

O.P. JINDAL GLOBAL UNIVERSITY

Extracts from the First Ordinance of O.P. Jindal Global University

Sec.29. Conduct of Students during Examinations

- 1) No student shall make use of any dishonest or unfair means or engage in any disorderly conduct in an examination.
- 2) “Dishonest or unfair means” for the purposes of Section 29(1) includes:
 - a) Using any unauthorized materials or taking unauthorized assistance from any other student or person during the course of the examination;
 - b) Providing of any unauthorized materials or giving of unauthorized assistance to any other student during the examination;
 - c) Tampering with any work or record with the intent to gain an unfair advantage in the assessment or examination;
 - d) influencing any teaching or person with the object of changing his or her own assessment or examination results or that of any other candidate, including by offering of any advantage or through any threatening acts; and
 - e) Any intentional conduct which allows him or her or any other student to gain an unfair advantage in an assessment or examination.
- 3) For the purpose of this Section “using any unauthorized materials” includes plagiarism.
- 4) “Assistance” for the purpose of this section includes:
 - a) Impersonation of another student to take an examination;
 - b) Provision of unauthorized information with a view to provide an unfair advantage in an assessment or examination; or
 - c) Any other intentional conduct which allows a student to gain an unfair advantage in an assessment or examination.
- 5) For the purpose of this Section, “dishonest or unfair means” also includes:
 - a) An attempt of the acts forbidden under Section 29(2);
 - b) Incitement, aiding or abetting of another to engage in such acts; and
 - c) Conspiring with another to engage in the same.

- 6) For the purposes of this Section “Disorderly conduct” includes:
- a) Disturbing or disrupting the examination;
 - b) Entering or leaving the examination venue in contravention of the examination rules and regulations or any other relevant rules or regulations;
 - c) intentional destruction or tampering of any materials or equipment provided for use in the examination or any part thereof, including answer books, supplementary answer sheets and electronic or digital devices;
 - d) Carrying into the examination venue any weapon which is prohibited;
 - e) Failure to comply with the instructions of the Chief Invigilator, any invigilator on duty or other staff on the examination venue
 - f) Any other violation of the Student Code of Conduct or examination rules in connection with the examination;
- 7) For the purpose of this Section, “disorderly conduct” also includes:
- a) An attempt of the acts forbidden under Section 29(6);
 - b) Incitement, aiding or abetting of another to engage in such acts; and
 - c) Conspiring with another to engage in the same.
- 8) Where a student is alleged to be in contravention of Section 29(1), the procedures set out under the section, shall apply. The Dean of the concerned School shall be the “University Officer” for the purpose of the application of these sections in this context.
- 9) Notwithstanding anything contained in this Ordinance and the First Statutes, the Dean of the concerned School acting in the capacity of the “University Officer” shall have the power to impose the following penalties on a candidate found guilty of contravention of Section 29(1):
- a) Disqualify such student from an examination of a course for which he or she was a student;
 - b) Disqualify such student from taking an examination of the University for a specified period of time;
 - c) Expel such student from the University; and
 - d) Declare the student not fit and proper to be admitted to any other examination of the University.

Sec.31. Declaration of Results

- 1) The University shall strive to declare the results of every examination conducted by it within a period of thirty days from the last date of the examination for a programme and in any case within a period of forty-five days from such date.

- 2) Where the University has been unable to declare the final results of any examination within the aforesaid period of forty-five days, it shall, as soon as practicable, submit a report with detailed reasons for this failure to the Government.

Sec.32. Appeal against Decisions in relation to Examinations

- 1) A student who is dissatisfied with the decisions made by any Teacher or University Officer in relation to an examination may appeal to the Controller of Examinations within 30 days of the candidates' knowledge of the prejudicial decision taken against him or her.
- 2) Notwithstanding anything contained under Part IX, the concerned Dean shall have exclusive jurisdiction over appeals from decisions in relation to examinations.
- 3) For the purposes of Section 32(1), "Decisions" includes decisions in relation to the assessment, results and grades attained in an examination and the decision to disallow a student from appearing at an examination due to the failure to meet any requirement specified under Sections 25, 26 and 27.
- 4) The appeal shall be in writing and addressed to the Controller of Examinations and copied to the concerned Dean and the Registrar. The appeal shall clearly state the grounds of appeal. The Controller of Examinations shall acknowledge receipt of the appeal in writing to the candidate with a copy to the concerned Dean and the Registrar.
- 5) Where the Controller of Examinations considers that there is a prima facie case for the appeal, he or she shall constitute an Examination Appeals Committee to hear the appeal, which shall consist of at least three Teachers of the concerned school appointed in consultation with the concerned Dean. The chairperson of the Examination Appeals Committee shall be one of the three Teachers recommended by the Dean.
- 6) The Examination Appeals Committee acting as the appellate body shall have the power to confirm, vary or set aside the decision in relation to the examination appealed against.
- 7) The Examination Appeals Committee appointed by virtue of Section 32(5) shall hear the appeal expeditiously. The candidate appealing shall be notified in writing of the time when the appeal will be heard and be given an opportunity to appear before the committee and be heard.
- 8) Where the Examination Appeals Committee is of the view that the decision against the student is of a serious disciplinary nature, it shall refer the matter to the Student Discipline Committee. In that case, the procedures set out under Section 42 of this Ordinance shall apply.
- 9) An appeal is allowed where the complainant fails to prove the case against the student on a balance of probabilities. 4
- 10) A decision on an appeal, where possible, shall be made within 30 days from the date of receipt of the application to appeal or as soon as possible thereafter.
- 11) The Registrar shall be provided with a written record of the proceedings of all cases of appeal by the Controller of Examinations within 7 days after the appeal has been heard. The Registrar will also keep such a record.

12) Where an appeal relates to a decision resulting from a disciplinary action, the procedures set out under Section 41 of this Ordinance shall apply.

Sec.41. Initiation of Disciplinary Action

- 1) Any complaint against a student for violation of the Code of Student Conduct, any statutes, ordinances, rules or regulations of the University shall be lodged in writing.
 - 2) Where the violation relates to academic conduct, the complaint shall be dealt with by the Dean of the concerned School. Where the Dean delegates this power to a concerned Head of Department, the complaint shall be dealt with by such Head of Department.
 - 3) Where the violation relates to regulations promulgated by an amenity or facility provider, such as the Library, the complaint shall be dealt with by the relevant body responsible for the management of the amenity or facility.
 - 4) Where the violation relates to regulations on fees, charges or financial assistance, the complaint shall be dealt with by the Chief Finance and Accounts Officer.
 - 5) In all other cases, the complaint shall be dealt with by the Proctor or any Officer or body the Proctor finds appropriate.
 - 6) The University Officer may decide, within 10 working days from the date of notice of the complaint that a violation of the Code of Student Conduct, any statutes, ordinances, rules or regulations of the University by a student is of such a serious nature that it should be dealt with by **the Student Discipline Committee**. Consideration of the student's case may include enquiries into:
 - a) non-compliance by the student with the decision of the University Officer imposing penalty on the student for the student's violation of the Code of Student Conduct, any statutes, ordinances, rules or regulations of the University;
 - b) commission of the same offence prescribed under the Code of the Student Conduct, any statutes, ordinances, rules or regulations of the University by the student more than once; and
 - c) the gravity of the offence committed.”
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