

Freezing of semester will only be allowed after successful completion of 1<sup>st</sup> semester as prerequisite, as the case may be for other semester's predecessor to the freezing semester.

### **17. Permission of Writer for Special Students**

A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.

In case a student is physically handicapped/visually impaired, she may apply to the Chairperson of the respective department (with medical certificate as proof of her disability) for permission to engage a writer in Tests/ Examinations of the University two weeks before the start of Tests/ Examinations. She will be allowed 45 minutes (maximum) extra time to solve the question paper.

The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e. g. for level 6 student, the writer should be at the most of level 5).

### **18. Rechecking of Examination Script**

There shall be no re-evaluation of answer book. A student may, on payment of fee as prescribed by the Syndicate, get the answer book re-checked for totaling and for verification that all questions or parts therefore have been fully marked, in the presence of the concerned teacher, HOD and the Controller of Examination, within one week from the date of declaration of the results, errors or omissions, if any shall be rectified.

### **19. Unfair Means/Cheating Cases:**

Students are expected to be sincere and dedicated to their cause, in achieving skillfulness and moral uprightness. University provides a favorable atmosphere for learning, where chances are equal in determining the goals and objectives. A strict code of conduct in examination is put into practice, to give a credible Examination System which is the key to excellence in academic pursuits.

Following actions will be regarded as Unfair Means and are liable to strict penalties by the Unfair Means Committee, after proper proceedings and giving the candidates fair chance of showing cause.



**a) Possession of Helping Material**

Any candidate who, after announcement made by the Superintendents, fails to part with or is found to have in his/her possession or access, books or notes, papers, bags, pencil cases, paggers, mobile phones, calculators, palmtop, computers, tape recorders, concealing notes on clothing/hands/shoes/pockets/wallets or any other material or equipment in his/her possession relating to the subject of Examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other Unfair Means in connection with the Examination.

**b) Copying**

Any candidate found guilty of copying from any paper, book or notes, mobile phones, any other helping material, allowing any other candidate to copy his/her Answer Book or exchanging Answer Book/Extra Sheet/Question Paper with other candidates and making gestures which may help in solving the paper.

**c) Impersonation**

Any person who impersonates a valid candidate by forgery of documents i.e. roll number slip or the registration record or disguises him/herself or any other means.

**d) Physical Assault and Intimidation or Misbehaving**

Any candidate found guilty of resorting to physical assault or intimidation or misbehaving with the Supervisory Staff or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates.

**e) Possession of Weapons**

Any candidate found guilty of possessing firearms, daggers, knives and other weapons, which may cause injury.

**f) Instigation for a Walkout/Pen-Down strike**

Any candidate found guilty of instigating others to stage a walkout or resort to a pen-down strike.

**g) False statement/Forgery**

Any candidate found guilty of forging another person's signatures on her Attendance Sheet.

**h) Identity/Appeal**

Disclosing his/her identity or making an appeal in her Answer Book to the Assessor.



**i) Influencing**

Any candidate found guilty of influencing or attempting to influence the Assessor, Examiners, Supervisory Staff or University Employees directly or through his/ her relatives or guardians or friends with the objective of gaining benefit in the Examination/Paper Assessing.

**j) Disobedience/Disturbance**

Any candidate who refuses to obey the Centre Superintendent or changes his/her seat with another candidate, or changes her roll number or create disturbance in smooth functioning of Examination Centre.

**k) Substituting the Answer Book**

Any candidate substituting the whole or part of an Answer Book or a Continuation Sheet in the Examination Centre which is not duly issued to him/her for the Examination.

**l) Taking out/Tearing off Answer Sheet**

Any candidate taking out from the Examination Centre the whole or a part of an Answer Book or Tear off an Answer Book or Pages or Continuation Sheet.

**20. Penalties for Unfair Mean**

Unfair means may lead to one or more following penalties:

- I. Grade "F" in the relevant paper; and/or Cancellation of relevant paper;
- II. Maximum fine up to Rs. 10,000 per paper;
- III. Suspension from the Program;
- IV. Expulsion from the University.

**21. Convener of the Unfair Means Committee**

On the recommendation of the Controller of Examinations, a committee of three (03) teachers of different disciplines shall be constituted by the Vice Chancellor for the term of two years in order to deal with Unfair Means Cases. The Controller of Examination shall be the Convener of the committee. Deputy Registrar Academics will be the Coordinator of Committee. The Committee will decide the UMC Cases with simple majority. The final decision will be implemented by the Controller of Examinations. In case a seat of any member of UMC Committee becomes vacant for any reason, the Convener will report to the Vice Chancellor along with the recommendation



nomination for replacement within 21 days of its vacancy. Notification of the new member will be issued by the office of the Vice Chancellor.

## **22. Reasonable Opportunity of showing cause against the Action**

No punishment shall be imposed, unless a student accused of using Unfair Means in an Examination, has been given a reasonable opportunity of showing cause against the action proposed to be taken with respect to her. An appropriate charge sheet in this regard will be issued to her. If a student fails to file any written statement or, fail to appear before the Unfair Means Committee on the specified date and time an ex-parte decision will be taken without giving any further notice.

## **23. Punishment awarded by The Vice Chancellor**

In case of emergency, The Vice Chancellor may provisionally award suitable punishment without reference to the committee, in commensurate with the gravity of offence, to any candidate. However, the case will be referred to the UMC Committee for proceeding.

## **24. Appellate Committee**

A candidate to whom the decision of the Unfair Means Committee is communicated and has valid reason to appeal against such decision; she may do so in writing to the Vice Chancellor within Ten (10) days of the receipt of the decision along with the prescribed fee (Rs. 1000). The appeal shall be referred to the Appellate Committee. Applicant will be given an opportunity to be heard in person by the committee if, she so desires. The Vice Chancellor shall appoint by nomination the Appellate Committee comprising two (02) or more members. These persons shall be other than those who have been on the Unfair Means Committee who dealt with the case earlier. The Vice Chancellor or his nominee shall be the Convener of the committee.

## **25. Cancellation of Admission**

If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled.