



UNFAIR MEANS POLICY, RULES & REGULATIONS

EXAMINATIONS BRANCH



2022
GRAND ASIAN UNIVERSITY, SIALKOT

TABLE OF CONTENTS

UNFAIR MEANS POLICY, RULES & REGULATIONS	3
1.1 DEFINITIONS	3
1.2 APPOINTMENT OF COMMITTEES	3
1.3 COMPOSITION OF COMMITTEES	3
1.4 POWERS OF UNFAIR MEANS COMMITTEE	3
1.5 POWERS OF APPELLANT COMMITTEE	4
1.6 ELUCIDATION OF UNFAIR MEANS	4
1.7 CONDUCT PROCEDURE	5
1.8 RIGHT OF APPEAL.....	6
1.9 IMPOSITION OF PENALTIES	6

UNFAIR MEANS POLICY, RULES & REGULATIONS

The Unfair Means Policy shall come enforce with immediate effect for all programs of the Grand Asian University Sialkot and will be applicable for all enrolled students.

1.1 DEFINITIONS

- i. "Appellant Committee" means committee to which a student can appeal against the decision given by Unfair Means Committee.
- ii. "Committee" means a committee known to be Unfair Means Committee.
- iii. "Controller" means the Controller of Examinations of the University.
- iv. "Student" means a student registered for undergraduate, postgraduate or any other degree, diploma, certificate programme of the University.
- v. "UMC" means unfair means case.
- vi. "University" means the Grand Asian University Sialkot.
- vii. "Vice Chancellor" means the Vice Chancellor of the University.
- viii. The general pronoun "he" and its derivatives imply either of gender.

1.2 APPOINTMENT OF COMMITTEES

- i. In the second quarter of every alternate year, the competent authority shall appoint a committee on the recommendation of Academic Council to be known as the Unfair Means Committee to deal with the alleged use of unfair means or other matter which urge to affect the discipline of the students directly or indirectly in connection with the examinations.
- ii. The Appellant Committee shall also be appointed by the competent authority on the recommendation of Academic Council.

1.3 COMPOSITION OF COMMITTEES

- i. The Unfair Means Committee shall comprise of five members in total, including four faculty members not less than the rank of Asst. Professor and the Controller of Examinations as Member and Secretary.
- ii. The Appellant Committee shall comprise of two senior faculty members and Controller of Examinations as Member and Secretary.

1.4 POWERS OF UNFAIR MEANS COMMITTEE

- i. The committee shall have the authority to interview or/ and record the statements of alleged student(s), examination superintendent, deputy superintendent, supervisor(s)/ invigilator(s), staff member(s) or any other person(s) who is/ are directly or indirectly concerned.

- ii. The committee shall have the power to cross-examination of any statement.
- iii. The committee shall be allowed to have access of answer book(s), storable or data retrievable devices or any kind of paper material, paperless material or any kind or device(s), or internet resources(s) which have directly or indirectly connection with unfair means case.
- iv. The committee shall be permissible to conduct one or more than one sessions to investigate and probe the matter.
- v. The committee shall have the power to recommend one or more than one penalties.

1.5 POWERS OF APPELLANT COMMITTEE

- i. The appellant committee shall have power to further probe the case.
- ii. The appellant committee shall have authority to retain decision or recommendation(s) which has already been given.
- iii. This committee may increase or decrease the penalties which have been awarded.

1.6 ELUCIDATION OF UNFAIR MEANS

If a candidate who has been admitted to an examination or is appearing or has appeared in an examination commits or attempts to commit any of the following acts:

- i. Receiving assistance from another person in the examination
- ii. Give assistance to another candidate in the examination
- iii. Copying from any paper, notebook, textbook, mobile, tablet, any electronic device or another material or allowing another candidate to copy from his answer book
- iv. Removing a leaf or leaves from his answer book using abusive or obscene language in his answer book
- v. Smuggling an answer book in or out of the Examination Hall
- vi. Communicating directly or indirectly with an Examiner with the intention of getting him to disclose any question or question set or to be set by him or with the object of influencing him in the award of marks
- vii. Communicating directly or indirectly with the Controller of Examinations or Examination staff or any other University official with the intention of obtaining any information connected with the examination which such official is bound not to disclose
- viii. Communicating directly or indirectly with a Superintendent /Deputy Superintendent, Invigilator/Supervisor of an Examination Hall or any other

person connected with the supervision of an examination for the purpose of inducing such person to give undue assistance or show undue favor to the candidate

- ix. If the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the person mentioned in above mentioned clauses (vi), (vii), (viii) with objects mentioned therein such communication may be deemed to have been made by the candidate himself
- x. Misbehaving with examination staff or otherwise refusal to adhere to university rules
- xi. Refusing to obey the lawful order of Superintendent/Deputy Superintendent or supervisor/invigilator of examination center in the examination hall/room or changing his seat or changing his answer book with another candidate
- xii. Creating disturbance of any kind during the examination in or around the examination center
- xiii. Being found in or around an examination center in possession of firearms or anything ordinary used as weapon of offence
- xiv. Being possession of mobile phone or any data retrievable device irrespective of its use
- xv. If a candidate gains admissions or attempts to gain admission to any examination by
 - a. Making a false statement in the admission form or
 - b. Forging another person's signature on a document or
 - c. Allowing another person to impersonate him
- xvi. To impersonate, assault or abet in any of the offence
- xvii. Any other kind of unfair means or illegal/unlawful activity which is not covered in the above-mentioned regulations

1.7 CONDUCT PROCEDURE

- i. All examination superintendents will forward unfair means cases on the prescribed form (Unfair Means Form) to Secretary (Controller of Examinations) of unfair means committee as soon as the case is reported along with answer script and any other material or device etc.
- ii. At the end of every mid and end semester examinations, the examination superintendent will produce "Nil" certificate if there is no case found.
- iii. The Secretary of unfair means committee will conduct the meeting of committee within fifteen days after the completion of mid and end semester examinations. The Secretary will present all the reported cases to committee. The committee

will probe all cases and will be liable to give its recommendations within thirty days (the number of days will be counted from the first day of committee meeting).

- iv. The quorum for a meeting of the committee shall be at three members.
- v. The committee members may have difference of opinion, in this regard the majority's finding shall be regarded as the decision of the committee.
- vi. In case all the members of committee disagree among themselves, the case shall be referred to the Vice Chancellor who shall have the power either decide the case himself or refer it to the competent authority for decision.
- vii. The recommendations/ report of committee shall be submitted to the Vice Chancellor; the Vice Chancellor shall have power to accept or reject the recommendations or he may give his own decision.
- viii. In light of recommendations/ Vice Chancellor's decision, the Controller of Examinations will publish the final notification of each and every case. He will communicate to all concerned.

1.8 RIGHT OF APPEAL

The student shall have the right to submit an appeal against the first decision to Appellant Committee within fifteen days of publication of notification failing which the first decision will be considered as final decision.

1.9 IMPOSITION OF PENALTIES

The following penalties may be imposed regarding unfair means case(s):

- i. The cancellation of only one paper in which he appeared an investigated for unfair means
- ii. The annulment of whole course including mid, end semester examination and assignment/quizzes/project etc.
- iii. Debarring for one or more semesters
- iv. Debarring for three (03) years
- v. Debarring from appearing at any future examination of the university and form admission to any class in the University for a Period of five (05) years inclusive of the year in which the offence occurred
- vi. Expulsion from the university
- vii. Cash penalty may be imposed from Rs.10, 000/- to an amount equivalent to one semester's fee
- viii. If a candidate practices any other unfair means in connection with an examination not covered by the above-mentioned regulations, he may be awarded penalty

warranted by the circumstances of the case provided that the penalty awarded does not exceed the maximum laid down in the preceding regulations

- ix. If the impersonator mentioned in above mentioned regulation is on the rolls of the university, he shall be liable to expulsion from the university and to be debarred from admission to any class in the university or from appearing at any examination for a period of five (05) years
- x. If a person on the rolls of the university abets a candidate in the commission of any of the offence mentioned, he shall be liable to the same penalty to which the candidate is liable in respect of the offence abetted
- xi. If the person on the rolls of the university assaults or abstracts any university official or the Inspector of Examination Center or any other person connected with the conduct of any Examination in the discharge or such person's duties he shall be liable to be expelled from the university for a period of five (05) years
- xii. Any other kind of penalty may be imposed in addition to the above-mentioned penalties as deemed fit by the unfair means committee