PROFORMA REGARDING USE OF UNFAIRMEANS IN EXAMINATIONS

Note: This proforma dully filled along with Answer sheet(s) and material etc. be submitted to Controller of Examinations in sealed envelope on same day or following day. One proforma to be used for one student only.

(To be completed by the Invigilator)

Things / material / chit/paper etc. found in possession of student for copying in Answer sheet, which shall be termed as “Unfair means”

1. Id. No. ______________ Name of Student ____________________________________________
2. Semester ____________ Programme ________________________________________________
3. Course Code__________ Course Title ______________________________________________
4. Date ________________ Day __________ Room No. with location ________________________
5. Mid / End Term ________ Current / Repeat / Re-registration __________________________

Report of concerned Invigilator (s)

________________________________________________________________________________

In view of this please state the following: -

(a) Type of material found ________________________________________________________

(b) Anything written on any part of body/trouser/shirt/ saree / dupatta etc. which cannot be attached, please write the description/contents thereof in the space provided below: ________________________________

Note: The material caught from the student must invariably be attached duly signed by the Invigilator and student with date other than material shown in para (b) above.

Signature of Invigilator(s) ______________ Name of Invigilator (s) ________________________

STATEMENT OF STUDENT:-

I am fully aware of the aforesaid report and my written explanation is as follows:-

(a) Were these things found in your possession? Yes/No ________________________________

(b) If no, did you pick it from your desk/chair/surrounding area or you were given by some other student. Please explain. ____________________________________________________________

(c) Did you take any help from this? Yes/No ________________________________

(d) Do you want to explain anything in this context? Yes/No ________________________________

__________________________________________________________

Date____________ Name of student________________________ Signature ____________________
(To be completed by Head Invigilator/ HoD / Dean)

It is certified that above written explanation has been given by the student in my presence.
OR
It is certified that student has refused to give any written statement/ explanation in my presence.
(Please put cross (X) whichever is not applicable)

Date___________ Signature of Head Invigilator / HoD / Dean__________________

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Report of Invigilator / Subject teacher in presence of EDC
1. Did student misbehaved in Examination Hall: ________________________________
2. Has student copied from the attached material: ________________________________

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DECISION BY EXAMINATION DISCIPLINARY COMMITTEE
(To be completed by Competent Decision Committee)

As per decision taken by the committee the defaulter student has been awarded the following
punishment which shall be communicated by Controller of Examinations to the student through
Notice Board as well as to all Deans/Heads and concerned teacher.

1. Article No. 1.6 A (i) / 1.6 A (ii) / 1.6 (B) is applicable.
2. Result of course ___________________________ of Sem. _______ is being cancelled.
3. Result of all courses of Semester _______ is being cancelled.
4. Result of repeat paper / course ______________ of Sem. ______ is being cancelled.
5. Any other decision: _________________________________________________________

Signature of members present:-

1. ____________________ 2. ____________________ 3. ____________________
4. ____________________ 5. ____________________ 6. ____________________
7. ____________________ 8. ____________________ 9. ____________________
10. ____________________ 11. ____________________ 12. ____________________

Above decision approved

Chairman
EXAMINATION DISCIPLINARY COMMITTEE