



# **GONDWANA UNIVERSITY, GADCHIROLI**

## **Direction No 06 of 2024**

**Procedure to Govern Matters of Unfair Means, Malpractices and Lapses on the Part of Students and others in conduct of and in University Persons, Connected with the Conduct of Examination and Evaluation, Direction, 2024**

**Whereas**, the Maharashtra Public Universities Act, 2016 has come into force with effect from 1<sup>st</sup> March 2017 (hereinafter referred to as the Act) and the same is applicable to Gondwana University, Gadchiroli (hereinafter "the University");

**AND**

**Whereas**, as per section 48 (5) (a) of the Act, in order to investigate and take disciplinary action for failure to comply with the order of the University for rendering assistance or service in respect of examinations by or on behalf of the university or evaluation of students or for malpractices and lapses on the part of candidates, paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever, the Board of Examination and Evaluation shall constitute a committee of not more than five persons of whom one shall be the chairperson;

**AND**

**Whereas**, the Disciplinary Action Committee in its meeting dated 20/06/2024 has recommended an addition of nature of malpractice with punishment against employees/officers of the University/ affiliated college found involved in financial fraud during the examination.

**AND**

**Whereas**, as per Clause (a) of sub-section (10) of section 71 of the Act, use of unfair means in an examination, or abetment thereof, is a matter required to be regulated by the Statute. A statute is required to be framed for taking disciplinary action against the student of the University for using unfair means in the examination. However, there is no Statute in existence regarding this matter, and Direction No. 10 of 2023 issued by the University on the same said subject-matter has lapsed by Virtue of the proviso to section 12(8) of the Act necessitating issuance of a fresh Direction

incorporating the provisions of the said lapsed Direction with suitable modifications;

**Now**, therefore, I, Dr. Prashant S. Bokare, Vice-Chancellor of the University, in exercise of the powers conferred upon me vide sub-Section (8) of section 12 of the Act, do hereby issue the following Directions: -

1. This Direction may be called **"Procedure to Govern Matters of Unfair Means, Malpractices and Lapses on the Part of Students and others in conduct of and in University Persons, Connected with the Conduct of Examination and Evaluation, Direction, 2024"**.
2. This direction shall come into force with effect from the date of its issuance.

#### PART ONE

Unfair means& malpractices resorted to by the student(s) :-

##### 1. Powers of Inquiry and Punishment :-

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 & Evaluation shall have power at any time to institute enquiry and to punish such unfair means or breach of the rules by exclusion of such student from any University examination for a specified period 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 in any two or more of the aforesaid ways.

##### 2. **Competent Authority to inquire:-**

The Board of Examinations and evaluation of the University constituted under the provisions of section 47(3) shall be the competent authority to inquire into the matter against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.



#### **4. Procedure of dealing with the Unfairmeans Cases at Examination Centre.**

During examination, examinees and other students shall be under disciplinary control of the officer-in-charge and co-officer-in-charge. In case of unfair means he / they shall follow the procedure as under :-

- (a) The student shall be called upon to surrender to the officer-in-charge/co-officer in-charge unfair means material found in his or her possession, if any, and his/her answer book.
- (b) Signature of the concerned student shall be obtained on the relevant material and list thereon. Concerned invigilator, co-officer-in-charge shall also sign on all the relevant materials and documents.
- (c) Statement of the student and his/her undertaking in the prescribed format and statement of the concerned Invigilator and co-officer in charge shall be recorded in writing by the officer-in-charge [Appendix-C ,Format A & B]. If the student refuses to make statement or to give undertaking the concerned co-officer in charge and officer-in-charge shall record accordingly under their signatures.
- (d) The Officer-in-charge shall take one or more of the following decisions depending upon seriousness/gravity of the case:
  - i) Confiscate his/her answerbook along with unfairmeans material, mark it as "suspected unfair means case" obtain the statement in the prescribed format [Appendix-C, Format-A] and if demanded issue him/her fresh answerbook duly marked as "Second Answerbook."
  - ii) Obtain undertaking from the student in the prescribed format [(AppendixC, Format-C] 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 remaining examinations.
  - iii) In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for remaining examination and report the action taken to the Director, Board of Examinations& Evaluation.
  - iv) May report the case to the concerned Police Station in a prescribed format [Appendix-C-Proforma - A) as per the provisions of Maharashtra Act.No.XXXI 1982- An Act to provide for preventing malpractices at University, Board and other specified examination. The information of prosecution shall be sent immediately to the Director, Board of Examination &



### **3. Definition-Unless the context otherwise requires :**

(a) "Student" means and includes a person who is enrolled as such by the University for receiving instruction qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as external 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 there from
- (ii) Transcribing any unauthorized 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 manhandling him/her or leaving the examination hall without permission of the invigilator/ person on duty or causing disturbances in any manner in the examination proceedings.
- (iv) Unauthorisely 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 answer books as copying material, or smuggling out or in of printed question paper.
- (vii) Smuggling-in blank or written answer book and forging signature of the Invigilator/person on duty, thereon.
- (viii) Interfering with or counterfeiting of University seal, or question paper or answer books or office stationary used in the examination.
- (ix) Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.
- (x) Impersonation at the University examination.
- (xi) Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University 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



Evaluation in the prescribed proforma [Appendix x -C - Proforma-B]

- v) All the materials and list of material mentioned in sub-clause (a) and the undertaking with the statement of the student and that of the Invigilator as mentioned in sub clause (b) and (c) and the answerbooks/s shall be forwarded by the Officer-in-Charge, along with his report, to the Director, Board of Examinations and Evaluation in a separate and confidential sealed envelop marked "Unfair means case."
- vi) In case of unfairmeans of oral type the invigilator and / orco-officer in charge or concerned authorised person shall record the facts in writing and shall report the same through the officer-in-charge to the Director, Board of Examinations and Evaluation.

#### **5. Procedure to be followed by Examiner during Assessment.**

If the examiner at the time of assessment of answer books suspects that there is a prima-facie evidence that the student/s whose answer book/s the examiner is assessing appears to have resorted to unfairmeans in the examination, the examiner shall forward his/her report. along with the evidence and his/her opinion to the Chief Officer of CAP Centre. He shall forward the case in separate sealed envelop marked as "Suspected unfairmeans case," to the Director, Board of Examinations& Evaluation.

#### **6. Procedure to be followed by the Examination Section of University.**

- a) Case of the unfairmeans having prima-facie reported to the University by the officer in charge / Co-officer in charge and / or the Chief Officer of CAP Centre shall be enquired into by the Committee appointed by the Board of Examinations& Evaluation. In the event cases of unfairmeans reported through any other sources, the Director, Board of Examinations& Evaluation/ the Concerned Officer at the Examination Section of the University shall scrutinise the case, collect preliminary information and if satisfied that there is a prima-facie case, he shall place the same before the Unfairmeans enquiry Committee for further investigation. The Concerned Officer of the Section / the Director, Board of Examinations& Evaluation through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the enquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed off.
- b) Examination Result of the concerned students involved in such cases shall be withheld till the Director, Board of Examinations & Evaluation takes final decision in the matter and the College / Institution to which he/she belongs to, shall be informed accordingly.



## **7. Appointment of Unfair means Enquiry Committee.**

- a) For the purpose of investigating unfairmeans resorted to by students at the University examination, the Board of Examinations & Evaluation shall constitute a committee in terms of the provisions made under Section 48(5)(a) of the Maharashtra Public Universities Act- 2016.
- b) The Unfair means enquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to the Vice-Chancellor who will issue final orders with regard to the penal action to be taken against the students 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,
- c) The Director, Board of Examinations & Evaluation shall proceed to implement the decision of the Vice-Chancellor.

## **8. Procedure of the Committee shall be as under.**

- a) In respect of cases of unfair means and malpractices, as reported by the officer in charge of Examination Centre the enquiry committee shall adhere to the computerised procedure of enquiry and punishment, as approved by the Board of Examinations & Evaluation as "A Computerised Procedure of Deciding the Cases of Unfairmeans and Malpractices in the University Examinations", appended herewith as Schedule-I Such cases shall be dealt with by the approved and authorised panels of categorizers & Foil Categorisers and if required by the Third Categorisers and / or the Committee itself. The categories of unfair means and malpractices shall be decided as prescribed in "Appendix-A. The Committee shall recommend to the Vice- Chancellor accordingly.
- b) The enquiry Committee shall enquire, decide and recommend the punishment, in respect of cases referred to it by the Hon'ble Vice-Chancellor, or the Board of Examinations & Evaluation or Chief Officer of CAP centre or any other person/source.

## **9. Procedure of Enquiry of Review Appeals & Referred Cases :-**

- (a) The Director, Board of Examinations & Evaluation or the Officer authorised by him, shall inform the student concerned in writing of the act of unfairmeans committed by him/her as proved and the punishment imposed in respect of cases that comes under sub-para (a) of para (8) above.



- (b) The student may appeal for revision of punishment and produce evidence, in support of his/her innocence within a prescribed time limit.
- (c) In respect of the cases of revision and the cases referred to it as per sub-para (b) of para (8) above, the Committee, in the spirit of the principle of natural justice, shall follow the following procedure.
- (i) The Officer concerned shall inform the appellant student/s to be present before the Committee to record his/her say and produce evidence in support of his/her say regarding the charges levelled and the punishment imposed.
  - (ii) The student may appear before the enquiry Committee on a day, time and place fixed for the meeting and give written reply/explanation to the charges levelled on him/her. The Student himself/herself only shall present his/her case before the Committee.
  - (iii) 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 shall also be considered by the Committee before making final recommendation in the case.
  - (iv) After serving a notice, if the implicated student fails to appear before the enquiry Committee on the day, time and place fixed for the meeting, and 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.
  - (v) The Committee shall submit its report to the Vice-Chancellor along with its recommendation regarding punishment to be inflicted or otherwise.

## **10. Punishment.**

- (a) The Vice-Chancellor in the cases of University examinations, after taking into consideration the report of the Committee shall pass such orders as he 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.
- (i) Annulment of performance of the student in full in the examination he/she has appeared for.
  - (ii) Debarring student from appearing for any examination of the University for a stipulated period not exceeding five years.
  - (iii) Debarring student from taking admission for any course in the University or college or Institution for a stipulated period not exceeding five years.



to obtaining wrongful gain to him or to any other person or causing 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 including bag or purse 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 Invigilator, Co-Officer, Officer-In Charge, member of the competent authority or vigilantes 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 co-officer or officer-In-charge or any other authorised person to the Director, Board of Examinations & Evaluation 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) "Officer-In-Charge" means Principal of the College concerned where concerned examination is being conducted, or a faculty member duly authorised by him and approved by the University or person appointed as officer-in-charge of examinations, by the University.
- (i) "Co-Officer-In-Charge" means a person duly appointed by the University, to assist the officer-In-charge to conduct the University examinations.



सोपविण्यात येईल. समितीपुढे हे निर्णय करित असतांना वर्गसुचीकर्ता व प्रतिवर्गसुचीकर्ता यांची इंग्रजी अद्याअक्षरा नुसार लावलेली मुद्रीत यादी असेल व त्याबरोबर लॉटनंबर (भाग क्रमांक) व प्रत्येक भागामध्ये समाविष्ट असलेल्या प्रकरणाचा तपशिल नमुद केलेला तक्ता असेल. कोणता भागचिठी काढल्यानंतर कोणत्या वर्गसुचीकर्ता व प्रतिवर्गसुचीकर्ता यांचेकडे वर्गवारीसाठी सोपविलेला आहे. याची समितीच्या कार्यवृत्तामध्ये नोंद असेल.

१४. परिच्छेद १३ मध्ये नमुद केलेल्या पध्दतीने वर्गसुचीकर्ता व प्रतिवर्गसुचीकर्ता यांच्यामध्ये भागांचे वाटप समितीने करून दिल्यानंतर प्रत्यक्ष वर्गीकरणाचे काम सुरु होण्याच्या वेळी किंवा सुरु झाल्यावर जे वर्गसुचीकर्ते अनुपस्थित असतील त्याच्या वाट्यावर आलेले लॉटच्या सर्व लॉटच्या अनुक्रमांकानुसार लावले जातील. व त्यापैकी एकेक लॉटवर्गसुचीकर्त्यामध्ये वर्गसुचीकर्त्याच्या अनुक्रमांकानुसार एक-एक करून वाटून दिल्या जाईल हिच प्रक्रिया अनुपस्थित असलेल्या वर्गसुचीकर्त्याच्या वाट्याला आलेल्या लॉटचे वाटप करण्याच्या बाबतीत अमंलात आणली जाईल.

१५. वर्गकत्यांनी व गैरव्यवहार अवलंब प्रकरणी द्यावयाच्या शिक्षेसंबंधीच्या अंतिम वर्गवारीच्या संगणकीकृत तक्त्याच्या (परिशिष्ट - ०५) ३० प्रति काढाव्यात संगणकीकृत तक्त्यामध्ये अनुक्रमे १० स्तंभ राहतील. अनुक्रमांक, परीक्षार्थ्यांचे नांव, परीक्षा, परीक्षा क्रमांक वर्गसुचीकर्ता, प्रतिवर्गसुचीकर्ता व तिसरा वर्गसुचीकर्ता यांनी केलेली वर्गवारी, अंतिम वर्गवारी, शिक्षा (वंचीत केलेल्या परीक्षेसह) व शेरा इ. माहिती असेल. हा संगणकीकृत तक्ता समितीसमोर विचारार्थ व अवलोकनार्थ शिफारस करण्याकरिता वापरण्यात येईल. सदर तक्ता सहायक कुलसचिव व संचालक, परीक्षा व मूल्यमापन मंडळ समितीसमोर सादर करतील.

१६. समिती समोरील कार्यवाहीचे स्वरूप :- वर्गकत्यांनी केलेल्या वर्गवारीची व अंतिम वर्गवारीची अचुकता पाहणी हे समितीचे प्रधानकार्य असेल. एखाद्या प्रकरणाची वर्गवारी समितीला योग्य वाटत नसेल व त्यात बदल करावयाचा असेल तर वर्गवारीबद्दल विण्याचा व त्या वर्गवारीशी शिक्षेसंबंधीची सुसंगत शिफारस कुलगुरुकडे करण्याचा अधिकार समितीला असेल. मात्र असे करित असतांना संगणकीकृत तक्त्यामध्ये (परिशिष्ट - ५) दुरुस्त्या न करता अशा करण्यात आलेल्या दुरुस्त्या बाबतचे निर्णय स्वतंत्रपणे क्रमशः आपल्या कार्यवृत्तामध्ये समिती नोंदविलेले प्रत्येक दुरुस्तीची वाक संहिता ढोबळमानाने पुढीलप्रमाणे असेल.

Modification No. in Annexure -V of Computerised sheets against case No.27, in column No.8 the figure "2" indicating the category be substituted by "5"



- (iv) 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.
- (b) The quantum of punishment in respect of cases decided and recommended by 48(5)(a) committee.
- (c) The student concerned shall be informed by the officer concerned of the punishment finally imposed on him/her by the Vice-Chancellor under intimation to the college/institution, he/she belongs to.

11. Ordinance No. 17 of 2008 shall stand Repeal from the date of issuance of this Direction.

## **PART TWO**

**Malpractices used or lapses committed by any Paper-setter, Examiner, Moderator, Referee, Teacher or any other person connected with the conduct of examination.**

### **1. Powers of Enquiry and Punishment**

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 including breach of the rules laid down for proper conduct of examination, the Board of Examinations & Evaluation, in the cases of the University examinations shall have power at any time to institute enquiry and to punish by the Vice-Chancellor 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**

The Vice-Chancellor shall be the competent authority to take appropriate disciplinary action against the paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examination/s conducted by the University.

### **3. 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) Malpractices/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 examination before the time of examination/s.
  - (ii) Examiner/Moderator intentionally awarding more marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or assigning less marks to the student to which the student is entitled.
  - (iii) Paper-setter omitting question, Sr.No. of question, repeating question/s in the same/different sections or setting question/s outside the scope of syllabus.
  - (iv) Examiner / Referee showing negligence in detecting malpractice used by students.
  - (v) Invigilator, co-officer in charge, officer-in-charge 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.

#### **4. Investigating Committee.**

The Committee appointed by the Board of Examinations & Evaluation under the provisions of Section 48(5)(a), of the Maharashtra Public Universities Act, 2016, 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-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examinations at the University examinations.

#### **5. Procedure for Investigation**

- (a) The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the University shall be scrutinized by the Director, Board of Examinations and Evaluation/ the concerned Officer at the Examination Section of the University, collect preliminary information and then shall submit the said case with his primary report to the



Unfair means enquiry Committee for further investigation and recommendations to the Vice-Chancellor. The Concerned Officer through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the enquiry Committee, Police Authorities and Court of Justice and shall deal with case till it is finally disposed off.

- (b) The Competent Officer authorised 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 committed by him/her at the examination and shall ask him/her to be present before the enquiry Committee.
- (c) The concerned person may appear before the enquiry Committee on a day, time and place fixed for meeting and submit written reply/explanation to the charges levelled against him/her therein. The concerned person himself/herself only shall present his/her case before the Committee.
- (d) The documents that are being taken into consideration to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/ her by the enquiry Committee, if he/she presents himself/herself before the Committee.
- (e) Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defence before the Committee. The reply/explanation given by the concerned person shall also be considered by the Committee before making final report/recommendation.
- (f) The Committee should follow the above procedure in the spirit of principle of natural justice.
- (g) If the concerned person fails to appear before the Committee, on the day, time and place fixed for the meeting of 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.
- (h) The Committee shall submit its report to the Vice-Chancellor along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise, after taking into consideration the categories prescribed in "Appendix B" of this Direction.

## **6. Punishment**

- (a) The Vice-Chancellor, 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

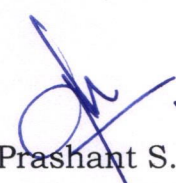


found guilty of using malpractice/s or committing lapses at the examination :-

- (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) Referring his/her case to the concerned disciplinary authorities i.e. Management of the College/Institution for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
  - (iii) The Director, Board of Examinations & Evaluation 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.
  - (iv) An appeal made within 15 days of imposition of the punishment, other than the punishment referred to in sub-para (ii) above, shall lie with the Vice-Chancellor and his decision in the appeal shall be final and binding. If the case is pertaining to the decision of the Management of College or Institution, their decision in the appeal shall be final and binding.
  - (v) The Competent Authority shall supply a copy of the relevant extract of factfinding report of the inquiry committee, as well as the documents relied upon (not strictly confidential) pertaining to his/her case to the appellant / petitioner, if applied for in writing.
  - (vi) The court matters in respective cases of malpractices/lapes should be dealt with by the respective competent authority.
- (b) As far as possible, the quantum of punishment shall be as prescribed, category wise, in Appendix-B of this Direction.

Place: Gadchiroli.

Date : 28/06/2024

  
(Dr. Prashant S. Bokare)  
Vice- Chancellor



**A Computerised procedure of deciding the cases of unfairmeans and malpractices in the  
university Examinations.**

**C O N T E N T S**

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2	Annexure-I	Incorporated in Appendix-A
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परीक्षेतील गैरव्यवहार व चुकांचे प्रकरणाबाबत अनुसरावयाच्या कार्यरीतीचा तपशिल

१. वर्गसुचिकर्ता/प्रतिवर्गसुचिकर्ता यांची नियुक्ती मुख्यत्वे गैरव्यवहार प्रकरणाची वर्गवारी करण्यासाठी व त्याबाबत परीक्षेतील गैरव्यवहार व चुका यांचा तपास करणाऱ्या समितीकडे (यानंतर समिती असा उल्लेख) शिफारस करण्यासाठी करण्यात आली आहे. या नियुक्त्या परीक्षा व मुल्यमापनमंडळाने केलेल्या असतील.
२. वर्गसुचिकर्ता/प्रतिवर्गसुचिकर्ता यांना २०/२० च्याभागात गैरव्यवहार प्रकरणे वर्गवारीकरिता देण्यात येतील. कोणाकडे कोणती प्रकरणे सुपुर्त करावी, याबाबत निर्णय करतांना समितीने अनुसरावयाची कार्यरीती स्वतंत्रपणे नमुद केली आहे.
३. प्रत्येक व्यवहाराच्या प्रकरणासोबत प्राप्त फॉर्म यु-१ वरील परीक्षार्थी, पर्यवेक्षक, सहकेंद्राधिकारी व केंद्राधिकारी यांची निवेदने तसेच प्रकरणा सोबत प्राप्त गैरव्यवहारा करिता उपयोगात आणलेले साहित्य, व उत्तरपत्रिका यांची प्रत्यक्ष छाणणी करावयाची आहे.
४. प्रत्यक्ष छाणणी करून उत्तरपत्रिकेच्या सोबतच्या साहित्याचा उपयोग विद्यार्थ्यांनी नक्कल करण्यासाठी केला असेल तर उत्तरपत्रिकेतील नक्कल केलेला भाग व साहित्यातील भाग जांभळ्या शाईने वर्ग सुचीकर्त्याने डाव्य बाजुला उभा रेखांकित तर प्रतिवर्गसुची कर्त्याने उजव्या बाजुला हिरव्या शाईने उभा रेखांकित करावयाचा आहे. जर साहित्याचा उपयोग केला नसेल तर फॉर्म यु-१ व साहित्याचा उपयोग केला नाही असे नमुद करावयाचे आहे.
५. छाणणी झाल्यानंतर सदर प्रकरण हे Appendix - A मधील कोणत्या वर्गवारीत मोडत हे पुरविण्यात आलेल्या Annexure - II मधील रकाना क्रमांक ०५ मध्ये नमुद करून रकाना क्रं. ०६ मध्ये त्यावर्गवारीला द्यावयाची शिक्षा नमुद करावी लागेल.  
उदा. जर उन्हाळी २०१८ यापरीक्षेतील एखादे प्रकरण वर्गवारी क्रं. २० मध्ये मोडत असेल तर रकाना क्रं. ०५ मध्ये २० असे नमुद करून रकाना क्रमांक ०६ मध्ये S- 18 असे नमुद करावे लागेल. (उन्हाळी करिता S व हिवाळी करिता W असे संक्षिप्त अक्षर वापरावे.)
६. वर्गसुचीकर्ता यांनी केलेल्या वर्गवारीची नोंद संगणकात केल्यानंतर प्रत्येक प्रकरण पुन्हा वर्गवारीकरिता प्रतिवर्गसुचीकर्ता यांच्याकडे दिले जाईल. परंतु त्याप्रकरणास वर्गसुची कर्त्याने कोणती वर्गवारी दिली आहे याची माहिती प्रतिवर्गसुची कर्त्यास राहणार नाही. प्रतिवर्गसुचीकर्ता पुन्हा सदर प्रकरणाची छाणणी



करुन त्या प्रकरणाची वर्गवारी करुन त्याची नोंद Annexure – III मध्ये करुन त्यावर्गवारीस द्यावयाच्या शिक्षेची नोंद करील.

७. वर्गसुचीकर्ते, प्रतिवर्गसुचीकर्ते व तिसरेवर्गसुचीकर्ते यांनी केलेल्या वर्गसुचीनुसार संगणकावर माहिती भरल्यावर संगणकाद्वारे पुरविलेल्या संगणक तक्त्यात वर्गकर्तांनी केलेली वर्गवारी व त्यानुसार संगणकीय तक्त्यात आलेली वर्गवारीव शिक्षा योग्य प्रकारे संगणक तक्त्यात आली किवा नाही याची तुलनात्मक शहानिशा गोपनीय विभागाकडून वेळीच करण्यात येईल, ही तुलनात्मक शहानिशा करणारे कर्मचारी वर्ग कर्तांच्या तक्त्यावर (Annexure – II,III,IV) स्वाक्षरीसह आपले नांव लिहतील.
८. या कामाकरिता प्रत्येक सुचिकर्त्या सस्थानिक वाहनभत्ता व प्रतिप्रकरण रु.३.५० ऐवढे पारिश्रमिक दिले जाईल.
९. अंतिम वर्गवारी :-वर्गसुचीकर्ता/प्रतिवर्गसुचीकर्ता यांनी केलेली वर्गवारी समान असेल तर ती अंतिम असेलपण जर ती भिन्न असेल तर असे प्रकरण तिसऱ्या वर्गसुचीकर्त्याकडे सोपविण्यात येईल. तिसऱ्याने केलेली वर्गवारी जर पहिल्या दोघापैकी एकाशीजुळत असेल तर ती जुळणारी वर्गवारी अंतिम असेल. जर तिन्ही वर्गसुचीकर्त्यांनी केलेली वर्गवारी भिन्नभिन्न असेल तर अशाप्रकरणाच्या अंतिम वर्गवारीचा निर्णय समितीने द्यावयाचा आहे.
१०. वर्गसुचीकर्ता/प्रतिवर्गसुचीकर्ता व तिसरावर्गसुचीकर्ता यांच्या शिफारशी समितीकडे अंतिमनिर्णया करिता पाठविण्यात येतील.
११. वर्गसुचीकर्ता किवा प्रतिवर्गसुचीकर्ता किवा तिसरावर्ग सुचीकर्ता यांनी केलेली वर्गवारी जर अयोग्य असेल आणि अयोग्य (चुकीची) वर्गवारी हेतुपरस्पर केली आहे असे लक्षात आले तरत्याबाबत नोंद घेण्यात येवुन सदर प्रकरण समितीकडे पुढील कार्यवाहीकरिता सोपविण्यात येईल.
१२. प्रत्येक प्रकरणात वर्गसुचीकर्ता किवा प्रतिवर्गसुचीकर्ता किवा तिसरा वर्गसुचीकर्ता यांनी केलेल्या अंतिमशिफारशीवरतसेचवर्गवारीतभिन्नताअसेलअशा प्रकरणी व वर्गवारी ३२ ते ४३ या बाबतीत समितीने निर्णय घेवुन प्रत्येक प्रकरणी द्यावयाच्या शिक्षेची शिफारस कुलगुरु कडे पाठवावयाची आहे.
१३. वर्गसुचीकर्ता/प्रतिवर्गसुचीकर्ता यांचेकडे छाणणी करिता व शिफारशी करिता प्रकरणाचा कोणता भाग सोपवावा याचा निर्णय समितीला प्रकरणांच्या भाग क्रमांकाच्या चिठ्या काढुन द्यावयाचा आहे. ज्या वर्गकर्त्याचे नांवाने ज्या भाग क्रमांतील चिठी निघेल ते भागप्रकरणाच्या वर्गवारीकरिता त्यांचेकडे



Correspondently the punishment Shown in column No. 9 "S/18" be substituted by "S/19". For each such modification committee will record its reasons in writing.

#### १७. कुलगुरु समोरील कार्यवाहीचे स्वरूप :

गैरव्यवहार अवलंब प्रकरणी द्यावयाच्या शिक्षे संबंधिच्या अंतीम वर्गवारीचा संगणकीकृत तक्ता (परीशिष्ट -०५) व समितीने सुचविलेल्या बदलाची तसेच समितीने ज्या प्रकरणी निर्णय घेतला आहे. अशा प्रकरणी द्यावयाच्या शिक्षेसंबंधीची शिफारस समितीचे कार्यवृत्तात करण्यात येवुन (परीशिष्ट -०५) सह कुलगुरुकडे अंतिम निर्णयाकरिता पाठवावयाचे आहे.

In respect of the proceedings regarding the computerized working of the cases of malpractices, the Vice-Chancellor will mainly consider two documents : (1) computerized sheets as submitted by the Director, Board of Examinations & Evaluation and (2) the record of minutes containing modifications proposed by the Committee. The Vice-Chancellor will consider each modification suggested by the Committee and take has final decision in respect of every such modification. After all the modifications proposed by the Committee are considered, or during the consideration of the modifications, if Vice-Chancellor considers it necessary to suggest some additional modifications, it shall be recorded as separate modifications. Modifications so approved by the Vice-Chancellor shall be given continuous modification number beginning from 1 and ending with 9999. The decision of the Vice-Chancellor in respect of each modification as recorded in the Minutes shall be final and the computerized sheet shall stand amended accordingly.

१८. कुलगुरुचे अंतिम निर्णय उपलब्ध झाल्यावर त्या निर्णयाची प्रत संगणक विभागाकडे परीक्षा व मुल्यमापन मंडळ विभागाकडून सोपविल्या जाईल. संगणकीकृत तक्त्यामध्ये अंतिम निर्णयानुसार बदल करण्याची जबाबदारी ही संगणक विभागाची असेल व ते बदल यथोचितरित्या करण्यात आलेले आहेत हे पाहण्याची जबाबदारी परीक्षा व मुल्यमापन मंडळ विभागाची राहिल.

सदरबदलकरण्यात आल्यानंतर संगणक विभाग पुढील तीन संगणकीकृत दस्तऐवज उपलब्ध करून देईल.

१) कुलगुरुंनी केलेल्या दुरुस्त्या समाविष्ट करण्यात आल्यानंतर काढलेली संगणकीकृत तक्त्यांची प्रत अशी प्रत लेजर पेपरवर काढण्यात येईल व ती स्थायी स्वरूपाचा दस्तऐवज म्हणुन गोपनिय विभागाकडे सोपविण्यात येईल.

२) परिशिष्ट-०६ म्हणुन सोबत जोडलेल्या नमुन्याप्रमाणे विद्यापीठ गॅझेट भाग- ३ (ए) मध्ये सर्वसामान्यांच्या माहितीकरिता प्रसिध्द करण्याकरिता.

३) विद्यार्थ्यांना झालेल्या शिक्षेसंबंधीची प्रत्येक विद्यार्थ्याला पाठवावयाची संगणकीकृत पत्रे. (Annexure - VII)



ANNEXURE-II  
FOIL CATEGORIZER

**GONDWANA UNIVERSITY, GADCHIROLI**

CONSOLIDATE STATEMENT SHOWING THE CATEGORY OF THE CASE & THE  
PUNISHMENT RECOMMENDED, IF ANY, BY THE FOIL CATEGORIZER TO THE EXAMINEES  
FOR USE OF MALPRACTICES IN THE UNIVERSITY EXAMINATIONS.

Exam : Summer / Winter....

SR. No.	NAME OF EXAMINEE	NAME OF EXAM.	ROLL NO	CATEGORY	PUNISHMENT DEBARRED UPTO & INCLUSIVE OF EXAM.
1	2	3	4	5	6

Name & Signature of the Foil Categorizer

For Office Purpose :

Checked by :

1. Name & Signature (Reader)
2. Name & Signature (Checker)



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ANNEXURE-III

**GONDWANA UNIVERSITY, GADCHIROLI**

**CONSOLIDATE STATEMENT SHOWING THE CATEGORY OF THE CASE & THE  
PUNISHMENT RECOMMENDED IF ANY, BY THE COUNTER FOIL CATEGORIZER TO THE  
EXAMINEES FOR USE OF MALPRACTICES IN THE UNIVERSITY EXAMINATIONS.**

**Exam : Summer / Winter....**

SR.No.	NAME OF EXAMINEE	NAME OF EXAM.	ROLL NO	CATEGORY	PUNISHMENT DEBARRED UPTO & INCLUSIVE OF EXAM.
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Name & Signature of the counter Foil Categorizer

For Office Purpose :

Checked by :

1. Name & Signature (Reader)
2. Name & Signature (Checker)



**GONDWANA UNIVERSITY, GADCHIROLI**

TO BE USED ONLY IN RESPECT OF THE CASES WHERE DIFFERENT CATEGORY IS ALLOTTED BY FOIL CATEGORIZER & COUNTER FOIL CATEGORIZER. CONSOLIDATE STATEMENT SHOWING THE CATEGORY OF THE CASE & THE PUNISHMENT RECOMMENDED IF ANY, BY THE THIRD CATEGORIZER TO THE EXAMINEES FOR USE OF MALPRACTICES IN THE UNIVERSITY EXAMINATIONS.

**Exam : Summer / Winter....**

SR.No.	NAME OF EXAMINEE	NAME OF EXAM.	ROLL NO	CATEGORY	PUNISHMENT DEBARRED UPTO & INCLUSIVE OF EXAM.
1	2	3	4	5	6

Name & Signature of the Third Categorizer

For Office Purpose :

Checked by :

1. Name & Signature (Reader)
2. Name & Signature (Checker)





## GONDWANA UNIVERSITY, GADCHIROLI.

CONSOLIDATE STATEMENT SHOWING CATEGORY OF THE CASE AND THE PUNISHMENT  
RECOMMENDED BY THE COMMITTEE CONSITUTED UNDER SECTION 48 (5) (A) OF THE  
MAHARASHTRA PUBLIC UNIVERSTIY ACT, 2016 TO THE EXAMINEES FOR USE OF  
MALPRACTICES IN THE UNIVERSITY EXAMINATIONS

Exam. Summer/Winter....

Sr. No.	Name of Examinee	Name of Exam.	Roll No.	Category of the case & the punishment recommended by			Final category	Punishment debarred upto& inclusive of exam.	Remark
				FCAT	CFCAT	THCAT			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

CONSIDERED &amp; APPROVED FOR RECOMMENDATION TO VICE-CHANCELLOR

CHAIRMAN \_\_\_\_\_

1. MEMBER \_\_\_\_\_

2. MEMBER \_\_\_\_\_

3. MEMBER \_\_\_\_\_

4. MEMBER \_\_\_\_\_

SUBMITTED FOR CONSIDERATION

ASSITT. REGISTRAR

DIRECTOR, BOARD OF EXAMINATION AND EVALUATION





# GONDWANA UNIVERSITY GAZETTE

Official Publication of Gondwana University

PART – THREE – A

## NOTIFICATION

No.GU/\_\_\_\_\_

DATED : \_\_\_\_\_

Subject : Use of Malpractices

Summer/ Winter \_\_\_\_\_ Examination,

It is notified for general information that the Examinee shown in the Column No.4 is found guilty for using malpractice/s in the examination shown in Column No.5 is debarred by the Vice-Chancellor of the Gondwana University from appearing for any University examination up to& inclusive of the examination shown in the Column No.7 of the table Roll No. of the examinee is shown in the Column No.6 & Serial No./Case No. is shown in Column No.3

1. Name of the Center :

2. Code No. of the Center :

TABLE

SR.No.	Name of Examinees	Exam.	Roll No.	Punishment Debarred Upto& Inclusive of Exam.
3	4	5	6	7

S/Summer

W/Winter

Gondwana University Gazette Part-III

BY ORDER OF THE Vice-Chancellor

(Director,Board of Examination & Evaluation)





## GONDWANA UNIVERSITY, GADCHIROLI

To,

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Sub :- Use of Malpractices in the examinations/s.

I am directed to inform you that the Vice-Chancellor of the University has, in accordance with the powers conferred on him by clause (b) of Sub-Section (5) of Section 48, found you guilty of using malpractice/s in the examination. I am further to inform you that for using such malpractice/s in the examination you have been debarred from appearing for any University examination upto & inclusive of the examination shown in column No.4 of the table. Your Case Number is mentioned in column No.1 of the table. Examination, year and the category relating to your case is shown in column No. 2,3 5 of the Table respectively.

**TABLE**

Case No.	Examination	Year	Punishment Debarred Upto & Inclusive of Exam	Category	Dated	This letter is Numbered
1	2	3	4	5	6	7
S-Summer, W-Winter						

If, after the said punishment, you are eligible for appearing in the ensuing University examination, and the date prescribed for submitting the examination form for the said examination is expired, then you should send your examination form to the University within ten days from the date of this letter. If, such is the case, you are further instructed to enclose the attested copy of this letter with your examination form.

Asstt.Registrar (Conf.)  
Gondwana University,Gadchiroli.

**Important Instruction :** If any Examinee feels aggrieved by the category of use of malpractice/s, (use of unfair means) allotted to him it shall be open for him to make a "review application" to Director, Board of Examination & Evaluation within 15 days from the date of this letter in a prescribed form on payment of Rs.5/- If such review application is found to be without any basis, the Vice-Chancellor may increase the punishment Prescribed. Review application form will be available in the Confidential Section.



## GONDWANA UNIVERSITY, GADCHIROLI

STATEMENT SHOWING DIFFERENT CATEGORIES OF THE CASES AND THE PUNISHMENT TO BE GIVEN TO THE EXAMINEES FOR USE OF MALPRACTICES IN THE UNIVERSITY EXAMINATIONS SHALL BE AS PER “APPENDIX-A”.

(APPENDIX TO DIRECTION NO. of 2018)

The Broad Categories of Unfair means & Malpractices Resorted by Students at the University Examination and the Quantum of Punishment for each category there of.

Sr. No.	Nature of Malpractice	Quantum of Punishment
1	Possession of copying material	Annulment of the performance of the student at the University examination in full. (Note :- This quantum of punishment shall apply also to the following categories of malpractices in addition to the punishment prescribed thereat.)
2	Denial of possession of copying material by the examinee but non-acceptance of the contention of the examinee by the invigilator and the co-officer-in-charge or officer-in-charge.	Exclusion of the student from University examination for one additional examination (1+1)
3	Possession of copying material, and acceptance of the same by the examinee but having not used the material.	Annulment of the performance of the student at the University examination in full. (1)
4	Possession of copying material and acceptance of the student of having copied from the said material.	Exclusion of the Student from University examination for one additional examination. (1+1)
5	Possession of copying material by the examinee and having copied from the same but denial of its use by the examinee.	Exclusion of the student from University examination for one additional examination. (1+1)
6	Possession of copying material by the examinee and having copied from the same but refusal to give statement to that effect.	Exclusion of the student from University examination for one additional examination. (1+1)
7	Possession of copying material by the examinee and having copied from the same but denial of its use and refusal to give statement to that	Exclusion of the student from University examination for two additional examination. (1+2)



	effectMisbehaviour with the invigllatorandco-officer-in-charge or officer-in-charge.	
8	Having not obtained or not received thestatement of the examinee and reportingthe case by the officer-in-charge but having not made the copy.	Annulment of the performance of the studentat the University examination in full (1)
9	Having not obtained or not received thestatement of the examinee and reportingthe case by the Officer-in-Charge but having made the copy.	Exclusion of the student from Universityexamination for one additional examination.(1+1)
10	Possession of the copying materialAttempt to destroy the evidence by theexaminee.	Exclusion of the student from Universityexamination for two additional examination.(1+2)
11	Possession of the copying materialAttempt to destroy the evidence by theexaminee. Misbehaviorwiththeinvigilator and co-officer or officer incharge.	Exclusion of the student from Universityexaminationforthree additional examinations. (1+3)
12	Report of the officer in charge of havingresorted to unfairmeans, Denial by theexaminee the ownership of copingmaterial and stating that same has been found in his/her near vicinity or thrown tohim/her or dropped near him/her by someone else. On verification found not made the copy.	Annulment of the performance of the studentat the University examination in full (1)
13	Report of the officer in charge of havingresorted to unfairmeans. Denial by theexaminee the ownership of copingmaterial and stating the same has beenfound in his/her near vicinity or thrown tohim/her or dropped near him/her by someone else. On verification found havingmade the copy.	Exclusion of the student from University examination for one additional examination.(1+1)
14	Having left the examination hall by theexaminee on one or the other pretext andseen or read the coping	Exclusion of the student from University examination for one additional examination.(1+1)



	material with him/her or left or thrown the same or acquired outside copying material or tallied the same with the material on his person.	
15	Having copied from the answer book of another examinee.	Exclusion of the student from University Examination for one additional examination. (1+1)
16	Having allowed another examinee to copy from his/her answer book.	Exclusion of the student from University examination for one additional examination. (1+1)
17	Having brought the copying material but not copied and fled away without giving statement.	Exclusion of the student from University examination for one additional examination. (1+1)
18	Found copying material on his/her person. Found having made the copy. Denial to give statement. Resorted to violence or threat.	Exclusion of the student from University examination for two additional examinations. (1+2)
19	Denial of ownership of copying material. Denial to have made the copy. But found having made the copy.	Exclusion of the student from University examination for one additional examinations. (1+1)
20	Smuggling-out or smuggling in of answer book as copying material.	Exclusion of the student from University examination for two additional examinations. (1+2)
21	Smuggling-in of written answer-book based on the question paper set at the examination.	Exclusion of the student from University examination for three additional examinations. (1+3)
22	Smuggling in of written answer-book and forging signature of the invigilator thereon.	Exclusion of the student from University examination for four additional examinations. (1+4)
23	Answer book main or supplement written outside the examination hall or any other insertion in answer book.	Exclusion of the student from University examination for four additional examinations. (1+4)
24	Insertion of currency note to bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student from University examination for four additional examinations. (1+4) Note :- This money shall be credited to the Vice Chancellor's Fund)
25	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University examinations.	Annulment of the performance of the Student at the University examination in full (1)



26	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 examination in full (1)
27	Possession of copying material relating to two different papers but found not used for copying.	Exclusion of the student from University examination for one additional examination. (1+1)
28	Possession of copying material relating to two different papers/subjects, Found having copied in only one paper/Subject.	Exclusion of the student from University examination for two additional examinations. (1+2)
29	Possession of copying material relating to two different papers/subjects and having made copy in both the papers/subjects.	Exclusion of the student from University examination for three additional examinations. (1+3)
30	After providing second and subsequent answer book, found in possession of copying material relating to subject but not used for copying.	Exclusion of the student from University examination for one examination for each time.
31	After providing second and subsequent answer books, found in possession of copying material and used for copying.	Exclusion of the student from University examination for two examination for each time.
32	Attempt to appear at examination by forging or counterfeiting in the statement of marks of qualifying examination.	The 48(5)(a) committee is empowered to recommend the punishment of exclusion of the student from University examination for three and more additional examination.
33	Malpractices reported by examiners.	—do—
34	The cases of Unfair means reported to the Police and referred to the University for action.	—do—
35	Mutual/Mass Copying	—do—
36	Attempt to forge the signature of the invigilator on the answer book or supplement.	—do—
37	Interfering with or counterfeiting of University Seal, or answer books or office Stationery used in the examination.	—do—
38	Using obscene Language/Violence, threat at the examination centre by a student at	—do—



	the University examination to invigilator/co-officer/officer in charge.	
39	Impersonation at the University examination.	—do—
40	All other malpractices not covered in the aforesaid categories.	—do—
41	If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught twice 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.
42	Practical/Dissertation/Project Report Examination.	Student involved in malpractices at Practical/dissertation/Project Report examinations shall be dealt with by 48(5)(a) committee and that recommend the punishment to competent authority Vice-Chancellor.
43	Other unforeseen cases.	The 48(5)(a) committee is empowered to recommend the punishment of exclusion of the student from University examination for three and more additional examinations.

Notes:- 1) The cases from Sr. No. 32 to 43 below shall be dealt by the committee constituted u/s. 48(5)(a).

2) The term "Annulment of Performance in full" includes performance of the student at the theory as well as practical examination. but does not include performance at term work, project work with its term work, oral, internal assessment, sessional & dissertation examinations unless malpractice used thereat.)

# GONDWANA UNIVERSITY, GADCHIROLI

(APPENDIX TO DIRECTION NO. of 2018)

Action for Malpractices and lapses on the part of the Paper-setter, Examiner, moderator, Referee. Teacher or any other person connected with the conduct of University Examinations.

Sr.No.	Nature of Malpractice / Lapses	Punishment
1)	Paper-setter found responsible for leakage of the question set in the University 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 examination before the time of examination at the University 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)	Favoring a student (examinee) by examiner, moderator, referee in assessment of answer books/ dissertation/project report thesis by assigning the student marks to which the student is not entitled at the University examination.	Disqualification from any examination Work+disciplinary action by the 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 examination.	Disqualification from any examination Work+disciplinary action by the concerned authorities.
5)	Paper-setter omitting question at the time of finalisation of question paper set at examination.	Disqualification from any examination work for a period of three years.
6)	Paper-setter repeating question in same/different section/s	Disqualification from any examination work for a period of three years.
7)	Paper-setter setting question outside the scope of the syllabus	Disqualification from any examination work for a period of three years.
8)	While assessing answer books examiners showing negligence in detecting malpractices used by the students/s	As decided by the concerned authorities of the University
9)	Guiding Teacher showing negligence in	As decided by the concerned



	supervision of dissertation/project work (e.g. use of manipulated data by a student.)	authorities of the University.
10)	Co-officer/Officer in charge 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.
11)	Invigilator helping student in copying answers while in the examination or showing negligence in reporting cases of copying by students when on supervision duty.	Disqualification from any examination work up to a period of three years + disciplinary action by concerned authorities as per the rule if he/she is a University/college e/institution employee.
12)	invigilator/teacher helping student (Examinees) 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)	Any employee/ officer of the University/affiliated college is found to be involved in financial fraud during the examination period.	Permanent disqualification from examination work and withhold of annual increments or placement as per recommendation of Disciplinary Action Committee.
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.	

GONDWANA UNIVERSITY,GADCHIROLI

(Appendix to Direction No. of 2016)

Statement of candidate who is alleged to have used Unfairmeans at the University  
Examination.

1. Name in Full : \_\_\_\_\_
2. Address : \_\_\_\_\_
3. Centre (No.& Name) : \_\_\_\_\_
4. Examination : \_\_\_\_\_
5. Date of Examination : \_\_\_\_\_
6. Paper No.& Subject : \_\_\_\_\_
7. Shift & Timing : \_\_\_\_\_
8. Seat No. : \_\_\_\_\_

To,  
The Director, Board of Examinations& Evaluation,  
Gondwana University,  
Gadchiroli.

Sir,

I appeared at the above examination held on \_\_\_\_\_ at the \_\_\_\_\_  
\_\_\_\_\_ College (Centre)

I give my statement as follows :- \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

\_\_\_\_\_  
Signature of the Candidate



## GONDWANA UNIVERSITY,GADCHIROLI

Report of the invigilator/Co-officer/Officer-in-charge

Block No. : \_\_\_\_\_  
Examination : \_\_\_\_\_  
Subject : \_\_\_\_\_  
Paper : \_\_\_\_\_  
Date : \_\_\_\_\_

To,  
The Director, Board of Examinations & Evaluation,  
Gondwana University,  
Gadchiroli.  
Sir,

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

Yours faithfully,

(Invigilator)

Place : \_\_\_\_\_  
Date : \_\_\_\_\_  
Time : \_\_\_\_\_

Name & Address of the Invigilator

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Signature of Co-Officer in Charge

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

Name & address of the Co-officer

\_\_\_\_\_  
\_\_\_\_\_

Forwarded to the Director, Board of Examinations & Evaluation, Gondwana University, Gadchiroli. The suspected case of unfair means with confiscated material and answer book/s for necessary action.

Seal of the College/Institute/University (Centre)

Place \_\_\_\_\_

Date \_\_\_\_\_

Encl 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

\_\_\_\_\_  
Signature of the Officer-In-Charge

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

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

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



**FORM OF UNDERTAKING**

1. Name in full : \_\_\_\_\_  
2. Address : \_\_\_\_\_  
3. Name of College : \_\_\_\_\_  
4. Centre of Exam. : \_\_\_\_\_  
5. Examination : \_\_\_\_\_  
6. Paper & Subject : \_\_\_\_\_  
7. Session : \_\_\_\_\_  
8. Seat No. : \_\_\_\_\_

To,  
The Director, Board of Examinations & Evaluation,  
Gondwana University,  
Gadchiroli.

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 in spite 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

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

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

Signed before me.

1. \_\_\_\_\_

Officer-In-Charge of the Centre  
and Rubber Stamp of the College/Institution/University

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

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

2. \_\_\_\_\_

Co-Officer-In-Charge

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

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

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

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

To,  
The Inspector/Sub-Inspector,  
\_\_\_\_\_ Police Station,  
\_\_\_\_\_.

Subject :- Complaint against the student for the alleged use of  
Unfairmeans at the \_\_\_\_\_  
College (Centre) at \_\_\_\_\_  
examination held on the (Date)\_\_\_\_\_

Sir,

On behalf of the Gondwana University,  
Gadchiroli the \_\_\_\_\_ examinati  
on held in  
the Summer/Winter-20\_\_\_\_\_ is conducted in the premises of  
the \_\_\_\_\_ College/Institute/University

I have been authorised by the Gondwana University, Gadchiroli Vide letter  
No. \_\_\_\_\_ dated \_\_\_\_\_ addressed to the Principal/Officer-in-  
charge by the Director, Board of Examinations & Evaluation 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 Unfairmeans at  
the \_\_\_\_\_ examination.

1. Name of the Student : \_\_\_\_\_
2. Examination : \_\_\_\_\_
3. Seat No. : \_\_\_\_\_
4. Name of the College through  
which he/she appeared  
for the examination. : \_\_\_\_\_
5. Address of the Student : \_\_\_\_\_
6. Name of the Subject Date & Time : \_\_\_\_\_
7. Name & Address of the invigilator : \_\_\_\_\_



who detected the case.

: \_\_\_\_\_

8. Name & Address of the co-officer

who detected the case

: \_\_\_\_\_

9. Material found with the Candidate

: \_\_\_\_\_

10. 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

\_\_\_\_\_ (Name of the Police Station)

Yours faithfully

Principal/Officer-in-charge

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

(SEAL)

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

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

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

GONDWANA UNIVERSITY, GADCHIROLI.

Proforma for submission of the Information regarding Prosecution of Candidates appeared at the Center.

[illegible]