

**8. ORDINANCE ON  
DISCIPLINE AMONG STUDENTS IN RELATION TO  
UNIVERSITY EXAMINATIONS  
(Under Statute 20(2) of the IGNOU Act)\***

**1. Disciplinary control of an Examination Centre**

(1) During an examination the candidates shall be under the disciplinary control of the Superintendent of the centre who shall issue the necessary 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 for that session.

(2) The Superintendent shall immediately report the facts of such a case with full details of evidence to the Registrar (SRED) 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 Clause 8.

2. Everyday, before an examination begins, the invigilators shall call upon all the candidates to search their persons, tables, desks, etc. and ask them to hand over 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 identification card with him.

**3. Use of Unfair means**

A candidate shall not use unfair means in connection with any examination.

**4. 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 and 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 identify or making any distinctive marks in the answer book for that purpose.
- (f) Making an appeal to the Examiner through the answer book.

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\* Approved by the Board of Management at its 29<sup>th</sup> meeting held on 19.8.92, vide Resolution No. BM 29.8.2

- (g) Possession by a candidate or having access to 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 paper 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 in connivance with any person connected with the examination, or through any other agency, whatsoever.
- (k) Receiving or attempting to receive, with or without the help of or in connivance with any member of the supervisory or other staff or any person, a solution to a question or a part thereof.
- (l) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or any other person connected with the University examination with the object, directly or indirectly, of influencing 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) Any attempt by a candidate or by any person on his behalf to influence, or interfere with directly or indirectly, 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 Provision of the clause any such person as is referred to therein who;
  - (i) abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so;
  - (ii) abuses, insults, intimidates, assaults any other candidate or threatens to do so; shall be deemed to have interfered with or influenced the discharge of 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 to impersonate for any person, whosoever he may be, or impersonating for the candidate at the examination.
- (q) Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.
- (r) The Board of Management may declare any other act of omission or commission to be unfair means in respect of any or all the examinations.

5. If the Vice-Chancellor is satisfied that there has been a mass-scale copying or use of unfair means, on a mass-scale at a particular centre(s) he may cancel the Examination of all the candidates and order re-examination.

**Note:** where the invigilator incharge is satisfied that 33 1/3% or more students were involved in using unfair means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying.

- 6.
  - (a) The Superintendent of the examination centre shall report to the Registrar (SRED) without delay and on the day of the occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Registrar (SRED) for the purpose.
  - (b) A candidate shall not be forced to give a statement but the fact of his having refused to make a statement shall be recorded by the Superintendent and shall be got attested by two other members of the supervisory staff, on duty, at the time of occurrence of the incident.
  - (c) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer book. The answer book in which the use of unfair means is suspected shall be seized by the Superintendent, who shall send both the answer books to the Registrar (SRED) with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
  - (d) All cases of use of unfair means specified in sub-clauses (d), (e), (l), (n), (o), and (q) of clause 4 shall be reported immediately to the Registrar (SRED) by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examination as the case may be, with all the relevant material.
- 7. Examination Discipline Committee.
  - (a) All the cases of alleged use of unfair means shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor.
  - (b) The Committee shall consist of atleast three but not more than five members drawn from amongst the teachers and officers of the University.

- (c) A member shall be appointed for a term of two years, and shall be eligible for re-appointment.
- (d) Three members present shall constitute the quorum.
- (e) Ordinarily, all decisions shall be taken by the Committee by simple majority. If the members are equally divided the case shall be referred to the Vice-Chancellor, whose decision shall be final.
- (f) All decisions taken by the Examination Discipline Committee will be placed before the Vice-Chancellor for approval.
- (g) A candidate may, within one month of the receipt of the decision of the University appeal to the Vice-Chancellor, in writing for a review of the case. If the Vice-Chancellor is satisfied that the representation merits consideration, he may refer the case back to the Examination Discipline Committee for reconsideration.

8. The Examination Discipline Committee may recommend that:

- (i) 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.
- (ii) The Examination for the session or paper or the entire examination of a candidate in respect of which he is found to have used unfair means specified in sub-clause (c), (d), (e) and (f) of clause 4 be cancelled.
- (iii) The entire examination of a candidate in respect of which he is found to have used unfair means specified in sub-clause (g) of clause 4 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of one year.
- (iv) The entire examination of a candidate in respect of which he is found to have used unfair means specified in sub-clauses (h), (i), (j), (k), (l), (m), (n), (o) of clause 4 be cancelled and he shall further be disqualified from appearing at any University examination for a period of three years.
- (v) the entire examination of a candidate in respect of which he is found to have used unfair means specified in sub-clauses (p) and (q) of clause 4 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of three years.