



GARHWA POLYTECHNIC

Vill: Hasker, Ambikapur Road, (NH-343), Garhwa, Jharkhand
Estd. by Govt. of Jharkhand & Run by CEF Under PPP
Approved By AICTE, New Delhi & Affiliated to JUT, Ranchi.

Rules and Regulations of Examination Deptt:

The Examination Committee nominated by the Principal of the college shall be competent authority to take appropriate disciplinary action against the students using attempting to use, abetting, instigating or allowing to use unfair means at the examination conducted by the institute.

The Principal/COE shall be competent authority to take appropriate disciplinary action against the student/s using attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the institute. Student means and includes a person who is enrolled as such by the college for receiving instruction qualifying for diploma awarded by the University. Chief Conductor or COE shall take one or more of the following decisions depending upon seriousness/ gravity of the case.

Unfair means" includes one or more of the following acts or omissions on the part of the student/s during the examination period.

- i) Possessing unfair means material or copying therefrom. If the examiner at the time of assessment of answer book suspects that there is a prime-facie evidence that the student/s whose answer books the examiner is assessing appears to have to unfair means in the examination, the invigilator/ examiner shall forward his/her report, through the Controller of Examinations/Head of the Institution, as the case may be, with his/her personal opinion in separate writing confidential sealed envelope marked as Suspected unfair means.
- ii) Intimating of using obscene language or threatening or use of violence against invigilator or individual person on duty for the conduct of the examination or Man handling him/her or leaving the examination hall or causing disturbance in any manner in the examination proceeding without prior permission of centre invigilator of GP College, Hasker, Garhwa. The student may appear before the Inquiry Internal Discipline Committee of college on a fixed day, time and place fixed for the student meeting, with written reply/explanation to the show cause notice served on him/her therein. The student-himself/herself only shall present his/her case before the Internal Discipline Committee of the college. Reasonable opportunity, including oral hearing of students, shall be given to the student in his/her defence before the Internal Discipline Committee. The reply/explanation given by the student to the show cause notice shall be considered by. The Internal Discipline Committee before making final recommendation in the case. The Internal Discipline Committee should follow the above procedure in the spirit of the principle of natural justice of students. Even after offering two chances if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned. vii) The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.
- iii) Unauthorized communicating with other examinees or anyone else inside or outside the examination hall or class test or midterm. The student shall be called upon to surrender to the Controller of Examinations the unfair means material found in his or her possession, if any, and his/her answer book.
- vi) Blank or nuisance or vulgar written answer book and proxy signature.



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vii) Interfering with or counterfeiting of College seal, or answer books or office stationary used in the examinations period or hall.


ix) Insertion of currency notes in the answer books or attempting to bribe any of the college staff connected with conduct of examinations.

x) Revealing identity in any form in the answer written or in any other part of the answer book by the student at the College examination or test or midterm. In the case of impersonation or violence expel the concerned student from the examination and not allow him/her to appear for remaining examination. Obtain undertaking from the student to the effect that decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/ her examination.

Punishment:

The Competent Authority concerned the concerned Principal and the Head of the Dep't after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means:

- (a) **Annulment of performance** of the student in full or in part in the examination he/she has appeared for.
- b) **Debarring** student from appearing for any examination of the r College or Institution for a stipulated period not exceeding five years.
- (c) Debarring student from taking admission for any course in the College for a stipulated period not exceeding three years.
- (d) Cancellation of the College Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.
- (e) In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment/penalty as it may deem fit.
- f) The student concerned be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorized by it in this behalf, under intimation to the College/Institution he/she belongs to.


Controller of Examination
Garhwa Polytechnic
Hasker, Garhwa


Principal
Garhwa Polytechnic
Hasker, Garhwa