

**The Tamil Nadu Dr. M.G.R. Medical University
Chennai**

**Statutes of the Tamil Nadu Dr. M.G.R. Medical
University for Enforcement of Discipline in
University Examinations**

ASSENT OF THE CHANCELLOR

**These statutes have received the assent of the
Chancellor communicated in Lr.No.4124/U2/2011 dated
26.03.2012.**

University Authorities**The Tamil Nadu Dr. M.G.R. Medical University, Chennai.****Laws of the University****STATUTES OF THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY FOR ENFORCEMENT OF DISCIPLINE IN UNIVERSITY EXAMINATIONS.**

In exercise of the powers conferred by section 42 of the Tamil Nadu Dr. M.G.R. Medical University, Chennai, Act, 1987 (Tamil Nadu Act 37 of 1987), the Governing Council of the Tamil Nadu Dr. M.G.R. Medical University, Chennai the existing Statutes of the Tamil Nadu Dr. M.G.R. Medical University for Enforcement of Discipline in University Examinations are hereby repealed and makes the following statutes :-

1. Short title and commencement:-

(a) These statutes shall be called “Statutes of the Tamil Nadu Dr. M.G.R. Medical University for Enforcement of Discipline in University Examinations.”

(b) They shall come into force from the date of assent of the Chancellor.

2. Disciplinary Control of the Examination Centre:-

(a) During the examination, candidates shall be under the disciplinary control of the Chief Superintendent of the Centre. If any candidate disobeys the instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the centre, on notice by

the Chief Superintendent he may be expelled by the Chief Superintendent from the examination for that particular forenoon/afternoon session, as the case may be.

(b) The Chief Superintendent shall immediately report the fact of such case with full details of evidence to the Controller of Examinations. The Controller of Examinations will place the matter before the Vice-Chancellor for ratification and for further action.

(c) In emergent or extra-ordinary circumstances, the Chief Superintendent shall have the power of changing the examination hall within the same campus in consultation with the Head of Institution and report such change of hall to the Controller of Examinations.

3. Every day before examination begins, the Invigilators shall give instructions to all the candidates to search their persons, tables, desks, etc., and 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. The candidates must be present half an hour earlier before the commencement of the Examinations, late comers will be allowed only with the approval of the Chief Superintendent. Where a late-comer is admitted, these instructions may be repeated to him at the time of entering to the examination hall. The invigilators shall also check up everyday whether candidates have their hall tickets with them.

4. Indulging in malpractices/Use of unfair means:-

No candidate shall indulge in any malpractice or use of unfair means mentioned in statute 5 in connection with examinations.

5. (a) The acts/conduct which will constitute malpractice/Use of unfair means and the corresponding punishment liable to be imposed therefore are specified in the “Annexure” to these Statutes

(b) The University may declare any other act of omission of commission/conduct other than those referred to in the Annexure to be a malpractice/use of unfair means in respect of Examinations.

6. If the Vice-Chancellor is satisfied based on the report of the Chief Superintendent or otherwise that there has been copying or use of unfair means on mass scale at a particular examination centre(s) he may cancel the examination of all the candidates concerned.

Note: Where 20% or more students present were involved in copying/any malpractice or malpractices or using unfair means in a particular hall/room, it shall be deemed to be a case of mass copying.

DUTIES & RESPONSIBILITIES OF THE CHIEF SUPERINTENDENT

(1) The Chief Superintendent is fully responsible for the smooth conduct of the theory examinations. He has to take all pre-cautionary measures to prevent any kind of malpractice by the candidates and keep strict vigil during the examination hours.

- (2) The Invigilators shall work under the direct control of the Chief Superintendent. They should exercise proper control and extend their fullest support to the instructions of the Chief Superintendent.
- (3) The Chief Superintendent appointed for the Examination is requested to announce in the Examination Hall on every day of the Examination, that the candidates should write their Register Number correctly only on the space provided in the front sheet. They should not write their Register Number elsewhere either in the main answer book or in the additional books.
- (4) The Chief Superintendent should give instructions to the Invigilators to verify the correctness of the Register Numbers of the candidates with galley to the Answer scripts during the examination day itself.
- (5) The Chief Superintendent should verify the part and paper of each speciality of the candidates appearing with reference to the galley issued.
- (6) The candidates should be informed about the total number of pages written should be corrected counted by the candidates and should be mentioned in the front page.

- (7) The candidate and the Chief Superintendent/Invigilator should put their signature at the reverse page of the first bar coded sheet only in the space provided at the top portion. No entry should be made in the rectangular boxes 'UNIVERSITY USE ONLY'. No other portion in the bar coded sheets attached to the main answer book should be damaged or detached. (as specified in the Annexure III)
- (8) The Number of additional books issued to the candidates should be made as record and sent to the University for any verification. The Chief Superintendent/Invigilator should ensure that the candidate has completed the previous answer book before issuing a new one.
- (9) While sending answer scripts to the University, the year, month and date of the Examination should be noted at the left side top corner of the cloth cover for easy identification
- (10) The Secrecy & confidentiality for the conduct of the examination shall lie with the Chief Superintendent.
- (11) While encoding/decoding the question paper, the Chief Superintendent should see that no outsider-other unconnected staff members/concerned subject teaching staff be present at the examination hall.

(12) The Chief Superintendent is responsible for the despatch of answer sheets, unused covers, attendance sheet, absentee statement as and when the examination is over on the same day through Speed Post. Failure to despatch the answer sheets will entail action against the Chief Superintendent.

(13) The Chief Superintendent should not entertain any outsider other than the Flying Squad or University Observers appointed for the specific purpose.

(14) Any discrepancy noticed shall be brought to the notice of the Controller of Examinations of this University with facts and detailed report.

7. (a) The Chief Superintendent of the Examination Centre shall report to the Controller of Examinations each case of suspected or discovered malpractice/shall use of unfair means in the examination immediately. Such report shall be in the format prescribed or form supplied by the University for the purpose. It shall contain full details of evidence and the statement of candidate concerned, if any.

(b) A candidate shall be asked to give statement in connection with the suspected or discovered malpractice or use of unfair means but shall not be forced to give the statement if he refused to do so. The fact of his having refused to make a statement shall be recorded by the Chief Superintendent and got attested by two members of the Supervisory staff/Invigilator on

duty, at the time of occurrence or detection of the incident or immediately thereafter.

(c) The answer book of the candidate suspected of indulging in malpractice/using unfair means in the examination shall be seized by the Chief Superintendent. However, he may permit the candidate to continue to write the examination in a separate answer book. The Chief Superintendent shall send both the answer books to the Controller of Examinations in a separate sealed cover along with his report. This will not affect the concerned candidate appearing in the rest of the Examinations.

(d) The Chief Superintendent may expel the candidate detected of indulging in malpractice/using unfair means in the Examination hall, depending on the gravity of the malpractice or unfair means, and may also score off the answer sheet of the candidate concerned in front of the candidate in the hall and forward it to the Controller of Examinations in a separate scaled cover along with his report. This will not affect the concerned candidate appearing in the rest of the Examinations.

(e) All cases of malpractice/use of unfair means suspected or detected shall be reported immediately to the Controller of Examinations by the question paper setter, examiner/evaluator, moderator, tabulator or any

person connected with the University Examination as the case may be, with all the relevant materials.

(f) On receipt of the report mentioned in sub-statute (a), (c), (d) or (e) above, as the case may be, the Controller of Examinations shall obtain the explanation of the candidate concerned through the Head of the Institution. He shall then forward the report and the explanation mentioned above to the Examination Discipline Committee referred to in statute 8 for its decision.

(g) The Examination Discipline Committee after due examination of the records placed before it by the Controller of Examinations and after enquiring the concerned candidate/invigilator/any other person connected with the case, if necessary, shall forward its findings on whether the suspected or detected malpractice or use of unfair means is established or not to the Vice-Chancellor for approval.

(h) The Vice-Chancellor on his approval of the findings of the Examination Discipline Committee referred to in sub-statute (g) of statute 7 shall pass orders regarding the punishment, if any, to be imposed as provided in the Annexure to these statutes. The Controller of Examinations shall communicate the orders of the Vice-Chancellor to the candidate concerned.

(i) A candidate may, within fifteen day of the receipt of the above orders, file a petition in writing to the Vice-Chancellor for a review of the

case. If the Vice-Chancellor is satisfied that the representation merits consideration, he may refer the case to the Examination Discipline Committee for re-examination.

(j) The Examination Discipline Committee on receipt of the petition for review, shall re-examine the records and further evidence, if any, adduced or available and submit its report on its findings to the Vice-Chancellor. The orders of Vice-Chancellor thereon will be communicated to the candidate concerned by the Controller of Examinations.

8. Examination Discipline Committee.

(a) The Controller of Examinations shall initiate action to constitute the Examination Discipline Committee before the commencement of every examination session. The members of the said committee shall be appointed by the Vice-Chancellor for a particular session of examinations and shall be eligible for re-appointment.

(b) The Examination Discipline Committee shall consist of at least three but not more than five members drawn from amongst the Governing Council members, officers and { teachers not below the rank of Readers of this University/affiliated colleges } of this University.

(c) The Controller of Examination shall be the Convenor of the Examination Discipline Committee. However, he shall not be a party in the

findings of the Committee regarding the malpractice/use of unfair means.
{and punishment proposed therefor by the Committee}

(d) Three members present shall constitute the quorum of the Examination Discipline Committee.

(e) All decisions taken by the Examination Discipline Committee shall be by simple majority. If the members are equally divided, Vice-Chancellor shall decide the case. The decision of the Vice-Chancellor shall be final and it shall be communicated to the candidate concerned by the Controller of Examinations.

ANNEXURE**(See Statute 7h)****THE ACTS/CONDUCT WHICH WILL CONSTITUTE MALPRACTICE/USE OF UNFAIR MEANS IN UNIVERSITY EXAMINATIONS AND PUNISHMENTS THEREFOR.**

Sl. No.	Nature of Malpractice/use of unfair means	Punishments
1.	<p>I. <u>Minor Malpractice/use of unfair Means by the students:-</u></p> <p>(a) Talking to another candidate or any person inside or outside the examination hall, during the examination hours.</p> <p>(b) Deliberately disclosing one's identity or making any distinctive marks in the answer book for the purpose.</p> <p>(c) Making an appeal to the Examiner/Evaluator through the answer book.</p> <p>(d) 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.</p> <p>(e) Writing or drawing diagrams/pictures irrelevant to the questions asked for reflecting the ill-temper or bad taste or bad humour or criticizing the colleges/teachers/University etc, or aiming to impliedly threaten or warn the examiners, making any derogatory statements in the answer paper.</p> <p>(f) Possession by a candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved which could be of help or assistance to him in answering any part of the question paper.</p> <p>(g) Possession of electronic or other devices like cellphone or pager or digital diary or other Electronic gadgets which could</p>	<p>(i) Cancel the entire Examination of that session taken by the candidate and also to debar him for subsequent one session.</p> <p>(ii) If the malpractice/use of unfair means is repeated for the second time cancel the entire examination of that session and also to debar him for subsequent two sessions.</p>

Sl. No.	Nature of Malpractice/use of unfair means	Punishments
	<p>be of help or assistance to him in answering any part of the question paper.</p> <p>II. <u>Major malpractice/use of unfair means by the students:-</u></p> <p>(a) Reading out the answer to the questions or communicating in any manner answers or informations in the Examination Hall so as to benefit the other candidates taking the examination.</p> <p>(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 otherwise disposing off the same or any part thereof.</p> <p>(c) Found copying with bits of papers or leaves of text books or any other source or from the answer book of the any other candidate.</p> <p>(d) 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.</p> <p>(e) 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 of any person or in connivance with any person connected with the examination or through any other agency, whatsoever.</p> <p>(f) Approaching or influencing directly or</p>	<p>(i) Cancel the entire Examination of that session taken by the candidate and also to debar him for three subsequent sessions.</p> <p>(ii) If the malpractice/use of unfair means is repeated for the second times cancel the entire examination of that session and also to debar him for six subsequent sessions.</p>

Sl. No.	Nature of Malpractice/use of unfair means	Punishments
	<p>indirectly a question paper setter, examiner, evaluator, moderator, tabulator or any other person connected with the University examination 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.</p> <p>(g) Attempting to interfere with directly or indirectly the discharge of the duties of the invigilators, Chief Superintendent and other examination officials/personnel (College/University)</p> <p>(h) A busing /Insulting/ Intimidating/ Assaulting/Manhandling/injuring the Chief Superintendent, Invigilator and other Examination officials/personnel (College/University)</p> <p>(i) Presenting a thesis, dissertation, practical or class work note-book not prepared by the candidate himself.</p> <p>(j) Impersonating any candidate at the examination</p> <p>(k) Insertion of pre-written answer papers.</p> <p>(l) For offering or actually giving in cash or in kind any form of inducement to any one connected with the conduct of University examinations or the valuation of the answer books or other tests to secure unfair or unlawful advantage.</p> <p>(m) Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.</p> <p>(n) Tampering in the statement of marks, provisional and degree certificates issued by the University.</p> <p>III. <u>Malpractice/use of unfair means by the invigilator/staff/supervisor:-</u></p> <p>Helping the candidates to copy by any means.</p>	<p>a) If the person involved is a Government servant the competent authority shall be informed to proceed</p>

Sl. No.	Nature of Malpractice/use of unfair means	Punishments
	<p>IV <u>Malpractices/use of unfair means by the Examiners.</u></p> <p>(a) Tampering with the marks by the Examiners.</p> <p>(b) Influencing and being influenced by the Examiners to boost marks of candidates during Central Valuation.</p> <p>(c) Demanding money or gift to assist the candidate in Theory/practical examination.</p>	<p>against the individual under disciplinary rules. He/she will not be appointed as Invigilator/Supervisor by the University for a period of two years.</p> <p>b) If the person involved is employed as a faculty in the private affiliated colleges, he/she will not be recognized as a faculty by the University from any of the affiliated colleges thereafter.</p> <p>c) If the person involved is employed as a non-teaching staff of the private affiliated college the institution may be informed to take suitable action against him as per rules and also not to involve him in the work connected to conduct of University exam in any capacity thereafter.</p> <p>(a) If the person involved is a Government servant, debar him/her from Examinership permanently and the competent authority shall be informed to proceed against the individual under disciplinary rules.</p> <p>(b) If the person involved is employed as a faculty in the private affiliated colleges debar him/her from examinership</p>

Sl. No.	Nature of Malpractice/use of unfair means	Punishments
	<p data-bbox="228 625 862 709">V <u>Mal practice/use of unfair means by the Institution.</u></p> <p data-bbox="228 751 943 1178">Any institution through its officials/staff/representatives approaching or influencing directly or indirectly a question paper setter, examiner, evaluator, moderator, tabulator or any other person connected with the University examination 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 or to help the candidates in mass copying by any means.</p>	<p data-bbox="971 247 1386 453">permanently and he/she will not be recognized as a faculty from any of the affiliated colleges by the University thereafter.</p> <p data-bbox="971 583 1386 835">The institution concerned shall be disaffiliated by the University for a period of Years (period will be decided by Examination Disciplinary Committee).</p>

**Dr. MAYIL VAHANAN NATARAJAN,
VICE-CHANCELLOR.**