



UNFAIR MEANS COMMITTEE

The college established an Unfair Means Committee in 2015. The Unfair Means Committee is authorized to take disciplinary action against a student for misconduct during examination conducted by the college. They can decide the quantum of punishment after reviewing the nature of malpractice at theory, practical / project report examination.

Objectives

- To investigate the case of students involved in unfair means and practices during examinations reported by the Exam Committee.
- To conduct transparent and unbiased investigation in any case of unfair means.
- To recommend actions, if any, to the Principal regarding the unfair practices.
- To ensure honesty and fairness during examinations.
- To avoid any malpractice during examinations.

Unfair Means

It includes one or more of the following acts of omissions on the part of students during the examination period :

1. Possessing unfair means material and or copying there from.
2. Transcribing any unauthorized material or any other use thereof.
3. Taking help from the peer examines in the form of verbal conversation or seeing /showing the answer book of/ to other examines with or without their consent.
4. Taking/ providing help in performing the experiments in the lab or fields during the course of exam.
5. Refusal to obey the orders of the Faculty Invigilator.
6. Misbehaving or creating disturbance of any kind in and around the examination hall or organizing a walk out or instigating others to walk out.
7. Impersonating or misrepresenting any other candidate in connection with the examination.
8. Smuggling in an answer book or continuation sheet or taking out or arranging to send out the question paper or an answer book or a continuation sheet or replacing the answer book, its inner sheets, or continuation sheets during or after the examination with or without the connivance of the staff on duty in connection with the examination.
9. Forcing his/her entry into examination hall for the purpose of taking the examination even after being told that he/she is not eligible to sit in the examination.
10. Possessing a lethal weapon or firearm or coming in drunken condition to the examination hall.
11. Engaging in any other act or omission which creates the tendency to disrupt the orderly conduct of the examination.

Preventive Measures (Do's & Don'ts)

The following is a list of Do's & Don'ts for Students sitting for an exam

1. The students must not possess any material with them other than the ones permitted which could be of any help in the course of examination.
2. The students should search their pockets and seats (on & around) and if any such material is present, the same should be placed outside the exam hall/ room.
3. The students are not allowed to bring mobile phones in the examination hall
4. The students should be asked to sit as per the seating plan prepared by the invigilator.
5. The students are not allowed to converse/talk to their peers during the course of examination. In case of any difficulty/requirement, the student may raise his/her hand to indicate his intention to converse with the faculty in charge on invigilation duty.
6. The students must not try to refer to the answer book/question paper of their peer examines.
7. The students are not allowed to leave the exam hall during the first half time of their examination for the purpose of attending to the toilets or otherwise.

8. Although the use of calculators becomes essential to answer the questions for many engineering and science subjects. However there are still many subjects where the use of calculator is not required. The paper setter should clearly mention on the question paper whether the calculator is required to be used in the exam hall or not. Accordingly an announcement whether the calculator is allowed or not should be made by the invigilator.
9. The students should place their I-cards on their tables (it is mandatory for the students to carry their I-cards during any exam)
10. The students may be allowed to enter the examination hall/ room not more than 10 minutes before the start of examination.
11. The students may not be allowed to appear for the examination after 30 minutes of the start of the examination.
12. In case a student is found conversing/ talking to his/her peers during the course of examination for the first time, the faculty member may ask for his/ her seat to be changed but if he/she continues to do it, a UMC case may be recorded against the student.
13. In case a student behaves in a hostile manner or creates a ruckus and disturbs other students or there is a mass protest by the students inside the exam hall, the faculty member will report the matter immediately to the Director of the concerned schools and the Dean of the college.
14. The students may not be allowed to leave the exam hall before half of the time allowed for exam is over.

Procedure to Deal a Case pertaining to the Use of Unfair Means / Misconduct during the examination

If a student is caught using unfair means during the course of his / her examination by the invigilator or any other member of faculty on examination duty, the following sequence of steps must be taken :

1. The answer book and the material used for unfair means will be confiscated by the invigilator and a statement to the effect may be got recorded from the student who possessed the material and was taking help from the same. In case the student refuses to record such a statement, then the invigilator may record that the student had refused to record such a statement.
2. The invigilator will give a new answer booklet to the student if the student intends to continue his/her exam. Otherwise the student may be allowed to leave the exam hall after half of the time allowed for exam is over.
3. At the end of the examination, the invigilator will submit the case in the prescribed form along with both the answer books and the confiscated material to the Director of the school to which the subject belongs, after recording his own statement regarding the use of unfair means by the student. However, if the material used for Unfair Means is like the desk or some part (s) of the human body or is some oral conversation between peer examines and can't be attached with the answer book of the student then the invigilator may call the Principal of the College/ School to so as to make him witness of the case.
4. The use of unfair means case shall be discussed by the UMC Committee where by the student shall be given a chance to defend his/ her case before the committee. The case shall be presented by the concerned invigilator, before the UMC committee.
5. The notice relating to the date & time of hearing of the case shall be sent to the candidate through the Principal of the college/school to which the candidate belongs. If the service of the notice is not affected due to the fault of the candidate, the committee shall proceed ex-parte. In case delay is caused in the service of the notice for no fault on the part of the candidate, a new date of hearing shall be fixed by the committee.
6. The UMC committee shall submit its recommendations for the consideration before the Principal at the earliest.
7. The UMC Committee may observe the following guidelines for the purpose of awarding punishment to the student.

If the candidate was found having in his/her possession or accessible to him/her papers, books or notes which do not relate to the subject of examination and which could not possibly be of any assistance to him, no action may be taken against the candidate, otherwise,

1. In case of first such offence by the student, the student be awarded zero marks only in the concerned examination such as minor 1 or minor 2 or major and a warning letter be issued to the student, warning him to desist from such activities and in case of repetition of such as an offence, a more stringent action including expulsion from university may be taken against him/ her. A copy of the Warning Letter be sent to the parents of the student

2. In the case of a second such offence, the student be failed in the subject in which the student was caught using unfair means irrespective of the fact whether he is caught during Minor or Major exam of the subject. A warning letter be issued to the student and a copy be sent to his/her parents.
3. In the case of 3rd subsequent offense, the student be failed in all the subjects registered by the student during that semester. A warning letter with copy to his/her parents may also be issued.
4. In case a student still indulges in such an offence after case iii above, strict action as deemed fit including expulsion from university may be taken against the student.
5. For unfair means/ misconduct of the nature specified by A(5) to A(11) above , the committee shall have the right to recommend to the Competent Authority, a disqualification for the candidate from passing or from appearing in the University examinations for a period of up-to 3 years depending upon the gravity of the case. The period of disqualification shall commence from the session in which the candidate is found to have committed the misconduct.

Unfair Means Committee

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|--------------------------------|---|-------------------------|
| 1. Dr. (Mrs.) Vandana A. Sinha | - | Principal (Chairperson) |
| 2. Mrs. Trupti Shinde | - | Convener |
| 3. Ms. Jainab Khan | - | Co-ordinator |
| 4. Mr. Dhanesh Singh | - | Member |
| 5. Mrs. Geeta Yadav | - | Member |
| 6. Mrs. Deepa Yadav | - | Member |
| 7. Mr. Vishal Chavriya | - | Member |



The unfair committee organized an event of presentation on "Guideline for unfair means". The purpose of this activity was to educate students about the effects of breaking the rules of a college campus, and copying and cheating in exams. It is an evil practice and it degrades the moral values of students. The presentation was presented by the student coordinators of the Unfair Means committee. The event was attended by 62 students.

Event Details

Name of the Event : Presentation: Guideline for Unfair Means.
Date : 30th July, 2022
Time : 10:30 am to 12:00 pm

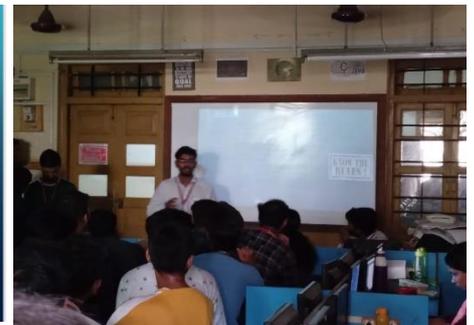
Event Purpose

- To know about Unfair means committee.
- To ensure honesty and fairness in practice during the examination.
- To avoid any malpractice during examination.
- To recommend actions and various advises to the Principal regarding unfair cases.

A few more images from the occasion...



COMMITTEE		
MRS. TRUPTI. N. SHINDE		HEAD OF COMMITTEE
COMMITTEE MEMBERS		
Sr.no	Name	class
1	Rishabh S. Nigam	TYBSCIT
2	Samaran Khan	SYBSCIT
3	Sakhi Yadav	SYBSCIT
4	Mohd Foz	SYBSCIT



Outcome of the Event

After participation in the event, our students gained with-

- The causes of adapting unfair means like lack of ability, fear of failure, and lack of interest, which can bring more stress in our lives
- Impact of various unfair means on the future of students.
- How to deal with the cases who practiced unfair means in exams.
- To aware students on why it is an evil practice and it degrades the moral values of students.

WISH U, ALL THE BEST.



SHRI G.P.M. DEGREE COLLEGE

UNFAIR MEANS COMMITTEE

Ethical Behaviour in College

17/02/2022

Department of Unfair Means had conducted an Intra-College Seminar on Ethical Behaviour in College on 17th February, 2022. This event aim is to make students responsible to build community relationship with regular attending the college with Disciplines, Rules and Regulation of College and good behaviour with Professor. With this Seminar students understood how to follow ethical behaviour in college. More than 50 students took the benefits of this seminar.

Event Details

Name of the Event : Ethical Behaviour in college
Date : 17th February, 2022
Time : 10:00 am to 11:00 am

Event Purpose

- To help students with regards to how to build the ethical behaviour.
- To help students to understand that indiscipline is no Bridge between goals and accomplishments.
- To help the students understand importance of Unfair Means, that is unfair means are the most effective committee for every College and Firms.

Some more Glimpses of the Event ...



Outcome of the Seminar.....

After Participation in the Seminar, our students gained with –

- Students learnt the importance of maintaining discipline in the college.
- Students learnt how to dress up for the college.
- Students learnt in seminar the Ethical Behaviour is important for the life.
- Ethical Behaviour help the students to knowing the difference between what a right to do and what is right for them.

WISH YOU, ALL THE BEST.