



OFFICE OF THE DEAN (ACADEMIC)
NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

DEAN(ACAD)/Exam/Inquiry_committe/Guidelines/60

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Proceedings

Sub: Constitution of the committee dealing with Exam Malpractice cases - reg

As decided in the 52-nd meeting of the BoAC (Agenda item AC 52.09), the malpractice cases related to examinations reported from a Department/School will henceforth be enquired by a committee constituted as follows:

Chairperson*	:	Head of Department/School
Members of DUGC (for UG level courses)	:	Members
Members of DPGC (for PG level Courses)	:	Members
Nominee of the Dean Academic	:	Member
Additional Members (if required)	:	Member (To be appointed by HOD)

However, in the case of first year UG courses and cases which involve multiple departments, the constitution of the committee shall be as follows:

Chairperson*	:	Head of Department/School /Chairperson of the Centre offering the course
Members	:	Chairpersons of DUGC of Dept. / Schools from which the students are reported to be involved in the malpractice case (For UG level courses)
Members	:	Chairpersons of DPGC of Dept. / Schools from which the students are reported to be involved in the malpractice case (For PG level courses)
Member	:	Nominee of the Dean Academic to the Dept / School/Centre offering the course
Member	:	First Year B.Tech Coordinator (for first year subjects)
Member	:	Course coordinator (for first year subjects)

*In case the Head of Department/School /Chairperson of the Centre happens to be the course faculty, a senior faculty of the Dept./School/Centre shall be appointed as the Chairperson.

The list of nominees of Dean Academic assigned to various departments is attached as **Annexure-I**. The Dept./School/Centre allotted with more than one nominee may include one of the nominees in the inquiry committee on rotation basis. Accordingly, all HoDs/Chairpersons are requested to constitute the committee as and when the need arises, within three working days after the completion of all the scheduled examinations (mid-semester/end -semester/REX/SAY as the case may be). The reports and recommendations of the committee shall be forwarded to this office for necessary action within 15 day after the constitution of the committee. The broad guidelines for the committee dealing with Exam Malpractice cases is attached herewith as **Annexure-II**.

This is issued with the approval of the competent authority.

Sameer S M
Dean Academic