



CHILDREN WELFARE CENTRE Clara's College of Commerce

(Affiliated to University of Mumbai and NAAC Accredited)

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Unfair Means Committee

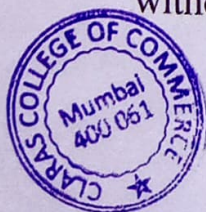
Guidelines for Unfair Means

No candidate shall use unfair means or engage in disorderly conduct during examinations.

Here, “**Candidate**” means an examinee taking an examination. **Examination** refers to any examination, midterm, end term, quizzes, or practicals that are considered part of the instructor's assessment or evaluation while awarding grades in a subject.

❖ Unfair means shall include the following:

1. Having possession of or access to
 - Any paper, book, note, or any other unauthorized material that has relevance to the syllabus of the examination paper concerned should be included.
 - Mobile phones, or any electronic gadget other than a calculator, can potentially be used for communication or copying, even in switch-off mode.
 - Anything written on any other instrument, any kind of furniture, or any other substance that may have relevance to the syllabus of the examination paper concerned.
 - Anything written or signs made on the body of the candidate or his or her clothes or garments, handkerchief, etc. that may have relevance to the syllabus of the examination paper concerned.
 - Anything on the question paper that might be pertinent to the relevant examination paper's syllabus
2. Giving or receiving assistance in answering the question papers to or from any other candidate or person in the examination hall or outside during the examination hours is prohibited.
3. Talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours without the permission of the invigilating staff is prohibited.



4. The act of swallowing, attempting to swallow, or destroying a note, paper, or any other material is considered unacceptable.
5. It is unacceptable to act in a candidate's or another person's place during the exam.

❖ PUNISHMENT

A candidate found using unfair means or involved in disorderly conduct or disturbing other candidates at or in connection with an examination shall be referred to the Unfair Means Committee. After reviewing the case to which the instructor or invigilator referred, the committee has the power to impose punishment. This committee will impose punishment on top of any previously imposed punishment by the course coordinator, which may include one or more of the following measures:

1. Cancellation of the examination of the paper for which he has been found guilty; or
2. He may face the cancellation of the examination for the semester in which he was a candidate, as well as being barred from examinations for future semesters.
3. The committee may impose any other punishment deemed suitable.

❖ NORMS OF PUNISHMENT

We establish the following standards for discipline:

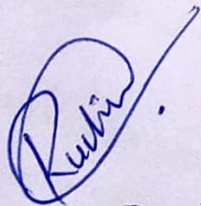
1. If the candidate is found to have in his possession any material relevant to the syllabus of the examination paper concerned but has not copied from or used it,
2. The punishment will involve canceling the examination for that specific paper and awarding an F grade, along with all the associated consequences. However, if the candidate's possessions contain insignificant material, the punishment may be lenient, allowing them to reappear in the examination.
3. If it turns out that a candidate copied or used the detected material,
4. The punishment will be the cancellation of the current semester's examination, an F grade in all of the papers from that semester, and all associated consequences.
5. If the candidate is found talking to another candidate or to any



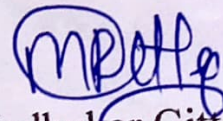
unauthorized person inside or outside the examination hall during the examination hours without the permission of the invigilator, his examination on that paper may be cancelled, and an F grade will be awarded on that paper with all the consequences that follow.

6. If the candidate is found reading or possessing some incriminating material relevant to the syllabus of the paper in verandah, urine, etc., his or her examination in that particular paper or his whole semester examination, depending on the gravity of the offense, shall be cancelled.
7. If the candidate is found giving or receiving assistance in answering the question papers to or from any other candidate or person in the examination hall or outside during the examination hours, his or her examination in that particular paper will be cancelled, and an F grade will be awarded in that paper with all the consequences to follow.
8. If the candidate's behavior upon being caught is unsatisfactory, if the candidate uses resistance or violence against the invigilator or any person on examination duty, or if the candidate consistently refuses to obey the instructions, the above punishments may be increased according to the gravity of the offense, as deemed fit by the Unfair Means Committee.

The Academic Senate will receive reports on all such cases at its next meeting.



Mrs. Ruchita Pandhare
(Convener)



Dr. Madhukar Gitte

Principal

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