

GUIDELINES FRAMED BY THE EXAMINATION REFORMS COMMITTEE UNDER #R.18(9) FOR RECOMMENDING THE PUNITIVE MEASURES IN THE CASES OF USING UNFAIR PRACTICES IN THE DIFFERENT EXAMINATIONS.

1. The cases involving in unfair practices in any examination shall be referred to the Examination Reforms Committee (ERC). This committee, after proper inquiry and judicious evaluation of all available documents and after giving fair and reasonable opportunity of being heard in each case, will recommend the punitive measures for further action to the concerned competent authority.
2. The cases of unfair practices may vary in culpability so as per the gravity of culpability the different kinds of punitive measures are provided in this guidelines and Examination Reforms Committee may recommend appropriate and proportionate punitive measures with recorded reasons.
3. The Examination Reforms Committee while following the guidelines shall have corrective rather than punitive approach at the same time protecting the sanctity of the Examination System.
4. The effect of the punitive measures recommended by the Examination Reforms Committee is to be read in consonance with the Academic Regulation of a particular programme notified from time to time by the University.
5. Explanations:

The following explanations will apply to the various provisions of guideline no. 6 and terms which are not defined are to be interpreted as per the regulations notified by the university from time to time.

- a. Unfair practices shall mean indulgence in any activity as mentioned in #R.18(1) read with clause 6.1 to 6.8 mentioned here below.
- b. Reference to a male student implies similar reference to a female student.
- c. Reference to certain words in singular form implies reference to their plural form also, where the context is obvious e.g. answer-book / answer-books, note/notes, chit/chits, page/pages etc.
- d. Reference to answer-book implies reference to main answer-book, supplementary answer-sheet, drawing-sheet, papers used in preparing the term assignments, reports of Projects, Internship Training, Dissertations etc. authenticated by the Examiner concerned by putting his signature including digital form.
- e. "Examination" means an examination in any form of evaluation conducted by the university or by constituent institute of the university.
- f. Supplementary Examination is not a separate Examination but it is a part of Semester End Examination and hence whenever the punitive measures is imposed for Supplementary Examination it should be same as of Semester End Examination.

- g. Cancellation of result shall mean evaluation in examination becomes null & void
- h. When more than one punitive measures is imposed, the effect of these measures will follow in chronological order.
- i. Obtainable marks means maximum marks allotted to the concerned examination
i.e. CE/LPW/PW

R.18 of Academic Regulations for admission to the University, eligibility criteria, conduct of Examination etc.

6.	Nature of Unfair Practices in Examination	Nature of Punitive measures	
		CE/LPW/PW	SEE/TEE
6.1	<p>If a student,</p> <ul style="list-style-type: none"> (i) disobeys the instructions of the block supervisor/officer of the Institute/University in examination. (ii) writes any matter / content on the question paper in minor form. (iii) attempts communication with another student. (iv) changes the allocated seat without permission. (v) found with irrelevant written or printed material during examination. 	Written Warning;	Cancellation of the result of SEE/TEE of the concerned Course
6.2	<p>If a student,</p> <ul style="list-style-type: none"> (i) is found with relevant written / printed material in any form of minor nature during examination. (ii) is found with relevant written / printed material in any form from his/her answer-book in minor nature during assessment. (iii) is found with relevant matter / content in minor form on his/her body / inside the clothes or under his/her implements like Calculator-Compass etc. or in his/her immediate vicinity. (iv) has copied from the answer-book of another student in minor form without his/her knowledge during examination (Award the punitive measure/s to the student who had copied the answer). 	Deduction of 10% marks of maximum obtainable marks from the obtained marks by the student concerned in CE/LPW/PW of the concerned Course	Cancellation of the result of SEE/TEE of the concerned Course
6.3	<p>If a student,</p> <ul style="list-style-type: none"> (i) is found with relevant written / printed material in any kind in extensive form during examination. 		

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	<ul style="list-style-type: none"> (ii) is found with relevant written / printed material in any kind from his/her answer book in extensive form during assessment. (iii) is found possessing any kind of electronics devices including mobile phone/smart watch except simple calculator (wherever allowed) during examination irrespective of whether it is used or not used. (iv) has copied from the answer-book of another student in extensive form without his/her knowledge during examination (Award the punitive measure/s to the student who had copied the answer). (v) has copied the answer from the other student with his/her knowledge. (Award the punitive measure/s to both the students) (vi) writes relevant matter / content in extensive form on his/her body / inside the clothes or under his/her implements like Calculator-Compass etc. or in his/her immediate vicinity. (vii) is found kept or referring any kind of notes, material, book etc. in washroom/toilet/corridor etc. out side of the examination hall. (viii) exchanges / borrows / takes any article / documents with relevant minor content of a course (Award the punitive measure/s to the guilty student/s). 	<p>Deduction of 20% marks of maximum obtainable marks from the obtained marks by the student concerned in CE/LPW/PW of the concerned course</p>	<p>Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of the concerned Course</p>
6.4	<p>If a student,</p> <ul style="list-style-type: none"> (i) is found to have torn the answer book or part thereof, of his own, or of other student. (ii) attempts to throw/thrown or carry/carried away the answer-book or part thereof outside the examination hall during examination. (iii) is found in possession of unauthorized answer books or part thereof either blank or written upon during examination. (iv) is found to have made any kind of changes in answer-book of other student. (v) tries to destroy evidence of unfair practices by throwing it away, chewing it, or by any other means. 	<p>Cancellation of the result of CE / LPW/PW Examination of the concerned course</p>	<p>Cancellation of the result of all examinations of (CE, LPW/PW, SEE) *two courses [for all the programmes except MBA (FT and FB&E)]</p> <p>-----</p> <p>--</p> <p>Cancellation of the result of all examinations</p>

6.	Nature of Unfair Practices in Examination	Nature of Punitive measures	
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	<p>(vi) is found by examiner with different hand writing in the answer-book or there is/are missing/additional page/s found from the answer book.</p> <p>(vii) is found to made any changes in the assessed answer-book during showing the answer-book.</p> <p>(viii) snatches or takes away the answer-book or part thereof of other student without his/her knowledge during examination. (Award the punitive measures to the student who had snatched the answer book).</p> <p>(ix) has copied / reproduced part there of in report writing or any other such submission i.e. term assignments or term paper etc. in CE/LPW Examination.</p> <p>(x) exchanges / borrows / takes any article / documents with relevant extensive content of a course or exchanges answer book(s) with the other student (Award the punitive measure/s to the guilty student/s).</p>		<p>(CE, LPW/PW, TEE) of concerned course + Cancellation of the result of TEE of one more course* [for MBA (FT and FB&E)]</p>
6.5	<p>If a student is found second time,</p> <p>(i) indulging unfair practices in any Examination (CE/LPW/SEE/TEE) under 6.1 and penalized previously under 6.1</p> <p>(ii) indulging unfair practices in any Examination (CE/LPW/SEE/TEE) under the guideline no. 6.2/6.3/6.4 and penalized previously under 6.1</p>	<p>(i) Deduction of 10% marks of maximum obtainable marks from the obtained marks by the student concerned in CE/LPW/PW of the concerned course</p> <p>(ii) Punitive measure will be awarded to the student concerned as per Guideline no. 6.2/6.3/6.4 respectively under which the student is reported for unfair practices in examination.</p>	<p>(i) Cancellation of the result of SEE/ TEE of the concerned course</p> <p>(ii) Punitive measure will be awarded to the student concerned as per Guideline no. 6.2/6.3/6.4 respectively under which the student is reported for unfair practices in examination.</p>

6.	Nature of Unfair Practices in Examination	Nature of Punitive measures	
		CE/LPW/PW	SEE/TEE
	<p>(iii) indulging unfair practices in any Examination (CE/LPW/SEE/TEE)) under the guideline no. 6.1 and penalized previously under the guideline no. 6.2/6.3/6.4.</p> <p>(iv) indulging unfair practices in any Examination (CE/LPW/SEE/TEE) under the guideline no. 6.2/6.3/6.4 and penalized previously under 6.2/6.3/6.4</p>	<p>(iii) Deduction of 20% marks of maximum obtainable marks from the obtained marks by the student concerned in CE/LPW/PW of the concerned course</p> <p>(iv) Cancellation of the results of CE/ LPW/PW of two* courses. [for all the programmes except MBA (FT and FB&E)].</p> <p>----- - Cancellation of the result of CE/PW of concerned course + Deduction of 10% marks of maximum obtainable marks from the obtained marks by the student concerned in CE/PW of other one course* [for MBA (FT and FB&E)]</p>	<p>(iii) Cancellation of the result of SEE/TEE Examinations of concerned course.</p> <p>(iv) Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of all the courses of concerned Semester.</p>
6.6	<p>(i) If the student is found for undue advantage of writer facility.</p> <p>(ii) If another student of the Institute of Nirma University or outsider impersonates as a student on behalf of a student of any Institute of Nirma University is found appearing in the examination in place of eligible student of the Institute of Nirma University.</p>	<p>Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of all the courses of concerned Semester.</p> <p>Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of all the courses of concerned Semester and disallowing the student of Nirma University from registering the courses (IR and RPR) up to two subsequent semesters and initiate the criminal proceeding including filing FIR for the student / Person involved in this case.</p>	

6.	Nature of Unfair Practices in Examination	Nature of Punitive measures	
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6.7	<p>(i) If the student is caught in unfair practices in examination and threatens</p> <ul style="list-style-type: none"> - the authorized person for conduct of examination/ member/s of the Examination Reforms Committee/ examiner concerned for seeking his favour. - the Jr. Supervisor or Sr. Supervisor for not reporting the case or the examiner for seeking his favours either by bribing, hiding currency notes in the answer-books or threatens any of the authorized officers for conduct of examination. <p>(ii) If the student violates the norms of disciplined behavior or indulges in violent behavior inside or outside the examination hall by act or acts such as :</p> <ul style="list-style-type: none"> - Obstructing the process of examination in any way or instigating other students or - Assaulting the Block Supervisor / any other person appointed to conduct the examination or threatening the staff or - Carrying and/or using tools / weapons for intimidation / causing injuries or - Any other act/acts similar in nature to those mentioned under this category. 	<p>Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of all the courses of concerned Semester and disallowing him/her from registering the courses (IR and RPR) up to Two subsequent semesters depending upon the nature and gravity of the unfair practices.</p> <p>Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of all the courses of concerned Semester and disallowing him/her from registering the courses (IR and RPR) up to Three subsequent semesters depending upon the nature and gravity of the unfair practices <u>and/or</u> initiate the criminal proceeding including filing FIR for the student / Person involved in this case.</p>	
6.8	<p>During or after the examination, if any student is found to have indulged in any other form of unfair practices, misconduct, misbehavior, committing act of indiscipline, committing breach of any of the rules laid down for the proper conduct of examinations etc., which are not, covered in categories 6.1 to 6.7 in the above guidelines having bearing on the examination or result of the student and/or of any other student.</p>	<p>The Examination Reforms Committee shall recommend the punitive measure depending upon the nature and gravity of the unfair practices.</p>	

* Whenever punitive measure is awarded to the concerned student for Two courses, then the one course is the concerned course in which student is caught for using unfair practices in examination and the other course will be decided by the student concerned at his/her option from the courses (IR/RPR of any semester) in which the student appeared and passed the Examination. When other course is not available at all then the Committee shall recommend appropriate punitive measure depending upon the nature and gravity of the unfair practices.

