

Fr. Agnel College of Arts & Commerce
Pilar – Goa

Date: 3/10/26

NOTICE

College Unfair Means (Examination) Committee

Goa University Ordinance OA-5.14 governs the rules, inquiry procedures, and penalties related to unfair means and malpractices during university examinations.

OA-5.14 Instructions pertaining to Unfair Means adopted in the Examinations

Inquiry Procedure:

- The student receives a formal show cause notice detailing the specific allegations and the proposed action.
- College Unfair Means Inquiry Committee reviews the case and gives the student a chance to present a defence.

Penalties (OA-5.14.19): Punishments are categorized based on the severity of the malpractice. They can range from the cancellation of the specific paper or entire semester examination to debarring the student from future exams for a set period.

Timeframe: The university aims to complete the inquiry process within six months or before the start of the next examination session.

OA-5.14.1' Unfair Means' includes any one or more of the following acts/omissions on part of student/s/examinee(s) during the examination period.

OA-5.14.2 Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.

OA-5.14.3 Possessing unfair means material and or copying there from. Interfering with or counterfeiting of University/Institution Seal or answer books or office stationery used in the examination.

OA-5.14.4 Transcribing any unauthorized material or any other use thereof.

OA-5.14.5 Communicating with any candidate or any other person in or outside the examination hall with a view to take assistance or aid to answer in the examination.

OA-5.14.6 Mutual/Mass copying.

OA-5.14.7 Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.

OA-5.14.8 Revealing identity in any form in the answer written or in any other part of the answer book by the student.

OA-5.14.9 Smuggling-out either blank or written or smuggling-in of answer books/supplements as copying material and/or smuggling-in blank or written answer book/supplements and forging signature of the Junior Supervisor thereon.

OA-5.14.10 Impersonating or allowing any other person to impersonate for him/her in the examination hall.

OA-5.14.11 Committing any other act or omission which may be considered as unfair means by the Unfair Means Committee.

OA-5.14.17 The procedure for reporting Unfair Means.

(a) The Block Supervisor/Invigilator shall seize the incriminating material and the answer script or other substances forming part of answer and report the same to the Senior Supervisor/Chief Conductor immediately, if he notices unfair means being resorted to by a candidate. The candidate however shall be allowed to write the remaining part of the examination on a fresh answer paper.

(b) If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted duly witnessed by two members of the supervisory staff and report the matter to the Sr. Supervisor/ Chief Conductor immediately. If the candidate refuses to give the statement, the candidate should be asked to record in writing his refusal to give a statement, if he refuses to do even that, the fact shall be recorded, duly witnessed by two members of the supervisory staff.

(c) The Sr. Supervisor/ Chief Conductor shall hold a summary enquiry, immediately after the conclusion of the said paper and record the report of the Room Supervisor, the statement of the candidate in presence of a teacher other than the Room Supervisor concerned. The Chief Conductor shall forward a report along with answer script or other substance and the incriminating material in a sealed cover or box, the statement and the report of the Room Supervisor, the statement of the candidate, if any, to the Controller of Examinations by name, who, in turn shall

place before the Unfair Means Enquiry Committee all the materials and records received by him. Further action is taken under the Ordinance and a report submitted to the Controller of Examinations.

OA-5.14.18

(a) The Examiner, shall, if he suspects unfair means while evaluating the answer scripts or other material, return the said answer scripts or other material with reasons in writing for such suspicion on evaluation to the Controller of Examinations by name separately. He/she shall enter 'suspected unfair means case' against the code number of the candidate in the input form.

b) Ordinarily, the University shall conclude the process within a period of six months or in any case before the commencement of the next examination.

Note: Please refer detailed Goa University Ordinance OA-5.14 governs the rules, inquiry procedures, and penalties related to unfair means and malpractices during university examinations.



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