



COMSATS University Islamabad

Registrar Secretariat, Principal Seat, Islamabad

No. CUI-Reg/Notif-91/24/328


April 23, 2024

NOTIFICATION

Subject: **Standard Operating Procedure (SOP) for Imposing Penalties relating to the use of Unfair Means in the Examinations of COMSATS University Islamabad (CUI)**

In pursuance of Clause - v of the Notification No. CIIT-Reg/Notif-900/12/1337 dated September 6, 2012 on Revised Regulations relating to the use of Unfair Means and Academic Dishonesty in the Examinations – 2012 under Statutes, Rules and Regulations of CIIT, the enclosed “Standard Operating Procedure (SOP) for Imposing Penalties relating to the use of Unfair Means in the Examinations of COMSATS University Islamabad (CUI)” is hereby notified, for compliance by all concerned at CUI.

This issues with approval of the Rector, CUI.



(Shahzad Ahmed)
Manager/ Incharge, Management

Distribution:

1. All Principal Officers
2. All Directors/ Incharge of CUI Campuses
3. All Deans of Faculties
4. Heads/ Incharges of Offices at CUI Principal Seat
5. Heads/ Incharges of Academics and Examination Sections at CUI Campuses
6. Additional Registrar/ Deputy Registrar (Admin) at CUI Campuses (with a request to disseminate across their respective Campuses)
7. Sections Incharges at Registrar Secretariat

Copy to:

- SO to Rector
- PS to the Registrar

Standard Operating Procedure (SOP) for Imposing Penalties Relating to the Use of Unfair Means in the Examinations of COMSATS University Islamabad (CUI)

1. Conduct of examinations in the Higher Education Institutes (HEIs) is a significant part of the student's academic assessment. All efforts/ means are used by the examinations department as well as faculty/invigilators to ensure a free and fair conduct of examination, however, a significant number of cases where unfair means are used by the students are reported. COMSATS University Islamabad (CUI) has framed "Revised Regulations Relating to the Use of Unfair Means and Academic Dishonesty in the Examinations, 2012" to provide a framework to process such cases. Clause - 5 of these Regulations defines the act of unfair means whereas Clause - 8 states the penalties which can be imposed in cases of use of unfair means.
2. These SOPs stipulate the specific criteria to impose different levels of penalties as stated in the "Revised Regulations Relating to the Use of Unfair Means and Academic Dishonesty in the Examinations, 2012" according to severity of the offence.
3. The violations/ offenses have been categorized in the following table. These SOPs shall help to ensure that penalties are fair and consistent across all cases and standards must be used to impose penalties according to the nature/ severity of unfair means used in the examinations:

a. Copying Cases

Charges		Punishment
1	Using Hand Signals, talking during exams, or peeking around at peers	<ul style="list-style-type: none"> • Cancellation of a portion of the paper in which unfair means were used <li style="padding-left: 20px;">And • A fine of up to Rs. 10,000.
2	Procuring or divulging information to a student pertaining to the examination question paper (<i>theft or selling of question papers before the exam date</i>).	<ul style="list-style-type: none"> • A fine of up to Rs. 50,000 commensurate with the offense <li style="padding-left: 20px;">And • Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred <li style="padding-left: 20px;">OR • Expulsion from the University
4	Supplying to a student during his/her examination, an answer to a question that may or may not be contained in the question paper.	<ul style="list-style-type: none"> • Cancellation of the examination paper in which the unfair means were used <li style="padding-left: 20px;">And • A fine of up to Rs. 30,000 commensurate with the offense <li style="padding-left: 20px;">OR • Cancellation of the entire examination result of a semester, whether or not

Charges		Punishment
		already completed, wherein the malpractice occurred (<i>in case of group activity</i>)
5	Copying from any paper, book or note, or any material, which may possibly be of assistance in the examination, and which have been explicitly prohibited in the examination, or allowing any other student to copy the answer, exchanging a question paper with helping material or using or attempting to use these or any other unfair means.	<ul style="list-style-type: none"> • Cancellation of the examination paper in which the unfair means were used and • A fine of up to Rs. 30,000 commensurate with the offense

b. Cell Phones/ Digital Diaries

Cell Phones/ digital diaries or any other gadget found with the student taking examination will be immediately confiscated and will be submitted along with the case to Unfair Means Control Committee (UMCC). Any student refusing to handover the gadget will be penalized in such instances with a minimum penalty laid out in Section 8(c) and (d) of “Revised Regulations Relating to the Use of Unfair Means and Academic Dishonesty in the Examinations, 2012”.

Charges		Punishment
1	Possession of Cell phones & Digital diaries etc. but use not established. Level of Violation- Moderate	<ul style="list-style-type: none"> • A fine of up to Rs. 15,000 commensurate with the offense
2	Use of cell phone/Digital diaries watches etc during exam Level of Violation- Major	<ul style="list-style-type: none"> • Cancellation of the examination paper in which the unfair means were used • A fine of up to Rs. 25,000 commensurate with the offense
3	Using online communication tools- Level of Violation- Major	<ul style="list-style-type: none"> • A fine of up to Rs. 50,000 commensurate with the offense • Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred

c. Impersonation

Charges		Punishment
1	Impersonating or falsely representing a student in the examination Level of Violation- Major	<ul style="list-style-type: none"> • Expulsion from the rolls of the University

d. Misconduct

Charges		Punishment
1	Replacing an answer book or any portion thereof. Level of Violation- Major	<ul style="list-style-type: none"> • A fine of up to Rs. 35,000 commensurate with the offense • Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred
2	Mutilating an answer book by way of tearing off pages. Level of Violation- Major	<ul style="list-style-type: none"> • A fine of up to Rs. 50,000 commensurate with the offense • Cancellation of the entire course to which the examination paper was related
3	Impeding the progress of an examination by any means whatsoever (Disturbing exam conducive environment, the argument with invigilators (until it is turned to misbehaving) Level of Violation- Major	<ul style="list-style-type: none"> • A fine of up to Rs. 50,000 commensurate with the offense • Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred
4	Assaulting or threatening to assault any person in charge of an examination Level of Violation- Major	<ul style="list-style-type: none"> • Such cases may be referred to Campus Discipline Committee of the respective Campus for further processing
5	Possessing firearms or anything capable of being used as a weapon of offence during an examination Level of Violation- Major	<ul style="list-style-type: none"> • Expulsion from the rolls of the University
6	Falsifying an examination result by any means including the substitution of answer books, mutilation, or alteration of the examination records, etc. Level of Violation- Major	<ul style="list-style-type: none"> • A fine of up to Rs. 50,000 commensurate with the offense • Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred

e. Repeated Offense

Any student with the repeated offense of using unfair means during the examinations will be imposed the following penalties depending on the nature of the offense:

- A fine of up to Rs.50,000 commensurate with the offense combined with any of the following three.
- Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred malpractice is repeated in final examinations.
- Cancellation of the entire course to which the examination paper was related (e.g. comprehensive examinations. Midterm examination etc.
- In addition to the cancellation of entire semester results where malpractice has occurred, the student will be disqualified from appearing in examinations for a specified period, when a student is caught using malpractice 3rd time during his/her stay at CUI.

f. Any Other

The Unfair Means Control Committee (UMCC) is authorized to decide on penalties or a combination of punishments for offenses other than those mentioned above. The nature of the offense will determine the appropriate penalty, which will be decided by a majority consensus of the members during the meeting.

The Committee may waive the above penalties in any case if the student provides appropriate supporting evidence during the proceedings.

COMSATS Institute of Information Technology
Registrar Office, Principal Seat, Islamabad

No. CIIT-Reg/Notif-900/12/1337

Dated: September 6, 2012

NOTIFICATION

Subject: **Statutes, Rules and Regulations of CIIT**

Consequent upon the approval of the Board of Governors of COMSATS Institute of Information Technology (CIIT) in its 22nd meeting held on 9th August 2012, following Statutes, Rules and Regulations of CIIT are hereby notified for information, record, and implementation across the CIIT System:

Statutes:

- i) Revised Employees Contributory Provident Fund Statutes, 2012
- ii) Revised Employees Benevolent and Group Insurance Funds Statutes, 2012

Rules:

- iii) Revised Transport Rules, 2012
- iv) Revised Endowment Fund Rules, 2012

Regulations:

- v) Revised Regulations Relating to the use of Unfair Means & Academic Dishonesty in the Examinations, 2012
- vi) Revised Regulations Governing Students Discipline, 2012

This issues with approval of the Competent Authority.

Encls. (as above)


(Attiq-ur-Rehman)
Deputy Registrar

Distribution:

1. Director External Campuses;
2. All Deans of Faculties;
3. Dean, Research, Innovation & Commercialization;
4. All Directors of CIIT Campuses;
5. Incharge, CIIT Islamabad Campus;
6. Incharge, CIIT Gujrat Campus;
7. Treasurer;
8. Director (P, D & HRD);
9. Controller of Examinations;
10. Director, Office of Development;
11. PS to the Rector;
12. PA to the Registrar.

COMSTATS Institute of Information Technology
REVISED REGULATIONS RELATING TO THE USE OF UNFAIR-MEANS AND
ACADEMIC DISHONESTY IN THE EXAMINATIONS, 2012

TITLE

1. These Regulations, framed in pursuance of Section 18 (2) (g) of COMSATS Institute of Information Technology Ordinance 2000, shall be called the “COMSATS Institute of Information Technology Revised Regulations Relating to the Use of Unfair-Means and Academic Dishonesty in the Examinations, 2012.”

COMMENCEMENT

2. These Regulations shall come into force with immediate effect and supersedes CIIT Employees Regulations Relating to the Use of Unfair-Means and Academic Dishonesty in the Examinations, 2006. All actions taken in the past under the provisions of the superseded Regulations of 2006, if not inconsistent with the provisions of CIIT Ordinance 2000, shall continue and, so far as may be, deemed to have been taken under the provisions of these Regulations. Nothing contained in these Regulations shall construe to mean any thing that may be inconsistent with the provisions of the CIIT Ordinance No.XXXVIII of 2000.

APPLICATION

3. These Regulations shall apply to all students of the Institute.

DEFINITIONS

4. In these Regulations, unless there is anything repugnant to the subject or context, the following expressions shall have the meanings hereby respectively assigned to them as under:
 - (b) “Campus” means a constituent campus of the Institute;
 - (c) “Campus Unfair-Means Control Committee” means a Committee constituted on a campus for the stated purpose, and hereinafter shall be referred to as the Committee in these Regulations;
 - (d) “Director” means the Director of a Campus;

- (e) "Institute" means the COMSATS Institute of Information Technology;
- (f) "Officer In Charge of Examinations" means an officer appointed as such on a campus, for the stated purpose and hereinafter shall be referred to as the Secretary of the Committee, under these Regulations;
- (g) "Rector" means the Rector of the Institute;
- (h) "Student" means a student of the Institute;
- (i) "Teacher" means Professors, Associate Professors, Assistant Professors, Lecturers and Research Staff, engaged on whole time basis by the Institute for teaching at the Institute, and such other persons as may be recognized to be Teachers by the Board.
- (j) "Incharge Conduct of Exams" means the senior faculty member appointed to oversee the arrangements and conduct of terminal examination at the end of a semester in any campus.

All other terms and expressions used in these Regulations shall have the same meanings as assigned to them under section 2 of the COMSATS Institute of Information Technology Ordinance, 2000.

Unfair Means in Examinations

5. The following shall constitute acts of unfair-means during an examination:
- (a) Using hand signals during an examination.
 - (b) Procuring or divulging information to a student pertaining to the examination question paper.
 - (c) Concealing notes on clothing, hands, caps, shoes or in pockets.
 - (d) Supplying to a student during his/her examination, answer to a question that may or may not be contained in the question paper.
 - (e) Copying from any paper, book or note, or any electronic device, or allowing any other student to copy the answer, or using or attempting to use these or any other unfair means.
 - (f) Possessing papers, books, notes, any electronic device, or any material which may possibly be of assistance in the examination, and which have been explicitly prohibited in the examination.
 - (g) Giving or receiving unlawful assistance during an examination.
 - (h) Impersonating or falsely representing a student in the examination.

- (i) Replacing an answer book or any portion thereof.
- (j) Mutilating an answer book by way of tearing off pages.
- (k) Impeding the progress of an examination by any means whatsoever.
- (l) Assaulting or threatening to assault any person in charge of an examination.
- (m) Possessing fire-arms or anything capable of being used as a weapon of offence during an examination.
- (n) Falsifying an examination result by any means including the substitution of answer books, mutilation, or alteration of the examination records, etc.
- (o) Approaching or influencing an employee of the Institute to act corruptly or dishonestly in the conduct of an examination, declaration of examination result, or marking of paper or obtaining secret information relating to an examination.
- (p) Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise, and failure to attribute direct quotation, paraphrase, or borrowed facts, information, or prose.
- (q) Mutilating, altering, interpolating or erasing a certificate or other document or any record maintained by the Institute, or in any manner using or causing to be used, a certificate, document or record, knowing that it is mutilated, interpolated or erased.
- (r) Any such offence which is deemed to constitute the use of unfair-means.

COMMITTEE TO DEAL WITH THE USE OF UNFAIR MEANS

6. (a) The Campus Unfair-Means Control Committee shall normally consist of:

- i. Head/Incharge of an Academic Department, or a senior teacher not less than an Associate Professor to be nominated by the Director, or the Rector, as the case be Chairman
- ii. Three teachers from different Departments to be nominated by the Director, or the Rector, as the case may be Members
- iii. Officer In Charge of Examinations Member/Secretary

- (b) The term of office of the members, other than the ex-officio, shall be two years.
- (c) The Secretary shall be responsible for calling meetings of the Committee as and when required; for maintaining the record of its deliberations; and for further action if the Committee's decisions are challenged at any forum.
- (d) The decision of the Committee by majority shall be final and shall be notified by the Secretary of the Committee with copy to all relevant persons/offices.
- (e) An appeal against the decision of the UMCC may be filed with the Director of the campus or Rector, in case of Islamabad Campus, within 10 calendar days of the notification of the decision, who shall either decide the matter at himself/herself, or refer it back to the Committee for review.
- (f) If the case is decided by the Director or the Rector, as the case may be, then his/her decision will be final and binding; and if the case is referred back to the committee then the committee shall reconsider the case and the decision of the committee, in such case, shall be final and binding. The decision shall be notified by the Secretary of the Committee with copy to all relevant persons/offices.
- (g) In order to create an effect of deterrence against acts of unfair means, the notification of the decision of penalties may be placed on the campus notice board and/or in the public media.

PROCEDURE FOR ACTION AGAINST OFFENDERS

- 7. When an incident of malpractice occurs, the examiner/invigilator/teacher shall immediately stop the student(s) from continuing the malpractice. The following procedure against the offender(s) shall be observed:
 - (a) The examiner/invigilator/teacher shall demand signature on the documents used in malpractice, from the accused student(s). In case the accused student(s) refuse(s) to sign, the fact shall be noted in writing in the examiner/invigilator/teacher's report.
 - (b) The examiner/invigilator/teacher shall report the matter with evidence to the authority appointed by the examinations department to supervise the conduct of examination, hereinafter called the supervisor, or the head of the department concerned in absence of any such authority, in writing, immediately upon the completion of the examination in which the malpractice had occurred. The supervisor or the head of the department concerned, as the case may be, shall forward the matter to the Secretary of the Committee for further processing.
 - (c) The Secretary shall issue a show-cause notice to the accused student(s) giving him/her /them a reasonable opportunity to reply.

- (d) The Secretary shall then call a meeting of the Committee in consultation with the Committee's Chairman, to which the accused student(s) shall also be called to defend himself/ herself/ themselves.
- (e) If necessary, the Committee may call the reporting examiner/ invigilator/teacher to its meeting for further clarification.
- (f) The Secretary shall communicate the decision of the Committee to the accused student(s) and to all other concerned.
- (g) In case involvement of an employee is proved in the malpractice, the findings and recommendations of the Committee shall be sent to the Director, or the Rector, as the case may be, for appropriate action in accordance with the Employees Efficiency and Discipline Statutes.

PENALTIES

- 8. The penalties for using unfair-means in examinations may be any of the following or a combination thereof:
 - (a) Cancellation of the examination paper in which the unfair-means were used.
 - (b) Cancellation of a portion of the paper in which unfair-means were used.
 - (c) A fine of upto Rs.50,000 commensurate with the offense.
 - (d) Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred.
 - (e) Cancellation of the entire course to which the examination paper was related.
 - (f) Disqualification from appearing in examinations for a specified period.
 - (g) Rejection of the research report, dissertation, or thesis when found guilty of plagiarism.
 - (h) Expulsion from the rolls of the Institute.
 - (i) Rustication from the Institute.
 - (j) Forfeiture of degree/diploma/certificate.