

 ADITYA INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH CREATING EMPLOYABLE PROFESSIONALS	ADITYA INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH Procedure to handle unfair case (ISO No.: 7.4, 8.7, 10.2)	Doc No. : DI 13 Page : 1 of 1
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1. PURPOSE:

To enable smooth conduct of Inquiry to decide upon a unfair case.

2. SCOPE:

Students of full time MMS/ PGDM and based on rules specified by relevant statutory bodies.

3. RESPONSIBILITY:

Controller of Examinations

4. PROCEDURE:

1. At the call of the Invigilator for copy case, the Controller will replace the answer sheet with a fresh answer sheet. Controller will further collect the hall ticket, evidence of unfair means and related material from the student as well as the Invigilator. Students are asked to meet after the exam is over. The student committing the unfair means is asked to fill the Students Report, Supervisor and Controller will also be asked to fill in their respective reports.
2. After the completion of exams, the file of all copy cases will be submitted to the Unfair Means Committee Chairperson for further action. The Committee Chairperson / Academic Head shall inform the concerned student in writing of the act of unfair means alleged to have been committed by him/her and shall ask him to showcause in person upon a date, time and place so fixed.
3. The student shall, along with written explanation (along with evidence, if any) to the show cause notice, will also appear for oral hearing and defense in front of the committee members.
4. The Committee after considering all details of the case & reply of the student shall make a recommendation in the case to the Director.
5. In case, if the student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student shall be given one more opportunity to appear in his/her defense. Even after two chances, if the student fails to appear before the Committee, the Committee is authorized to take the decision in absentia on the basis of available evidence and documents, which shall be binding on the student.
6. The Committee shall report to the Director with all evidences and recommendations, who will further decide upon the punishment to be inflicted on the student.

5. RECORDS:

Sr.	Document Title	Department /	Doc. No.	Responsibility	File No.	Retention
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No.		Function				Period
1	Meeting Intimation	Unfair Case	AIMSR/MR/FM/14	Respective Committee Head	AIMSR-UC-01	5 years
2	Minutes of Meeting (MOM)	Unfair Case	AIMSR/MR/FM/15			5 years

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