



# Vidyavardhini's College Of Engineering & Technology

**Address: K.T. Marg, Vasai Road (West), Dist.-Palghar,**

**Vasai-401202, Maharashtra, India.**

(Approved by AICTE, DTE Maharashtra and Affiliated to University of Mumbai)

**(An Autonomous Institute)**

**NBA & NAAC Accredited**



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## EXAMINATION ORDINANCE RULES

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*A Reference Manual for Students and Faculty*

## Table of Contents

|                                                                                                                                           |   |
|-------------------------------------------------------------------------------------------------------------------------------------------|---|
| O.5042 – Ordinance for Grace Marks for Passing in Each Head of Passing (Theory / Practical / Oral / Sessional / External / Internal)..... | 1 |
| O.5043A – Grace Marks for Getting Higher Class / Grade .....                                                                              | 1 |
| O.5044A – Grace Marks for Getting Distinction / Grade “O” in the Course Only .....                                                        | 2 |
| O.5045A – Ordinance for Condonation .....                                                                                                 | 2 |
| O. 5046-A: - Ordinance for Moderation .....                                                                                               | 2 |
| O.5047-A: - Ordinance for Vigilance Squad.....                                                                                            | 3 |
| O.5048A – Amendments of Result.....                                                                                                       | 4 |
| O.6246 – Ordinance for Eligibility of Term Grant .....                                                                                    | 4 |
| O.6253 – Ordinance for Minimum Passing Percentage.....                                                                                    | 5 |
| O.6086 – Attendance for Learners.....                                                                                                     | 5 |
| O.229 – Ordinance for Sports/DLLL/NSS Grace Marks .....                                                                                   | 6 |
| O.5050A – Ordinance for Candidates Resorting to Malpractices During Examinations .....                                                    | 7 |

## O.5042 – Ordinance for Grace Marks for Passing in Each Head of Passing (Theory / Practical / Oral / Sessional / External / Internal)

- The examinee shall be given the benefit of grace marks only for passing in each course/head of passing (Theory/Practical/Oral/Test) in the End Semester Examination as follows:

| Head of Passing | Grace Marks Up to |
|-----------------|-------------------|
| Up to – 50      | 2                 |
| 051 – 100       | 3                 |
| 101 – 150       | 4                 |
| 151 – 200       | 5                 |
| 201 – 250       | 6                 |
| 251 – 300       | 7                 |
| 301 – 350       | 8                 |
| 351 – 400       | 9                 |
| 401 and above   | 10                |

- These grace marks may be awarded by Resolution by the evaluators subject to passing of the course. These grace marks by resolution are applicable to all courses (only ESE) based on the Examiner's written consent to grant the grace marks, if needed for passing.
- Provided that the benefit of such gracing marks given in different courses/heads of passing shall not exceed 1% of the aggregate marks in that examination.
- Provided further that the benefit of gracing of marks under this Ordinance shall be applicable only if the candidate passes the entire examination of the semester/year.
- Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE, UGC, etc.
- Result on the gazette will be indicated with an @ sign if the candidate passes the semester with grace marks under this Ordinance (O.5042).

## O.5043A – Grace Marks for Getting Higher Class / Grade

- Provided that the benefit of such gracing marks given in different courses/heads of passing shall not exceed 1% of the aggregate marks in that examination.
- Provided that the benefit of the above-mentioned grace marks shall not be given if the candidate fails to secure the necessary passing marks in the aggregate course/head of passing, also if prescribed, in the examination concerned.

- Provided further that the benefit of the above-mentioned grace marks shall be given to the candidate only for such examination(s) for which the provision of award of class/grade has been prescribed. Provided further that the gracing is concurrent with the rules and guidelines of professional statutory bodies at the All-India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE, etc.

### **O.5044A – Grace Marks for Getting Distinction / Grade “O” in the Course Only**

- A candidate/learner who passes in all the courses or subjects/heads of passing in the examination without the benefit of either gracing or condonation rules, and whose total marks in the courses/subjects fall short by not more than three marks for getting Grade “O”/distinction, shall be given necessary grace marks up to three (03) in a maximum of two (02) subjects/courses, subject to a maximum of 1% of the total marks of that head of passing, whichever is more, in a given examination.
- Provided that the benefit of the above-mentioned grace marks shall not be given to the candidate for examination(s) for which provision for distinction in a course/subject has not been prescribed.
- Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All-India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE, etc.

### **O.5045A – Ordinance for Condonation**

- If a candidate/learner fails in only one course/head of passing, having passed in all other courses/heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total marks of that course/head of passing in which he/she is failing, whichever is less. However, condonation — whether in one head of passing or the aggregate head of passing — is restricted to a maximum of 10 marks only. Condonation of deficiency of marks is shown in the Result Gazette with an asterisk (\* under Ordinance O.5045).
- Condonation of deficiency of marks is shown in the Grade Card/Statement of Marks in the form of an asterisk and the Ordinance number.
- Provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE, etc.

### **O. 5046-A: - Ordinance for Moderation**

1. The Moderation System shall be application to all the faculties for Under Graduate and Post Graduate Semester End Examination / External Theory Examination.

2. 100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that course / paper.
3. In case of professional faculties / courses, 100% moderation shall be carried out in case of candidates obtaining 70% and above marks or Grade 'O'. For non-professional faculties / courses 100% moderation shall be carried out in case of candidates obtaining First Class Grade 'A' and above marks.
4. The moderation of answer books of at least 5% of total number of candidates obtaining marks between Grade 'E' / minimum passing marks and marks required for Grade 'A' and above First Class/ distinction shall be carried out on random sample basis.
5. One moderator shall be appointed per five examiners. However Chairman, Board of paper setters will act as the moderator, where there are less than five examiners.
6. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAPs.
7. Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.
8. Each University shall formulate detailed scheme of moderation on the basis of guidelines given above.

### **O.5047-A: - Ordinance for Vigilance Squad**

1. The Vigilance Squad/s of not less than three and not more than four members shall be appointed by the Vice Chancellor to visit the Centres of University Examinations to:
  - i. Ensure that the University Examinations are conducted as per norms laid down. Observe whether the Senior Supervisors and Block Supervisors are following scrupulously instructions for conduct of the University Examinations.
  - ii. Check the students who try to resort to malpractices at the time of University Examinations 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 In charge of the Examination Centre to check the record and other material relating to the conduct of Examination. They can enter in any block of Examination for checking the candidates identify card, fee receipt, hall tickets etc. to ascertain the authenticity of the Candidate. The Vigilance Squad shall authorized to detect use of malpractices and unfair means in the Examination.
3. The Vice Chancellor shall appoint Vigilance Squad which may include: Senior Teachers of Affiliated College/Recognized Institution/ University Departments / Teachers and desirably one lady teacher; and any other person as the Vice Chancellor considers appropriate.

4. The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Vice Chancellor with a copy to the concerned Principal. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.
5. The Principal of the College 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 and shall be responsible for reporting such cases to the University as well as the law of enforcing authority.

## **O.5048A – Amendments of Result**

### **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 the power to amend such result in a manner that is in accordance with the true position, and to make such declaration as is necessary, with the necessary approval of the Vice-Chancellor/Pro Vice-Chancellor, 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:**

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

### **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 malpractice, fraud, or other improper conduct whereby an examiner has benefited, and that such examiner, in the opinion of the Board of Examinations, has been party or privy to, or connived at, such malpractice, fraud, or improper conduct, the Board of Examinations shall have the 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.

## **O.6246 – Ordinance for Eligibility of Term Grant**

Internal Assessment, End Semester Examination, and Practical and/or Oral will be considered as separate heads of passing prescribed in the scheme of instructions and examinations. Term Work is not a separate head of passing; however, a learner is eligible to appear for any form of examination only after satisfactory completion of Term Work in all courses of a particular semester, as per the scheme of instructions and examinations.

## **O.6253 – Ordinance for Minimum Passing Percentage**

- To pass in the individual courses of Semester I to VIII examinations of the first to final year of engineering, a learner must obtain a minimum of 40% of the full marks. The minimum of 40% of the full marks must be obtained in the Internal Assessment, End Semester Examination, and Practical and Oral examination separately in each course, as applicable.

OR

- A learner may also pass in an individual course even if he/she fails in Internal Assessment, provided he/she secures more than 50% in total (Internal Assessment + End Semester Examination) in that course.

## **O.6086 – Attendance for Learners**

- There shall be an Attendance Committee, for the smooth conduct of this Ordinance, in every college/institute/department of the University, comprising at least three members (to be nominated from other departments in case of University departments having fewer than 3 teachers), the Vice-Principal/Senior Teacher (Convener), and at least two more teachers ensuring representation of the concerned faculties, nominated by the Principal/Director/Head.
- Every bona fide learner shall ordinarily be allowed to keep terms for the given semester in a programme of enrolment only if he/she fulfils at least seventy-five percent (75%) attendance, taken as an average of the total number of lectures, practicals, tutorials, etc., wherein short and/or long excursions/field visits/study tours organized by the college and supervised by teachers, as envisaged in the syllabus, shall be credited to attendance. It is mandatory for every learner to have a minimum of 50% attendance in each course, with an average attendance of 75%.
- The same ratio shall apply when computing attendance for learners who miss periods while officially representing the college/University/district/state/country in an extracurricular/co-curricular activity, competition, camp, workshop, convention, symposium, or seminar, with the permission of the Principal/Director/Head or the University authority concerned; such missed periods shall be deemed to have been attended.
- The Principal/Director/Head of the concerned college/institute/department shall be the competent authority to condone the absence of a learner by up to an additional 25%, if deemed fit and on the recommendation of the attendance committee, which must give a personal hearing to every learner falling short of the minimum attendance and verify the genuineness of the case (generally limited to the learner's own sickness, sickness or death of a parent, etc.), supported by valid evidence.
- The attendance committee shall ensure attendance records are properly maintained, that warning letters are issued to defaulting learners at least twice each semester, and that a

monthly defaulter list is displayed on the college notice board. Defaulting learners (with parent/guardian where necessary) should be called to meet the Convener mid-semester to clarify consequences and encourage compliance. Learners must be made aware of attendance provisions at admission, and an undertaking (countersigned by the parent/guardian where necessary) should be obtained assuring regular attendance.

- At the end of the semester, on the recommendation of the attendance committee, the Principal/Director/Head shall display the list of learners not allowed to keep terms, allowing them to appeal within 3 days of the notice. After disposing of appeals, the Principal/Director/Head shall inform the Controller of Examinations to withdraw the examination forms of defaulting learners, ensuring the communication reaches at least 10 clear days before the commencement of the respective examinations.
- Learners whose terms are not granted may appeal to the Controller of Examinations, in the prescribed form and on payment of the prescribed fee, within 3 days of receiving the intimation. The Controller of Examinations shall arrange a hearing before a committee (one per faculty) of 3 members, including the convener, nominated by the Management Council. The committee's decision shall be final and binding once communicated by the Controller of Examinations.

### **O.229 – Ordinance for Sports/DLLL/NSS Grace Marks**

- For the CBGS system, instead of giving 10 grace marks in the total, an additional 0.1 point shall be added to the SGPI if the candidate has cleared all heads of passing.
- In case of failure in one or more heads of passing, the benefit of grace marks shall be granted to the extent of 5% of the maximum marks allotted to the head of passing of the concerned subject.
- Based on similar rules of the University of Mumbai, this Ordinance provides that candidates appearing for any University examination (or examination conducted by colleges on behalf of the University) shall be eligible for up to a maximum of 10 grace marks, at their option, in addition to marks secured in each head of passing, for participation in any one of the following activities:

(a) Members of team(s) reaching the quarter-final at intercollegiate sports competitions, or securing one of the top eight places in an individual event.

OR

(b) Members of team(s) securing one of the first three positions in cultural group events, or securing one of the first three places in an individual cultural event, or whose performance has been adjudged best as Actor/Actress, Music Director, Lighting/Sound Effect Operator, Author, Choreographer, or Director in group events at the intercollegiate cultural competition organized by the University, or who represented the University in cultural events at the State, Zonal, National, or International level in the

same academic year, as certified by the Head of the concerned section of Mumbai University.

OR

(c) Members of Candidates' Councils constituted under Section 40(2)(a), 40(2)(b), or 40(4) of the Maharashtra Universities Act, 1994, who have actively participated in University schemes, programmes, and functions during that academic year, as certified by the Director of Candidates' Welfare of Mumbai University.

- The benefit of 10 grace marks (or an increase in SGPI by 0.1 under CBCGS) is available to candidates in only one of the activities above, at their option, subject to the following conditions:

1. That they are appearing for the End Semester Examination as their first attempt.
2. That in case of failure in one or more heads of passing, the benefit of grace marks shall be granted to the extent of 5% of the maximum marks allotted to the head of passing of the concerned subject.
3. That a maximum of 10 grace marks will be added to the grand total; under CBCGS, 0.1 will be added to the final SGPI, even if the benefit is given for passing the subject(s).
4. That if the examination is conducted in semesters and the marks of two semesters are clubbed, the benefit shall be granted in the even semester examination of that academic year (under CBCGS, the SGPI shall be increased by 0.1 instead of 10 grace marks in total).
5. That grace marks awarded under this Ordinance should be shown separately, as before, with the sign # and should not be merged with the marks secured in the heads of passing.
6. That the combined benefit of Sports Grace marks and Semester Grace marks (similar to O.5045 of M.U.) can be given only if the candidate has passed in all heads except TWO before applying the Sports Grace marks.
7. That the grace marks under this Ordinance will not be counted for the award of scholarships, prizes, medals, or other awards.
8. That the rules regarding grace marks under this Ordinance shall be applied first, and shall be shown separately in the marks sheet of the candidate.

## **O.5050A – Ordinance for Candidates Resorting to Malpractices During Examinations**

1.

(a) On receipt of a report 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 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 Recognised Institution or in the University Department 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 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) Where the examinations of the University courses are conducted by the constituent Colleges/Recognised Institutions on behalf of the University, the Principal/Head of the concerned constituent College/Institution, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the College/Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of any of the rules by exclusion of such a student from any such examination or any University course in any College/Institution either permanently or for a specified period or by cancellation of the result of the student in the College/ Institution examination for which he/she appeared or by deprivation of any College / Institution Scholarship or by cancellation of the award of any College / Institution prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways.

(c) 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 Recognised Institution including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the University examinations or the Management Body in the cases of the examinations conducted by the College/Institution on behalf of the University, as the case may be, shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person 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 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**

(i) The Board of Examinations of the University constituted under the provisions of Section 31(3) 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.

(ii) The Principal of the constituent College or Head of the Recognised 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.

### **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 or omissions on the part of student/s during the examination period.

(i) Possessing unfair means material and or copying therefrom.

(ii) Transcribing any unauthorised 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) Unauthorisedly communicating with other examinees or any one else inside or outside the examination hall.

(v) Mutual / Mass copying.

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

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

(viii) Interfering with or counterfeiting of University/College/Institution seal, or answerbooks or office stationary used in the examinations.

(ix) Insertion of currency notes in the answerbooks 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 any form in the answer written or in any other part of the answerbook by the student at the University or College or Institution examination.

(xii) Or any other similar act/s and/or omission/s which may be considered as unfair means by the competent authority.

(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 obtaining 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.

(e) "Possession of unfair means material by a student" means having any unauthorised 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 material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised 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 the Sr. Supervisor or Chief Conductor or any other authorised person to the Controller of Examinations or Principal or Head of the Institution concerned or any officer authorised in this behalf.

(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.

(h) "Chief Conductor" means Principal of the College concerned or Head of the University Department or Recognised Institution concerned, where concerned examination is being conducted, and any other person duly authorised by him or person appointed as in-charge of examination, by prior approval of the University.

4. During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/s.

**5. Chief Conductor/s 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 Chief Conductor the unfair means material found in his or her possession, if any, and his/her answerbook.
- (ii) Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Sr. Supervisor and the Chief Conductor 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 concerned Jr. Supervisor and Sr. Supervisor shall be recorded in writing by the Chief Conductor (Appendix-C). If the student refuses to make statement or to give undertaking the concerned Sr. Supervisor and Chief Conductor shall record accordingly under their signatures.
- (iv) Chief Conductor shall take one or more of the following decisions depending upon seriousness/gravity of the case:
  - (a) In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for remaining examination.
  - (b) Obtain undertaking from the student to the effect that decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.
  - (c) May report the case to the concerned Police Station as per the provisions of Maharashtra Act No. XXXI 1982 – An Act to provide for preventing mal-practices at University; Board and other specified examinations.
  - (d) Confiscate his/her answerbook, mark it as "suspected unfair means case" and issue him/her fresh answerbook duly marked.
  - (v) 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 answerbook/s shall be forwarded by the Chief Conductor, alongwith his report, to the concerned Controller of Examinations/Principal/Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked "Suspected unfair means case".
  - (vi) In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorised person shall record the facts in writing and shall report the same to the concerned Controller of Examinations/ Principal/ Head of the Institution, as the case may be.

**6. Procedure to be followed by Examiner during Assessment**

If the examiner at the time of assessment of answerbook suspects that there is a prima-facie evidence that the student/s whose answerbook/s the examiner is assessing appears to have

resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the Chairman in the subject, alongwith the evidence, to the Contoller 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. Case of unfair mans having prima-facie, reported to the University/College/ Institution by the Chief Conductor / Jr. / Sr. Supervisor and or examiners shall be inquired into by the Committee appointed by the Board of Examinations/ Principal / Head of the Institution, as the case may be. In the event cases of unfair means reported through any other sources, the concerned Officer/ In-charge of the Sub-section / Unit to which the case is primarily pertained, at the Examination Section of the University / College/ Institution shall scrutinise the case, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/her primary report to the concerned Competent Authority. If the Competent Authority is satisfied that there is a prima-facie case it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section / Unit through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

8. Examination Result/s 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 concerned student/s and the College/ Institution to which he/she belongs to, shall be informed accordingly.

### **9. Appointment of Unfair Means Inquiry Committee**

(i) For the purpose of investigating unfair means resorted to by students at the University examination, the Board of Examinations shall appoint a Committee in terms of the provisions made under Section 32(6)(a) of the Maharashtra Universities Act 1994. The term of the Committee shall be five years subject to provisions of Section 42 & 43 of the said Act.

(ii) For the purpose of investigating unfair means resorted to by students at the examination held by the College / Institution, the Unfair Means Inquiry Committee appointed by the College / Institution shall consist of five 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 appointed on the College/Institution Examination Committee shall not be appointed as members on the Unfair Means Inquiry Committee.

(iii) 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 against the student/s after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the concerned implicated student in his/her defence,

the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

#### **10. Procedure of the Committee should be as under**

- (i) The Controller of Examinations of the University / Principal of the College or Head of the Recognised Institution, or the Officer authorised 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 levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
- (ii) The student may appear before the Inquiry Committee 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 the Committee.
- (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 should be shown to him/her by the Inquiry Committee, if the student presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of delinquent.
- (iv) Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
- (v) The Committee should follow the above procedure in the spirit of the principle of natural justice.
- (vi) After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances if the student concerned fails to appear before the Committee, the Committee 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 Committee shall submit its report to the concerned competent authority alongwith its recommendations regarding punishment to be inflicted or otherwise.

#### **11. Punishment**

The Competent Authority concerned i.e. the Board of Examinations in the cases of University examination, the concerned Principal in the cases of College examination, and the Head in the cases of examination held by the Recognised Institution, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose

any one or more of the following punishments on the student/s found guilty of using unfair means:

- (a) Annulment of performance of the student in full or in part in the examination he/she has appeared for.
- (b) Debarring student from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.
- (c) Debarring student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.
- (d) Cancellation of the University or College or Institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.
- (e) In addition to the above-mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment / penalty as it may deem fit.
- (f) As far as possible the quantum of punishment should be as prescribed (category-wise) in Appendix-A.
- (g) The student concerned be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised by it in this behalf, under intimation to the College / Institution he/she belongs to.

**12. The Broad Categories of Unfair Means Resorted to by Students at the University/College/Institution Examinations and the Quantum of Punishment for each Category Thereof**

| S.No. | Nature of Malpractice                                                                                                                                                | Quantum of Punishment                                                                                                                                                                                                                                                                       |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Possession of copying material                                                                                                                                       | Annulment of the performance of the student at the University / College / Institution examination in full.*<br>Note: This quantum of punishment shall apply also to the following categories of malpractices at Sr.No. (2) to Sr.No. (12) in addition to the punishment prescribed thereat. |
| 2     | Actual copying from the copying material.                                                                                                                            | Exclusion of the student from University or College or Institution examination for one additional examination.                                                                                                                                                                              |
| 3     | Possession of another student's answer-book.                                                                                                                         | Exclusion of the student from University or College or Institution examination for one additional examination. (BOTH THE STUDENTS)                                                                                                                                                          |
| 4     | Possession of another student's answer-book+actual evidence of copying therefrom.                                                                                    | Exclusion of the student from University or College or Institution examination for two additional examinations (BOTH THE STUDENTS).                                                                                                                                                         |
| 5     | Mutual / Mass copying                                                                                                                                                | Exclusion of the student from University or College or Institution examination for two additional examinations.                                                                                                                                                                             |
| 6     | (i) Smuggling-out or smuggling-in of answerbook as copying material.<br>(ii) Smuggling-in of written answer-book based on the question paper set at the examination. | Exclusion of the student from University or College or Institution examination for two additional examinations.<br>Exclusion of the student from University or College or Institution examination for three additional examinations.                                                        |

| S.No. | Nature of Malpractice                                                                                                                                                                          | Quantum of Punishment                                                                                                                                                                                                                                                                                                        |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | (iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.                                                                                                 | Exclusion of the student from University or College or Institution examination for four additional examinations.                                                                                                                                                                                                             |
| 7     | Attempt to forge the signature of the Jr. Supervisor on the answerbook or supplement.                                                                                                          | Exclusion of the student from University or College or Institution examination for four additional examinations.                                                                                                                                                                                                             |
| 8     | Interfering with or counterfeiting of University / College / Institution seal, or answerbooks or office stationery used in the examinations.                                                   | Exclusion of the student from University or College or Institution examination for four additional examinations.                                                                                                                                                                                                             |
| 9     | Answerbook, main or supplement written outside the examination hall or any other insertion in answerbook.                                                                                      | Exclusion of the student from University or College or Institution examination for four additional examinations.                                                                                                                                                                                                             |
| 10    | Insertion of currency notes/to bribe or attempting to bribe any of the person/s connected with the conduct of examinations.                                                                    | Exclusion of the student from University of College or Institution examination for four additional examinations.<br>(Note: This money shall be credited to the Vice-Chancellor's Fund)                                                                                                                                       |
| 11    | Using obscene language / violence threat at the examination centre by a student at the University / College / Institution examination to Jr. / Sr. Supervisors / Chief Conductor or Examiners. | Exclusion of the student from University or College or Institution examination for four additional examinations.                                                                                                                                                                                                             |
| 12    | (a) Impersonation at the University / College / Institution examination.<br>(b) Impersonation by a University / College / Institute student at S.S.C/ H.S.C./ any other examinations.          | Exclusion of the student from University or College or Institution examination for five additional examinations. (both the students if impersonator is University or College or Institute student).<br>Exclusion of the impersonator from University or College or Institution examination for five additional examinations. |

| S.No. | Nature of Malpractice                                                                                                                                               | Quantum of Punishment                                                                                                                                                         |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13    | Revealing identity in any form in the answer written or in any other part of the answerbook by the student at the University or College or Institution examination. | Annulment of the performance of the Student at the University or College or Institution examination in full.                                                                  |
| 14    | Found having written on palms or on the body, or on the clothes while in the examination.                                                                           | Annulment of the performance of the student at the University or College or Institution examination in full.                                                                  |
| 15    | All other malpractices not covered in the aforesaid categories.                                                                                                     | Annulment of the performance of the student at the University or College or Institution examination in full, and severe punishment depending upon the gravity of the offence. |

**16.** If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

#### **17. Practical/Dissertation/Project Report Examination**

Student involved in malpractices at Practical/Dissertation/Project Report examinations shall be dealt with as per the punishment provided for the theory examination.

**18.** The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

\*(Note: The Term "Annulment of Performance in full" includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice used thereof.)

### **13. Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination**

#### **(I) Competent Authority:**

(a) The Board of Examinations shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University

(b) The Management (includes the Trustees, Managing Body or Governing Body) of the constituent affiliated / conducted college or Recognised Institution shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examination conducted by the constituent affiliated / conducted colleges' or Recognised Institution on behalf of the University.

#### **(II) Definition: Unless the Context Otherwise Requires**

(a) "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.

(b) Malpractice/lapses includes one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination :-

(i) Leakage of question/s or question paper set at the University / College/ Institution examination before the time of examination.

(ii) Examiner / Moderator intentionally awarding marks to student in assessment of answerbooks, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.

(iii) Paper-setter omitting question, Sr.No. of question, repeating question or setting question outside the scope of syllabus.

(iv) Examiner / Referee showing negligence in detecting malpractice used by student/s.

(v) Jr. Supervisor, Sr. Supervisor, Chief Conductor showing negligence / apathy in carrying out duties or aiding / abetting / allowing / instigating students to use malpractice/s.

(vi) Or any other similar act/s and or omission/s which may be considered as malpractices or lapses by the competent authority.

(c) "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.

(d) 'College', means conducted, constituent or affiliated college or recognised institution of a University.

### **(III) Investigating Committee**

(i) The Committee appointed by the Board of Examinations under the provisions of Section 32(6)(a), 42 and 43 of the Maharashtra Universities Act 1994, to investigate unfair means resorted to by student/s at the University examinations shall also investigate the cases of malpractices used and/or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations at the University examinations.

(ii) Similarly, a Committee appointed by the College or Institution to investigate unfair means resorted to by student at the concerned examinations shall also investigate malpractices/lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations conducted by the affiliated / conducted College or institution on behalf of the University.

### **(IV) Procedure for Investigation**

(i) The cases of alleged used of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct examinations, reported to the University/ College / Institution shall be scrutinized by the concerned Officer / Incharge of the Sub-Section/Unit to which the case is primarily pertained at the Examination Section of the University / College / Institution, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section/ Unit through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

(ii) The Competent Authority of the Officer authorised by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person

connected with the conduct of examination) in writing of the act of malpractices used and or lapses or committed by him / her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.

(iii) The concerned person be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge levelled against him/her therein. The concerned person himself/herself only shall present his/her case before the Committee.

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

(v) Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defence before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.

(vi) The Committee should follow the above procedure in the spirit of principle of natural justice.

(vii) If the concerned person fails to appear before the Committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/her defence. Even after offering two chances, if the concerned person fails to appear before the Committee, the Committee shall take decision in his/her case in his/her absentia on the basis of whatever evidences/documents which are available before it and same shall be binding on the concerned implicated person.

(viii) The Committee shall submit its report to the concerned competent authority alongwith its recommendations regarding punishment to be inflicted on the concerned person or otherwise.

#### **(V) Punishment**

The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall impose any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination : -

(i) Declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specified period.

- (ii) Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment / penalty as it may deem fit.
- (iii) Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- (iv) The competent authority or the Officer authorised in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her.
- (v) An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause No. (iii) above, shall lie with the Board of Examinations if the case is pertaining to the University examination or with the Management of the College or Institution, if the case pertaining to the college/ institutions examination and their decision in the appeal shall be final and binding.
- (vi) The Competent Authority shall supply a typed copy of the relevant extract of fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant/ petitioner, if applied for in writing.
- (vii) The court matters in respective cases of malpractices/lapses should be dealt with by the respective competent authority.
- (viii) As far as possible the quantum of punishment should be prescribed category-wise as hereunder :-

**14. Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Conduct of University / College / Institution Examinations.**

| S.No. | Nature of Malpractices / Lapses                                                                                                                                                                                                                                 | Punishment                                                                                                                              |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Paper-setter found responsible for leakage of the question set in the University / College / Institution examination/s whether intentionally or due to the negligence before the time of examination.                                                           | Disqualification from any examination work + disciplinary action by concerned authorities as per the rules applicable.                  |
| 2     | Leakage of question / question paper set in the University / College / Institution examination before the time of examination at the University/College/Institution, or examination centre by any person/s connected with the conduct of the examination.       | Disciplinary action against the guilty / responsible person/s as per the prevailing rules / standard code by the concerned authorities. |
| 3     | Favouring a student (examinee) by examiner, moderator, referee in assessment of answerbooks/ dissertation / Project Report / Thesis by assigning the student marks to which the student is not entitled, at the University / College / Institution examination. | Disqualification from any examination work + disciplinary action by concerned authorities.                                              |
| 4     | Examiner / Moderator / Referee intentionally / negligently not assigning the student in assessment of his/her answer-books / dissertation / project work, the marks to which the student is entitled to at the University / College / Institution examinations. | Disqualification from any examination work + disciplinary action by concerned authorities.                                              |
| 5     | Paper-setter omitting question at the time of finalisation of question paper set at examination or repeating Sr. No. of question while writing.                                                                                                                 | Disqualification from any examination work for a period of three years.                                                                 |

| S.No. | Nature of Malpractices / Lapses                                                                                                                                                                                                                                | Punishment                                                                                                                                                                                             |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7     | Paper-setter setting questions outside the scope of the syllabus.                                                                                                                                                                                              | Disqualification from any examination work for a period of three years.                                                                                                                                |
| 8     | While assessing answerbook examiner showing negligence in detecting malpractices used by the student/s.                                                                                                                                                        | As decided by the authorities of the University / College / Institution.                                                                                                                               |
| 9     | Guiding Teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a student)                                                                                                                                   | As decided by the authorities of the University / College / Institution.                                                                                                                               |
| 10    | Sr. Supervisor / Chief Conductor showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination hall at Examination Centre during examination period or opening the packet of question paper before prescribed time) | As decided by the authorities of the University / College / Institution.                                                                                                                               |
| 11    | Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty.                                                                                   | Disqualification from any examination work upto a period of three years + disciplinary action by the concerned authorities as per the rule if he/she is a University / College / Institution employee. |
| 12    | Jr. Supervisor helping student (examinee) in mass-copying while on examination duty                                                                                                                                                                            | Permanent disqualification from any examination work + disciplinary action by the concerned authorities as per the rule if he/she is a University/ College / Institution employee.                     |

**13.** The competent authority, in addition to the above mentioned punishment, may impose a fine on the concerned person if declared guilty.

**14.** The competent authority may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of the Maharashtra Act. No. XXXI of 1982.

APPENDIX 'C'

UNIVERSITY OF \_\_\_\_\_

**Statement of candidate who is alleged to have used Unfair Means at the University Examination**

Name in Full : \_\_\_\_\_

Address : \_\_\_\_\_

Examination : \_\_\_\_\_

Paper No. & Subject: \_\_\_\_\_

Seat No. : \_\_\_\_\_

To

The Controller of Examinations,

University of \_\_\_\_\_

Sir,

I, appeared at the above examination held on \_\_\_\_\_ at the  
\_\_\_\_\_ College (Centre) in the Morning / Evening session.

I give below my statement as follows:-

Place : \_\_\_\_\_

Date : \_\_\_\_\_ Time : \_\_\_\_\_ Signature of the Candidate

## FORM OF UNDERTAKING

Full Name of the Candidate : \_\_\_\_\_

Permanent / Local Address : \_\_\_\_\_

To

The Controller of Examinations,

University of \_\_\_\_\_

Sir,

I, the undersigned, student of \_\_\_\_\_ College / Institution appearing for  
\_\_\_\_\_ Examination at the \_\_\_\_\_ College (Centre) do  
hereby state, on solemn affirmation as under :-

I understand that I am involved in respect of an alleged use of Unfair Means in the Examination Hall  
and therefore, a case against me is being reported to the University.

That inspite of the registration of a case of Unfair Means against me I request the University authorities  
to allow me to appear in the present paper and the papers to be set subsequently and/or at the University  
Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be  
provisional and subject to the decision of the University authorities in the matter of disposal of the case  
of alleged use of Unfair Means referred to above.

I also hereby agree that in the event of myself being found guilty at the time of investigation of the said  
case, my performance at the examination to which I have been permitted to appear provisionally,  
consequent upon my special request, is liable to be treated as null and void.

In witness whereof I set my hand to this undertaking

Signature of the Candidate

Before me

Chief Conductor of the Centre

and Rubber Stamp of the College/ Institution / University.

Date : \_\_\_\_\_



**UNIVERSITY OF \_\_\_\_\_**  
**Report of the Jr. Supervisor/Sr. Supervisor / Chief Conductor**

To

The Controller of Examinations,

University of \_\_\_\_\_

Sir,

I, the undersigned, Jr. Supervisor appointed on the above-mentioned Block at the \_\_\_\_\_ examination held at \_\_\_\_\_ college (Centre), am hereby making report against Candidate No. \_\_\_\_\_ Shri//Kum. \_\_\_\_\_ at the examinations, as follows :-

|               |  |
|---------------|--|
| Block No. :   |  |
| Examination : |  |
| Subject :     |  |
| Date :        |  |

Yours faithfully,

( Jr. Supervisor )

Date : \_\_\_\_\_

Time : \_\_\_\_\_

Name & Address of the Junior Supervisor : \_\_\_\_\_

On the basis of the report made by the Jr. Supervisor, I am of the opinion that there is a prima facie case of Unfair Means resorted to by the aforesaid Candidate No. \_\_\_\_\_ and therefore the case be forwarded to the University for investigation.

Signature of Sr. Supervisor

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Forwarded to the Controller of Examinations, University of \_\_\_\_\_<sup>®</sup> for necessary action.

Seal of the College / Institute / University (Centre)

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Encl. : \_\_\_\_\_

Signature of Chief Conductor

(N.B. : Kindly enclose a copy of the relevant question paper )

### PROFORMA 'A'

To

The Inspector / Sub-Inspector,

\_\_\_\_\_ Police Station,

**Sub. :** Complaint against the student for the alleged use of Unfair Means at the \_\_\_\_\_ examination held in the \_\_\_\_\_ examination and therefore I lodge a complaint against him / her with the Police Station (\_\_\_\_\_).

Sir,

On behalf of the University of \_\_\_\_\_, the \_\_\_\_\_ Examination held in the First Half / Second Half of 20\_\_\_\_ is conducted in the premises of the \_\_\_\_\_ College / Institute / University, I have been authorised by the University of \_\_\_\_\_ vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ addressed to the Principal by \_\_\_\_\_, to take action under the provisions of Maharashtra Act. XXXI of 1982, an Act to provide for preventing malpractices at University, Board and other specified examination.

I furnish herewith the details of the following student/s who has/have used Unfair Means at the \_\_\_\_\_ examination.

|                                                                          |  |
|--------------------------------------------------------------------------|--|
| 1. Name of the Student                                                   |  |
| 2. Examination Seat No.                                                  |  |
| 3. Name of the College through which he/she appeared for the examination |  |
| 4. Name of the Subject, Date and Time                                    |  |
| 5. Name of the Jr. Supervisor                                            |  |
| 6. Name of the Sr. Supervisor who detected the case                      |  |
| 7. Material found with the Candidate                                     |  |
| 8. Other Information if any in connection with the case                  |  |

According to Section '7' of the Maharashtra Act XXXI of 1982 – An Act to provide for preventing malpractices at University / Board and other specified examinations, Shri. / Kum. \_\_\_\_\_ has committed the offence at the \_\_\_\_\_ examination and therefore I lodge a complaint against him / her with the Police Station (\_\_\_\_\_).

Yours faithfully,

Chief Conductor

Name of the Centre : \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_



**PROFORMA 'B'**

**Proforma for submission of the information regarding prosecution of Candidates appeared at the Centre**

| <b>Centre No.</b> | <b>Examination</b> | <b>Name and Seat No.<br/>of the Candidate<br/>prosecuted</b> | <b>Date of<br/>Prosecution</b> | <b>Report of which<br/>the candidate<br/>was found<br/>malpractising<br/>and nature of<br/>malpractice in<br/>brief</b> | <b>Name of the<br/>Person who<br/>detected the<br/>malpractice</b> | <b>Signature of<br/>the Jr.<br/>Supervisor</b> | <b>Signature of<br/>the Sr.<br/>Supervisor</b> | <b>Signature of<br/>the Chief<br/>Conductor</b> |
|-------------------|--------------------|--------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------|------------------------------------------------|-------------------------------------------------|
|                   |                    |                                                              |                                |                                                                                                                         |                                                                    |                                                |                                                |                                                 |
|                   |                    |                                                              |                                |                                                                                                                         |                                                                    |                                                |                                                |                                                 |