

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OD-6

**ON DISCIPLINE AMONG STUDENTS IN RELATION
TO UNIVERSITY EXAMINATIONS**

Under Section 26 (g) of NEHU Act, 1973

**Disciplinary
Control
of an Examination
Centre**

1. i. During an examination, the candidates shall be under the disciplinary control of the Superintendent of the Centre who shall issue instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he may be expelled from the examination of that Session. The Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The Committee will make recommendations for disciplinary action as it may deem fit to the Vice-Chancellor as provided under the Ordinances.
- ii. Everyday, before an examination begins, the Invigilators shall call upon all the candidates to search their persons, tables, desks, etc. and deliver to them all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late-comer is admitted, this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his admit card with him.

**Use of unfair
means**

2. i. A candidate shall not use unfair means in connection with any examination.
- ii. The following shall be deemed to be unfair means:
 - a. Talking to another candidate or any person, inside or outside the examination hall during the examination hours without the permission of a member of the supervisory staff.
 - b. Leaving the examination hall without delivering the answer book or continuation sheet, if any, to the Superintendent or Supervisor concerned and taking away, tearing off or otherwise disposing off the same or any part thereof.
 - c. Writing on blotting paper or any other piece of paper, a question or matter connected with or relating to a question or solving a question on anything excepting the answer book or the continuation sheet supplied to the candidate.
 - d. Using abusive or obscene language in the answer books.
 - e. Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose or writing Roll number at place(s) other than the specified one for that purpose.
 - f. Making an appeal to the Examiner through the answer book.

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OD-6 Contd.

- g. Possession by a candidate or having access to his books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- h. Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.
- i. Passing on or attempting to pass on, during the examination hours, a copy of a question or a part thereof, or solution to a question or a part thereof, to any other candidate or to any person.
- j. Smuggling into the examination hall an answer book or a continuation sheet, or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination, or through any other agency, whatsoever.
- k. Receiving or attempting to receive, with or without the help or connivance of any member of the supervisory or menial staff (Grade-IV) or any outside agency, a solution to a question or to a part thereof.
- l. Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, tabulator or any other person connected with the University examinations with the object, directly or indirectly, of inducing him to leak out the question paper or any part thereof, or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.
- m. Undue influence that is to say direct or indirect interference or attempt thereof, on the part of the candidate or any person on his behalf, with the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination.

Provided that without prejudice to the generality of the provisions of the clause any such person as is referred to therein who:

- a. abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so;
- b. abuses, insults, intimidates, assaults any other candidate or threatens to do so, shall be deemed to have interfered with the duties of the Supervisory and the inspecting staff within the meaning of the clause.
- n. Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.
- o. Presenting a thesis, dissertation, practical or classwork note-book, wherever required, not prepared or produced by the candidate himself.
- p. Arranging or permitting any person, whosoever he may be, to impersonate for the candidate at the examination.

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OD-6 Contd.

- q. Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.
- iii. a. The Executive Council may declare, by resolution, any other act of omission or commission to be unfair means in respect of any or all the examinations.
- b. If the Executive Council is satisfied that there has been copying or use of unfair means in mass scale at a particular centre(s) it may cancel the examination of the candidates concerned and order re-examinations.

OR

Disqualify the candidate from appearing at such examination of the University for a period not exceeding three years; in case disqualification is to be imposed then such action may be taken on the report/recommendations of the Examinations Discipline Committee, or the Executive Council may take such action *suo moto* after giving the affected candidates a reasonable opportunity of being heard. The Executive Council may take one or both the actions i.e. ordering re-examination or disqualifying them from appearing at such examination as stated above.

- c. The use of unfair means at the Centre(s) was aided, abetted or connived by the authorities of the institution where the centre was located or by some other agency or due to the inability of the authorities to prevent the use of unfair means, it may abolish the Centre for a manner as stated in (ix) above.
- Explanation: In Clause 5(ii) 'Mass copying' means: where the invigilator-in-charge is satisfied that 30 or more students are involved in using unfair means or copying in the particular paper.
- iv. a. The power of expulsion of candidates for the entire examinations of paper as specified in Clause 4 above in respect of unfair means detected in the Examination Hall and the premises of the Centre shall vest in the Officer-in-charge of the Centre who shall decide the matter with the help of a Centre Discipline Committee formally constituted for the purpose and shall report the matter immediately to the Controller of Examinations along with all incriminating materials for the consideration of the NEHU Discipline Committee.
 - b. A candidate shall not be forced to give a statement but the fact of the candidate having refused to make a statement shall be recorded by the Officer-in-charge and shall be attested by two other members of the Supervisory Staff , if on duty, at the time of occurrence. The decisions regarding the quantum of punishment beyond one year and other reported offences shall vest in the NEHU Discipline Committee.
 - c. All cases of use of unfair means specified in sub-clauses d,e,l,n,o,q of Clause 2 shall be reported immediately to the Controller of Examinations by the examiner, paper setter, evaluator, tabulator or the person connected with the University Examination as the case may be, with all the relevant materials.
- Examination 3.** i. All the cases of alleged use of unfair means shall be referred to a Discipline Committee called the Examination Discipline Committee to be Committee appointed by the Vice-Chancellor.

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OD-6 Contd.

- ii. The Committees shall consist of at least five but not more than seven members drawn from amongst the teachers/officers of the University and affiliated Colleges. The committee shall sit in one or two benches of three members each, as may be directed by the Vice-Chancellor.
- iii. A member shall be appointed for a term of two years, but shall be eligible for re- appointment.
- iv. Members of the Examination Discipline Committee shall be paid such remuneration as may be decided by the Executive Council from time to time.
- v. At least three members present shall constitute the quorum.
- vi. A decision taken by the majority of members present at a meeting shall be final; but if the members are equally divided the case shall be referred to the Vice-Chancellor, whose decision shall be final.
- vii. A candidate may, within seven days of the receipt of the decision of the Examination Discipline Committee, bring to the notice of the Vice-Chancellor, in writing, any fact or material which may both have been considered by the Examination Discipline Committee. If the Vice-Chancellor is satisfied that there is force in the representation of the candidate he may refer back the case to the Examination Discipline Committee for re-consideration. The Examination Discipline Committee shall then reconsider the case and a unanimous decision of the Committee shall be final. In case of difference of opinion amongst members of the Committee the matter shall be referred by the Vice-Chancellor to the Executive Council, whose decision shall be final.
- viii. The Examination Discipline may recommend that:-
 - a. The Examination for the session or paper in respect of which a candidate is found to have used unfair means specified in sub-clauses (a) and (b) of Clause 4 be cancelled.
 - b. The paper or the entire examination of candidate in respect or which she/he is found to have used unfair means specified in sub-clauses c,d,e,f and g of Clause 2 be cancelled.
 - c. **Deleted**
 - d. The entire examination of a candidate in respect of which she/he is found to have used unfair means specified in sub-clause h,i,j,k,l,m,n and o of clause 2 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of one year. The entire examination of a candidate in respect of which she/he is found to have used unfair means specified in sub-clause p and q of clause 2 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of two years.

1. Approved vide Executive Council Resolution No:EC:68:90:5:1:(iv), dated, March 22, 1990 and Academic Council Resolution No:AC:38:90:5:05(iii), dated March 3, 1990.