



**RULES FOR**  
**DISCIPLINARY ACTION TO BE TAKEN FOR ADOPTING**  
**UNFAIR MEANS IN EXAMINATIONS**  
**UNDER**  
**SRIMANTA SANKARADEVA UNIVERSITY OF HEALTH SCIENCES**  
**(Under Section 6 (xxxvi) of “The Srimanta Sankaradeva University of Health Sciences Act, 2007”)**

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The successful conduct of examinations depends greatly on the integrity, alertness and sincerity of all examinations officials. These guidelines aim to set out uniform rules for disciplinary action to be taken for adopting unfair means in the examinations under Srimanta Sankaradeva University of Health Sciences.

During the course of examination, a candidate indulging in any of the following activities shall be deemed to have used unfair means, If

1. S/he is found whispering, talking, Glancing, Looking, Staring, Responding to other whispers and assisting others in seeing own answer sheet.
2. S/he is found to be in possession inside the examination hall of any book, or page of any book, or scribbling, or written note, or typed sheet, that may have a bearing on the subject in which s/he is appearing, irrespective of whether such book, or page of any book, or scribbling, or written note, or typed sheet is used or not, or
3. If anything written on any other instrument or hardboard or any kind of furniture or any other substance which may have relevance to the syllabus of the Examination paper.
4. If the answer book of a candidate shows or it otherwise established that he/she had received or attempted to receive help from any source and in any manner, or has given help or attempted to give help to another candidate in any manner.
5. Anything written or signs made on the body of the Candidate or his/her clothes, garments, handkerchief etc may have relevance to the syllabus of the examination paper concerned
6. Mobile phones or any electronic gadget other than calculator , even in switch off mode which can potentially be used for communication or copying



7. S/he writes answer on another candidate's answer script or helps him/her in any other manner in writing answer on his/her own answer-script or tries to obtain from, or to render to, any other candidate or any other person inside or outside the examination hall, any help in any manner, or
8. S/he leaves the examination hall before one hour, taking with him answer-script, or carries from the examination hall the question paper during the hours of examination without submitting the answer script or gets possession of question papers outside the examination hall during the hours of examination or is not found in possession of complete question paper after its distribution in the examination hall or passes or tries to pass the question paper out of the examination hall or leaves the examination hall taking with him/her answer paper or loose sheet, or
9. S/he allows somebody else to write answers on his/her behalf during examination, or
10. S/he leaves the examination hall without recording his/her attendance on the attendance roll, or
11. S/he encloses currency note(s) with an answer-script or offers illegal gratification or inducements to the Invigilator(s) or other persons connected with the examination or, in anyway, tries to take illegal or unfair advantages, or
12. S/he distorts his/her name, roll number or registration number in his/her answer-script, or
13. Change of seat without permission of the Examination in-charge or
14. S/he is found to be in possession of any question paper or any other paper containing relevant answer or answers written on it, or
15. S/he indulges in any kind of misbehavior, or intimidates or attempts to assault, or intimidates an invigilator or any other person connected with the conduct of the examination either inside or outside the examination hall, or damages, or attempts to damage, articles or furniture, equipment, stationery or any other property or the venue or creates disturbances in the venue or



refuses to comply with the instruction of the Invigilator regarding seating arrangements in the examination hall, or

16. Any page(s) of the written answer-script(s) of a candidate is/are found to have been replaced/torn/mutilated or found to contain handwriting different from that of the candidate, or
17. If s/he discloses his/her identity in any manner other than that provided in the answer-scripts.
18. S/he uses any form of violence, verbal or physical, towards another candidate or an invigilator, or in any way disturbs the peaceful conduct of the examination. In this case the Examination In-charge may also inform the Principal and the Controller of Examinations, or
19. Any case of intimidation and/or assault of an invigilator(s) or any other person connected with the examination system both inside and outside the examination hall, during or before / after the examination, by a candidate or his/ her friend/ agent on his /her behalf will attract the strictest disciplinary measures.
20. Plagiarism of thesis/dissertation.

**Note:** The Centre-In-Charge shall use his/her discretion to record in respect of any other misconduct/malpractice that is not mentioned above.

  
**Registrar**  
**Srimanta Sankaradeva University**  
**of Health Sciences**  
**Guwahati Assam**



**I. Recommended Punishment :**

LEVELS	OFFENCES	PUNISHMENTS	AUTHORITY
LEVEL-1	Whispering /Talking	Strict oral warning and change of Seats.	Invigilator
	Glancing/Looking/Staring at other examinees		
	Responding to other whispers and assisting others in showing own answer sheet		
	Found in possession of unauthorized material not related with the subject/question paper		
	Getting/ giving assistance by exchange of personal items like calculators etc.		
	Other offences of similar nature and intensity		
Repeating the Offences of Level 1 even after 3 warnings	'W mark' with red ink will be given in the top of the answer sheet endorsed by the witness of the Invigilator along with the signature of the candidate and countersigned by the Centre-in-Charge. Deduction of 5 (five) marks should be written on the first page of the answer sheet which will be signed by candidate, invigilator and Centre-in-Charge.	Centre In-charge/ Controller of Examinations.	



		<p>Action will be informed to the Controller of Examinations and University will inform the Principal/HoD of the Department. The HoD/other authorized person will deduct 5 (five) marks from aggregate of the concerned subject.</p> <p>*Deduction of marks should be documented in the marksheet.</p>	Controller of Examinations
LEVEL-2	<p>Carrying mobile phone or any other electronic device (even in off condition)</p> <p>Found in possession of unauthorized material related with the subject / question paper but does not match with answer written in answer sheet</p> <p>Writing on desk board before the start of the exam</p> <p>Not sitting as per seating plan, intentionally</p> <p>Being caught talking while outside the examination hall during the examination when allowed to go out e.g. visit to washroom, visit to academic section for issue of temporary ID card etc.</p> <p>Using pre-meditated chits containing helpful material.</p>	<p>The Centre-in-Charge will debar the student from appearing in the examination and the student will be disqualified in the said subject.</p> <p>Action will be informed to Controller of Examination with proof of confession from the student endorsed by the Invigilator and signed by the Centre In-Charge.</p>	Centre-in-Charge



	<p>In addition to other charges, the student misbehaves with the exam staff or creates indiscipline.</p> <p>Found in possession of unauthorized material related with the subject/question paper and the answer written matching with answer sheet.</p> <p>Using mobile phone/other communication device to cheat</p>		
LEVEL 3	Proxy sitting or getting oneself impersonation by someone in the examination or impersonating other candidate	The Centre-in-Charge will expel the student from the examination hall for that subject after taking confession of the student with signature on the documents witnessed by invigilator, some other examinees after completion of the examination and counter signed by Centre-in-Charge. The action will be intimated to the Controller of Examinations immediately.	Centre-in-Charge.
	Carrying helpful material/ written on hands/arms/other body parts / cloths		
	Exchanging answer sheet during the Examination.		
	Cheating and being argumentative, rude, aggressive with the invigilator		
	Other Offences of Similar nature and intensity.		



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LEVEL 4	Plagiarism of thesis/dissertation	The thesis/dissertation of the student will be rejected and s/he will be required to submit fresh thesis/dissertation with a new topic following all necessary formalities. The candidate will be allowed to appear the final examination after two years subject to fulfillment of all necessary criteria to be eligible to appear in the examination.	Controller of Examinations
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**III. Steps to be followed for a student who is detected while indulging in malpractice.**

- (a) The answer script, together with supporting material used in the act of malpractice, if any, is to be seized by the invigilator / Centre-in-Charge.
- (b) The student should be asked to sign the documents before the invigilator or Centre-in-Charge concerned. No verbal argument etc. shall be entered into. If the student is not willing to sign, that should be recorded witnessed by invigilators and other examinee after completion of the examination, countersigned by the Centre-in-Charge.



(c) The answer script along with the unfair practice report duly signed by invigilator & Centre-in-Charge and the offending materials seized (if any) in the centre, be packed in a sealed envelope and conveyed to the Controller of Examinations separately.

(d) If a candidate is expelled from an examination, a statement from the expelled candidate should also be obtained and enclosed along with the report on why h/she was expelled. If the Candidate refuses to write a report, this should be recorded in presence of witness with signature and reported to the University

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