

### **Unfair Means Committee Policy**

- 1. The Unfair Means Committee constituted at Chetana's Institute of Management and Research has the following scope;**
  - A. The Unfair Means Committee is authorized to take disciplinary action against a student for misconduct during examination conducted by the institute.
  - B. The committee can review, suggest and recommend quantum of punishment after reviewing nature of malpractices at the examinations conducted by the institute.
  
- 2. Objectives of the Unfair Means Committee at Chetana's Institute of Management and Research;**

The committee functions on the following objectives-

  1. To ensure honesty and fairness during examination.
  2. To avoid any malpractice during examination.
  
- 3. The following process is carried out by the Unfair Means Committee at Chetana's Institute of Management and Research;**
  - A. The convenor of the committee receives the case of unfair means from the chief conductor of exams in writing through an email or a hard copy. This consists a summary overview along with the report of the Jr. Supervisor(s) on the malpractice or anomaly found during the examination. This report also contains the observations and noting of the Sr. Supervisor and Chief Conductor.
  - B. The convener of the committee shall convene a meeting of the members and discuss the complaint received from the Chief Conductor.
  - C. The Committee may decide to call the candidate found involved in the unfair means, to seek an explanation and hear him/her.
  - D. Explanation shall be taken in writing.
  - E. The Committee members shall make necessary enquires from the Jr. Supervisors and other related witnesses.
  - F. After hearing all the above persons, they shall report their findings in writing, duly signed by the convenor and the members, along with punitive action (if any malpractice was detected) to the Chief Conductor.
  
- 4. Constitution of the Unfair Means Committee at Chetana's Institute of Management and Research;**

The unfair means committee comprises of

  - A. Convenor
  - B. Two Members from the Faculty.



*Nandkishore*