

# MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

## ACADEMIC SECTION

F. No. F4/S-V-1/25-26-Acad (58-Senate)/ 4796

Dated: 19-5-2025

### OFFICE ORDER

In accordance with the approval granted by the Senate in vide Resolution No. Senate/58/2025/2, the revised Guidelines for dealing with Unfair Means used by students in the examination are as under:

#### **The Standing Standard Operating Procedure (SOP) for Reporting and the Guidelines for Action on Unfair Means**

#### **Standard Operating Procedure (SOP) for Reporting and Imposing Penalty for Unfair Means in Examinations**

**1. Introduction:** This SOP outlines the procedure for identifying, reporting, and imposing penalties for students found indulging in unfair means during examinations. These measures ensure fairness and maintain the integrity of the examination process.

#### **2. General Instructions:**

- 2.1 The main instructions for student conduct during examinations shall be printed on the cover page of the answer sheet and should also be communicated to students and faculty along with the examination time table.
- 2.2 Any contravention of these instructions or the use of unfair means will render the student liable for punishment.

#### **3. Procedure for Identifying and Reporting Unfair Means:**

##### **3.1 Initial Action by the Invigilator:**

- 3.1.1 If a student is suspected of resorting to unfair means, the invigilator shall immediately:
- 3.1.2 Seize the answer sheet of the student and mark it as answer sheet "I" (for seized answer sheet) and the student shall be issued a fresh answer sheet, duly marked as "II" (for the new sheet), to continue the examination.
- 3.1.3 Collect any material (e.g., paper, notes, cell phone etc.) found in possession of the student, duly sign it, and attach it to the seized answer sheet in the student's presence.
- 3.1.4 Fill up Part-A of the Unfair Means Usage Reporting form.
- 3.1.5 The student shall be required to complete Part B of the Unfair Means Usage Reporting Form and sign it.
- 3.1.6 The invigilator shall endorse the completed form.
- 3.1.7 The invigilator shall submit the seized answer sheet "I" and materials along with the completed Unfair Means Usage Reporting form in sealed envelop to Dean Academic.

#### **4. Investigation and Recommendation:**

##### **4.1 Enquiry Process:**

- 4.1.1 The committee shall:
- 4.1.2 Open the envelops of all the reported cases in presence of committee members.
- 4.1.3 Review all evidence, including seized materials, answer sheets, and the report form.
- 4.1.4 Call the concerned students to present their case before concluding.
- 4.1.5 Check for any previous unfair means offence.
- 4.1.6 The concerned course coordinator shall be special invitee of the committee.
- 4.1.7 Clearly document the nature of the offence and categorize it based on the severity.
- 4.1.8 The penalties shall be communicated to the concerned student and implemented accordingly.



## 5. Penalties for Unfair Means:

5.1 Actions may be taken as per the guidelines detailed in the table of penalties.

## 6. Record-Keeping:

6.1 All records related to cases of unfair means, including evidence, reports, and decisions, shall be maintained by the Assistant Registrar (Academic) for future reference.

## 7. Review and Amendments:

7.1 This SOP is subject to periodic review to ensure compliance with institutional policies and regulatory requirements.

### PENALTY FOR USING UNFAIR MEANS DURING EXAMINATION

Severity Level	Nature of Offence	Penalty	
		1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence
1.	Talking to another student inside or outside the examination hall during the examination	Reduction of grade by 1 level in the concerned course	'FP' grade in the concerned course
2.	Possession of unauthorized material (any written/printed materials or notes written on any part of body/clothing/instruments like calculator, ruler, Set square etc.) without evidence of usage	'FP' grade in the concerned course	'FP' grade in the concerned course and reduction of grade by 1 level in all courses of the current semester.
3.	Found using unauthorized material (cell phone, digital watch, any written/printed materials or notes written on any part of body/clothing/instrument like calculator, ruler, set square etc.)	'FP' grade in the concerned course and reduction of grade by 1 level in all courses of the current semester.	'FP' grade will be awarded in all courses of the current semester.
4.	Answer sheet carried out of the examination hall during/after the examination**	'FP' grade will be awarded in all courses of the current semester.	'FP' grade will be awarded in all courses of the current semester and debarred for the next semester.
5.	Impersonation	'FP' grade will be awarded in all courses of the current semester and debarred for the next semester.	Expulsion from the Institute

Note: 1. Unfair means used in Mid-term/End-term shall be treated equally. In case the student is using an unfair means in the Mid-term and 'FP' is awarded, he/she will be required to acquire 75% attendance in the concerned course to appear in a supplementary examination.

2. Cases not covered above to be dealt by the committee.

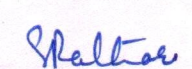
3. Any nature of offence (irrespective of severity level) reported for the first time will be considered as the first offence.

\*\* Severity of the offence to be decided by the committee

  
REGISTRAR

#### Copy to:

1. All Deans.
2. All Heads of the Departments.
3. Associate Dean (UG) & (PG).
4. All Conveners DPGC, DUGC.
5. PS to Director.
6. PA to Registrar.
7. Webmaster for upload on Institute website.
8. Guard File.

  
Dy. Registrar (Academic)