

Unfair Means Committee: (HODs+Principal+Exam-in-charge)

Objectives:

- To ensure honesty and fairness during examinations.
- It shall be the responsibility of Exam Supervisors (University Exam/Class Test) to report in writing any malpractice or anomaly found during the examination to the Principal. The Principal in turn shall hand over the matter to the Unfair Means Committee of the college.

Action Plan:

- a) Convener of the committee shall convey a meeting of the members and discuss the complaint received from the Principal
- b) The Committee may call the candidate to seek an explanation and hear him/her. Explanation shall be taken in writing.
- c) The Committee members shall make necessary enquires from Exam Supervisors and other related witnesses.
- d) After hearing all the above persons, they shall report their findings in writing, along with punitive action (if any malpractice was detected) to the Principal according to the University guidelines/norms.
- e) The same will be applicable for Internal Assessment Tests.