

GOKHALE INSTITUTE OF POLITICS AND ECONOMICS
(Deemed to be University u/s 3 of the UGC Act, 1956)

Examinations Manual

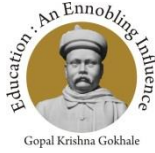
For

M.A. (Economics), M.Sc. Programmes,
B.Sc. (Economics), and Ph.D. Programme

Rules and Procedures

(Approved by Board of Management (BOM), Board of Studies (BOS), Academic Council (AC), Research Staff Meeting, Admission Committee, Internal Committee, and Board of Examinations and Evaluations (BEE) from time to time)





GOKHALE INSTITUTE OF POLITICS AND ECONOMICS
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***Rules and Policy Governing Unfair
Means/Malpractices During GIPE Examinations***
(Approved in ACADEMIC COUNCIL MEETING, held On 6th February, 2023)





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Rules and Policy Governing Unfair Means/Malpractices During GIPE Examinations

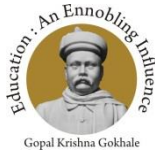
	<i>Maharashtra Prevention of Malpractices at University, Act, 1982</i>
1.	The <i>Maharashtra Prevention of Malpractices at University, Board and Other Specified Examinations Act, 1982</i> shall be applicable for all examinations (like periodical test exams, mid-term exams, quizzes exams, assignments, semester exams, all entrance exams, etc.) conducted by the Gokhale Institute of Politics and Economics.
	<i>Unfair means/practices</i>
2.	<p>"Unfair means/practices" include one or more of the following acts by a student during examinations.</p> <ul style="list-style-type: none"> (i) Possession of any written materials/electronic devices/gadgets/electronic watches/textbooks/study materials/class notes /PPTs/pen drives/Bluetooth devices/smart watches/earphones/cameras etc., and copying from there. (ii) Any unauthorised communication by students/anyone with other examinees inside or examination premises or examination hall. (iii) Sharing any such materials/ papers/ notes / oral communications, etc., among the students via any means in examination premises. (iv) Intimidating the invigilator or person on duty for the conduct of the examination or causing disturbances in any manner in the examination proceedings. (v) Smuggling out or smuggling in blank or written answer books. (vi) Forging the signature of the invigilator on the answer book. (vii) Interfering with or counterfeiting Institutional seals, answer books or office stationery used in the examinations. (viii) Impersonation at the examination. <p>Any other similar acts of commission and acts of omission that may be considered unfair means by the Competent Authority of the Institute.</p>
	<i>Procedures to be followed by Invigilators in cases of an unfair practice</i>
3.	<p>The Invigilators shall, in the case of prima facie case of unfair practice, follow the procedure as under:</p> <ul style="list-style-type: none"> (i) The student shall be called upon to surrender to the invigilator the unfair means of any materials or any such electronic devices/gadgets/ mobile phones, etc., found in his/her possession, if any, and his/her answer book.



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	<p>(ii) The Invigilators shall confiscate all such electronic devices/ mobile phones/ smart watches, etc. and hand them over to the Senior Supervisor / Assistant Controller of Examinations/ Controller of Examinations in their possession. All such materials will be kept in a sealed envelope until all committees decide on the matter and will be deposited accordingly. In case of electronic devices/ mobile phones/ smart watches, etc., that are confiscated during exams and on exam premises, the Apex Committee under Vice-Chancellor (VC) shall be the competent Authority to decide on it.</p> <p>(iii) The confiscated answer book shall be marked as an "Unfair Practice Case".</p> <p>(iv) Invigilators shall immediately report the unfair means matter to the Senior Supervisor/ Assistant Controller of Examinations/ Controller of Examinations and shall follow the procedure as directed.</p> <p>(v) The signature of the student concerned shall be obtained on the confiscated answer book, and obtained written statement about the same.</p> <p>(vi) In case of unfair practices involving oral communication, the invigilator shall record the facts in writing in front of one witness and shall also immediately report the same to the Senior Supervisor / Assistant Controller of Examinations/ Controller of Examinations.</p> <p>(iii) The Senior Supervisor / Assistant Controller of Examinations/ Controller of Examinations shall also sign on all the relevant materials and documents confiscated from the student.</p> <p>(iv) The Senior Supervisor / Assistant Controller of Examinations/ Controller of Examinations shall record in writing the statement of the student concerned and the invigilator.</p> <p>(v) If the student refuses to make a statement or to give a written statement/ undertaking to the invigilator, the Senior Supervisor / Assistant Controller of Examinations/ Controller of Examinations shall record the statement accordingly under their signatures.</p>
	Liberty to Appeal
4.	The student shall have opportunities to explain his/her case before the Controller of Examinations. The Controller of Examinations may consult Invigilators/ Senior Supervisor / Assistant Controller of Examinations to obtain additional information on unfair means done by the student and shall take a decision accordingly at the earliest.
5	The student shall also have opportunities to explain his/her case before the <i>Unfair Means Scrutiny Committee (The First Level Committee)</i> , <i>Prevention of Unfair Means Committee (The Second Level Committee)</i> , and lastly, the <i>Appeal Committee: (The Apex Level Committee)</i> .

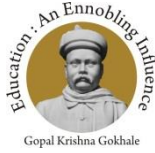




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6.	<p>The Institute shall have the following committees to dispose of unfair means cases at the earliest in a fair manner. The student may submit his/her written or oral say before following the committees</p> <ol style="list-style-type: none"> 1. <i>Unfair Means Scrutiny Committee (The First Level Committee)</i> 2. <i>Prevention of Unfair Means Committee (The Second Level Committee)</i> 3. <i>The Appeal Committee: (The Apex Level Committee)</i> <div style="text-align: center;"> <pre> graph LR A[Student may submit his/her written statement or oral say before these four Grievances Reddressal committees (GRCs)] --> B[Level 4] A --> C[Level 3] A --> D[Level 2] A --> E[Level 1] B --> B1[The Apex Committee (The Apex Level Committee)] C --> C1[Prevention of Unfair Means Committee (The Second Level Committee)] D --> D1[Unfair Means Scrutiny Committee (The First Level Committee)] E --> E1[The Controller of Examinations] </pre> </div>
7.	<p>On receipt of a report regarding the use of unfair means by any student at any examinations, the Controller of Examinations shall refer the matter to the <i>Unfair Means Scrutiny Committee</i>, which will include the Dean of Student Affairs, Dean of Academic Affairs, Dean of Faculty, and the Controller of Examinations.</p> <p><i>The Unfair Means Scrutiny Committee</i> shall call such students for interaction on unfair means if it desires so and shall verify the evidence in records regarding unfair means. <i>The Unfair Means Scrutiny Committee shall recommend cases to the Prevention of Unfair Means Committee for action as per the rules.</i></p>
8.	<p align="center">Prevention of Unfair Means Committee</p> <p>The Prevention of Unfair Means Committee shall be the “Competent Committee” to take appropriate decisions to impose penalties and disciplinary action against the student who uses unfair means/attempts to use/ aiding or abetting unfair means, etc., at the examination conducted by the Institute.</p> <p>The Prevention of Unfair Means Committee shall have the power to decide the penalty as per section 10 for resorting to unfair means or for breach of rules.</p> <p>The Prevention of Unfair Means Committee shall consist of</p> <p align="center">Chairman (Appointed by VC) Programme Co-ordinators (Nominated by VC) Dean Student Affairs/ Dean Academic/ Dean Faculty</p>





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	Registrar
9.	The Prevention of Unfair Means Committee shall meet when it requires and recommend penalty as per section 10. The Committee shall be free to call the student, scrutinise all required materials in the record, and verify the same with the students.
	Penalty For Adopting Unfair Practices
10.	The penalty for adopting unfair practices at any examination of the Institute may include: <ul style="list-style-type: none"> (a) Annulment of performance of the student in full or in part in the examination he/she has appeared for. (b) The minimum penalty shall be one year, under which such student shall be eligible to give his/her exam after a gap of one semester with/without exam fees to the maximum for all remaining papers as decided by the Apex Committee under Vice-Chancellor (VC). (c) Penalty may be extendable to the other recruitment drive arranged by the Institute through Placement Cell. The student may be denied for appearing in placement activities through the cell. (d) The student is barred for one year and for the paper (s) in which he/she is caught indulging unfair means. The Minimum penalty shall be one year, under which such a student shall be eligible to give his/her exam after a gap of one semester. (e) The student may be denied the Institute's Scholarship/s or award/s or prizes or medals etc., awarded to him/her in that examination.
	Additional Other Guidelines
11.	The student shall have the liberty to appeal the decision taken by the Prevention of Unfair Means Committee before <i>the Apex Committee (The Apex Level Committee) under VC. The Apex Committee (The Apex Level Committee) will be the highest Committee to review the decision of</i>



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	earlier committees on unfair means/exam malpractices. The Committee shall meet as when it requires and recommend the final penalty.
12.	The Controller of Examinations shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her and shall ask the student to 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.
13.	The student shall himself/herself present his/her case before all Committees.
14.	The invigilators/supervisors/any designated persons for the exam matters are authorised to inspect students' bags or any such storage brought along with them.
15.	The invigilators/ any authorised person who notices any such malpractices in the exam hall /building premises immediately will report to the exam supervisor/senior supervisor/Assistant Controller of Examinations/Controller of Examinations.
16.	The <i>Maharashtra Prevention of Malpractices at University, Board and Other Specified Examinations Act, 1982, bars all types of malpractices in exams, even by anyone, including staff members/ employees/invigilators, etc. too.</i>
17.	Various Committees under the Chairmanship of the VC of the Institute shall be authorised committees to modify the rules and Policy governing unfair means/ malpractices from time to time. All modified rules and guidelines, if any, may be effective from the date as decided by the Committee before the semester / periodical test, etc., commencing in academic years.

END

