



## EXAM BOARD

Dr. Rohit Singh- Chair

Mr. Ajay Yadav-Member

Prof. Kamal Manaktola -Member

Dr. Sharad Raghuvansh-Member

Mr. Padmanabha Ramanujam-Member

Dr. Monika Suri- Member

Mr. Rohan Nanawati-Member

Mr. Kumar Kaushik- Member Secretary

## Committee for prevention of Unfair means

Dr. Rohit Singh- Chair

Mr. Ajay Yadav-Member

Prof. Kamal Manaktola -Member

Dr. Shilpi Sharma-Member

Dr. Meghna Dangi- member

Mr. Kumar Kaushik- Member Secretary



## Moderation Committee: -

Dr. Rohit Singh- Chair

Mr. Ajay Yadav-Member

Mr. Kumar Kaushik- Member Secretary

### For School of Hospitality: -

Prof. Kamal Manaktola -Member

Mr. Vimal Shukla- Member

### For School of Business: -

Dr. Monika Suri-Member

Dr. Meghna Dangi- member

Mr. Gaurav Ashesh- Member

### For School of IT: -

Dr. Sharad Raghuvansh-Member

Dr. Rajeev Katare- Member

Mr. Vishal Thakore- Member

### For School of Design: -

Mr. Rohan Nanawati

Mr. Avinash Engineer

### For School of Law: -

Mr. Padmanabha Ramanujam

Dr. Lakshmi Arya

Dr. Shilpi Sharma



## The Powers and Duties of Examination Board (EB): -

Subject to the powers vested in the Academic Council and the Board of Management, the Examination Board shall have the following powers and functions:

1. To classify University awards of Degrees, Diplomas, Certificates and other academic titles and distinctions and to determine the requirements for such awards;
- 2.. To recommend to the Academic Council the conferment of awards;
- 3.. To terminate a student's studies where the Board is of the view that the student's academic performance is unsatisfactory and it does not appear that the student can successfully complete his or her program of study in the University.

### General Guidelines: -

1. The EB shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
2. The EB shall recommend examination reforms and shall implement them after approval of academic council.
3. The EB shall prepare the detailed time table of examinations as per the schedule approved by academic council.
4. The EB shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.
5. For any meeting of EB, one-third members shall constitute a quorum.
6. The members of EB shall meet at least twice during the academic year and at other times as and when necessary.
7. The various formats shall be prepared by EB for record keeping and monitoring all examination related activities.
8. The EB shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.

## Committee for Prevention of Unfair Means (CPUM)

Provost shall appoint CPUM for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the University. CPUM shall invariably have one student member. CPUM will take all necessary steps, as deemed fit, for the prevention of unfair means. Chairperson, CPUM shall issue appropriate instructions (such as e-mails/notices to students, faculty and staff) before the examinations. As soon as a student is identified by the invigilator or by any authorized person, of having resorted to unfair means his answer book shall be seized. The papers etc. duly signed by the Invigilator and Superintendent, found in possession of the student shall be tagged with her/his answer book in candidate's presence. The Superintendent shall ask the candidate to make a statement in writing, explaining his conduct. In case the candidate refuses to do so, the fact of his refusal shall be recorded by the Superintendent, which should be attested by at least one invigilator on duty. In the case of practical tests/performance tests on PCs the act of using unfair means should be recorded by the invigilator attested by at least one invigilator/witness. Evidence in form of softcopy/Photostat/photograph etc should be submitted along with the statement of the student.

After completing all above formalities, a fresh answer-book shall be given to the student for completing the examination. After a particular test/examination session is over, these answer-books, (duly marked I and II) shall be sent or delivered separately to Program Office along with the report. CPUM shall enquire into the cases of attempt of unfair means in the examinations. It shall submit its recommendations after identifying clearly the category of nature of the offence as listed in regulations to the Program Office for consideration and necessary order.

### 1. CATEGORIES OF UNFAIR MEANS

#### Category-I

- i) A student found talking to another student during the examination hours in the examination hall.
- ii) If during the examination hours, i.e., after receipt of the question paper and before handing over the Answer-book, a student is found to be talking to a person/student outside the examination hall while going to the urinals etc.

- iii) Writing on any piece of paper except the answer-book during the examination.
- iv) Changing seat in the examination hall without permission.

The invigilator/authorized person will issue a warning once. If the action is repeated, the answer book to be cancelled and a fresh answer book to be issued.

### **Category-II**

Found in possession of relevant written or any printed material or notes written on any part of her/his body or clothing or instruments such as electronic diary, set-squares, calculator, scale etc. or having relevant notes written on chair, table, desk or drawing board or found possessing mobile phone or any other communication or storage device (that can be used for help), during the examination. However, scientific non-programmable calculator can be used during the examinations if in the instructions of the question paper its use has been mentioned.

### **Category-III**

If during the examination hours, i.e., after receipt of the question paper and before handing over the answer-book, a student is found:

- i) Attempting to copy, caught copying or having copied from any paper, book or notes written on any part of her/his clothing, body or table or desk or instruments like setsquares or mobile phone or any other communication or storage device etc.
- ii) Tampering with the written matter / awarded marks on an evaluated answer book.

### **Category-IV**

If during the examination hours, i.e., after receipt of the question paper and before handing over the answer-book, a student is found:

- i) Consulting notes or books while outside the examination hall (i.e., in urinals etc.) during examination hours.

- ii) Having received help from or given help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in paper or a solution thereof to any other student.
- iii) Guilty of swallowing or destroying the material such as notes or paper found from her/him.

### Category-V

If a student:

- i) Leaves the examination hall / room without delivering answer-book / evaluated answer book or tears it or disposes off.
- ii) Communicates with anyone by mobile phone or any other communicable device.
- iii) Student found guilty of smuggling in an answer-book, or a continuation sheet, taking out or arranging to send out an answer book or a continuation sheet. Writing deliberately another student's roll number in her/his answer book or a continuation sheet, found in possession of an answer book not her/his own or impersonating another candidate in any examination. Attaching graph or continuation sheet or relevant material written on any extra sheet, to the answer book or evaluated answer book
- iv) Guilty of serious misconduct in the examination hall or non-compliance with the instructions of the Superintendent or any of the invigilators in the examination hall.
- v) Serious misconduct outside the examination hall during the period of examination. Writing an answer book outside the examination hall for another candidate.
- vi) Use of force/threat against the supervisory staff/student.

### Category-VI

- i) Student found to have indulged in the case of academic plagiarism.

## 2. ACTION TO BE TAKEN

- i) A student, whose guilt is established by CPUM, shall be dealt with under the provisions of the disciplinary regulations. The following action may be taken for different categories of offences under these regulations:

- ii) Category-I

Second answer book to be evaluated.

### Category-II

The examination of the concerned module to be cancelled and student will be awarded zero marks in that module.

### Category-III

The student will be awarded 'X' grade in that module.

### Category-IV

Three to six modules (other than those the student is already getting an E or X grade), as decided by CPUM, of the current Semester are to be cancelled and to be awarded 'X' grade in those modules. In case the number of modules the student getting E or X grade is more than two in the current semester, all the modules of the current semester are to be cancelled and to be awarded 'X' grade in all the modules.

### Category-V

All modules of that semester to be cancelled and awarded 'X' grade in all the modules of that semester and may further be debarred from registration in a module (s) for a period up to two years.

### Category-VI

CPUM shall recommend action after detailed assessment of the case. The punishment in such cases may include

- (a) Suitable fine and/or repetition of thesis/dissertation or
- (b) Expulsion from the University.

In addition to the actions mentioned above at Categories-I to V, the CPUM may also decide to impose a suitable fine on a student. CPUM can also consider punishing a student who was outside the examination hall and was found guilty of helping the student for using unfair means. The period of the examination for the above regulations extends from the time of start of the examination till the final result / marks publication, except for Category VI.

- iv) While calculating the maximum duration permissible under the regulations, the period of disqualification for use of unfair means may not be counted towards her/his total stay in the University and the candidate be allowed the same period which was due to him before his disqualification as per the University regulations.

- v) The recommendations of CPUM shall be submitted to the Provost. If Provost finds that the recommendations need reconsideration, he may return the case(s) to CPUM for reconsideration and thereafter shall award suitable punishment as recommended after reconsideration.

### **The Powers and Duties of Moderation Committee: -**

1. There shall be Moderators appointed for every examination by the University on the recommendation of the Dean of the university consisting of the Teachers of the School.
2. The fees, travelling and other allowances of External Moderators shall be fixed by the Dean through the approval of the Finance Committee, Academic Council and the Board of Management.
3. The Moderators shall be required to moderate the examination papers of the modules to ensure that the papers comply with the standards required for the level of the relevant courses.

### **External Examiners: -**

1. For undergraduate courses, where the Academic Council considers it necessary, on the recommendation of the school concerned, it may appoint any person who has expertise in the subject area as an External Examiner irrespective of whether the person is a Teacher.
2. For Master and Doctorate level programmes, where there is a requirement of a thesis, the Academic Council on the recommendation of the Dean concerned shall appoint such number of External Examiners as it considers appropriate. Such External Examiners must possess the necessary expertise in the area of the thesis they shall examine.
3. The Board of Management shall, where deemed necessary fix fees and travelling and other allowances of External Examiners, in consultation with the Academic Council and the Finance Committee.