



Jawaharlal Institute of Postgraduate Medical Education & Research

(An Institution of National Importance Under Ministry of Health & Family Welfare, Govt. of India)

Dhanvantari Nagar, Puducherry – 605 006

Academic Section

Rules regarding malpractice/unfair means/misconduct/misbehaviour in Examinations

Introduction:

These rules apply to all written as well as clinical/practical/oral examinations whether notified internal assessment tests, send-up examinations, professional examinations (regular or supplementary), and any other form of assessment or examination for undergraduate and postgraduate courses that contribute to the assessment of progress of students at the Institute.

Malpractice/Unfair means:

The following acts will constitute malpractice/unfair means, and will be classified as class I and II offences.

Class I offences:

- Possession or use of any chits (including blank paper), notes, books, or information related to the examination in any form (hard copy or digital) including on the student's body or clothing or other wear, keeping or leaving such material at the examination venue or other surrounding areas (e.g. toilets, windows, etc.), except an area designated for safe keeping of students' belongings.
- Possession or use of electronic devices of any form including mobile phones, other transmitting or receiving devices, or other means of communication in the examination venue and/or keeping/leaving such devices in the premises (including toilets), other than in the area designated for keeping such articles.
- Copying or attempting to copy the work of other candidates.
- Talking to or communicating in any manner with other candidates during the examination, including through gestures, signals, etc.
- Helping other candidates during examination, inside or outside the examination venue.
- Cheating of any form before, during, or after examination.
- Giving or receiving assistance directly or indirectly in any form or attempts to do so.

Class II offences:

- Repetition of an act under class I during the tenure of a course (e.g. MBBS, B.Sc., M.Sc., MD, etc.).
- Impersonation of another student or arranging/allowing impersonation by another person.
- Unauthorised access to examination question paper before the examination, or attempt to do so in any manner.

- Offering or attempting to offer money (including enclosing currency notes/cheques in the answer scripts) or other forms of favour in return for marks, or threatening another candidate, an examiner, an invigilator or another person/authority involved in conduct of the examination for obtaining help in the examination.
- Canvassing of examiners for written and practical/clinical/oral examination for favour; bribing or attempting to bribe the examiner, invigilator, or other authorities involved in the examination.
- Carrying of question paper outside the examination venue during the examination or carrying the answer sheet outside the examination venue during or after the examination; and /or mutilation or replacement of answer script in part or full.

Important note: Using or attempting to use any other undesirable method or means in connection with the examination or any other act not listed above but amounting to obtain unfair advantage, will also be malpractice/unfair means and the class of offence will be decided by the competent authority.

Invigilators, hall supervisors, examiners, and higher authorities are permitted to arrange for inspection of the belongings of the candidates, or frisking of one or more candidates, in case of suspicion.

Misconduct/Misbehaviour:

The following actions will constitute misconduct/misbehaviour by a student during examination:

- Not following the rules of examination.
- Failing to comply with the instructions of the invigilator or examiner regarding appropriate conduct during the examination.
- Intimidation of, or misbehaviour with, or assault or attempt to assault an invigilator or examiner either inside or outside the examination venue.
- Damage or attempts to damage articles or property of the examination hall, or of the institution or of an invigilator/examiner.
- Creating disturbance of any form in the examination venue.

Action to be taken:

In the examination venue:

- In case of a malpractice, use of unfair means or misconduct/misbehaviour, the invigilator/hall supervisor or the examiner shall report the same to the Professor of Examinations or Registrar (Academic) or Dean (Academic), immediately i.e. as soon as it is observed or brought to his/her knowledge (in the format given in Annexure I).
- The answer script of the candidate and any material pertaining to the act of malpractice/unfair means shall be seized and the candidate sent out of the examination venue.
- The materials will be kept in custody of the Institute and presented before the committee.
- A written statement will be obtained from the candidate certifying the ownership of the unauthorised material and the details of his act.
- A written report of the incident shall be prepared by the invigilator/examiner.

Subsequent process:

- CCTV footage should be obtained and placed before the committee for evidence.
- Parents of the candidate shall be informed about the incident by the Controller/Professor of Examinations or the Dean (Academic).
- The report, CCTV footage, written statement from the candidate (if any), materials seized from the student, and other evidence shall be placed before a committee for monitoring malpractice/unfair means and taking action on any incidents reported. The committee shall consist of the following members.
 - a. Dr. Ravikumar Chittoria, Registrar (Academic) (Chairperson)
 - b. Dr. Saka Vinod Kumar, Dean, Karaikal (Member)
 - c. Dr. Rakhi Biswas, Associate Dean (Academic) (Member)
 - d. Dr. Kusa Kumar Shaha, Professor of Examinations (Member-Secretary)

The committee will conduct an inquiry into each instance of malpractice/misconduct and submit a report and its recommendations based on the class of malpractice/unfair means/misconduct (listed below) to the Dean (Academic) who will then take the necessary action.

Punishments:**Recommended punishment for malpractice/unfair means:****Class I offence:**For notified internal assessment examinations:

- Both or either of:
 - Cancellation of the paper,
 - Suspension from classes/postings/examinations for a period of 4 weeks,
- And he/she will be ineligible for awards and endowment prizes, and JSA/JRDA posts.

For send-up/model and Professional examinations:

- Cancellation of the entire examinations of that session for the concerned candidate in case of Professional examinations.
 - Debarment from appearing in Professional examination(s) in case of send-up/model examination.
- and
- He/she will be ineligible for awards and endowment prizes, and JSA/JRDA posts.

Class II offence:

- Suspension from classes, postings, and examinations for one academic year.
- Termination from the course.

Recommended punishment for misconduct/misbehaviour:

One or more of the punishments mentioned under malpractice/unfair means.

Cases involving assault or damage to property, criminal action will be initiated as per law of the land.

Appeal against the decision of the committee:

There is a provision for appeal against the decision of the monitoring committee. The decision of the Academic Advisory Committee is final.

Instructions to candidates:

These instructions should be communicated to all the students by publishing it on the institute website and by displaying it prominently outside examination venues.

Dos:

- Come 15 minutes before the examination.
- Carry ID card, hall ticket (for Professional examinations).
- Wear formal clothes and shoes.
- Use the washroom, if necessary, before or after the exam.
- Do not carry food items or beverages inside the hall. Bring plain water in a transparent bottle.
- Leave your bags in the designated area.
- Comply with invigilators' instructions.
- Maintain decorum within the hall.
- Inform the invigilator/examiner/Dean (Academic) if you find that someone involved in the examination process is related to you.

Don'ts:

- Do not carry bags, purses, electronic devices (including mobile phones, electronic watches, etc), paper or opaque plastic covers/pouches, or paper of any kind inside the hall.
- Do not wear an apron, jacket, or other clothing accessories.
- Do not write anything on your hand/body.
- Do not talk during examinations with other candidates.
- Do not resort to malpractice/unfair means.
- Do not resort to actions amounting to misconduct or misbehaviour.

Rules to be followed by Invigilator/hall supervisor:

There should be at least one Invigilator/Hall Supervisor per room, (preferably 2 per room), with a higher number if the number of students exceeds 50.

Invigilator/Hall Supervisor should sign a declaration that she/he does not have a conflict of interest (that no relative/ward of a friend is appearing in the examination concerned).
(Annexure II)

At no point of time during an examination should the examination hall/venue be left unattended.

Invigilator/Hall Supervisor should give proper instructions to the candidates regarding examination rules, including warning against possession of unauthorised items, copying, etc.

Invigilator/Hall Supervisor should constantly monitor the candidates for malpractice/unfair means and should take steps to prevent such incidents from happening.

Invigilator/Hall Supervisor should not help or attempt to help any candidate to resort to malpractice/unfair means before, during or after the examination.

Invigilator/Hall Supervisor should immediately report any incident of malpractice/unfair means to the Professor of Examinations or the Registrar (Academic) or the Dean (Academic) and provide a report in writing (in the format given in Annexure I).

Invigilator/Hall Supervisor should not accept money or illegal gratification of any form from any candidate or representatives of any candidate.

Invigilator/Hall Supervisor should not cause any disturbance to the candidates in the examination hall, should not talk unnecessarily, and should keep their mobile phones in silent mode.

Invigilator/Hall Supervisor/ Examiner must ensure that none of their family members is a candidate. In case they detect this, they must immediately inform the Controller/Professor of Examinations or Dean (Academic) who will arrange for a replacement as soon as possible.

Dean (Academic)

Annexure I

Malpractice/unfair means/misconduct/misbehaviour in Examinations Reporting proforma:

Name of the examination:

Date and time of the examination:

Venue:

Name of the candidate:

Registration number of the candidate:

Time of the incident:

Description of the incident:

Name and designation of the invigilator:

Name and designation of the hall supervisor:

Signatures of the invigilator/hall supervisor

Signature of the Registrar (Academic) or the Professor of Examinations

Signature of the Dean (Academic)

Annexure II

Format for declaration by Invigilator/Hall Supervisor

DECLARATION

Name of the examination:

Date and time of the examination:

I declare that no relative or ward of my friend is appearing in the examination for which I have been appointed as an Invigilator/Hall Supervisor.

Name and designation of the Invigilator/Hall Supervisor:

Signatures of the Invigilator/Hall Supervisor:

Date: