

No.PAHERU/R/2010-11

Date : 03-11-2010

**ORDER**

Pursuant to the decision of Academic Council vide Resolution No.2 dated 13-09-2010 approving Ordinances and Regulations of University examinations, the Management of the University is pleased to notify the same for general information to all concerned.

  
**REGISTRAR**

Copy to:-

1. Executive Secretary to President, PAHER University, Udaipur
2. The COE, PAHER University, Udaipur
3. All Deans/Directors/Principals of PAHER University, Udaipur
4. Office file

  
**REGISTRAR**



**PACIFIC ACADEMY OF HIGHER EDUCATION AND RESEARCH**  
**UNIVERSITY, UDAIPUR**

**BYE – LAWS REGARDING CONDUCT OF EXAMINATIONS**

**ORDINANCE I : CONDUCT OF EXAMINATION**

**A) BOARD OF EXAMINATIONS :**

- (1) The Board of Examinations shall be the authority for conducting the examinations and making policy decisions in regards to organizing and holding examinations, improving the system of examinations, appointing the paper-setters, examiners and moderators, and also prepare the schedule of dates for holding examinations and declaration of the results, The Board of Examination shall also oversee and regulate the conduct of examinations.
- (2) The Board of Examinations shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations. The procedure to be followed by the Board shall be such as may be prescribed.
- (3) The Board of Examinations shall consist of the following member,  
Namely :-
  - (a) President, Chairperson
  - (b) One Director marked by the President.
  - (c) Controller of Examinations/Dy. Controller of Examinations.
  - (d) The Dean of any faculty.
  - (e) Two Principals/Directors other than Dean of Faculty nominated by the President.
  - (f) Two Teachers other than Principal/Director nominated by the President.
- (4) Power and Duties of Board of Examinations :
  - (a) The Board of Examinations shall ensure proper organization of examinations of the University, including tabulation and the declaration of result.
  - (b) The Board shall meet not less than once in each academic term.

- (c) In particular and without prejudice to the generality of duties as mentioned in sub-section (1) the Board shall exercise the following powers and perform following duties, namely :-
- (i) To undertake, exercise and experiment in examination reforms.
  - (ii) To exercise such other powers in relation to examinations as may be assigned to it by the Govt.
- (d) In case of any emergency requiring immediate action to be taken, the Chairperson of the Board or any other officer or person authorized by the Chairperson in that behalf, shall take such action as considered fit and necessary, and at the next meeting of the Board, the action taken shall be reported by such person.
- (e) No member of the Board of Examinations or the committees shall be appointed as paper-setter, examiner.
- (f)
- (i) In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper-setters examiners, teachers or any others persons connected with the conduct of examinations, the Board of Examinations shall constitute a committee of not more than three persons of whom one shall be Chairperson.
  - (ii) Such a committee shall submit its report and recommendations to the Board of Examinations which shall take disciplinary action in the matter as it deems fit.
- (g) The Board shall arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students. Teachers, invigilators, supervisors, etc.

## **(B) RULES AND REGULATIONS FOR CONDUCTING EXAMINATIONS**

**(I) DEFINITIONS :** In these rules relating to the conduct of examinations, unless there is anything repugnant in the subject or context,

- i. "Academic Year" means a year commencing on a such date in July and ending with such date in June of the year following as may be decided by the Academic Council.
- ii. "Admission to an Examination" means the issuance of an admission card to a candidate in token of his having completed all the conditions laid down in these Rules, by a Competent Authority of the University.

Provided that, a candidate who does not fulfill all such conditions may, at the discretion of the Competent Authority of the University, be admitted provisionally, however, in case all conditions are not fulfilled by him subsequently, his admission shall be liable to be cancelled.

iii "Applicant" means a person who has submitted an application to the University in the prescribed form for admission to an examination.

iv "Candidate" means a person, who has been admitted to an examination by the University.

v "Collegiate Candidate" means an applicant who has applied for an admission to University Examination through a constituent College/Institution/Centre, in which he/she has been prosecuting a regular course of studies.

vi "Examinee" means a person who actually presents himself/herself for an examination or a part thereof to which he/she has been admitted.

vii "Examination fee" means the fee inclusive of the fee payable for the statements of marks as may be prescribed by the Competent Authority from time to time.

viii "Repeater Student" is a student, who having once been admitted to an examination of this University, is again required to take the same examination by reason of his failure or absence and shall include a student who may have joined a College/Institution again in the same class or a student whose performance of the examination was cancelled due to fraud, malpractice, improper conduct etc. and has completed the punishment given to him and allowed to appear for said examination by the Board of Examinations.

ix "Under-Graduate Examinations" means an examination leading to the Graduate Degree of the University.

x "Post Graduate Diploma Examination" means an examination leading to Post Graduate Diploma of the University.

xi "Post Graduate Degree Examinations" means an examination leading to Post Graduate Degree of the University.

xii "Verification" means recounting and re-totaling of marks of all answer(s) evaluated earlier, including assessment and allotment of marks to any un-assessed answer(s) in the concerned answer book.

xiii "Attempt" means either partial or complete appearance by a candidate at an examination. Mere remittance of examination fee shall not amount to an attempt at an examination.

xiv "Unfair Means Committee" means the committee constituted by the Board of Examination to investigate into the cases of unfair means used during the conduct of university examinations by the students/examiners or any other person/s connected with examination.

xv "Student" means and includes a person who is enrolled as such by the University / Constituent College / Institution / Centre, for receiving instructions, qualifying for any degree, diploma or certificate awarded by the University.

xvi "Department" means a unit which is responsible for organizing teaching or research in a subject or group of related subjects in a conducted/ constituent College/Institute/Centre.

xvii "Post Graduate department" means a department in a college or institute or Centre of higher learning, research or specialized studies imparting Post Graduate instructions or guides for research recognized to be so by the University.

xviii "College" means a college imparting education leading to award of Degree, Diplomas or certificate and is constituent college or Institute or Centre of the University.

xix "Institution" means an institution of higher learning, research or specialized studies other than college and is constituent unit of the university.

xx "Centre" means an institution of higher learning, research or specialized studies other than college and is constituent unit of the University.

xxi "Authorities" means the Authorities of the university as specified by or under the rules, regulations and laws bylaws.

xxii "Central councils" means various councils of the health sciences and Allied Health Sciences constituted by the central Govt.

xxiii "U.G.C." means the commission established under U.G.C. act 1956.

xxiv "Teacher" means full time teacher including principal acting or officiating, Dean of College, Director of a institute or Centre, professor, Associate Professor, Assistant Professor imparting instructions or guiding research in the university or in any constituent college or institute or Centre.

## **(II) ADMISSION TO EXAMINATION :**

(1) Save as otherwise specifically provided, the conditions prescribed for admission to examinations under these rules shall apply to all persons who seek to take the examinations of the University.

(2) A collegiate candidate, desirous of taking University examination, unless otherwise provided in any Rule, shall prosecute a regular course of study in one or more constituent College / Institution / Centers for the course leading to the examination for which he/she applies for not less than the period prescribed in the concerned Rules.

Explanation : 'Prosecution of a regular course of study, means attendance at not less than 75% of the lectures delivered in each subject of the course of instruction and 80% in practical work for the examination during the total academic period. Attendance in both case shall be calculated till such date before the commencement of the written examination or upto the end of the academic term whichever is later.

(3) The Principal / Dean / Director shall send to the Controller of Examinations a certificate of completion of required attendance and other requirements of the applicant as prescribed by the University from his college/Institute/Centre two weeks before the date of the commencement of the written examination.

(4) A collegiate candidate shall submit his application form for admission to the examination through the Principal/Dean/Director of his college along with prescribed fees.

(5) The Principal/Dean/Director shall forward such forms and fees to the Controller of the Examinations on or before the date notified by the University.

- (6) Application forms received after the prescribed date will not be accepted, under special circumstances, President can allow at his own discretion.
- (7) Candidates who have migrated from other Universities or Boards shall produce a Migration Certificate from the concerned University or Board.
- (8) The syllabi and the scheme for the University Examination shall be such as may be prescribed from time to time by the Academic Council.
- (9) The Academic Council shall notify the academic terms, vacations and holidays for the Academic year before the commencement of the said academic year.
- (10) The Syllabus and the Text-books, if any , to be prescribed or recommended in connection with any subject in which the University conducts examination shall be determined from time to time by the Academic Council on recommendation of Faculties and Board of studies. All changes in the Syllabi or in the scheme of examinations shall be notified for general information before the commencement of the course leading to the examination.
- (11) No question shall be put at University Examinations calling for or necessitating a declaration of religious faith and/ or belief on the part of the examinee.
- (12) (a) A candidate who is unable to present himself for an examination or a part thereof shall not be entitled to any refund of his/her fees. However, an applicant who is found ineligible for an examination shall be entitled to refund of 100% of the net examination fee paid.  
  
(b) If a candidate suppresses some vital information or gives false information to appear at an examination for which he/she is not eligible or entitled, the total amount of fee paid by him/her shall be forfeited. He/she may be debarred for one term from appearing in further examination and/or a fine of Rs.1000/- will be imposed. However, in case of subsequent indulgence of similar nature, the period of debarment may be extended up to three terms.
- (13) All examination except viva-voce shall be conducted by means of printed or photocopied question papers including such other modality as may be prescribed by the University from time to time.



- (14) Notwithstanding anything contrary to these Bye-laws, no person shall be admitted to University Examination if he/she has already passed the same examination or corresponding examination of any other University, which has been recognised as equivalent examination.
- (15) The University shall prepare and publish a Schedule of Examinations for each and every course conducted by University at least two months before the examinations.  
**Explanation:** "Schedule of Examination" means a table giving details about the time, day and date of commencement of each paper which is a part of a scheme of examinations. The practical examination schedule shall be declared separately.
- (16) All arrangements for the conduct of the Examinations shall be made by the constituent college/Institute/centre where the examination is conducted.
- (17) Examiners shall be appointed by the President in accordance with the provisions.
- (18) Each Board of Studies shall submit a panel of Examiners (internal as well as external), along with their address, suitable for appointment as Paper Setters/Examiners in each paper of each subject/Practical clinical etc. assigned, and update time to time.
- (19) The Controller of Examinations shall maintain a permanent list of teachers in the University along with their academic qualifications, teaching experience, examination in which they have acted as examiner, paper setter in the past and such other information as may be relevant.
- (20) Internal and external Examiners:-An "Internal examiner" means a person who is a teacher in the constituent College/Institute/Center. "The External Examiner" means, examiner who is not covered under the definition of internal examiner.
- (21) Intimation of appointment of the examiners shall be accompanied by a copy of the instruction/ guidelines relating to the examination for

which they are appointed, as also information regarding the remuneration which they will be entitled to draw, if they act as an examiners. The examiners shall also be furnished with a list of all matters, which they are expected to attend to and shall be required to send to the Controller of Examinations.

- (22) Each paper setter shall set and submit to the Controller of examinations, the required number of copies of question papers that he/she sets in a sealed cover, enclosed within another sealed cover within prescribed period. He/she shall also furnish a certificate to the effect that he / she has destroyed all the notes and manuscripts in connection with the question paper(s) he/she has set. Copyright of any question paper set by an examiner shall vest with the University.
- (23) Paper-setters, who do not set and submit their question papers to the Controller of Examinations within the prescribed time limit shall, ipso facto, cease to be examiners.
- (24) Examiners shall be appointed for examinations to be held in that academic year; however they shall be eligible for reappointment. The examiners shall be required to maintain confidentiality about their appointment at examination and marks awarded by them to examinees.
- (25) Each paper setter/Examiners/Chairman shall not work at the University examination if following relations appearing at the said examination and shall give following undertaking :-
  - a) None of the following relation appearing in the subjects at the examination of the college/Institute/center and University.
    - i. Relations: Wife, husband, daughter, grandson, granddaughter, brother, sister, nephew, niece, aunt, Son in Law, daughter, brother in Law, sister in Law.
    - ii. That none of he/she has coached any students for this University Examination.

- iii. That none of he/she has written any book as guides, annotations, digest or catechisms or any book of solved examples for students with reference the examination of this university.
- iv. That none of he/she is a candidate for any examination of this university other than Translation Test, Ph.D., Examination during the Examination Session
- v. That none of he/she is engaged in taking any private tuitions of any student of any examination of this University.
- vi. That none of he/she is debarred from Examination by the parent or any other University

- (26) A confidential record of mistakes, errors, malpractice, fraud, improper conduct or other course of what so ever nature committed by examiners shall be preserved by the Controller of Examination for future guidance/necessary action.
- (27) The question papers, unless otherwise specified, shall be set in English. Except where otherwise stated in the relevant syllabi.
- (28) The Principal/Director of constituent College/ Institution where the practical examination is to be held shall make all arrangements for the conduct of the practical examination at that centre.
- (29) The President shall ordinarily appoint the Principal of College or the head of the Institution/center which is designated as a Center Superintendent of examination, for the University Examinations at that Centre.
- (30) The Center Superintendent shall be responsible for the smooth conduct of the examination at that centre. All expenses incurred in connection with the conduct of the examinations at a centre shall be borne by the University as per rules, towards which purpose the Centre Superintendent may draw such advances from the University as deemed

necessary. The Centre Superintendent shall submit a detailed account of the expenses incurred by him/her as soon as the examinations are over at that centre and in no case beyond one month of the date of the last paper at that centre. The accounts shall be submitted in the prescribed forms supplied to the Centre Superintendent by the Accounts Section of the University along with the cheque towards the first advance and statement of expenditure along with original vouchers and receipts of payment towards conduct of Examination. The controller of Examination shall also supply the copy of the rules and rates of remuneration payable for the conduct of examinations to the Centre Superintendent.

- (31) No person other than the examinees, invigilators and such other persons as may be permitted by the Centre Superintendent of a centre, shall be allowed to enter the premises of the Examination centre. The Centre Superintendent shall take all necessary steps to ensure this.
- (32) Examinees at all examinations shall strictly abide by the instructions that may be issued to them by the competent authority from time to time.
- (33) The Controller of examinations shall supply sufficient number of copies of question paper and answer books required at each centre to the Centre Superintendent in reasonable time.

### **(III) TABULATION OF RESULT:**

- (1) The result of the examinees shall be tabulated in a prescribed form.
- (2) A person shall prepare the results of each examination, hereinafter referred to as Tabulator/Computer Programmer.
- (3) The President shall appoint Tabulator/computer Programmer. Tabulator/Computer Programmer shall be either teachers of College/Institute/Centre or staff members of the University office or both or an agency nominated by the President.

(4) The results tabulated by the tabulators/Computer Programmer shall be scrutinized by a person hereinafter called the "Scrutineer"

"Scrutiny" means and includes:-

- a) Checking of posting made by the tabulators from the original statement/mark list submitted by the examiner;
- b) Checking of totals/aggregates posted by tabulator/Computer Programmer;
- c) Checking of appropriate marking indicating failures;
- d) Checking of result prepared by the Tabulator ( both in the Tabulation register and the result sheet) including Distinction, Pass, Fail, Exemption, compartment etc. and
- e) Checking of the list of Awards prepared by the Tabulators.

(5) The tabulator/Computer Programmer shall perform the following duties :

- a) Posting of marks obtained by an examinee in the tabulation Register.
- b) Totaling of posted marks.
- c) Indicating failures in accordance with the provisions of the Bye-laws.
- d) Stating the result at the specified place.

(Explanation: The result for purposes of this Bye-laws includes Pass, Fail, Distinction, Exemption and such other terms as may be prescribed by the Bye-Laws)

- e) Preparation of list of examinees entitled for any awards or prizes;
- f) Preparation of the result-sheet in the Performa prescribed for its publication.

(6) The President shall, for the examination of every year, appoint a Committee for moderation of results, if required, which shall consist of –

- a) The Pro President
- b) One member nominated by the President.
- c) Dean of the Faculty concerned.

(7) The President shall have the power to convene a meeting of the committee whenever he/she deems it necessary.

(8) The Revaluation Committee shall set norms of revaluation and scrutinisation of results which shall be placed before the President for approval, if required.

(9) No result shall be declared unless it is approved by the President.

**(IV) VERIFICATION OF MARKS OF ANSWERBOOKS:**

(1) Verification of Marks of Answer-Books:- The Answer-books may be scrutinized for verification of the correctness of the total of marks recorded and for verification that all answers have been assessed. However, on verification, if any answer(s) is/are found unassessed, the President shall cause such answers to be checked and the marks allotted for such answers shall be accounted towards total marks obtained by the examinee.

(2) If, as a result of such verification, it is found that the result of the examinee needs to be changed at the examination, the President shall publish a supplementary list embodying the results of such verification. The fee paid by the Examinee in such cases shall be refunded to the extent of 50%.

(3) Before a reply is sent to the applicant, the report of the verification of the answer-books by the scrutinizers shall be counter –checked and signed by a special Examination Committee/Dean of faculty concerned/Controller of Examinations.

(4) Application for verification from an examinee shall be submitted to the Controller of Examination within fifteen days from the date of declaration of the result concerned accompanied with fee prescribed by the University. In no case application for verification shall be entertained after expiry of 15 days from the date of declaration of University result. The president as per the guideline shall cause verification of the written answer books, mechanism as may be laid down from time to time.

**(V) REMOVAL OF DISCREPANCY:**

If, the discrepancy in the application form of an examinee for admission to an examination is not removed by him/her within two months of the declaration of the result of that examination, his/her admission to that examination shall be liable to be cancelled.

**(VI) SPOT EVALUATION:**

The President may decide spot-evaluation of answer books of any examination.

**(VII) SCHEME OF EXAMINATIONS:**

The scheme of Examination for each course shall be as given in the rules and Regulations for the said course.

**(VIII) STANDARD OF PASSING:**

- (1) The standard of passing: A candidate to be eligible to pass the examination must have obtained not less than 50% of marks in each of the heads of passing in respective subject.
- (2) Distinction: The candidate who has obtained 75% and above marks in a subject shall be declared as "Passed with Distinction" in that subject. In case the candidate gets 75% and above marks in aggregate, he will be declared as "Passed with Distinction" in that examination.
- (3) A candidate shall be eligible for the award of distinction only if he/she has obtained 75% or more marks in an examination attempted as a whole.

**(IX) INTERNAL ASSESSMENT:**

Theory and Practical internal assessment shall be done as follows:

- (1) The number and marking pattern (Theory and Practical marks distribution) of the periodicals, terminal and preliminary examination should be as per the syllabus.
- (2) After every examination for internal assessment, the result should be submitted within 15 days of the examination to the University with following formalities.
  - a) The result sheet should be duly signed by the examining teacher/s.

- b) The result sheet should have date mentioned on it.
  - c) The result sheet should be sealed properly.
- (3) The result of each internal examination should be put up on the notice board of the concerned department of the college for a period of one week. Theory answer papers should be distributed to the students after declaration of the result of each examination for perusal of students and then they should be collected.
- (4) The final result of the internal assessment examinations should be submitted to the University in the format within specified period before the start of University examination.
- (5) All the answer books, question papers and related documents should be retained with the college for at least six months after the declaration of the University examination result.
- (6) A committee should be formed at the college level to deal with the problems related to the internal assessment examinations. This committee should be constituted by the Dean/Principal/Director of the college/Institute/Centre.
- a) There shall be no re-examination for internal assessment. In case of absence of student/s for any of the internal assessment examinations, the committee should decide about the genuineness of the reason for absence of the student/s for the examination like sickness certificates or some other equally important reason submitted by the student. After verifying the genuineness of the reason for the absence, the committee may allow the candidate to appear for the defaulter examination with additional fee.
  - b) In case of any complaint from the candidate regarding the internal assessment, a written complaint should be lodged with the H.O.D./Principal/Director. Such complaints should be discussed in the committee meeting. The decision of the committee will be communicated to the student.
  - c) A candidate who is not satisfied with the decision of the committee at college/Institute/Centre level can appeal to the University for redressal of his grievances.



**(X) VIGILANCE SQUAD :**

- (1) The Vigilance Squad shall be appointed by the President visit the Centre of University Examination to :
  - a) Ensure that the University Examinations are conducted as per norms laid down.
  - b) Observe whether the Supervisors and Block-Supervisors are following scrupulously instructions for conduct of the University examinations.
  - c) Check the students who try to resort to malpractices at the time of University Examination and report such case to the University.
- (2) The Vigilance Squad is authorized to visit any Examination Centre without prior intimation and enter office of the Centre Superintendent to check the record and other material relating to the conduct of examination. They can enter in any block of Examination for checking the candidate's identity card, Admit cards 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 President shall appoint Vigilance Squad, which may include –Senior Teachers of College/Institution/Teachers and desirably one lady teacher; as the President considers appropriate.
- (4) The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the President with a copy to the concerned Principal /Director. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.
- (5) The Principal/Director of the College/Institute/Center where the center of examination is located shall be responsible for the smooth conduct of examinations. He shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the University as well as to the law enforcing authority.

**(XI) AMENDMENT OF RESULTS:**

**(1) Due to errors**

In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of President provided the errors are reported/detected within 6 months from the date of declaration of results. Errors detected thereafter shall be placed before the Board of Examinations.

Error means-

- i) Error in computer/data entry, printing or programming and the like.
- ii) Clerical error, manual or machine, in totaling or entering of marks on ledger/register.
- iii) Error due to negligence or oversight of examiner or any other person connected with evaluation, revaluation and result preparation.

**(2) Due to fraud, malpractices etc.**

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in the opinion of the Board of Examinations been party or privy to or connived at such malpractice, fraud or improper conduct, the Board of Examinations shall have power at any time, notwithstanding the issue of the Certificate or the award of a prize or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examinations considers necessary in that behalf.

**(C) APPOINTMENT OF PAPER SETTERS, EXAMINERS, CENTRE SUPERINTENDENT:**

- (1) No person can claim appointment as paper setter/examiner or any other examination work as a matter of right. Appointments of persons as paper setters/examiners shall be ordinarily made at the time of University examination.
- (2) The paper setters/examiners shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the University, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the paper setter/examiner.
- (3) The paper setters/examiners shall follow all the Bye-laws given by the University from time to time in respect of pattern of question papers setting of question papers, model answers, scheme of marking etc.
- (4) There shall be one Assistant Centre Superintendent at each examination centre, having minimum of five years of experience of teaching/working in College/Institute.
- (5) The Principal/Director of the concerned college/Institute shall himself/herself be the Centre Superintendent. Where substitute arrangement is required, it shall be done only by prior permission of the University. However, the Principal/Director shall alone be responsible for any lapse/lapses occurring during the conduct of examination.
- (6) He/ She shall ensure that the stationary required for the conduct of examinations, question paper etc. are received at the examination centre. He/she shall also ensure that the packets of question papers are intact and duly sealed and are opened in his presence 20 minutes before the start of the examinations.
- (7) He/ She shall also ensure that the students are not resorting to unfair means practices. In case any undesirable incidents occur, He/ She shall immediately report the cases of unfair means to the Controller of Examinations along with his/her report. He/ She should not leave the examination centre during the examination period.

- (8) He/ She shall ensure that the answer books are distributed to the students 10 minutes before the start of the examination.

**(D) ACCEPTANCE OF EXAMINATIONS FORMS:**

The Principal/Director shall accept the examination forms of the students within the time prescribed by the University from time to time. The forms so accepted should be submitted to the University within a week from the last day of acceptance of forms in the college/Institute alongwith the fees so collected.

**(XIV) UNFAIR MEANS RESORTED TO BY THE CANDIDATE:**

**1) General**

- a) On receipt of a report regarding use of unfair means by any candidate at University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of Examinations shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from any University examination or from any University course in a College or Institution or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal given to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.
- b) On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner any other person connected with the conduct of examination held by the University or Colleges or Institution or including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the University examinations shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper setter, examiner, teacher or any other person connected with the conduct of examination work either permanently or for a specified period or by referring his/ her case to the

concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

**2) Competent Authority**

- a) The Board of Examinations of the University shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.
- b) The Principal of the constituent College or Director of the Institution 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 for Internal Examination.

**3) Appointment of Unfair Means Inquiry Committee :**

- a) For the purpose of investigating unfair means resorted to by examinees at the University examination, the Board of Examination shall appoint a Committee. The term of the Committee shall be not more than three years.
- b) For the purpose of investigating unfair means resorted to by examinees at the examination held by the College/Institution, the Unfair Means Inquiry Committee appointed by the College/Institution shall consist of three teachers (other than the Principal/Head) to be nominated by the Principal/Head of the Institution, one of whom shall be designated as Chairperson. The members of the College/Institutions Examination Committee shall not be appointed members on the Unfair Means Inquiry Committee.
- c) The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to concerned competent authority, which will issue final orders with regard to the penal action to be taken facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been given to the concerned implicated examinee in his/her defence, that the principles of natural justice

has been followed and that the recommended quantum of punishment in accordance with the guidelines laid down in this behalf.

**4) Procedure of the Committee should be as under :**

- a) The Controller of Examinations of the University, or the Officer authorized by them, as the case may be, shall inform the examinee concerned in writing of the act of unfair means alleged to have been committed by him/her, as shall ask him/her to show cause as to why the charge/s leveled against punishment stipulated in the show cause notice should not be imposed.
- b) The examinee may appear before the Unfair means inquiry committee