shall also have to deposit Rs.1000/-. If the examinee is found guilty, the deposit shall not be refunded.

In the matters where the examination invigilator finds mobile phone or any other electronic gadgets from the pocket of the examinee or near his/her seat.

Examinee indulged in these kind of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.

For the examinee who tampers the examination barcodes.

Examinee indulged in these kind of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>In the matters of framing conspiracy for leaking examination papers or trying to encroach in university’s examination management.</td>
</tr>
<tr>
<td>33</td>
<td>For the examinee who is once found guilty for indulging in practicing unfair means and is caught again for his/her misconducts within duration of three years.</td>
</tr>
<tr>
<td>34</td>
<td>For other unfair means or offences other than the above one.</td>
</tr>
</tbody>
</table>

**Ordinance 184: Lapses by a Teacher in View of Examination Work:**

On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University or Colleges or Recognized Institutions including breach of the rules laid down for proper conduct of examination, the Syndicate shall have power at any time to institute inquiry and to punish if found guilty by the syndicate, for such malpractices or lapses by declaring disqualified the paper-setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the authorities concerned for taking such disciplinary action as deemed fit, as per the rules provided for or in any two or more of the aforesaid ways.